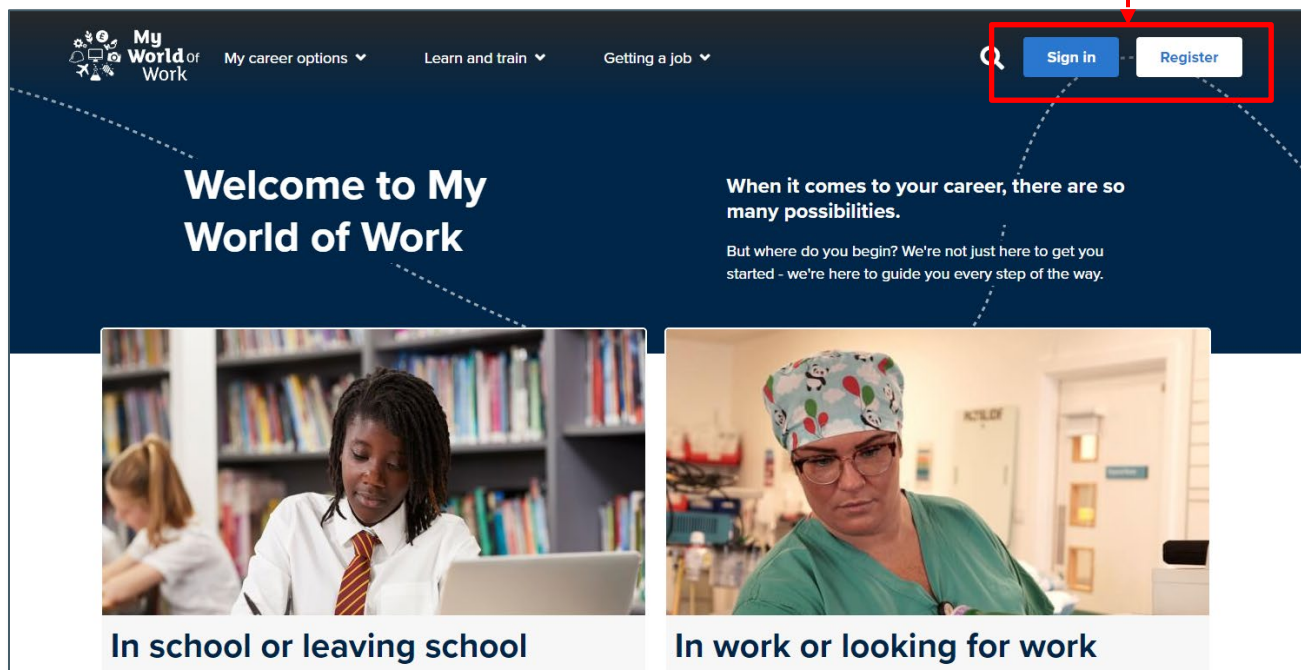


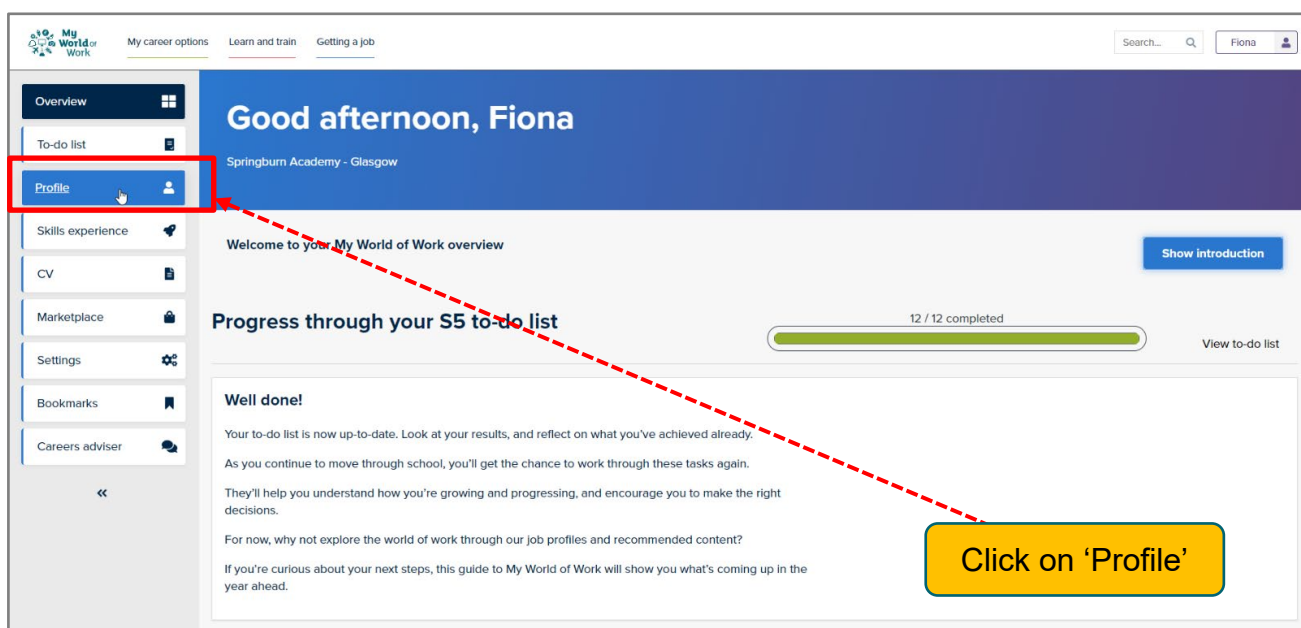
Profile

The profile in My World of Work lets you create a personal statement based on summaries of tool results and other information within your account.

