

Skills explorer tool

Lesson plan

Aim

For young people to learn about their skills, how they can record them on My World of Work and how their skills relate to career options.

Mapping

CES 'I Can' Statements	CMS Themes and competencies
<ul style="list-style-type: none"> ★ I can share, evaluate and evidence my skills for learning, life and work to help me make successful future choices and changes 	<ul style="list-style-type: none"> ★ Strengths: I am aware of my skills, strengths and achievements ★ Strengths: I build on my strengths and achievements ★ Horizons: I understand that there are a wide variety of learning and work opportunities that I can explore and are open to me ★ Horizons: I know how to find and evaluate information and support to help my career development

Learning Outcomes

Young people will understand how:

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

Development of Activity

Previous activity – My Strengths scale

In this career education programme the young person has had the opportunity to think about which of their strengths and skills are most developed and how they can develop others.

They can use this information to inform their choices when completing the Skills Explorer tool.

Introduction – Context of lesson

The young person should understand that throughout their time in school, it is important to be able to identify and reflect on their skills. Skills are things they will learn at school, home, leisure activities and through work experience.

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

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 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 **What are My 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' below 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

Follow-up

Young people should continue to review their skills and update their Skills Explorer and profile to reflect this.

Next activity – Flip of a coin

This is an activity that encourages young people to become aware of the variety of decision-making styles. They will become more aware of their own decision-making style and why they use this technique.

A young person's awareness of their skills will help to inform their career decision making.