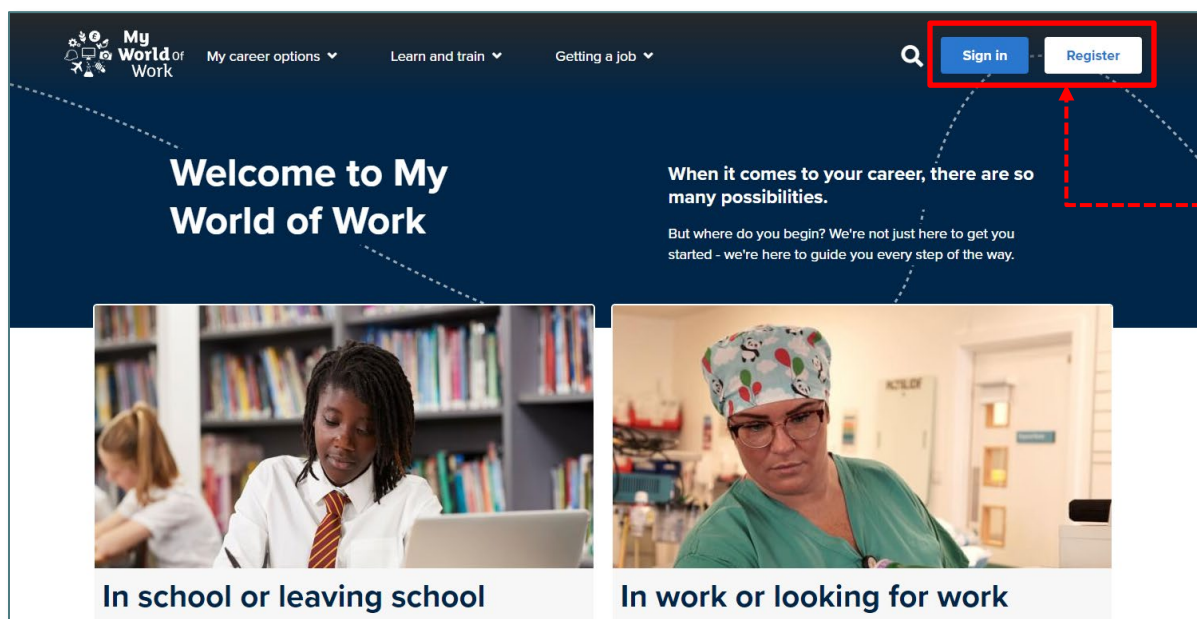


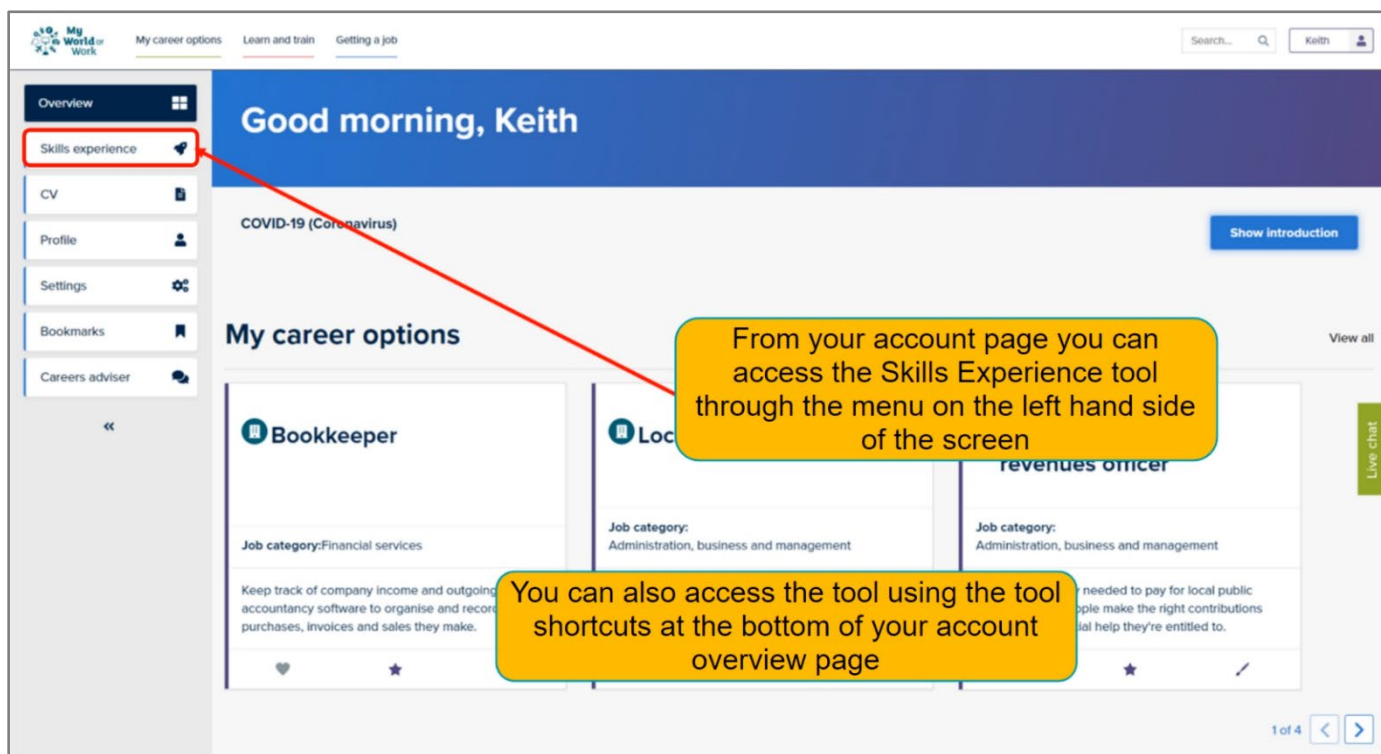
## Skills Experience

The 'Skills Experience' tool is available to **logged in** users. It allows you to record examples