To access your profile, register and sign in to the site and you will be taken to your account overview page.



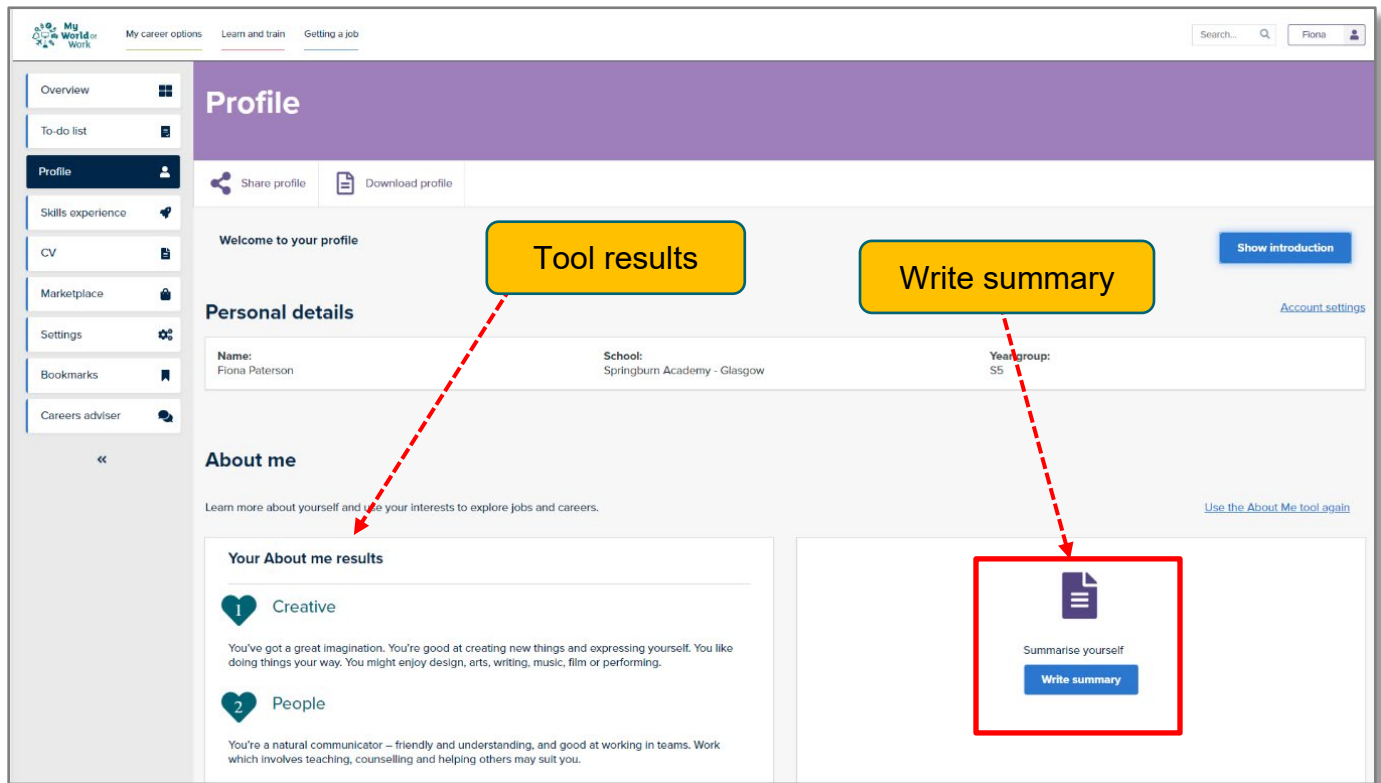
On your overview page, click on 'Profile' in the list of options on the left-hand side:



