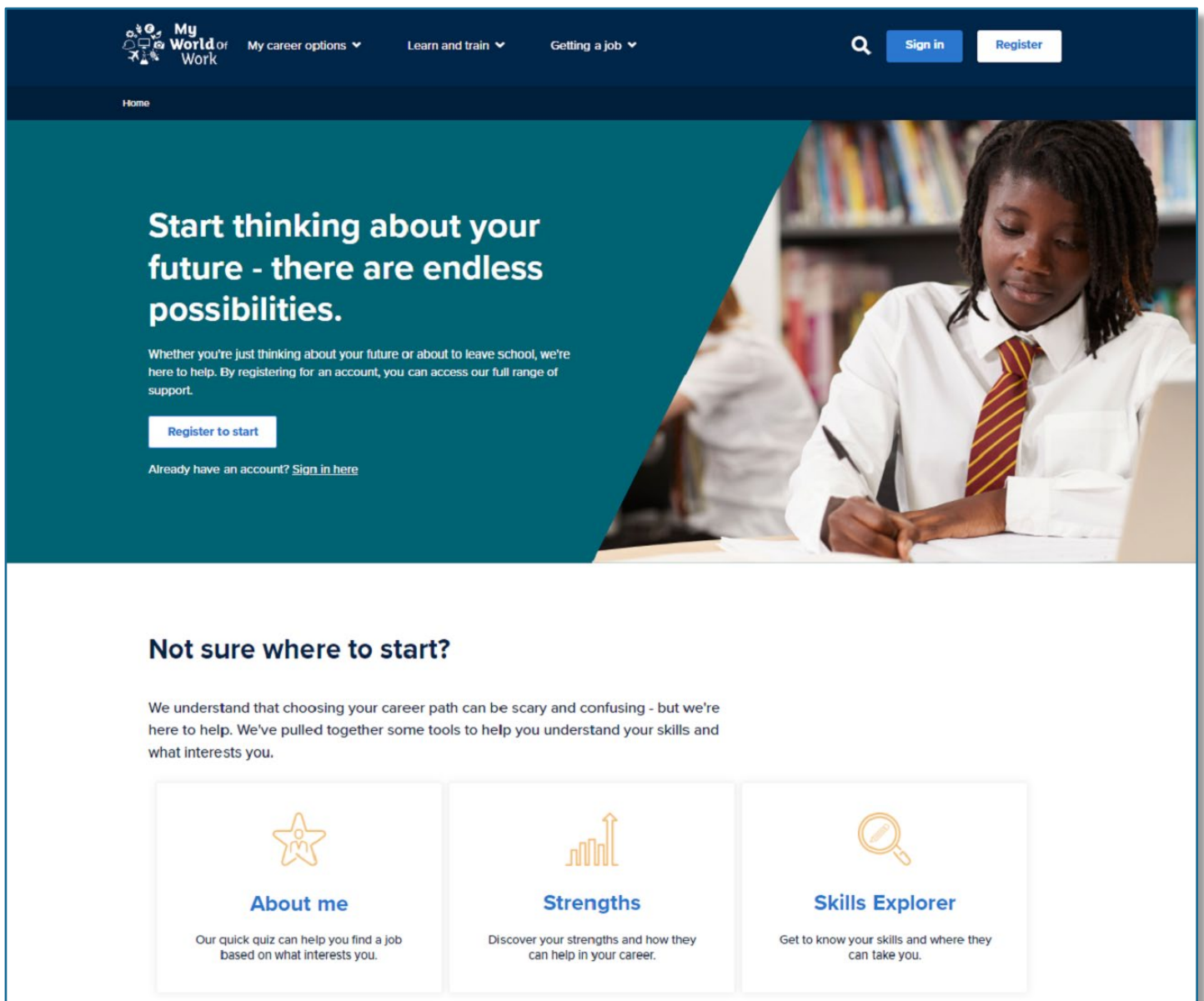


To-do list user guide

The 'To-do list' option guides secondary school customers through the site via their My WoW account.

Each customer is provided with a series of tasks associated with the stage they're at in school, saving them thinking time about what to do on the site.



The screenshot shows the homepage of the My World of Work website. At the top, there is a dark blue navigation bar with the 'My World of Work' logo on the left, followed by menu items: 'My career options', 'Learn and train', and 'Getting a job'. On the right side of the navigation bar, there is a search icon, a 'Sign in' button, and a 'Register' button. Below the navigation bar, the main content area features a large teal banner with the text 'Start thinking about your future - there are endless possibilities.' and a sub-headline 'Whether you're just thinking about your future or about to leave school, we're here to help. By registering for an account, you can access our full range of support.' A 'Register to start' button is prominently displayed. Below this, there is a link for 'Already have an account? Sign in here'. The banner also includes a photograph of a young person in a school uniform sitting at a desk in a library, looking at a laptop. Below the banner, there is a section titled 'Not sure where to start?' with a sub-headline 'We understand that choosing your career path can be scary and confusing - but we're here to help. We've pulled together some tools to help you understand your skills and what interests you.' This section contains three white boxes with orange icons and blue text: 'About me' (with a star icon), 'Strengths' (with a bar chart icon), and 'Skills Explorer' (with a magnifying glass icon). Each box includes a brief description of the tool's purpose.

Home

My World of Work

My career options ▾ Learn and train ▾ Getting a job ▾

Search Sign in Register

Start thinking about your future - there are endless possibilities.


Whether you're just thinking about your future or about to leave school, we're here to help. By registering for an account, you can access our full range of support.


[Register to start](#)


Already have an account? [Sign in here](#)

Not sure where to start?

We understand that choosing your career path can be scary and confusing - but we're here to help. We've pulled together some tools to help you understand your skills and what interests you.


