



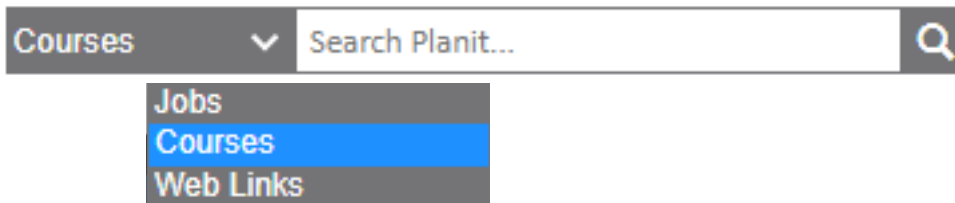
## Get answers to your questions about career and learning opportunities here!

Planit provides a range of career and learning information and resources that aims to help young people make decisions about career pathway 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, 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 some basic details.

### Search



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

# Careers

Careers A to Z

CareerMatch

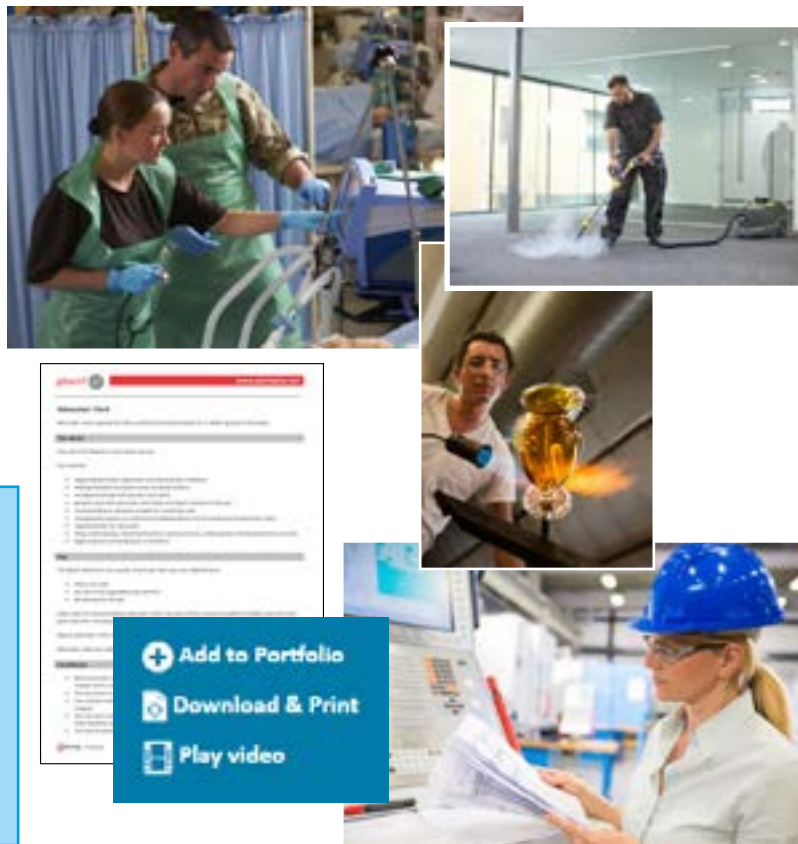
STEM

## Careers A to Z

Over 650 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.

You can also choose to search job profiles by career area from this section.



Tip!

When viewing a job profile you can access related career sectors, job profiles and courses (at all available levels). 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 interactive tool that 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 need career ideas.



## STEM

Here we highlight the skills that can be developed by studying STEM (Science, Technology, Engineering, Maths) subjects, the benefits of a career in STEM, and video case studies showing the variety of jobs in this sector.

# STEM



SCIENCE



TECHNOLOGY



ENGINEERING



MATHEMATICS

# Courses

Colleges

Universities

CourseMatch

Essential Guide -  
College

Essential Guide -  
University

## Colleges

All colleges in Scotland are listed. Select a logo to read details about Courses and subjects, Facilities and services, the location of campuses and for most colleges there is a video.

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 students, Facilities and services, Ranking and the location of campuses. For most universities there is a video.

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



Tip!

Remember you can use the course search option at the top of the page!

## CourseMatch

CourseMatch is an interactive tool that helps to match courses to your interests. It's easy to use and only takes around 15 minutes to complete. This is a useful starting point if you are not sure of your career plans but you want to go to college or university.



## Essential Guide - College

This guide gives you valuable information on choosing what to study, where to study, funding your studies and how to apply.



## Essential Guide - University

This guide gives you valuable information on choosing what to study, where to study, funding your studies and how to apply.



# Schools

Option Choices

Nationals A to Z

Subject Career List

Subject Posters

Career Plan of Action

Career Pathways

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.

## Option Choices

Activities to help you with your S3 and senior phase option choice, including the Subject Choice tool which matches your subjects to careers.

## Nationals A to Z

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 school subjects to related careers.

