

WE DISCOVER JOURNAL



Leicester &
Leicestershire
CAREERS HUB

THE CAREERS &
ENTERPRISE
COMPANY



ABOUT ME



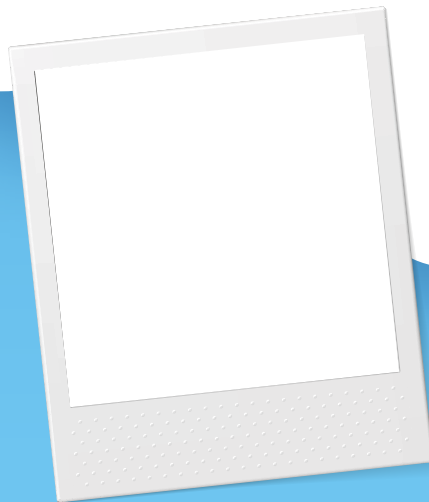
Your name:

Your school:

Teacher's name:

Parents/Carers names:

Careers Adviser name:





WE DISCOVER

Asking questions and finding answers helps us to learn about who we are. This is called self-discovery.

Self-discovery is a journey we do over and over again, to find out what we want to do every day. You will change your mind and change your path lots of times as you get older and that's OK.

This We Discover journal will help you discover who you are, what your hopes and dreams are, and what you need to learn to help you get the future you want.





WE DISCOVER...

MY ASPIRATIONS

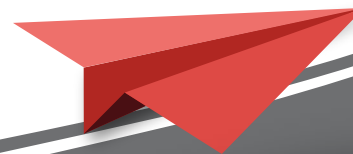
MY SKILLS AND INTERESTS

MY OPTIONS

MY WORKPLACE

MY SUPPORT AT WORK

MY CONTACTS



MY ASPIRATIONS

To help me with my aspirations, I need to discover:

- What I want
- What support I need
- What my future might look like

Over the next few pages we will explore these in more detail.

Don't forget to add your notes and actions from your Careers Advice sessions into this section.



MY
ASPIRATIONS

CAREERS ADVICE



Student Name:

Session Notes:

Actions:



WE DISCOVER... MY ASPIRATIONS



Create a vision board (draw, write or stick pictures in) about what you want your future to look like:
(this may include employment, friendships, relationships, independence, community participation, activism or travel)



MY ASPIRATIONS



What does my family think?

What does my school think?

What does my Careers Adviser think?