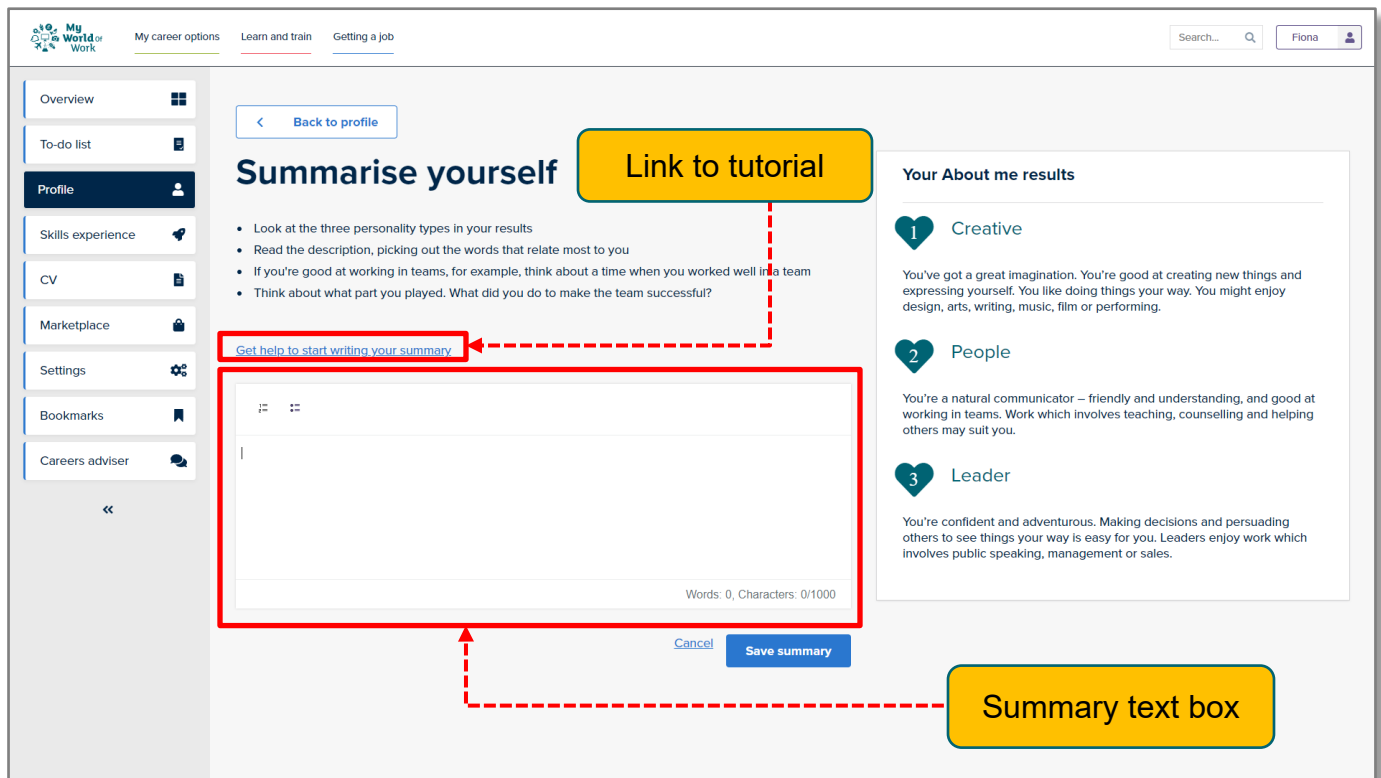
How to guides

On the profile page, you will be shown the results from any tools you have already completed on the site, for example 'About me', on the left of the page.

