



## Get answers to your questions about career and learning opportunities here!

Planit is a mobile friendly site and offers you a wide range of information about careers and learning opportunities available in Scotland. It will help you make up your mind about what next after leaving school.

This guide provides you with an outline of the useful features and information available in Planit. Many of these features are available without registering for the portfolio but if you do sign up you can decide what to save for easy reference.

Registering for the portfolio is straightforward. If you already have an account for WorkIT or MerIT, you can use this username and password to log into Planit and start using the portfolio. If you don't, you can create an account by completing basic details about yourself.

## Search

Courses



Search Planit...



Articles  
Jobs  
Courses  
Web Links

A search facility is available at the top of every page. Type in a keyword and choose an area to search: **Articles**, **Jobs**, **Courses** or **Web Links**. On the results page you can add fields to refine your search.

# Careers

Career Areas

Careers A to Z

CareerMatch

## Career Areas

26 Career Areas are available and include information about the labour market, companies you could work for and how to find out more.

## Careers A to Z

Over 700 job profiles are available and each one includes a job description, pay and conditions, how to get into this kind of work, training opportunities and useful contacts.

All profiles can be saved, printed, linked to your portfolio and shared on your Facebook or Twitter account.

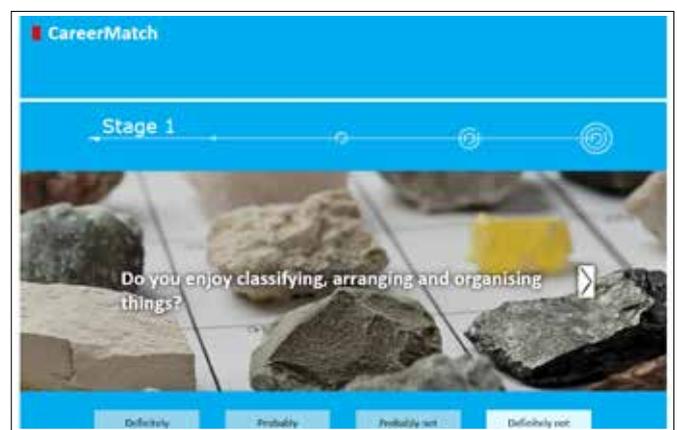


### Tip!

When viewing a career area or job profile you can access related career sectors, job profiles and courses (at all available levels) and view any Modern Apprenticeship Vacancies that are available. Also, when viewing a course, related job profiles are listed. This provides you with a useful way to investigate further career options within a specific area of interest.

## CareerMatch

CareerMatch is an interest guide and by answering 80 questions it helps to match career sectors to your interests. It's easy to use and only takes around 15 minutes to complete. This is a useful starting point if you don't have any ideas at all.



# Courses

## Getting In

## Colleges

## Universities

## CourseMatch

### Getting In

Four categories are available in this first section with a range of articles in each one. Here are some examples:

#### Choosing

Alternatives to full time study, Choosing what and where to study, College and university - to go or not to go?

#### Applying

College interviews, Applying through UCAS, UCAS application sent – what next? University interviews and Writing your UCAS personal statement.

#### Funding

Educational Maintenance Allowance (EMA), Funding full time further education, Funding full time higher education, Funding part time study and Sponsorships and scholarships.

#### Student Life

Accommodation, Starting your studies, Student advice and support services and Working part time.



### Colleges

All colleges in Scotland are listed. Select a logo to read details about Courses and Subjects, Facilities and Services and the location of campuses.

For each college there is a handy A-Z list of all the courses they run.



### Universities

All universities in Scotland are listed. Select a logo to read about Courses and Specialisms, Students, Facilities and Services, Ranking and the location of campuses.

For each university there is an A-Z list of all the courses they run.

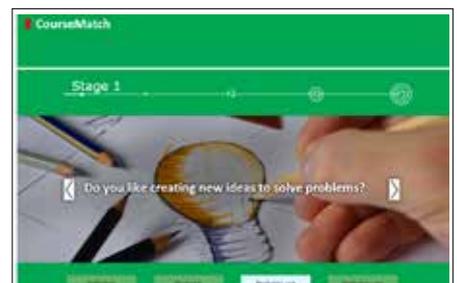


#### Tip!

Remember you can use the Search courses or articles option at the top of the page!

### CourseMatch

CourseMatch is an interest guide and by answering 80 questions it helps to match courses to your interests. This is a useful starting point if you are not sure of your career plans but you want to go to college or university.



## Schools

Options S3

Articles

Nationals

Subject Career List

Subjects you study at school will have an impact on your future learning and career options. This section provides you with support activities and information to help you choose subjects which match your long term ambitions.

### Options S3

Activities to help you with your S3 and Senior Phase option choice.