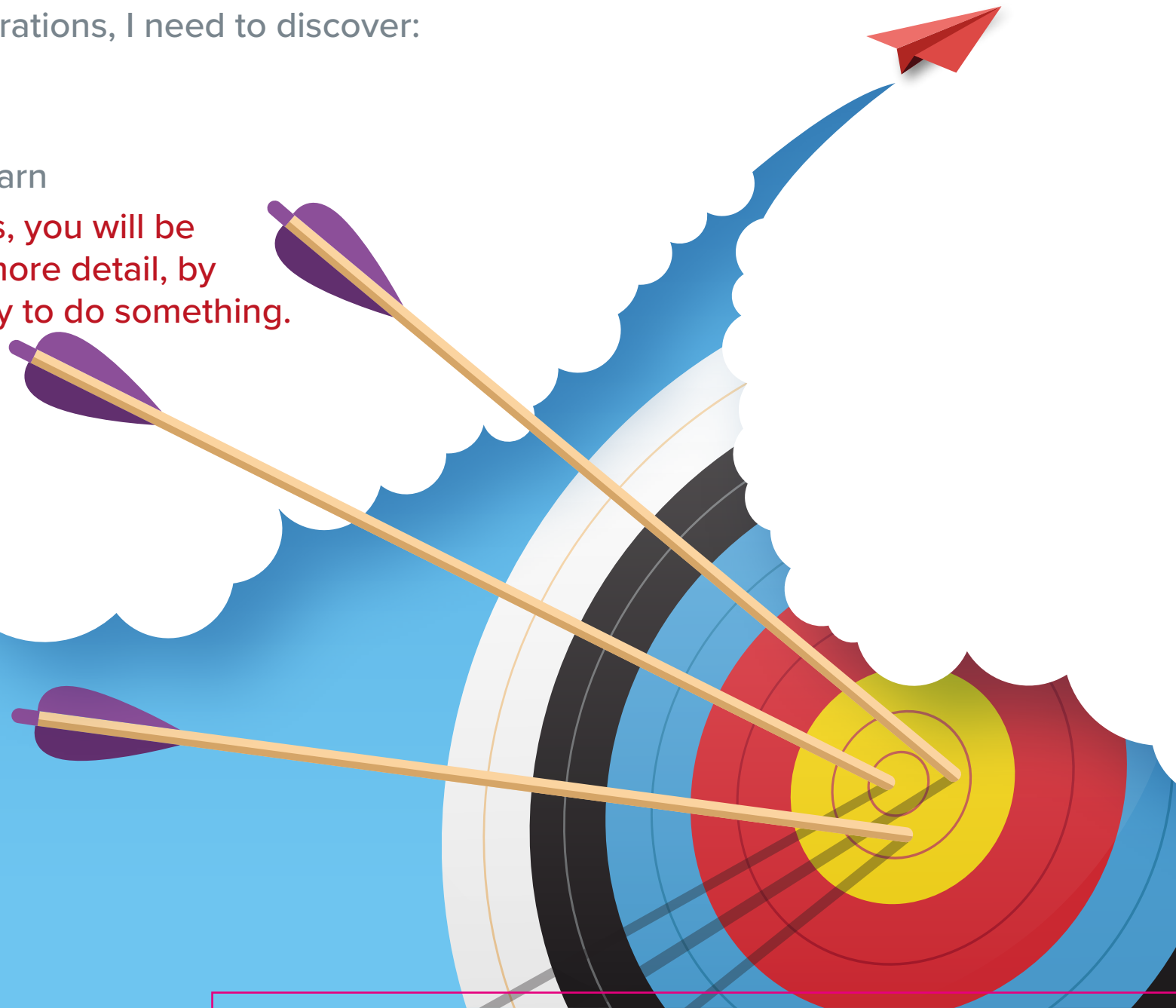


MY SKILLS AND INTERESTS

To help me with my aspirations, I need to discover:

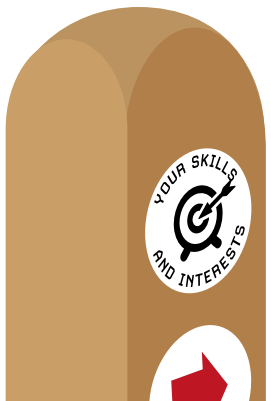
- What I like doing
- What skills I have
- What skills I need to learn

Over the next few pages, you will be exploring your skills in more detail, by skills we mean the ability to do something.



MY SKILLS AND INTERESTS

Create a vision board (draw, write or stick pictures in) about what you enjoy doing in and out of school.



SPEAKING IN FRONT OF PEOPLE



SKILLS

Thinking about all the things that you do in and out of school, can you give an example of **Speaking in Front of People**?



LISTENING WELL

Thinking about all the things that you do in and out of school, can you give an example of when you have **Listened Well**?



SKILLS



BEING A LEADER

Thinking about all the things that you do in and out of school, can you give an example of **Being a Leader**?



SKILLS



FOLLOWING AN INSTRUCTION

Thinking about all the things that you do in and out of school, can you give an example of **Following an instruction**?



SKILLS



YOUR SKILLS
AND INTERESTS



TECHNOLOGY

Thinking about all the things that you do in and out of school, can you give an example of when you have **Technology?** (e.g. PowerPoint, Excel, Word).



SKILLS



TECHNOLOGY

Thinking about all the things that you do in and out of school, can you give an example of when you have **Technology?** (e.g. social media or gaming).



SKILLS



SETTING A GOAL

Thinking about all the things that you do in and out of school, can you give an example of Setting a Goal?



SKILLS



MY SKILLS



What are my best skills and why?

What do I need to practise more and why?

What does my Careers Adviser think?