that can help you to complete your personal statement, job applications or update CVs.



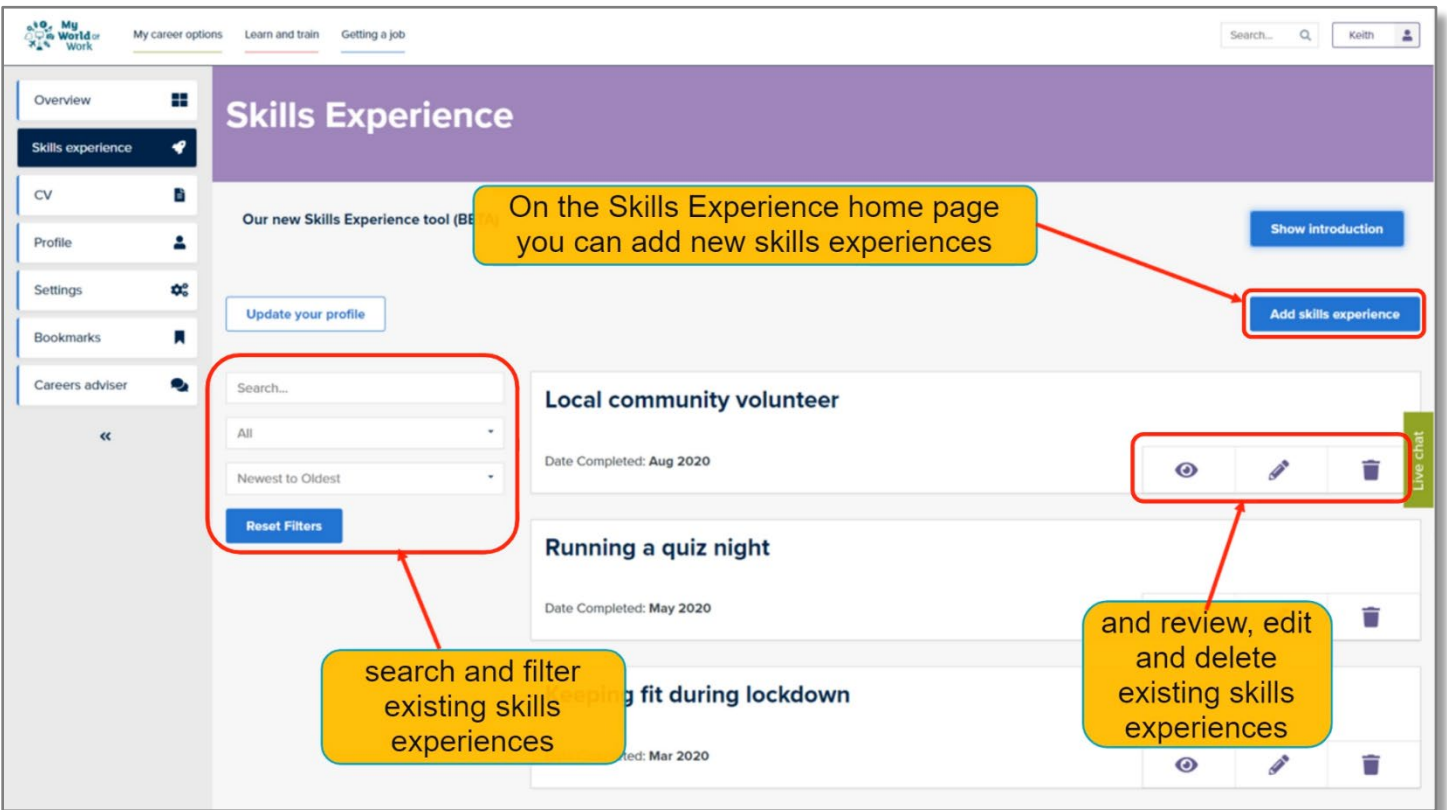
To access the tool, register and sign in to your My World of Work account.