### Articles

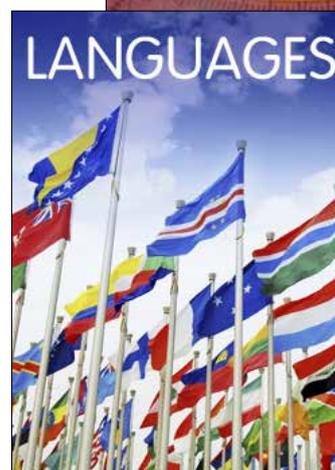
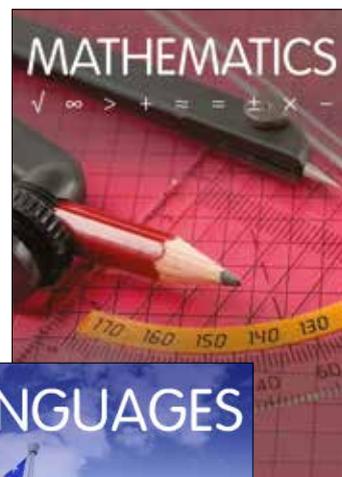
Information about subjects and the National Qualifications (NQ) framework: Choices at 16, Choosing subjects for S3 and S4, Scottish Credit and Qualifications Framework (SCQF), Scottish Qualifications and Scottish Qualifications Certificate (SQC).

### Nationals

This is a guide to the SQA National Qualifications. It will help you make realistic, well-informed option choices for S3 and your Senior Phase.

### Subject Career List

This links NQ Curricular Areas and then school subjects to related careers.



#### Tip!

Remember if you don't have any ideas about what to do after school try **CareerMatch**.

## Apprenticeships

### Apprenticeships

The Mappit website is now also integrated into Planit, so you can easily search and apply for Modern Apprenticeships in Scotland. If you are logged into your Planit portfolio, you can save vacancies that you are interested in, use the Cover Letter Creator and Easy CV to create what you need for your application, and view vacancies that you have applied for.



# Finding a Job

Eight categories of articles are available in this section to help you find and secure a job. Here are some examples:

## Where to Look

Finding a Modern Apprenticeship, Researching companies and organisations, Using social media to find work and careers information and Where to look for work.

## Job Market Trends

Labour market information – global and national trends, Labour market trends in Scotland and Skill shortages – skills in demand.

## Know your Skills

How can I identify my skills? and How do I match my skills to a job description?

## Your First CV

CV hints and tips and Writing your first CV – the basics.

## Applying for Jobs

Application form guidelines, Applying by email, Applying online – applicant tracking systems, How to write a covering letter and Writing a speculative letter.

## Going for Interview

Competency-based interviews, Preparing for an interview, Interview tips, Presentations – tips for success and What if you don't get the job?

## Sitting Selection Tests

Selection tests - practice tests.

## Starting Work

Dealing with unfair treatment at work, Employment contracts, Employment rights for Young People, National Minimum Wage, Preparing for your first day and Understanding your payslip.



## Quick Links

This section provides you with access to popular sections of Planit. Some of these are also available on the home page, but there are additional options in this menu. These include Articles, Web Links and the Interview Game. There is also a link to download this user guide and a link to the pocket guide, which is a handy quick guide to the features on Planit.

## Portfolio – Access your career profile

Use the portfolio to select and save only the information that is of interest to you. You can create your own career profile - Your favourite Jobs, Courses and Articles along with Interest Guide results, self-assessment results and CV.

### ■ My Profile

**Save your results from the four self-assessment exercises**

- Your interests - what you like to do in your own time.
- Personal qualities
- Work values which you consider most important to you
- Skills, assisting with identifying and being aware of your skills

### ■ CareerMatch

You can save your CareerMatch report to your portfolio. Just select it to view career sectors which match your interests.

### ■ CourseMatch

You can save your CourseMatch report to your portfolio. Just select it to view the different subject areas, different levels of qualification and list of courses available.

### ■ Choices S3

Helps you make realistic and well informed subject choices for your third and fourth years at school. Your results can be saved here.



### ■ Easy CV

Helps you create and maintain your first CV. You can print your CV in a traditional experience or skills based design, or save it as a Word document and personalise it even more.

### ■ Cover Letter Creator

Helps you to create a cover letter for a job application by guiding you through what information to include. You can then download, save and print the Word document and amend it further if you require.

### ■ My Account

Manage your portfolio account and keep your registration details up-to-date.

## Saving, Printing and Sharing

All articles, courses and job profiles can be saved to your portfolio and saved and printed for reference and can be shared on your Facebook or Twitter Account.



## Feedback Form

Have you found Planit useful and easy to use, would you recommend it to a friend? Please use the Feedback Form on the front page. Give us your views – we'd love to hear from you!

Keep up to date with what's happening in careers and learning in Scotland by following Planit on Twitter @planitcareers

[www.planitplus.net](http://www.planitplus.net)