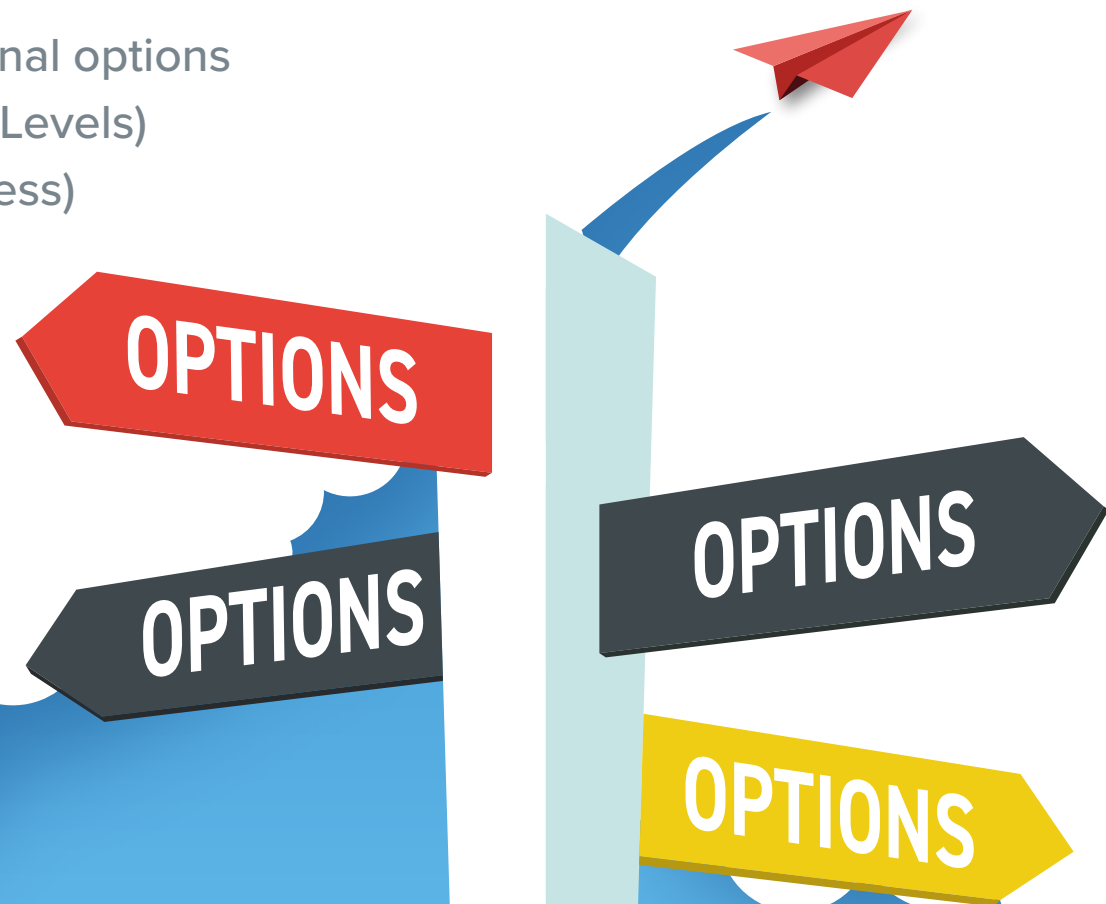


MY OPTIONS

To help me with my aspirations, I need to discover my options for what comes next.

- Apprenticeships, Traineeships and vocational options
- College courses (including A Levels and T Levels)
- Entrepreneurship (starting your own business)
- Study Programmes
- Social Services and Volunteering

Over the next few pages we will explore these in more detail.



OPTIONS SESSION



Who came in to speak to you and where were they from? (e.g. ASK)

