

Skills
Development
Scotland

Scotland's careers service

A guide for teachers



Including My World of Work and
career education support

About us

Skills Development Scotland (SDS) is the national skills body and we deliver Scotland's careers service.

Our **careers advisers** work in partnership with every state secondary school in Scotland, delivering careers information, advice and guidance to enable pupils from S1 to S6 to develop their **Career Management Skills (CMS)**.

My World of Work is our online service, used by pupils throughout their time at school and beyond.

Your SDS school team also includes a **Partner Development and Integration (PD&I) Executive**. They provide advice on how schools can integrate My World of Work tools and resources with their own career education programme to help with school improvement plans.



Beyond school, our advisers work from a network of **SDS centres** and community locations nationwide, offering support to customers of all ages.

Our careers service delivery **empowers people** to make their own learning and career decisions, based on the best available career intelligence, up-to-date knowledge of the skills system, and an understanding of their own strengths and interests.

Find out more

[sds.co.uk](https://www.sds.co.uk)

Our careers advisers



Every state secondary school in Scotland has an SDS careers adviser.

Our advisers train to postgraduate level in the same way as secondary school teachers. Like teachers, careers advisers must also carry out a probationary period once qualified. This gives them the chance to build experience and expertise with the close guidance of more senior colleagues.

The approach of careers advisers is to equip young people with the career management skills they need to take informed decisions about their future, and throughout their career.

Our advisers can help pupils at times when they need it most, including subject choices and leaving school and preparing for the world of work.

From P7-S1 onwards, pupils will see their adviser in class, one-to-one and at school events.

In 2017/18, 145,813 pupils in P7-S3 accessed face-to-face services from SDS in school, with 92,444 senior pupils doing the same.

Our school service

Our support is available to pupils at all ages and stages.
And parents and teachers too.

Customer	Delivered via	Type of service	P5-P7	S1	S2	S3	S4	S5	S6	
Pupils	 Professionally qualified expert careers staff	Intensive support					Coaching guidance one-to-one session(s) for those who would benefit most from intensive support			
		Universal		Group activity for P7-S1 transition		Group activity - making informed subject choices	Group activity – Senior phase option choice			
		Universal				One-to-one session focused around subject choices	Transition support for leavers yet to secure post-school opportunity			
		Universal			Drop-in service - speak to school Careers Adviser					
	 My World of Work .co.uk	Universal	Bespoke younger age tools and resources	Wide range of tools, resources, information and advice to support development of Career Management Skills and effective career planning						
	 Apprenticeships .scot	Universal						Find a Foundation, Modern or Graduate Apprenticeship		
Parents and Carers	 Professionally qualified expert careers staff	Universal				Opportunity to attend subject choice one-to-one with young person, or at another time				
	 Online services				Parent and carer engagement activities					
Teachers and Practitioners	 My World of Work .co.uk	Universal	My World of Work parent area – bespoke resources						My Kid's Career – information for parents and carers on current and future jobs in demand	
			My World of Work partner area - bespoke resources for teachers and practitioners						Marketplace - match making service for schools and local employer engagement	

Career Management Skills

To help young people find a career that will satisfy their needs and ambitions, our approach focuses on four key themes:

1. Self

Achieving a clear understanding of who they are, what is important to them, and how they fit into the world around them.

3. Horizons

Learning to visualise, plan and achieve career aspirations throughout their entire working life.

We help to equip young people with the skills and confidence that allow them to advance their careers independently throughout their working lives.

2. Strengths

Developing an understanding of what they're good at and how they can use their strengths.

4. Networks

Understanding the importance of work and social relationships in building their career.



My World of Work

// help for pupils

Our online career information and advice service, My World of Work, offers a unique mix of tools, features, course and job information.

Designed around the CMS Framework of Self, Strengths, Horizons and Networks, it empowers users to make informed decisions about their future.

Key features include:



A 'to do' list which guides pupils through a series of tasks associated with their age and stage at school



Personality tools which result in tailored career suggestions



A new skills tool which helps pupils to record and understand the skills they are developing



A subject choices tool which matches choices to future career options



A profile tool where they can record personal achievements, useful for future CVs or course applications



Route maps into careers, including jobs, courses, apprenticeships and volunteering



A CV builder and advice on applications and interviews



Help for parents and carers along the way

Discover and explore

myworldofwork.co.uk

My World of Work

// help for teachers

My World of Work provides a wealth of support to help you deliver career education. It helps pupils focus on progression with skills for learning, life and work, supports key transition stages and the achievement of positive and sustained outcomes.

