



Develop and update your profile

Lesson plan

Aim

For young people to complete their profile on My World of Work and begin to create a personal statement.

Mapping

CES 'I Can' Statements	CMS Themes and competencies
<ul style="list-style-type: none"> ★ I can manage my profile, share it appropriately and justify my choice of evidence ★ I can share, evaluate and evidence my skills for learning, life and work to help me make successful future choices and changes ★ I can draw appropriately on evidence from my skills profile to help me complete application forms, CVs and when practicing interview techniques 	<ul style="list-style-type: none"> ★ Self: I develop and maintain a positive self-image ★ Self: I am aware of how I change and grow throughout my life ★ Strengths: I am aware of my skills, strengths and achievements

Learning Outcomes

Young people will understand how:

- ★ to access and update their profile on My World of Work
- ★ to use information from their profile to begin their personal statement

Activity on next page...



Development of Activity

Introduction – Context of lesson

The profile tool on My World of Work allows pupils to record information about their interests, strengths, skills and achievements. As well as education and experience.

This activity will help pupils to develop and update their profile. Pupils can then use their updated profile information to start to write a personal statement.

Pupil Instructions

Before you start

- ★ Sign into your My World of Work account www.myworldofwork.co.uk
- ★ 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

Update your profile

- ★ Access your profile via your account and check what sections need updated
- ★ If you have not already done so, complete your profile summary sections for the About Me, Strengths and Skills Experience tools
- ★ If you have already completed your summary sections, check them to see if they are up-to-date and refl your current tool results
- ★ Need help writing your summaries? Look at the [tutorial guide](#) in the summary sections
- ★ You can also update your Education and Experience sections
- ★ Think about anything you have done that you are proud of. This information can be recorded in the Achievements section within your profile
- ★ You can use the guide 'Create and update your profile below to help you

Activity on next page...

Start your personal statement- this can be added to throughout your time in school

- ★ To begin writing your personal statement select 'Create personal statement' at the bottom of your profile
- ★ In the page for writing your personal statement use the drop-down menus to read through the information in the sections of your profile
- ★ The information in the drop-down menus will help you to structure and highlight the most relevant information for your personal statement
- ★ Identify the key information you want to highlight and start to draft your personal statement
- ★ Think about your future goals when writing and updating your personal statement

Tips to help you

- ★ Remember you will be able to add more to your profile throughout your time in school
- ★ What are achievements? These are things you are proud of and can be done at home as well as at school
- ★ You can share your profile at any stage to get advice from others and to show progress by clicking 'Share profile'

Follow-up

Young people should start to think about how the information in their profile can help them in their career. Their personal statement can be used to support job, college and university applications.

The profile information can also support pupils when creating their CV and preparing for interviews.

Young people should be encouraged to review and update their profile on a regular basis.