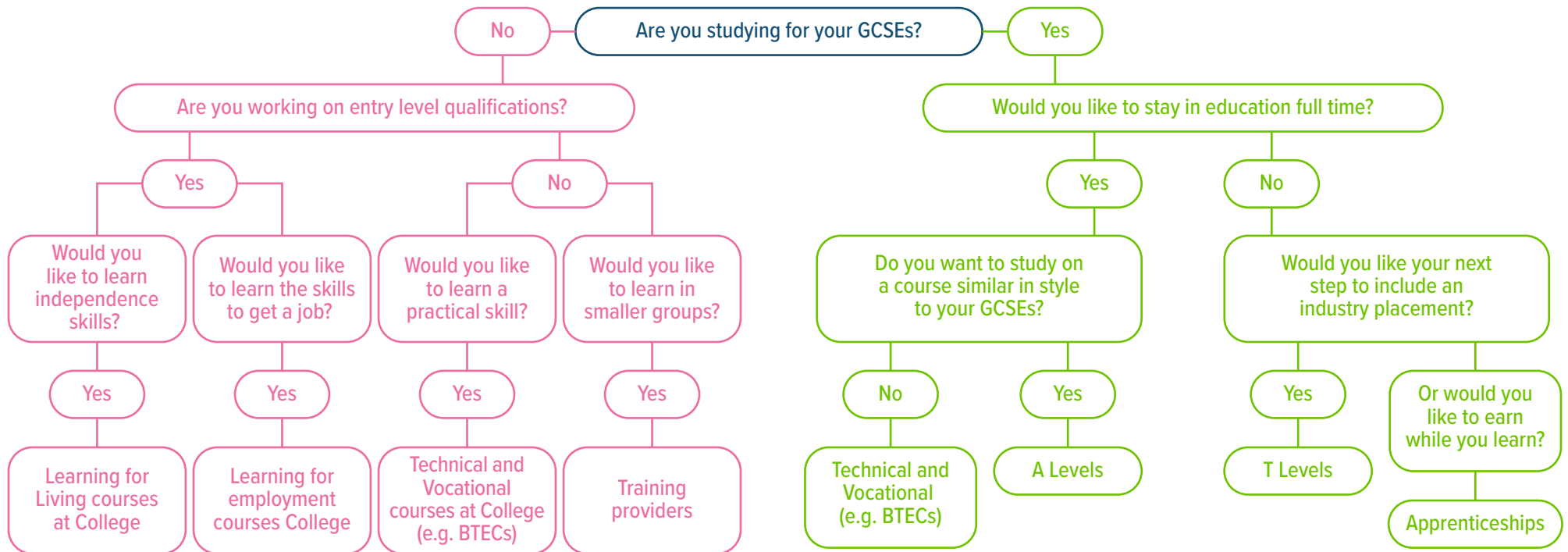
What did they come in to speak to you about? (e.g. Apprenticeships)

What did you learn?

Is there anything you would like to learn more about after this session?

If this is something you are interested in, don't forget to add it into the My Options page.

Try this flow chart to help you think about your options for Post-16. When you have Discovered an option, take a look at the Options grid to find out more information.



These are some of your options. Remember, your journey might not follow a straight line, you might turn back and try something else while you Discover what you enjoy. Take a look at the next page to find out a little bit more about all of these options plus others. Don't forget to speak to your family, your teacher and your Careers Adviser about what you are interested in.

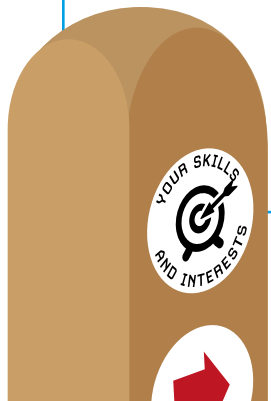
Destination	Description
Entry Level Courses	These transition courses help you start your journey into further education, focusing on helping you transition to support you to progress to vocational courses, training or employment.
Traineeships	A work focused study programme that prepares you for an apprenticeship or work. These can vary from 6 weeks to 1 year. There are no formal entry requirements, it is up to the employer.
Apprenticeships	A real job with training and a salary. A typical Apprenticeship is a level 2/3 qualification with the possibility to progress to higher apprenticeships; but Supported Apprenticeships can start from Entry 3. The minimum apprenticeship study time is 1 year.
Technical/Vocational (e.g. BTECs)	Qualifications that teach you how to do tasks specifically related to the industry and role you want to be in.
Study Programmes	Centred on a range of vocational courses, independent training providers offer study programmes, which provide the opportunity to study different courses practically while also working towards your English and Maths qualifications. Study groups tend to be small and supportive, preparing students to progress to the next level of qualification.
T Levels	A technical study programme similar to 3 A levels, with an industry placement which takes up 20% of the course. Designed to give you the skills that employers need. It is a level 3 qualification and typically takes 2 years to complete.
A Levels	An academic qualification similar in style to GCSEs because you study different subjects, it prepares you for further study. It is a level 3 qualification and typically takes 2 years to complete.
University	Courses including different types of degree, including degree apprenticeships. It typically takes 3-5 years to complete a degree qualification.
Supported Internships	A structured study programme/partnership based mostly with an employer. There are no formal entry requirements, it is up to the employer and the college.
Paid Employment	Working in a job that you are paid to do.
Entrepreneurship	Setting up your own business as either a freelance service, a sole trader or a registered company.
Volunteering	Working in the community or with a charity as a regular volunteer.