Click on the 'Write summary' button to the right of the results

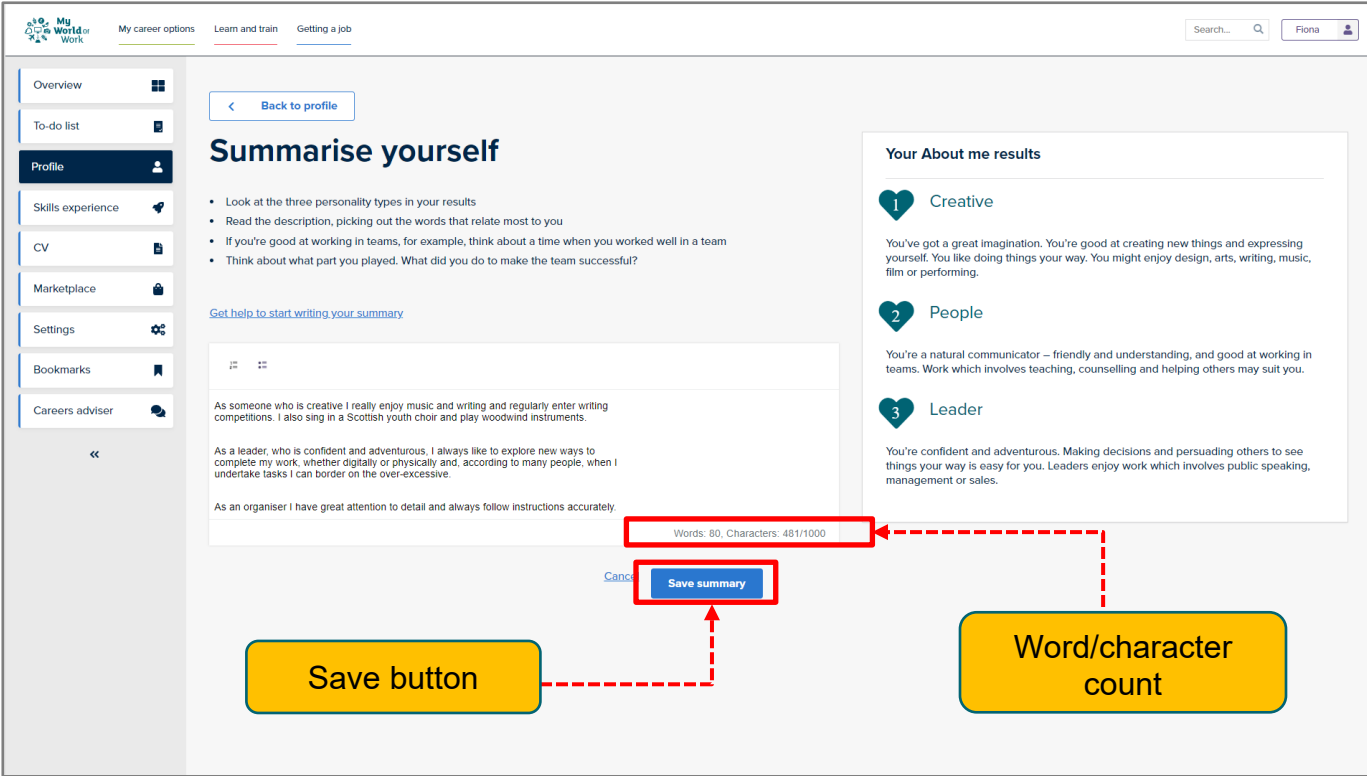


....and you will be shown a summary text box where you can write a summary of those results. There is a link just above the summary box for you to see a tutorial that will help you.

