Start your profile
Worksheet

Learning outcomes

This activity will help you to:

★ access and update your profile on My World of Work

★ understand how activities you have completed in your My World of Work account and your achievements can help you in career planning

Activity

Introduction

Throughout your time in school, you will learn about the world of work and the skills you will need in the future to plan and manage your career.

To help you, there is a profile tool on **www.myworldofwork.co.uk**.

The profile tool gives you space to record and summarise information about your interests, skills, strengths, qualifications, work experience and achievements.

It is useful to record this information so you can reflect on your development and the profile can support you to create a personal statement.

Instructions

Before you start

★ Make sure you have set up an account on My World of Work, **www.myworldofwork.co.uk** and sign in

★ If you do not have an account, click 'register' at the top right-hand side of the homepage. If you need help to do this, watch this **video** on how to register

Set up your profile

★ Start to complete your profile summary sections using the results from the core tools

★ If you have not completed your core tools, please complete About Me, Strengths and Skills

★ You can use the guide 'Setting up your profile' below to help you

★ You can also start to add your Achievements to your profile

Tips to help you

★ Writing summaries: what would someone else want to hear about you?

★ Need help writing your summaries? Look at the **tutorial guide** in the summary sections for About Me, Strengths and Skills

★ What are achievements? These are things you are proud of and can be done at home as well as at school

★ Start to think about your personal statement.
Look at this article in My World of Work
https://www.myworldofwork.co.uk/tutorial-creating-personal-statement-cv

Next

Think about how the information in your profile can help with career planning. You can reflect and add to your profile.

Activity on next page…

Setting up your profile guide

Your profile in My World of Work is the place to add information about yourself.

You can write about things you have learned about yourself from doing the core tools on My World of Work. The core tools on My World of Work are About me, Strengths and Skills.

You can add other information to your profile, about:

★ your school, subjects and qualifications

★ any experience you have from working or volunteering

★ any achievements that you are particularly proud of

You can use the information you add to your profile to help you write a personal statement.

Note: the pictures in this guide show what My World of Work looks like on a computer screen. If you use a mobile device, for example your phone or a tablet, My World of Work will look different and things may be in different places on your screen

Open your profile

1. Sign in to **www.myworldofwork.co.uk** to open your account. It will open on the account overview page

2. Click on 'Profile'. You will find this in the list on the left-hand side
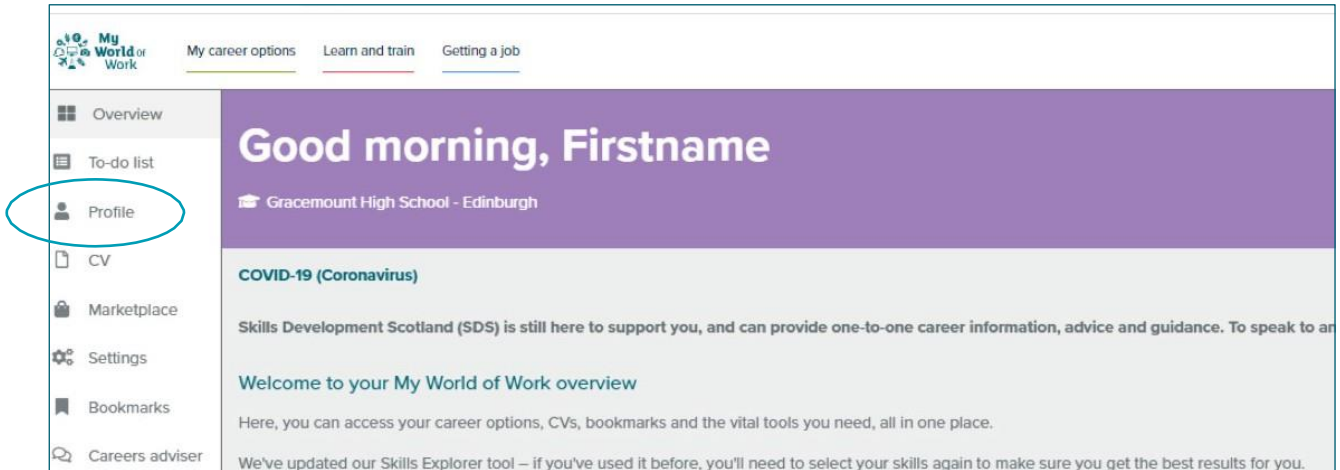
Learn about yourself from the My World of Work tools

My World of Work has tools you can do to learn more about yourself. The first tool in the list is 'About Me'.