MY OPTIONS



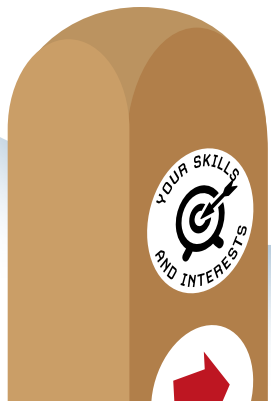
Use this space to keep track of careers, qualifications or training options that you like and are interested in discovering more about.

1 e.g. LLEP College to study catering.	2	3	4	5
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WHERE I AM GOING

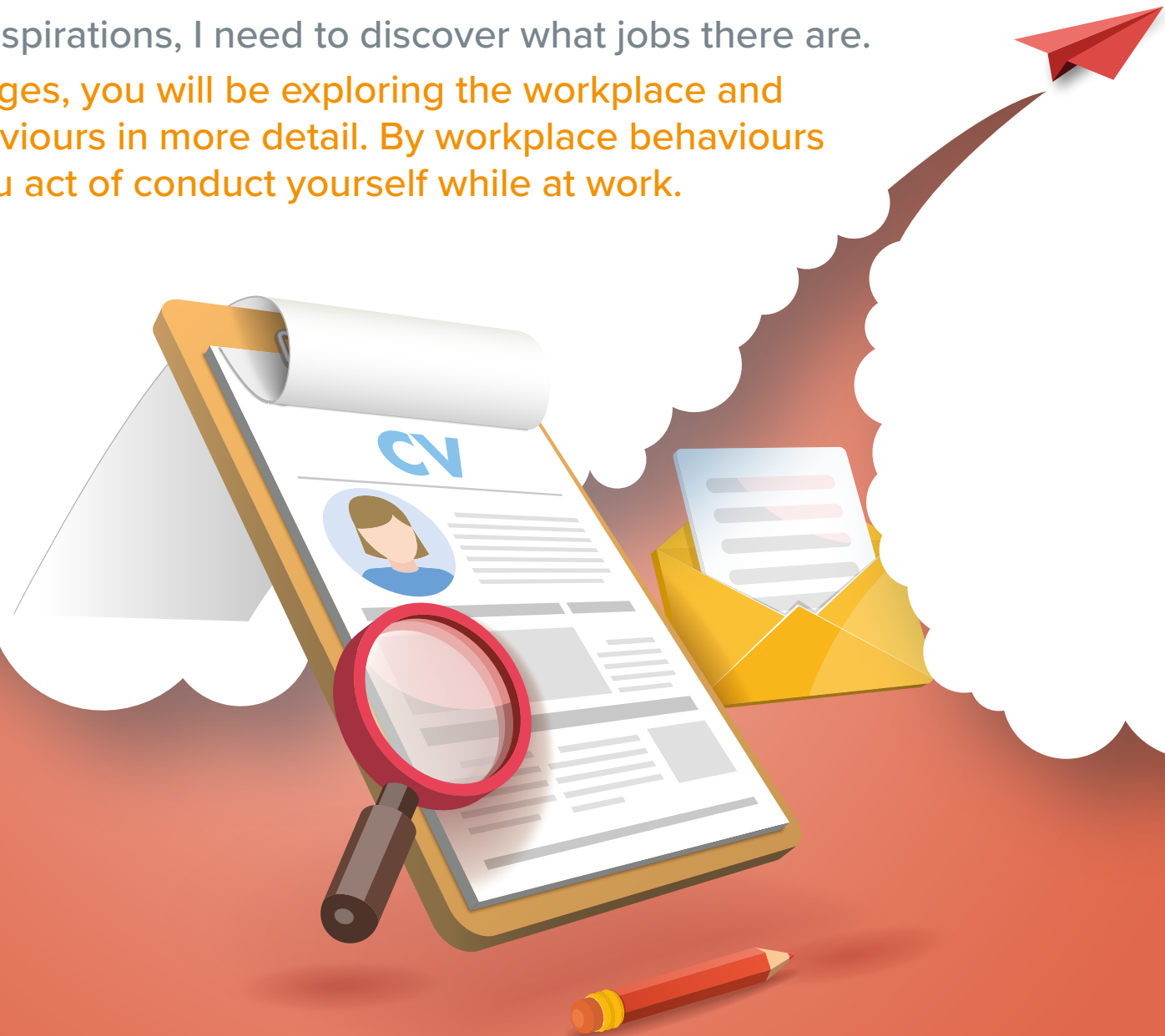
Create your own social story from your visit.