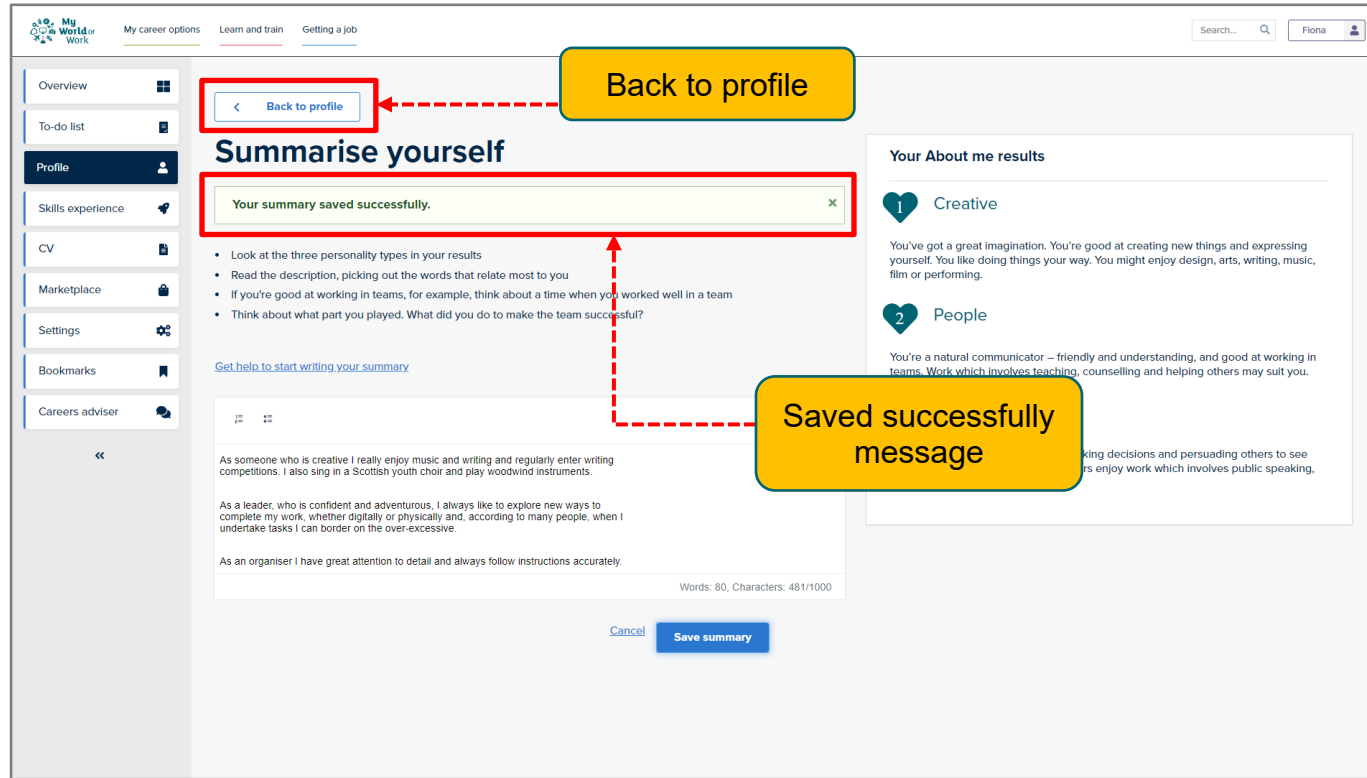


How to guides

You can complete a summary, observing the word and character counts in the bottom right of the summary box, then click on 'Save summary' at the bottom when you are happy with it.



When you have saved your summary, you'll see a message letting you know that it has been successfully saved then you can click on 'Back to profile' to return to the overall profile.



How to guides

On the profile page, you can scroll down to see results of other tools you have completed, e.g. Strengths and Skills. These can be **summarised and edited** in the same way.

Skills

Use your skills to find career choices suited to you and make those big decisions easier.

[Add skills experience](#)

Your skills experience

You have added **1 skills experiences**. Adding more will make it even easier to update your Skills statement on your profile.

Your skills summary

Studying history has allowed me to develop excellent researching skills as shown when I worked as part of a group to research local history in relation to WWI. We identified local figures who contributed in a variety of different ways and I used my verbal communication skills to present our...


[View skills summary](#)[Edit summary](#)

Strengths

Find out how your strengths can help you when it comes to jobs and career decisions.


[Use the Strengths tool again](#)

OftenLess often




Detail

You have a natural eye for detail, making it easy for you to spot errors. You get a real buzz from making sure that everything is accurate and would never submit work that's messy or full of mistakes. You're most likely to say, "It's important to get things just right."




Pride

You take pride in everything that you do. You focus on delivering quality work that's of the highest standard. From the work you do at school, college or in your job, to how you look, it's very much a case of, "Only the best will do."




Improver

You're always looking for ways of improving. Whether you're looking to get better at sport or higher grades, you'll give it a go. You will often find yourself thinking, "How can I do it better...?"



Writer

You love to write. Whether you're updating your status online, creating a short story to pass the time, or putting together articles for your school or college magazine, you enjoy the experience. You find yourself writing at all sorts of times and in all sorts of places. As you do, you might find yourself thinking, "I love writing."



Creativity


Creativity is at the heart of everything you do. You love to experiment and explore, trying out new ways of doing things. You can't help but come up with new and original ideas. Your creativity will often be seen in how you dress or how you style your hair. You often find yourself thinking, "I wonder what would happen if..."

Your strengths summary

Many people agree that I am a competitive, curious and a debater, and, frankly I agree with the results My WoW has generated.

Being competitive and having pride in my work, I always aim for the best results in everything I do whether it's a test, an essay or a lab...

[View strengths summary](#)[Edit summary](#)



**My
World of
Work**

How to guides

Further down the page there are areas where you can enter details of education, experience and achievements.