3. Read your results from the 'About Me' tool.

4. Click on the "write summary" button on the right-hand side of the page.
A "Summarise yourself" box will open
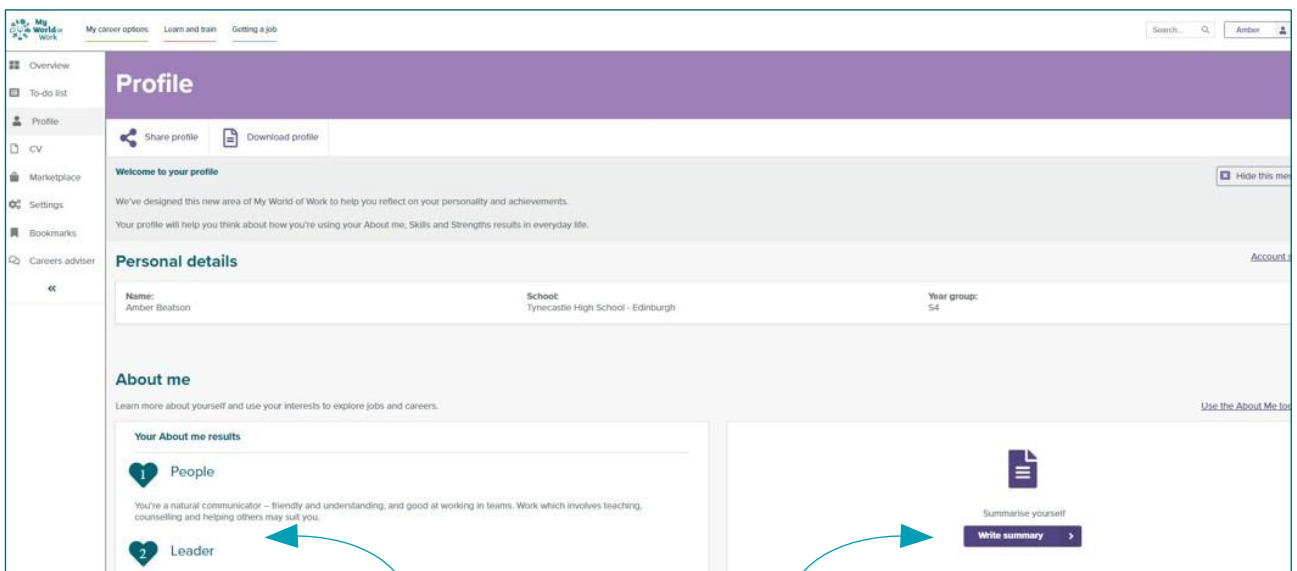
See the results of your 'About me' tool here

Click the "Write summary" button

Activity on next page…

Write your summaries

5.   Use this space to write a summary of the results from 'About me'

6.   Need help? Read the online **tutorial** to help you write your summary

7.   Click "save summary" when you have finished writing

1.Click here to read the tutorial on writing a summary

2. Write your summary in the box here

3. Click the "Save summary" button

8.   After you have saved your summary, click 'Back to profile', in the top left-hand corner

On your profile page, you can see your results from other tools you have completed on My World of Work.

9.   Complete steps 5 to 8 for all the other core tools you have completed:

- Skills

- Strengths

As you progress through school you can update your profile and include information such as:

- Education

- Experience, include any part-time jobs, volunteering

- Achievements