**PD1 Week 5 – Worksheet**

**TASK 1 Go to the https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships website and search the following terms. Please use the alternative links for ‘graduate schemes’ and ‘professional qualifications’. Take some notes for each:**

1. Internship:

* is offerd by an orginsation
* used by employers to assess potenial recrutes
* usaully undertaken after graduations

1. Apprenticeship:

* To gain hands on expirence

1. Work placement:

* Usally completed during term
* also known as 'year in industry' or 'placement year'.

1. Graduate scheme: (**https://www.prospects.ac.uk/careers-advice/getting-a-job/graduate-schemes**)

* structured to developed leaders
* avilable for specialised subjects

1. Volunteering:

* improve CV
* Gain work expireince
* impress potenial employers

1. Work shadowing:

* Better understanig of the role
* to taste the water
* informal, unpaid and less than a week period

1. Gap year:

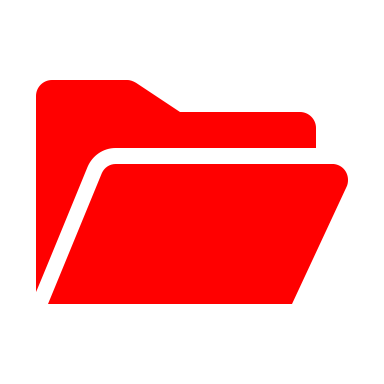
* gain new experince

1. Professional qualification (**https://www.prospects.ac.uk/postgraduate-study/professional-qualifications**):

* Vocational training
* ie plumber ad electricians

**TASK 2 Which of the above opportunities do each of the definitions below refer to?**

1. An opportunity which involves individuals following a professional in order to get an informal taster for a position of interest. This is normally not paid and is usually very short.
2. A type of experience that can be undertaken in the UK and abroad, it allows you to build on your skill set and make a worthwhile contribution to society at the same time. The amount of time you dedicate to this activity varies on your commitments: you can do it while engaging in paid work or as part of a gap year for instance.
3. Organisations offer this type of temporary (usually) unpaid work experience, often to assess a person’s suitability for potentially internal vacancies. Frequently, it leads to further employment with the company in question.
4. Similar to an internship, this type of work experience is undertaken as part of one’s course of study at university during term time.
5. A type of long-term specialist training offered by employers to develop the skills of newly qualified workers they hire.
6. This refers to a sabbatical period individuals may take after their studies or at any point in time in their career. It often allows individuals to pursue internships or volunteering opportunities, or simply gives them an opportunity to travel and discover the world.
7. A type of certification required by certain professions to accredit their practitioners.
8. A type of studying which mixes work experience with classroom studying. These opportunities are available at different levels and are usually paid at minimum wage once qualified.

**TASK 3 Work with a peer wishing to to have a similar career to yours. Together search the internet and find one example for at least 3 of the opportunities below from within your industry or from an industry related to yours. Make a note of each opportunity and BE SPECIFIC about the opportunity (look at the example below).**

*E.g. Internship:*

|  |  |
| --- | --- |
| *What is it?*  *Analyst Internship Programme –* | *Where is it?*  *International Private Bank - Wealth Management - 2022* |
| *What will I do?*   1. *Learnig about the business* 2. *Contribute to design and development* 3. *work alongside Relationship & Investment Managers* | *How does this help my career?*  *It will help me*   * *To take real responsibility on real projects.* * *build my network and learn from senior leaders across our business.* * *master analytical, communication and advisory skills* * *gain extensive experience in dealing with demanding clients* |

Opportunity 1:

What is it?

Where is it?

What will I do?

How does this help my career?

Opportunity 2:

What is it? ……………………………….……………………………….……………………………….……………………..

Where is it? ……………………………….……………………………….……………………………….……………………

What will I do?

……………………………….……………………………….……………………………….……………………..……………….……………….……………………………….……………………………….……………………..……………………………….……………………………….……………………………….……………………..……………………………….……………….……………….……………………………….……………………..……………………………….……………………………….

How does this help my career?

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Opportunity 3:

What is it?

Where is it?

What will I do?

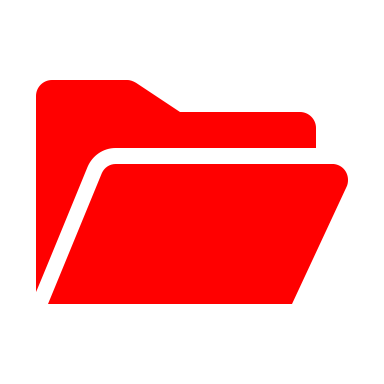
How does this help my career?

**TASK 4 Can you remember which of the weaknesses Tina expressed in her self-evaluation last week? Circle all the ones your remember then double check with your notes.**

|  |  |  |
| --- | --- | --- |
| Written communication | Problem solving | Leadership |
| Motivating others | Appraising | Staff training |
| Mediating conflict | Strategy planning | Computer skills |
| Language skills | Networking | Managing people |

**TASK 5 Tina is planning the next steps in her career. She wants to find ways to mitigate the negative impact her weaknesses may have on her career as a restaurant manager. She has chosen ‘computer skills’ as an absolute priority for her to work on. Look at the list below and decide with a partner which of the following steps would be necessary, useful and realistic for her to improve her computer skills.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Necessary** | | | **Useful** | | | **Realistic** | | |
| **✔️** | **?** | **❌** | **✔️** | **?** | **❌** | **✔️** | **?** | **❌** |
| Complete a bachelor’s degree in computing. |  |  |  |  |  |  |  |  |  |
| Register for an evening course to learn basic IT skills. |  |  |  |  |  |  |  |  |  |
| Ask to be trained by a colleague or manager on computer programs commonly used in the service industry. |  |  |  |  |  |  |  |  |  |
| Practice using computers with a friend or family member. |  |  |  |  |  |  |  |  |  |
| Read computing books. |  |  |  |  |  |  |  |  |  |
| Take an online course that covers the basics of using the MS suite. |  |  |  |  |  |  |  |  |  |
| Watch YouTube tutorials to learn to use Excel. |  |  |  |  |  |  |  |  |  |
| Practice using Excel by doing personal finances. |  |  |  |  |  |  |  |  |  |
| Take a free Coursera course to learn coding. |  |  |  |  |  |  |  |  |  |
| Search for answers on google or reddit whenever encountering a computer issue. |  |  |  |  |  |  |  |  |  |

**TASK 6 Choose three of your current weaknesses that may impede your career. Explain why these may hinder you then come up with 2 practical steps you can take in order for you to maximise your chances of reaching your career goals.**

|  |  |  |
| --- | --- | --- |
| **Weakness** | **Reason why weakness may impede your career** | **Steps to improve on your weakness** |
| Weakness 1: | Writen comunications | Step 1: get feed back  Step 2: practice more writing |
| Weakness 2: | Working to dead-line | Step 1: finish homework on time  Step 2: improve time mangment |
| Weakness 3: | Leadership | Step 1: observe and learn from others  Step 2: |