The image shows a screenshot of a web form with three main sections: Education, Experience, and Achievements. Red dashed lines and boxes highlight specific elements:

- Education Section:**
 - A red box highlights the **Education** header.
 - A red dashed line points from the header to the **Add / Edit** button.
 - The section contains two entries:
 - Institutions attended:** Glasgow Kelvin College - West End Campus - Glasgow (2020 - Present). It has a dropdown menu labeled "Currently studying".
 - Springburn Academy - Glasgow (Secondary):** (2014 - 2020). It has a dropdown menu labeled "Qualifications achieved" and another labeled "Currently studying".
 - A red box highlights the **Add / Edit** button for the Education section.
- Experience Section:**
 - A red box highlights the **Experience** header.
 - A red dashed line points from the header to the **Add / Edit** button.
 - The section contains one entry:
 - Tesco:** Merchandise replenishment (May 2018 - Present).
 - A red box highlights the **Add / Edit** button for the Experience section.
- Achievements Section:**
 - A red box highlights the **Achievements** header.
 - A red dashed line points from the header to the **Add / Edit** button.
 - The section contains one entry:
 - My World of Work School Ambassador:** Springburn Academy (Sep 2018).
 - A red box highlights the **Add / Edit** button for the Achievements section.

In each of these sections, you can enter information by clicking on **'Add/edit'** to the right of each section.

How to guides

In the 'Education' section, you will be able to enter details of a place attended, qualifications achieved or what you're currently studying:

Learn and train

Getting a job

Back to profile

Add education

1. Add place of education

2. Qualifications you've achieved

3. Currently studying

School or college name

Date from

Select month

Select year

Date to

Select month

Select year

☐ I still attend here

Add place

Details added appear at the **right of the page**, click on the **icons** to edit or delete these.

My World of Work

My career options

Learn and train

Getting a job

Search...

Fiona

Overview

To-do list

Profile

Skills experience

CV

Marketplace

Settings

Bookmarks

Careers adviser

Back to profile

Add education

1. Add place of education

2. Qualifications you've achieved

3. Currently studying

School or college name

Date from

Select month

Select year

Date to

Select month

Select year

☐ I still attend here

Add place

Attended

Glasgow Kelvin College - West End Campus - Glasgow

Aug 2020 - Present

0 qualifications 1 currently studying

Springburn Academy - Glasgow (Secondary)

Aug 2014 - May 2020

6 qualifications 4 currently studying

How to guides

In 'Experience', you will be able to enter details of employment, paid and voluntary.

The screenshot shows the 'Add place of experience' form. On the left is a sidebar with navigation links: Overview, To-do list, Profile (selected), Skills experience, CV, Marketplace, Settings, Bookmarks, and Careers adviser. The main form area has a 'Back to profile' button and a title 'Add place of experience'. The form fields include: Employer name (text input), Job role (optional) (text input), Date from (month and year dropdowns), Date to (month and year dropdowns), a checkbox for 'I still work here', Location (text input), and a text area for 'Tell us a bit more about what you did'. On the right, under the heading 'Attended', there is a card for 'Tesco' with the dates 'May 2018 - Present'. The card has edit and delete icons. A red dashed arrow points from the 'Tesco' card down to the text below.

As in the 'Education' section, details added will appear to the right (click icons to edit/delete).

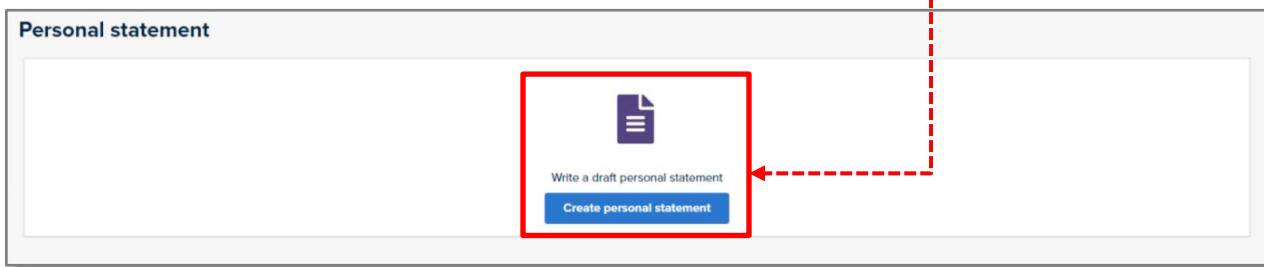
And finally, in the 'Achievements' section, you will be able to enter details of any other personal achievements:

The screenshot shows the 'Add an achievement' form. The sidebar is identical to the previous screenshot. The main form area has a 'Back to profile' button and a title 'Add an achievement'. Below the title is a sub-header 'Add information about any achievements you've earned, for example a Duke of Edinburgh award.' The form fields include: Achievement title (text input), Date achievement was earned (month and year dropdowns), Where was it achieved? (text input), and Was a grade achieved? (text input). At the bottom is an 'Add achievement' button. On the right, under the heading 'Previous achievements', there is a card for 'My World of Work School Ambassador' with the location 'Springburn Academy' and the date 'Sep 2018'. The card has edit and delete icons. A red dashed arrow points from the 'My World of Work School Ambassador' card down to the text below.