Once logged in you can access the tool from the menu on the left-hand side or through the tool shortcut which can be found at the bottom of the account overview page.

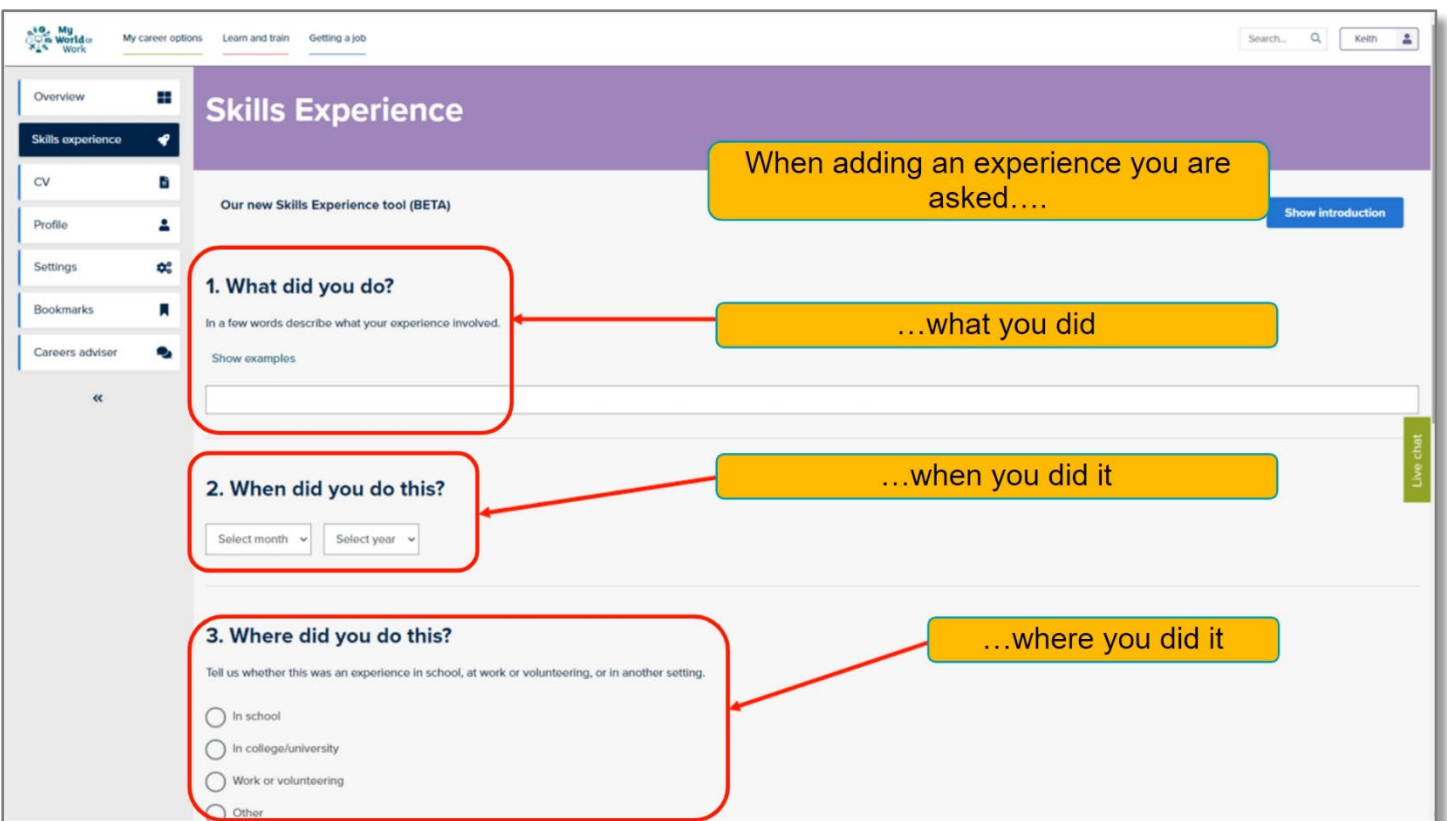


# How to guides

Clicking 'Skills experience' in the links on the left side of the account page will take you to your Skills Experience page where you will be able to add new experiences and manage existing experiences. On the 'Skills Experience' homepage you can add new experiences and review, edit, delete and search existing experiences.



When adding experiences, you're asked to add, what you did, when you did it and where you did it.



# How to guides

As well as logging what you did, you'll also be able to provide more details about the situation, the steps taken and what skills were used along the way.

3. Where did you do this?

Tell us whether this was an experience in school, at work or volunteering, or in another setting.

☐ In school

☐ In college/university

☒ Work or volunteering

☐ Other

4. Describe your experience in detail.

Use the STAR technique to explain your experience.

What's the STAR technique?

Situation – tell us what the experience was

Task – explain what it was you had to do

Action – talk through each of the steps you took

Result – what was the outcome and how well did it go?

Supporting local community residents who were self isolating.

Contact residents and find out what groceries and supplies they were needing.

- Regularly contacted my group of residents for a general chat while at the same time find out what they were needing.
- Went to local shops to get shopping and deliver to residents
- Provide shopping list to help my residents to prepare for future shops
- Follow all rules and guidelines re hygiene and social distancing

All of the residents I supported received their shopping when they needed it and benefitted from human contact and conversation.

Words: 94, Characters: 582/1000

Next step

.....using the STAR technique

.....provide details about the activity you did

Once the initial section is completed click on the 'Next steps' button and you can select up to 5 skills you felt you developed and used during your activity.

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Getting a job

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Keith

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Skills Experience

Our new Skills Experience tool (BETA)

Show introduction

5. What skills did you use?

Look over the skills and examples from the categories below. Choose between 2 and 5 of the skills you think you used in the experience.

Adapting

You haven't selected any adapting skills.

Feeling

Skills you have selected

Respecting X Social conscience X

Curiosity

You haven't selected any curiosity skills.

Skills - 5 / 5

Go back

Clear selection

Review

Once the you've added your experience and click on the 'Next step' button, you can add the skills and attributes you used during your experience

# How to guides

Each top level skill (Meta-skill) has a drop-down tab that reveals the underlying skills and attributes.