MY WORKPLACE

To help me with my aspirations, I need to discover what jobs there are.

Over the next few pages, you will be exploring the workplace and your workplace behaviours in more detail. By workplace behaviours we mean the way you act or conduct yourself while at work.



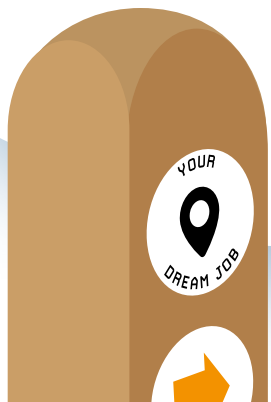
HAVING A JOB OR VOLUNTEERING OPPORTUNITY

Having a job is about so much more than money. It's about feeling valued, becoming independent and personally fulfilled. There are a wide range of opportunities across Leicester and Leicestershire.

The LLEP Career's Hub have created some information to help you to learn what you are interested in for your future.

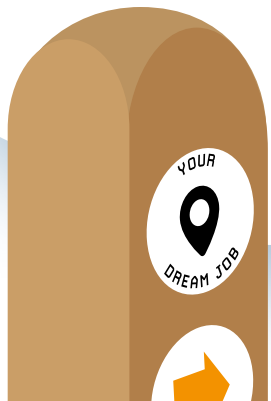
Take a look at our local labour market information website: ilep.yourfutures.uk

Or look through our World of Work booklet and sector videos:
ilep.org.uk/careers-hub/wow



MY JOB OPPORTUNITIES

What did We Discover from looking through the website and/or World of Work resources with my friends, family, teacher or Careers Adviser:



WE DISCOVERED... A WORKPLACE



Business name:

What does the business do?

What did you learn?

Business volunteer's name:

What does the volunteer do?

WE DISCOVERED... A WORKPLACE



What are the business
volunteer's **skills**:

Which workplace **behaviours**
are important to this business:

What are the **options** for
getting the business
volunteer's job:

MY JOB PROFILE

Conversations to have with your parent/carer and teacher.



Time: What times of day are you best able to work?



Space: What sort of space do you like working in?



People: Do you enjoy working as part of a team or do you prefer working independently?



MY JOB PROFILE

Personal Care: Do you need to share any information about any medicines you need to take or facilities you need to access?



Travel: How will you get from home to work? Do you need to alter your start times?



COMMUNICATION

How do I communicate? (e.g. do you use words to speak or do you sign? Do other people support you? What is your first language and can you use other languages?)



How do I like to be communicated with and given tasks (e.g. I like my tasks to be emailed to me to prioritise).

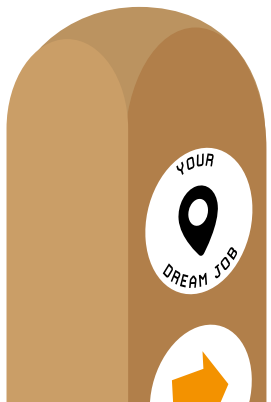


BEING POLITE

Thinking about all the things you do in and out of school, can you give an example of **Being Polite**?



BEHAVIOURS

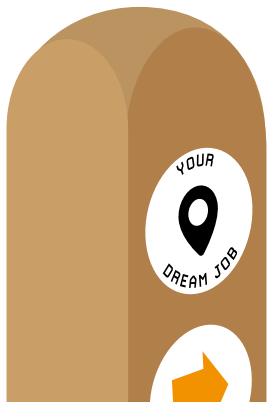


WORKING WELL WITH OTHERS

Thinking about all the things you do in and out of school, can you give an example of **Working Well With Others**?