## Subject Posters

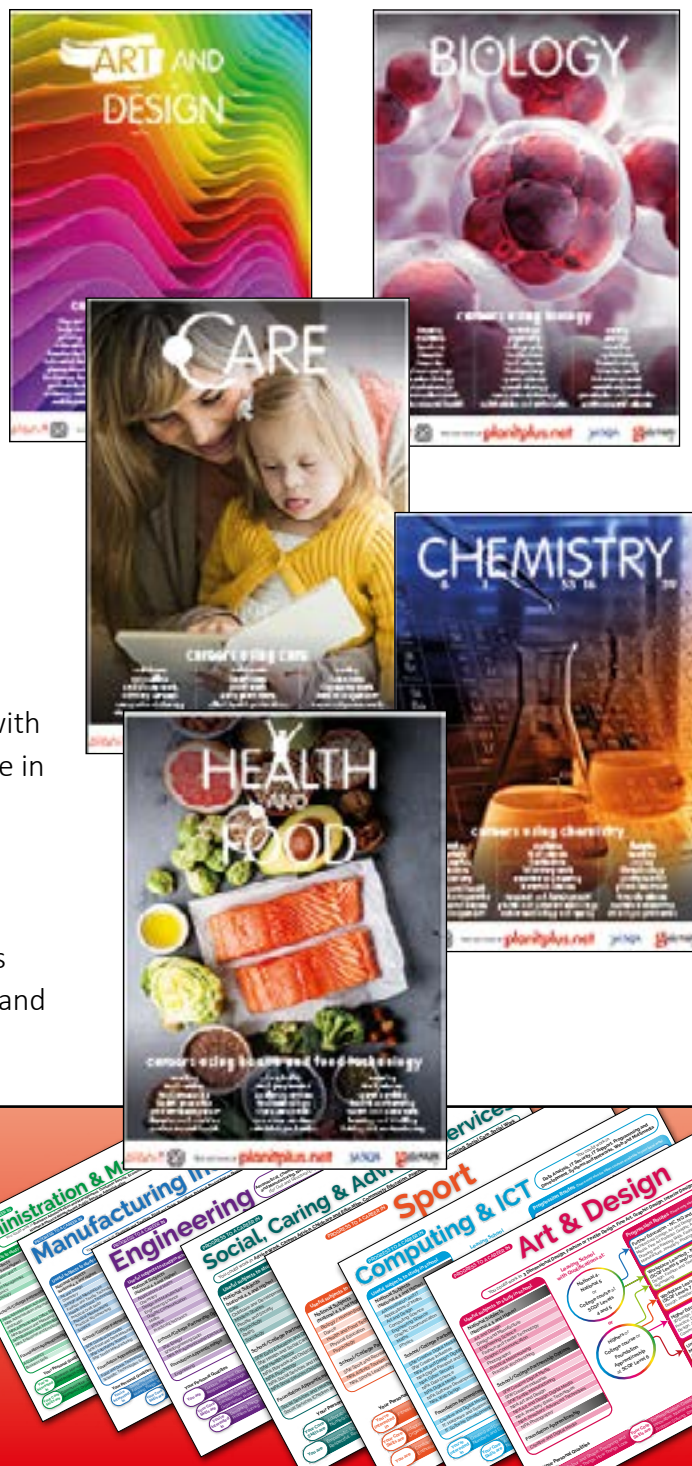
These outline the types of careers you can go into with different National subjects. You may have seen these in your school.

## Career Plan of Action

This will help you to think about and make decisions on your career pathway. You can outline your goals and targets and how you can meet them.

## Career Pathways

Career Pathways are one page infographics, available for 25 Career areas, enabling you to see what careers a subject can lead to and the academic or vocational routes available. In addition, you can also see which life skills, qualities and interests are helpful for these careers.



Tip!

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

# Apprenticeships

About

Foundation

Modern

Graduate

## Apprenticeships

Information about the different types of Apprenticeship (Foundation, Modern and Graduate), all of the Frameworks and levels available, colleges and universities that offer them (if applicable) and links to related career areas.



## Finding a Job

Job Seeking Skills

Interview Game

### Job Seeking Skills

If you're a young person entering the world of work for the first time, this Job Seeking Skills section will set you on the right track. The content and activities are designed to help you to identify your skills and strengths and confidently handle job seeking and the recruitment process.

If you are a teacher or trainer delivering this module to young people, you can use the PowerPoint presentation which includes notes, activities, tasks/discussion points and estimated timings. There are also teacher/trainer notes, which outlines delivery requirements, aims, outcomes, career management skills and senior phase criteria.



### Interview Game

Interviews are a big part of the world of work, so it's important that you know what to expect and understand how to prepare. Not all interviews are the same, so here you'll have a chance to watch how candidates deal with three different types of interview, see if you can spot the best answers and get the job!



## Resources

This section provides you with access to popular tools and documents available in Planit. Some of these are also available on the home page, but there are additional options in this menu. These include our essential guides to college and university, the Interview Game, EasyCV and more. There is also a link to download this user guide and a link to the pocket guide.

## Portfolio

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 and Courses along with CareerMatch and CourseMatch results, self-assessment results and CV. This is where you can also access any of the Job Seeking Skills activities you have completed and saved.



### ■ My Profile

**Save your results from the four self-assessment activities, which help you to relate the following aspects to the world of work.**

- My Interests
- My Personal Qualities
- My Values
- My 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.

### ■ Subject Choice

Helps you make realistic and well informed S3 and Senior Phase subject choices. 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

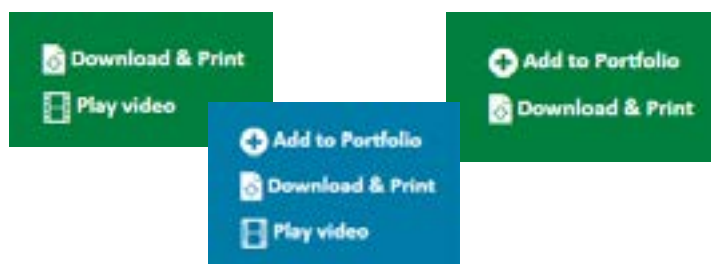
Helps you to create a cover letter for a job application by guiding you through what information to include. You can then download, save and print the Word document and amend it further if you require.

### ■ My Account

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

## Saving, Printing and Sharing

All courses and job profiles can be saved to your portfolio or downloaded and printed. On Job Profile pages, there is also a quick link to watch the video.



## Feedback

Have you found Planit useful and easy to use, would you recommend it to a friend? Please use the Feedback Form on the home 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)



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