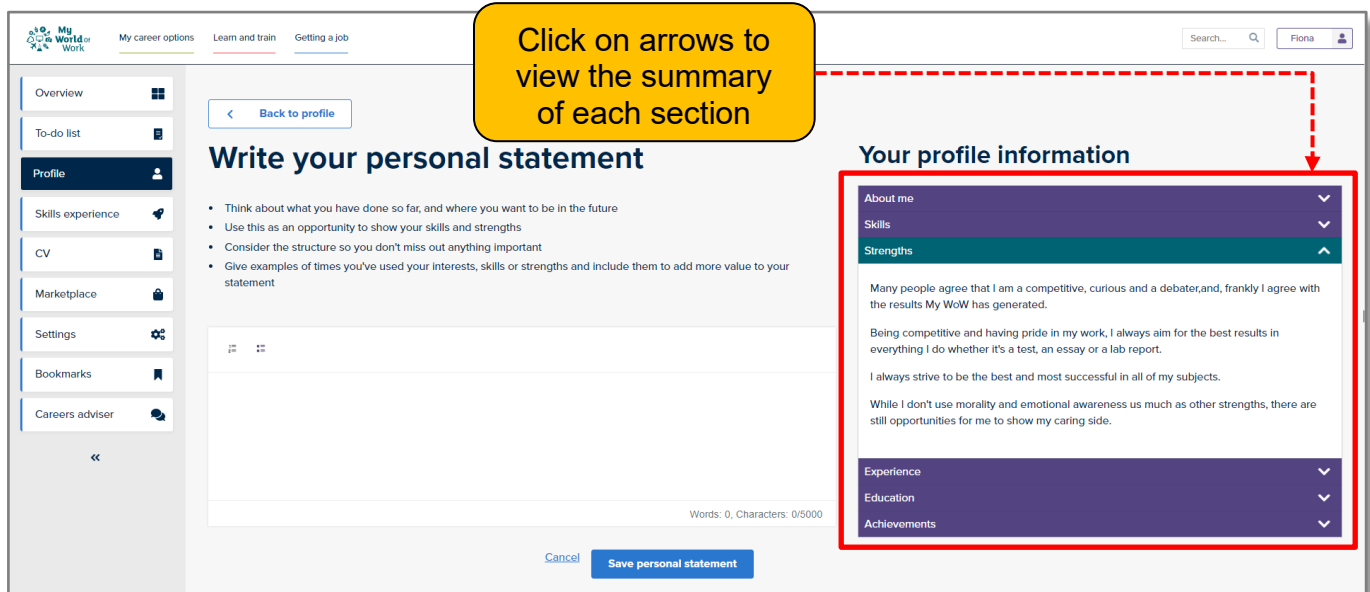
Once again, as in the 'Education' and 'Experience' sections details added appear to the right (click icons to edit/delete)

How to guides

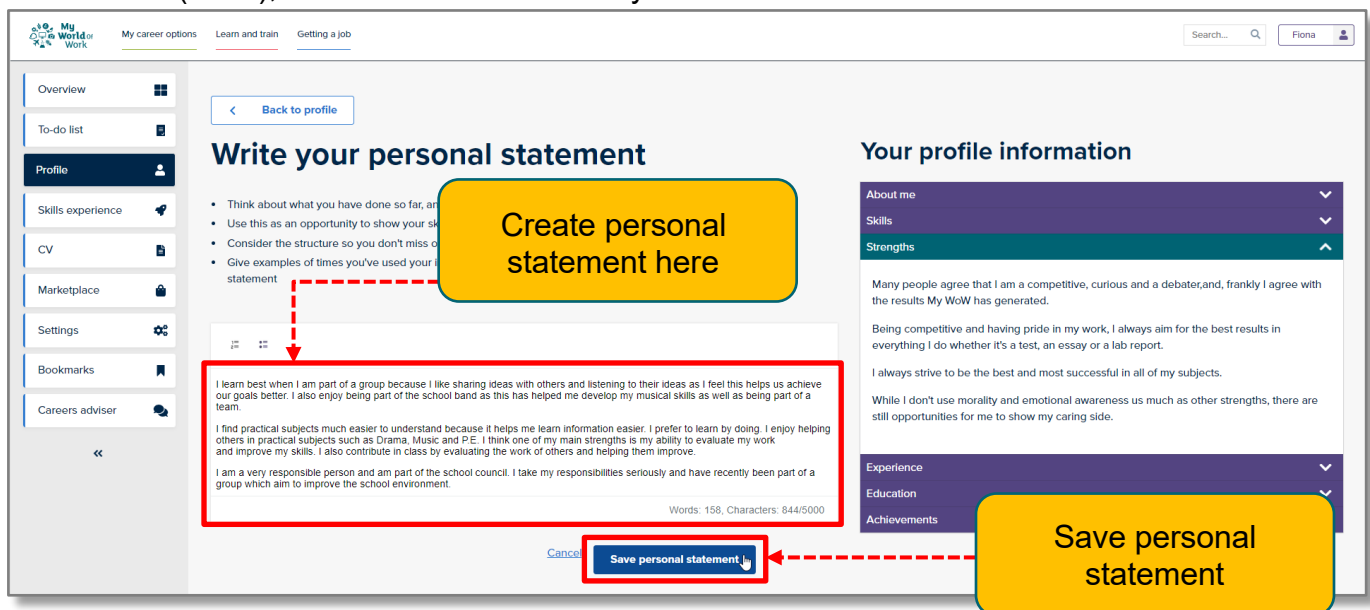
At the bottom of the page, there is a section to complete a personal statement based on the summaries from each individual section. Click on **'Create personal statement'** to start:



