

Skills explorer tool

Worksheet

Learning Outcomes

This activity will help you to:

- access information about skills on My World of Work
- access the Skills Explorer tool and record your skills on My World of Work
- understand how skills relate to career options
- begin to evidence your skills

Activity

Introduction

This activity will help you to identify and reflect on your skills. Skills are things you will learn at school, home, leisure activities and through work experience.

Using the Skills Explorer tool on My World of Work will give you an understanding of what your skills are. This will help when making choices about different routes and pathways into potential jobs and with what to include in your profile and CV.

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 page. If you need help to do this, watch this [video](#) on how to register



Skills activity

- ★ Select 'My career options' at the top of the page, click 'Go to section' and then click on **Show off your skills**
- ★ Read through the article which will explain what skills are and why they are important
- ★ Once you have done that, click to 'Try our Skills Explorer tool'

- ★ You can use the 'Skills Explorer [user guide](#) and [video](#) to help you
- ★ Read through the list of skills and select the skills you think you have
- ★ You can select up to 10 skills and there are definitions and examples to help you
- ★ Once you have selected your skills click on 'View your career suggestions'. Bookmark anything you find interesting
- ★ Are the career results what you expected? If not, don't worry!
- ★ If you want to search for other job profiles, use the **I have a career in mind** tab to see what skills link to these jobs
- ★ You will see the relevant skills you have as well as skills you could work on
- ★ You can review and amend your skills list at any time



Evidencing your skills

The STAR technique can help you evidence your skills – STAR stands for Situation, Task, Action, Result.

- ★ Pick one skill you identified using Skills Explorer – think of a time you used that skill and write it down using STAR
 - **Situation** – What was happening?
 - **Task** – What did you need to do?
 - **Action** – What did you do?
 - **Result** – What difference did it make?
- ★ You can record this example, and others that you identify, in your profile or within your CV

Next

You can continue to review your skills and update information on your profile to reflect