

		<i>Used in conjunction with</i>	<i>Pages</i>	<i>Websites visited</i>		
<b>FINDING OUT</b>	<b>YOU</b>	Skills audit	Job Profiles	2 – 3	<a href="http://www.skillset.org/uploads/pdf/asset_10685.pdf?4">http://www.skillset.org/uploads/pdf/asset_10685.pdf?4</a> <a href="http://www.skillset.org/uploads/doc/asset_10684.doc?2">http://www.skillset.org/uploads/doc/asset_10684.doc?2</a>	
		Questions for job recorded	Job Profiles			
		Notes on types of jobs (sectors)	Job Profiles	Progression Map		<a href="http://www.connexions-direct.com/jobs4u/index.cfm?pid=2">http://www.connexions-direct.com/jobs4u/index.cfm?pid=2</a>
	<b>QUALIFICATIONS</b> General	Notes on types of qualification		Progression Map	4 – 5	<a href="http://connexions-direct.com">http://connexions-direct.com</a>
	<b>COURSES</b> Local Providers	Progression map			6 – 9	<a href="http://www.direct.gov.uk">http://www.direct.gov.uk</a>
	<b>SPECIFICS</b>	CV			10 – 11	<a href="http://skillset.org">http://skillset.org</a>
	<b>JOB PROFILES</b>			12 - 14	<a href="http://careersadvice.direct.gov.uk/">http://careersadvice.direct.gov.uk/</a>	

<b>USING</b>	<b>DEFINING TERMS</b>	Types of qualification; learning styles: full time, part time etc.; types of place: school, FE, work based etc.
	<b>WORKOUTS</b>	To plan and prepare for interview.
	<b>HOTSEAT</b>	As employer, as employment agency representative or as quiz: 20 questions to guess the job.
	<b>ROLE PLAY</b>	As employer and prospective employee, class can coach to improve responses.
	<b>SCRIPT/FILM</b>	Role play as alternative.
	<b>ARTICLE</b>	For school newsletter, website, podcast, in-house television, radio station.
	<b>INFORMATION POINT</b>	Parents evenings, option evenings, open evenings: audience of parents, audience of students, presentation, PowerPoint, flyers.
	<b>CV</b>	Written as wish list, setting targets for future action.