You will now see a blank text box for you to create a personal statement, and on the right side are the headings from the individual section summaries that you wrote earlier. If you click on the arrow to the right of each heading, the summary will be shown for you to refer to.

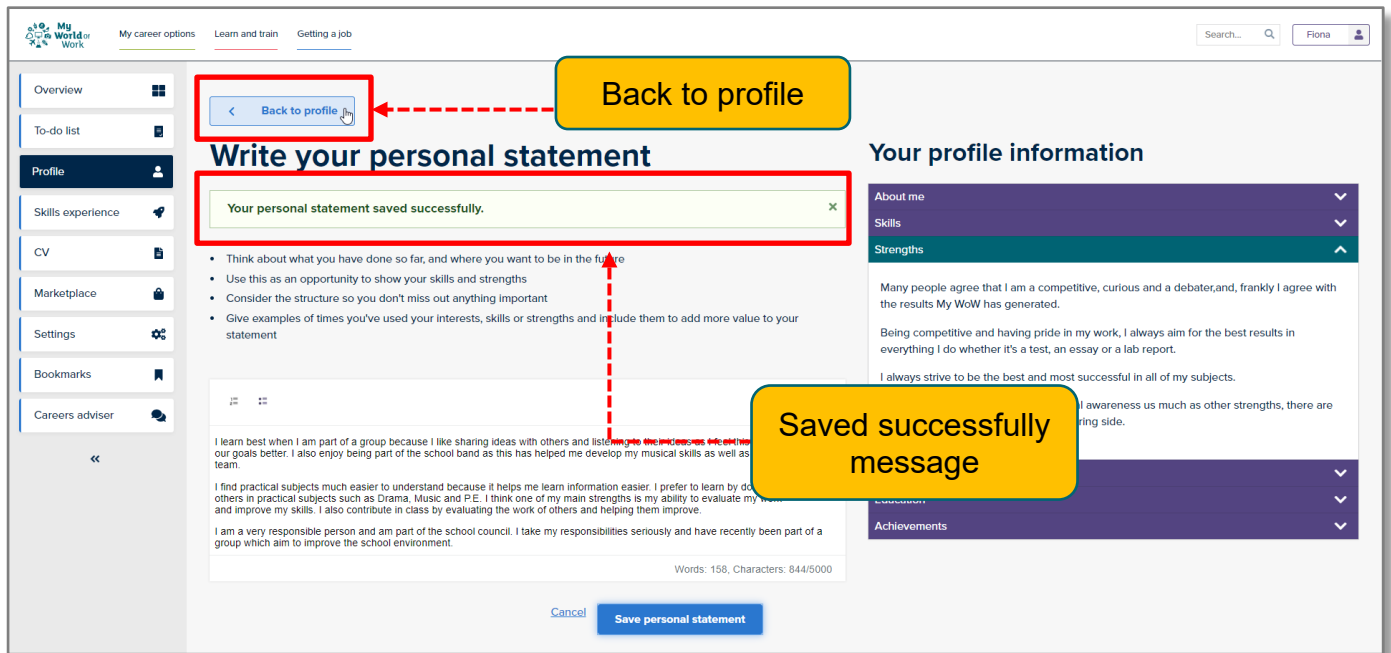


You can now create a personal statement within the text box, within the recommended character limit shown (5000), then click 'Save summary' at the bottom to save.



How to guides

Once you've saved your 'personal statement' you'll see a confirmation that your statement has been successfully saved.



You can click on the 'Back to profile' button to return to your Profile overview page.