BEHAVIOURS

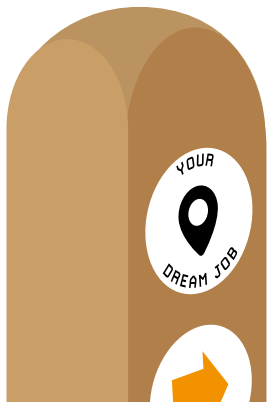


WORKING WELL ON MY OWN

Thinking about all the things you do in and out of school, can you give an example of **Working Well On Your Own**?



BEHAVIOURS



STAYING POSITIVE

Thinking about all the things you do in and out of school, can you give an example of **Staying Positive**?



BEHAVIOURS



BEING CREATIVE

Thinking about all the things you do in and out of school, can you give an example of **Being Creative**?



BEHAVIOURS



LOOKING SMART

Thinking about all the things you do in and out of school, can you give an example of **Looking Smart**?



BEHAVIOURS



BEING ON TIME

Thinking about all the things you do in and out of school, can you give an example of **Being On Time**?



BEHAVIOURS



MY WORKPLACE



Use this space to keep track of the jobs and volunteering opportunities that you like and are interested in discovering more about.

1

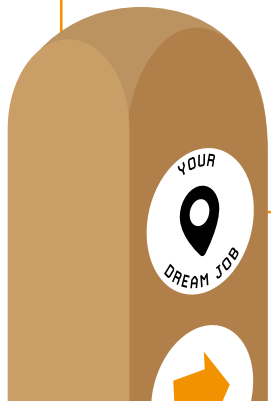
e.g. LLEP Admin Assistant as I like helping people and keeping things tidy.

2

3

4

5



MY WORKPLACE

Use this space to keep track of the jobs and volunteering opportunities that you like and are interested in discovering more about.



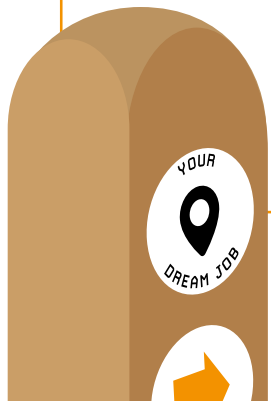
6

7

8

9

10



MY SUPPORT AT WORK



REASONABLE ADJUSTMENTS

Ask your Family, Teacher or Careers Adviser to look at this page with you.

The Equality Act 2010 means that employers must make “reasonable adjustments” so disabled people can work.

A “reasonable adjustment” is something that will help you do your work. Here are some examples:

- adapted equipment, such as chairs, keyboards or voice recognition software
- changes to the work environment, such as lowering desks, using natural daylight bulbs, or changing entrances
- changes to the working day, like working from home, working part-time or working flexibly (you and your employers choose which hours you work)
- changes to your role like different tasks that suit you

You can ask for reasonable adjustments when you are applying for a job or once you’ve started work.

Asking for reasonable adjustments will enable you to do your job better.



REASONABLE ADJUSTMENTS

Access to Work

Ask your Family, Teacher or Careers Adviser to look at this page with you.

If you have a disability or long term physical or mental health condition, Access to Work can provide practical and financial support to help you overcome barriers to starting or keeping a job.

Access to Work can also give practical advice and guidance to employers, to help them understand physical and mental ill health and how they can support employees.

For more information about the Access to Work programme, or to make an application, contact the customer service team:

Web: www.gov.uk/access-to-work

Email: atwsu.london@dwp.gsi.gov.uk

Telephone: **0345 268 8489**

Textphone: **0345 608 8753**



MY REASONABLE ADJUSTMENTS



Use this space to think about what support you need to help you thrive in the future.

How would I describe my disability/ies to an employer?

The condition/s I have are...

This means...

To help me, I use...



MY SUPPORT AT WORK



What does my family think?

What does my school think?

What does my Careers Adviser think?



MY CONTACTS





MY CONTACTS

People I Discovered and would like to contact for more information and opportunities.

Name

Business

Email

Notes



MY WEBSITES

Places I Discovered and would like to contact for more information and opportunities.



Name

Organisation

Website

Notes