About me
Our quick quiz can help you find a job based on what interests you.


Strengths
Discover your strengths and how they can help in your career.


Skills Explorer
Get to know your skills and where they can take you.

How to guides

The tasks have been broken into three key stages:

- S1 – three tasks focussing on completing the core tools – About me, Skills Explorer and Strengths
- S2-S3 – redoing the core tools and tasks around option choices, exploring job profiles and qualification route maps, starting a profile and an introduction to the CV builder
- S4 to S6 – redoing the core tools, completing tasks around senior phase option choices, preparing for course choices, training or searching for jobs, as well as a number of other tasks (view full list at the end of this guide).

To access the To-do list functionality, sign in to My World of Work and in your account the overview screen will show a progress bar related to your 'To-do' activities, together with the next recommended To-do list item:

The screenshot shows the 'My World of Work' overview page for user Steven. The page features a navigation menu on the left with 'To-do list' highlighted. The main content area displays a greeting 'Good afternoon, Steven' and a progress bar for 'Progress through your S2 to-do list' showing '2 / 8 completed'. A yellow callout box points to the 'View to-do list' link, and another points to the progress bar. A 'Start task' button is visible at the bottom right.

Clicking on 'To-do list' in the list of links on the left side of the account page or using the shortcut to the right of the progress bar will take you to your full 'To-do list'....

This screenshot is similar to the previous one but highlights the 'To-do list' link in the left navigation menu and the 'View to-do list' link in the main content area. A yellow callout box with the text 'Click to access full To-do list' has red dashed arrows pointing to both the 'To-do list' link in the menu and the 'View to-do list' link in the main content area.

...and you will be shown a predefined list of items related to your year group.

How to guides

Scrolling down the page, items will be colour-coded – you will see ‘Your core tasks’ and ‘Year group tasks’. If you are in S4 to S6 you will also see suggested ‘School leaver tasks’.

The screenshot displays a list of tasks categorized into three sections:

- Your core tasks:** This section includes three tasks:
 - Use the Strengths tool and understand how your strengths relate to... (Completed 2 years ago)
 - Use the About Me tool and discover where your interests could lead. (Completed 2 months ago)
 - Use the Skills Explorer tool and discover which jobs might suit you. (Completed 2 years ago)
- Your year group tasks:** This section includes four tasks:
 - Use the Option Choices tool to consider which subjects to pick in your senior phase. (Completed 10 days ago)
 - Update your CV with new experience, skills or achievements. (Completed 3 months ago)
 - Explore your recommended job profiles to learn about different careers. (Completed 3 months ago)
 - Create qualification routes for job profiles you're interested in. (Completed 4 months ago)
- Your school leaver tasks:** This section includes five tasks:
 - Complete your profile, including your personal statement. (Completed 10 days ago)
 - Use the interview tool to prepare for college or job interviews. (Completed 3 months ago)
 - Use our job search to search current vacancies and apprenticeships. (Completed 3 months ago)
 - Use our course search to find college and university courses, or other types of learning and training. (Completed a year ago)
 - Update your CV with new experiences, skills or achievements. (Completed 3 months ago)

Yellow callout boxes and red dashed arrows point to the 'Core tasks', 'Year group tasks', and 'S4-S6 school leaver tasks' sections.

How to guides

Each item in the list will have a 'Suggested reading' link to find out more about the activity, including links to resources. Towards the right, the items will be marked complete/ incomplete as appropriate, together with a button to 'Start task':

The screenshot shows a 'Your year group tasks' section with several task cards. Each card includes a title, a 'Suggested reading' link, and a status indicator with a 'Start task' button. Callouts highlight specific elements:

- Open/close suggested reading:** Points to the 'Suggested reading' link on the first task card.
- Link/s to further information:** Points to the 'What are my strengths?' and 'How your strengths help you build confidence' sub-tasks under the first card.
- Tasks marked incomplete or complete:** Points to the 'Incomplete' status on the first card and the 'Completed 2 years ago' status on the second card.
- 'Start/redo task' buttons:** Points to the 'Start task' button on the first card, the 'Redo task' button on the second card, and the 'Start task' button on the third card.

On completion of each task, it will be marked as complete in the 'To-do list' page of the account, and the progress bar on the account overview will be updated accordingly.

How to guides

A complete list of tasks by year group is shown below:

Tags	Task
Core	Use the about me tool and discover where your interests could lead.
Core	Use the skills tool and discover which jobs might suit you.
Core	Use the strengths tool and understand how your strengths relate to jobs you could do.
S2,S3,S2-S3	Use the Option choices tool to help you make your option choices.
S2,S3,S2-S3	Look at job profiles that match your interests, skills and strengths.
S2,S3,S2-S3	Build qualification routes on job profiles you're interested in.
S2,S3,S2-S3	Start your personal summary on your profile.
S2,S3,S2-S3	Start your skills summary on your profile.
S2,S3,S2-S3	Start your strengths summary on your profile.
S2,S3,S2-S3	Use the CV builder.
S4,S5,S6,S4-S6	Use the Option choices tool to consider what options to pick in your senior phase.
S4,S5,S6,S4-S6	Explore your recommended job profiles to find out about different careers.
S4,S5,S6,S4-S6	Create qualification routes for any job profiles you're interested in.
S4,S5,S6,S4-S6	Update your CV with any new experience, skills or achievements.
S4,S5,S6,Leaving school	Use our course search to find college and university courses, and other types of learning and training.
S4,S5,S6,Leaving school	Use our job search to search current vacancies and apprenticeships.
S4,S5,S6,Leaving school	Complete your profile, including your personal statement.
S4,S5,S6,Leaving school	Update your CV with any new experiences, skills or achievements.
S4,S5,S6,Leaving school	Use the interview tool to prepare for college or job interviews.