



Career Management Skills (CMS).

This resource is intended to give information, suggestions and prompts which should enable you to think how you might take the concept of CMS forward in your workplace/setting. **Remember** that CMS is a useful concept both in the context of delivery but also for service planning and review.

CMS definition

it is useful to provide a definition of CMS. The attached is from the 2012 [Scottish CMS Framework](#):

“Career management skills refer to a whole range of competencies which provide structured ways for individuals and groups to gather, analyse, synthesise and organise self, educational and occupational information as well as the skills to make and implement decisions and transitions”

Careers Management framework is a competency framework which offers a consistent definition and description of Career Management Skills (CMS). The competencies of CMS are grouped under four themes:

Self – competencies that enable individuals to develop their sense of self within society.

Strengths – competencies that enable individuals to acquire and build on their strengths and to pursue rewarding learning and work opportunities.

Horizons – competencies that enable individuals to visualise, plan and achieve their career aspirations throughout life.

Networks – competencies that enable individuals to develop relationships and networks of support.

Taken together, the competencies describe a series of overlapping skills, attitudes and capabilities that support an individual’s life chances. It is not expected, nor is it necessary that every individual should excel in all the areas at every point in their lives. Individuals are likely to exploit their strengths and use the competencies that are most appropriate to their career stage and goals

Suggested action –The Scottish framework describes the Scottish approach, the themes, competencies and evidence/measures of success. By taking the time to review and reflect/discuss the information from the Scottish framework it can help to stimulate ideas about how to implement a CMS approach into your training programmes.

Why are Career Management Skills required?

The concept has developed internationally with the understanding and future thinking that the world of work has changed radically and will continue to do so. The labour market is now characterised increasingly with short-term and contract work, increased flexibility, rapidly shifting job roles etc.

This has taken place at the same time as the decline and rise of various industry sectors driven by changing technologies, demographics and internationalisation/globalisation. Put simply, having CMS is an essential survival tool for the modern world of work!

These short videos talk about the changes described above. What does it mean for your learners? How might you help individuals better prepare?

- [Industrie 4.0 – the 4th Industrial Revolution](#)
- [Centre for Work Based Learning](#)

Using CMS in your practice.

Using the four CMS themes – self, strengths, horizons and networks outlined in the framework (Scottish CMS framework). You could consider the following reflective questions when reviewing each:

- How do I help learners develop these currently?
- How could I make better use of the common language of CMS to help my learners identify and evidence these skills?
- How could I further develop these?

These questions can be framed either from the perspective of service delivery or in planning/reviewing services or interventions.

Having already reflected on how you help learners develop CMS and identified areas for improvement you could consider:

- How can I test my improvement ideas on a small scale and which colleagues/partners could I work with to do this?
- How will I know it has made a difference?

You may find the headings below useful in planning a “small test of change”. You could try with one trainee or a small group. If it works - scale it up! If it does not, consider if it can be refined or try another approach.

| What areas have I identified that I want to improve? | What specific action I will take to improve my practice? | Who can support me with this? Who can I team up with? | When will I review the impact/outcome of this action? |
|--|--|---|---|
| | | | |

Resources

The attached provides just some examples of resources available on [My World of Work](#) and on the [SDS corporate website](#) to help you develop your use of CMS in conjunction with what you do already:

| | |
|--|--|
| Self | Strengths |
| Interest and personality tools such as: <ul style="list-style-type: none">• What Makes Me Tick? | Tools to support identification and discussion: <ul style="list-style-type: none">• My Strengths |
| Horizons | Networks |
| Content and advice to use in various learning settings: <ul style="list-style-type: none">• Be What You Want to Be (Close the Gap) Teacher resource• My World of Work Industry pages• Subject lesson inserts¹ | Resources and advice to help build connections: <ul style="list-style-type: none">• My World of Work articles on social networking/professional networking• Social media content and link guides• My world of work for parents/carers – information and advice area• My World of Work SDS Partner |

¹ Although these are designed for teachers they may provide ideas/fresh thinking but may need to be adapted slightly