

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.

Activity on next page...

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

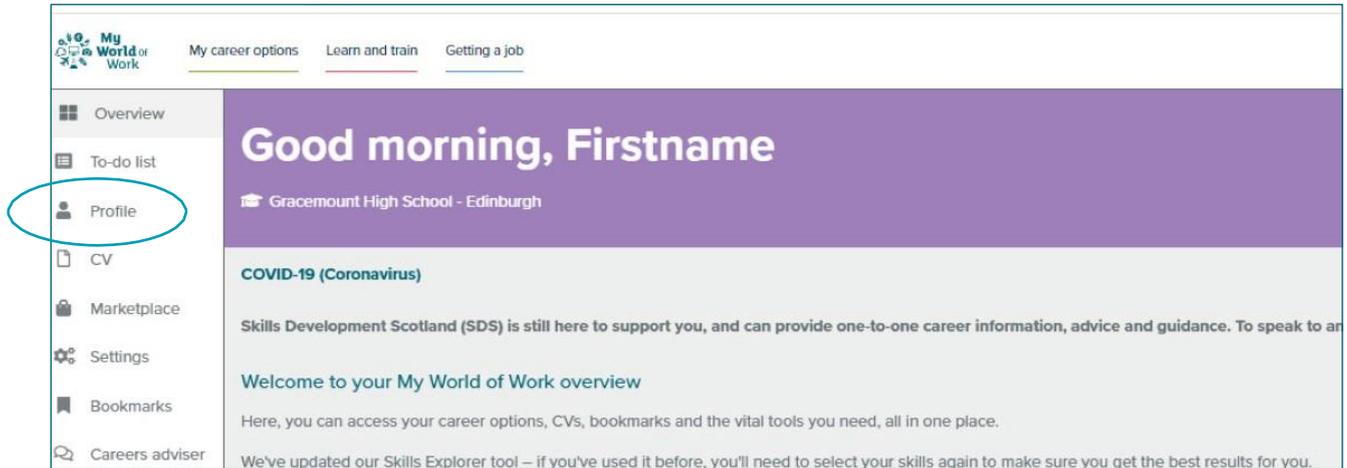
You can use the information you add to your profile to help you write a personal statement.

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

Activity on next page...

Open your profile

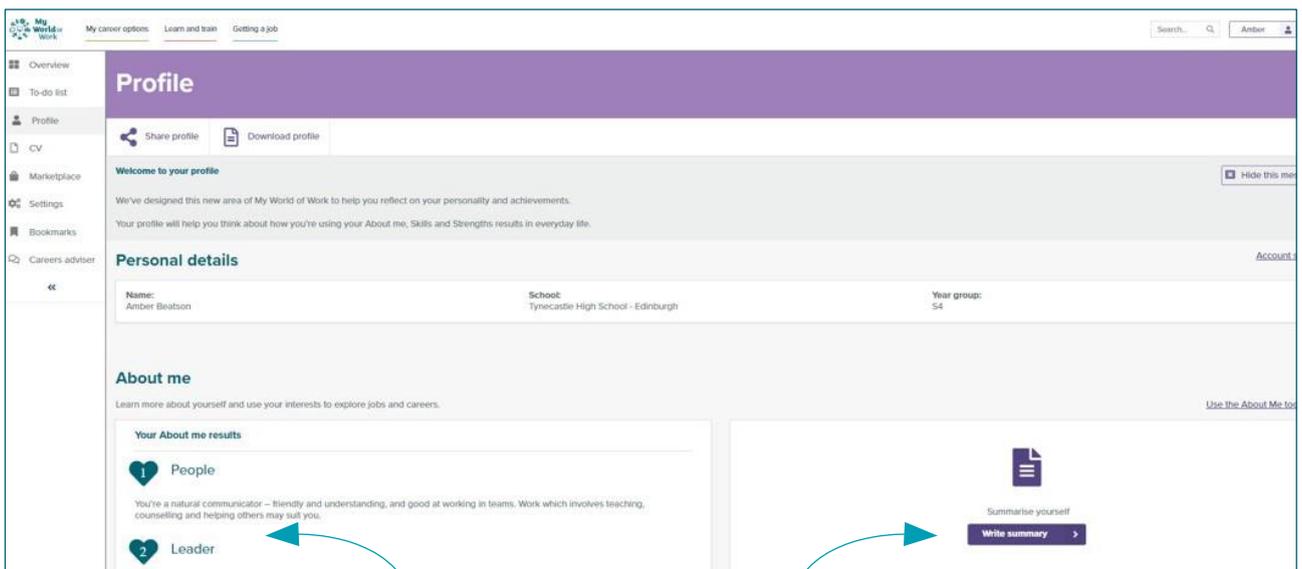
1. Sign in to www.myworldofwork.co.uk to open your account. It will open on the account overview page
2. Click on 'Profile'. You will find this in the list on the left-hand side



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

The screenshot shows the 'Summarise yourself' page. At the top left is a 'Back to profile' button. The main heading is 'Summarise yourself'. Below it are three bullet points: 'Look at the three personality types in your results', 'Read the description, picking out the words that relate most to you', and 'If you're good at working in teams, for example, think about a time when you worked well in a team'. A link 'Get help to start writing your summary' is below the instructions. A large text input box is in the center. At the bottom right of the input box is a 'Save summary' button. To the right of the input box is a 'Your About me results' section with three items: '1 People', '2 Leader', and '3 Practical', each with a brief description.

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

This screenshot is identical to the previous one, but the 'Back to profile' button in the top left corner is circled in red to indicate the next step.

Activity on next page...

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

The screenshot shows two main sections: 'Skills' and 'Strengths'. The 'Skills' section is titled 'Skills' and includes the instruction 'Use your skills to find career choices suited to you and make those big decisions easier.' Below this is a list of skills: Persevering, Building relationships, Listening, Problem solving, Working with numbers, Questioning, Concentrating, Developing a plan, Delegating, and Making decisions. To the right of this list is a 'Your skills summary' box containing a paragraph of text and two buttons: 'View skills summary' and 'Edit summary'. The 'Strengths' section is titled 'Strengths' and includes the instruction 'Find out how your strengths can help you when it comes to jobs and career decisions.' Below this is a legend with 'Often' and 'Less often' options. To the right of this legend is a 'Your strengths summary' box.

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

- Education
- Experience, include any part-time jobs, volunteering
- Achievements