This screenshot shows the 'Communicating' meta-skill section. At the top, a red box highlights the 'Communicating' header, and another red box highlights an upward arrow icon. Below the header, a list of skills is shown: 'Listening' (selected), 'Reading', 'Verbal communication', and 'Working with technology'. A yellow callout box with the text 'Using the skills drop down menus....' points to the 'Listening' skill. Another yellow callout box with the text '...you can add and remove the attributes you feel you used' points to the 'Remove skill' and 'Add skill' buttons. The bottom of the screen shows a 'Skills - 5 / 5' indicator and three buttons: 'Go back', 'Clear selection', and 'Review'.

Communicating

Skills you have selected

Listening X

Listening

Taking in and understanding what someone is saying.

Examples

- Paying attention to what your teacher is saying, and understanding them.
- Concentrating on what someone is saying to you without interrupting them.

Remove skill

Reading

Understanding text and knowing what it means.

Examples

- Reading a book and understanding the storyline.
- Reading an email and understanding what the message means.

Add skill

Verbal communication

Expressing yourself and sharing ideas.

Examples

- Speaking out loud to give a message to other people.
- Talking to someone, voicing your ideas, opinions and thoughts.

Add skill

Working with technology

Being able to use technology safely and correctly.

Add skill

Skills - 5 / 5

Go back Clear selection Review

Once you've selected your skills (maximum of 5 for each experience) you can go back to edit the experience, clear the selected skills and attributes and review what you've written.

This screenshot shows the 'Collaborating' meta-skill section. The 'Collaborating' header is highlighted with a red box. Below it, the 'Building relationships' skill is selected. A yellow callout box with the text 'Once you've selected your skills, up to a maximum of 5 for each experience....' points to the 'Building relationships' skill. Another yellow callout box with the text '...you can then either go back to the experience section, clear the skills you've selected or review what you've just added' points to the 'Go back', 'Clear selection', and 'Review' buttons. The bottom of the screen shows a 'Skills - 5 / 5' indicator and three buttons: 'Go back', 'Clear selection', and 'Review'.

Communicating

Skills you have selected

Listening X

Collaborating

Skills you have selected

Building relationships X

Initiative

You haven't selected any initiative skills.

Sense making

You haven't selected any sense making skills.

Leading

You haven't selected any leading skills.