The site directly supports delivery of Curriculum for Excellence, the Career Education Standard entitlements, and offers opportunities to support Improvement Plans and build evidence for HGIOS?4.

For the teacher, it offers resources which relate classroom learning to the world of work, helping you:



Save time planning lessons



Provide guidance at key stages e.g. subject choices, personal statements



Relate your subject to careers and jobs



Encourage pupils to explore their options

Our resources have been designed with teachers and mapped to Building the Curriculum 4 Evidence and Outcomes, Career Management Skills and Career Education Standard 'I can' statements.

Your school's PD&I Executive can deliver tailored support to enable you to gain maximum benefit through the effective use of these resources in the classroom.

For more information

myworldofwork.co.uk/partners

My World of Work

Ambassadors

// CPD opportunity

Created in collaboration with schools, the My World of Work Ambassadors programme helps pupils gain key transferable skills while offering CPD, leadership and project management opportunities for teachers.

Ambassadors act as champions for My World of Work with peers, staff, parents, carers and partners.

Find out more about this popular programme at myworldofwork.co.uk/partners or contact your PD&I Executive (see back page for details).

Industry engagement

// Marketplace

Marketplace is a new service which connects employers and schools. Created in partnership with Developing the Young Workforce, it helps you bring the curriculum to life.

The service, delivered through My World of Work, links you with local employers who are interested in talking to young people about their future career. The opportunities on offer include:



Skills sessions – employer talks on the skills needed for the workplace



Inspiration events – site visits to employers



Career insight – employer visits to the school and career events

Search for opportunities

myworldofwork.co.uk/marketplace

My Kid's Career

// for parents and carers

Today's workplaces and jobs are changing rapidly, so knowing where tomorrow's opportunities are going to be is vital. This can be exciting as well as overwhelming.

And research shows that parents and carers are the biggest influence on a child's career decisions.

Which is why we've developed a new site, **My Kid's Career**, which offers expert advice to help parents and carers support their child make decisions.

This includes:



Jobs in demand for information on Scotland's labour market. Find out where the biggest opportunities for skills will be, now and in the future



Routes and pathways supported by details of the different routes into those careers



Career discussions and hints and tips on speaking to their child about those opportunities at the times that matter

Smart choices, bright futures

mykidscareer.com

Scottish Apprenticeships

With more on offer than ever before, there's never been a better time for young people to consider a Scottish Apprenticeship.

There are now more than 80 different types of **Modern** and **Graduate Apprenticeship**, all based on the skills that employers want. These post-school apprenticeships offer young people the chance to gain qualifications from SCQF level 5 to 12 whilst in paid employment.

Foundation Apprenticeships are a new work-based learning route offered to pupils in S5 and S6. Available in 12 subjects linked to growth industries, they offer a qualification at the same level as a Higher through time spent at college and with an employer.

Foundation Apprenticeships typically take two years to complete, but some can be completed in one year. They are recognised by all Scottish Universities and Colleges, whilst also providing a route to a Modern or Graduate Apprenticeship.

Find out more about apprenticeships with the teachers' e-learning module at myworldofwork.co.uk/partners.

Foundation Apprenticeships are now available in:



Accountancy



Hardware & System Support



Business Skills



Financial Services



Civil Engineering



Food and Drink Technologies



Creative & Digital Media



Scientific Technologies



Engineering



Social Services
(Children & Young People)



Software Development



Social Services and Healthcare

Find out more

apprenticeships.scot

Working in partnership

Skills Development Scotland is your career education partner.

How we can help:

- an expert careers adviser in your school
- a world-class online career information and advice service
- a partnership team (PD&I) to help you embed career education
- time-saving career education resources
- CPD opportunities
- link-ups with local businesses and industry through Marketplace



Meet your school careers team

Careers adviser:

PD&I contact:

Find us at:

sds.co.uk //

About Skills Development Scotland

myworldofwork.co.uk //

Scotland's online career information and advice service

mykidscareer.com //

Future careers information for parents and carers

apprenticeships.scot //

All about apprenticeships, including Foundation Apprenticeships

digitalworld.net //

Careers in digital technology