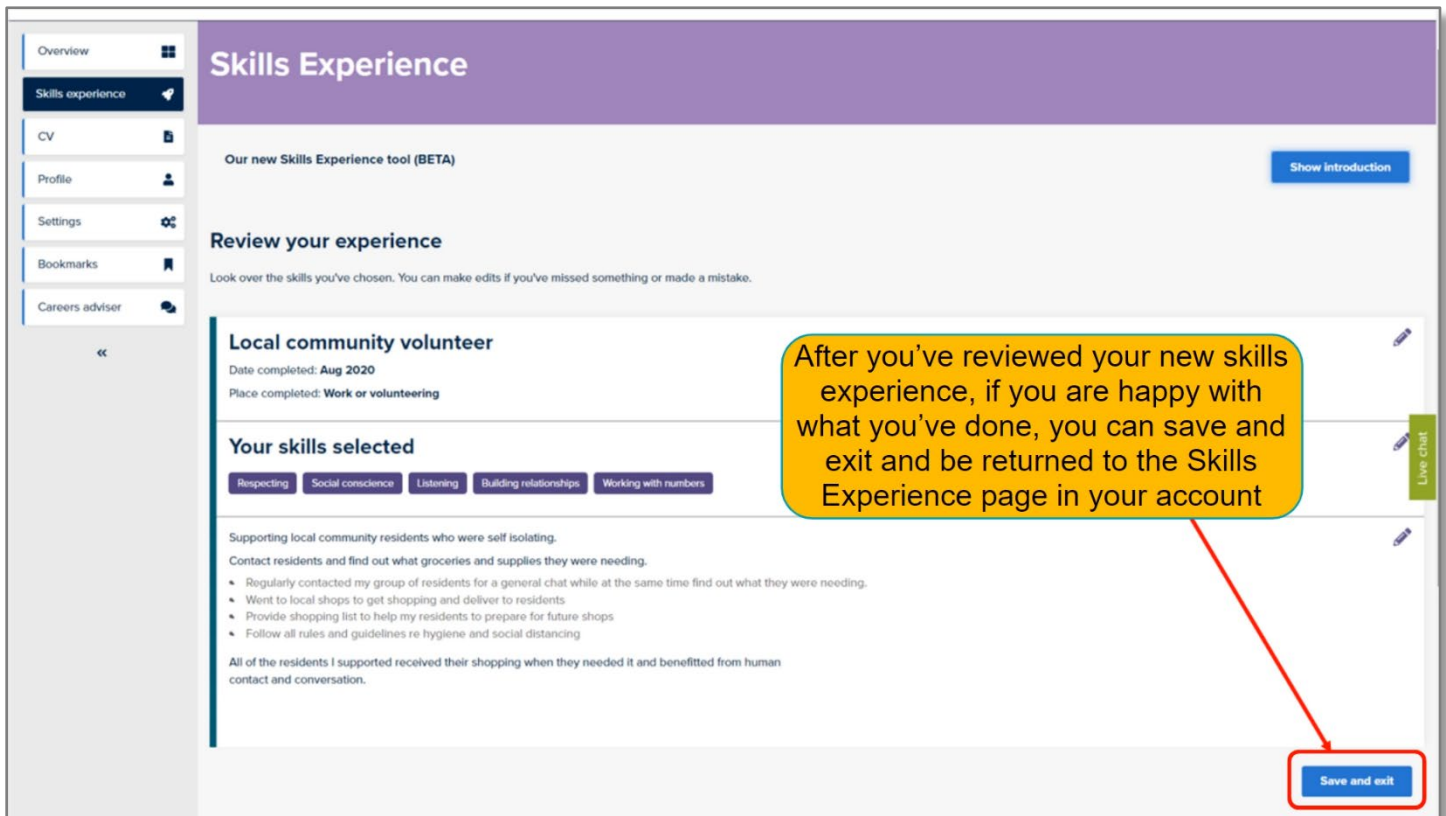
Skills - 5 / 5

Go back Clear selection Review

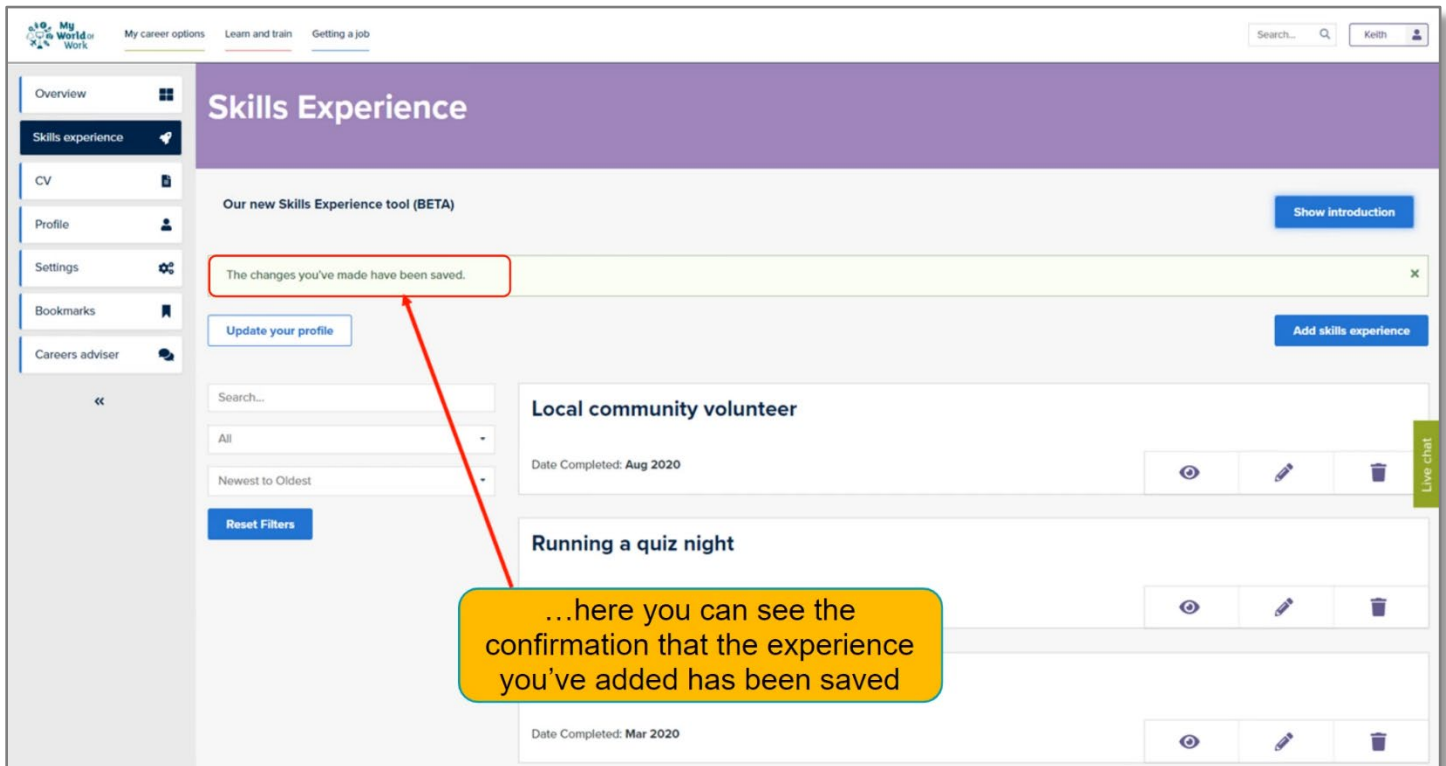


# How to guides

The skills and attributes you can select might already be familiar to you if you've previously used our 'Skills Explorer' tool.



Once you've reviewed what you've written and are happy with it, click on the 'Save and exit' button to go back to your 'Skills Experience' page in your account where you'll see confirmation that your changes have been saved.



# How to guides

The 'Skills Experience' tool is linked to the 'Skills' section in your Profile in your account.

Now, when updating the skills summary section of your Profile, you will be able to review your record of skills experiences which will make it easier to summarise all your skills effectively.

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Back to profile

Summarise your skills

From your list, think about the skills you've developed while working on your school subjects

For each skill, think about ways you have developed them. Have you taught yourself? Or did you learn by going to classes or training sessions?

Skills can develop in every situation. Stop and think about what you are doing and the skills you are using. Write these down as examples

Get help to start writing your summary

Supporting local community residents who were self isolating.  
Contact residents and find out what groceries and supplies they were needing.

- Regularly contacted my group of residents for a general chat while at the same time find out what they were needing.
- Went to local shops to get shopping and deliver to residents
- Provide shopping list to help my residents to prepare for future shops
- Follow all rules and guidelines re hygiene and social distancing

All of the residents I supported received their shopping when they needed it and benefitted from human contact and conversation.

Words: 94, Characters: 580/1000

Save summary

Your skills experience

Local community volunteer

Aug 2020

Work or volunteering

Respecting Social conscience Listening Building relationships

Working with numbers

Supporting local community residents who were self isolating.  
Contact residents and find out what groceries and supplies they were needing.

- Regularly contacted my group of residents for a general chat while at the same time find out what they were needing.
- Went to local shops to get shopping and deliver to residents
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All of the residents I supported received their shopping when they needed it and benefitted from human contact and conversation.

Running a quiz night

Keeping fit during lockdown

See all skills experiences

To help you summarise your skills in your profile, your Skills Experiences will be visible on the right hand side of the screen when using the Edit Summary option