



Career Development

INTRODUCTION:

In this assignment you will be creating your career development plan and considering short term, medium term and longer term targets and objectives you wish to set for yourself.

DEFINITION OF CAREER DEVELOPMENT PLAN:

Career development plan is a way to set future goals for progression in a chosen career. A career development plan can be set before one starts college it helps to explore interest, value, strength and weakness. Creating a list of goals, along with strategies for achieving those goals and a desired completion date, can be a step in the right direction when trying to improve a career. Career Planning basically starts, when a person finishes Secondary/ Higher Secondary level of education. After that level, a person could opt for that educational degree, which would help them out to have a good job opportunity according to their skills at the time.

THE IMPORTANCE OF CAREER DEVELOPMENT PLAN:

Career Planning makes you to think suitably about your positive and negative aspects. Career Planning is like mapping our future. Without proper planning, no one could think of getting their desired job in the future.

WHERE DO YOU WANT TO BE?

Some people want to get a job after school, others want to study towards A levels then go to university and study a business related course. Some will set up their own business. What will you do?

WHAT DO YOU LIKE DOING?

You might like to develop your hobbies and interests into employment opportunities what better way to make a living.

HOW CAN I GET THERE?

Deep down you know you will need to work hard, study and focus to compete to get to where you want to be. I have listed a few examples of the professional associations that you can look at depending on the sector that you would like to work in and the qualifications that you

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will need to secure jobs in each sector.

Working in Human Resources

In this assignment you will be accessing different sources and different types of career related information so that you can use it to develop your own career plan.

If you are looking for a career in **Human Resources** you will probably wish to look at The Chartered Institute of Personnel Development at www.cipd.co.uk and see what qualifications you will need.

This is a website which could help you get working in HR looking at redundancy management, dealing with different staff, managing performance or managing absent.

This role is generally quite administrative and typically involves recording and updating of employee details, administration of recruitment and training activities and providing support to the HR team. Specific responsibility for running staff payroll and processing employee forms are typical at this level.

This work requires attention to detail and initiative as well as an ability to work to deadlines and be flexible. HR Assistants are often able to progress within their team and are encouraged to develop skills needed for promotion to HR Officer Level.

If you've considered working in Accountancy visit <http://www.aat.org.uk>

If you've considered working in Marketing visit <http://www.cim.co.uk>

If you've considered working in Hospitality visit <http://www.instituteofhospitality.org>

If you've considered Voluntary work visit <http://do-it.org.uk>

If you've considered an Apprenticeships visit <http://apprenticeships.org.uk/>

If you've considered Teaching visit <http://www.tda.gov.uk>

There is a professional association for most careers choices.

Connexions- This service will help you by providing you with information on what you can do to plan a successful career. Miss Sharpey (the connection lady is based on site so why not make an appointment to go and see her). Previous students have "I asked her what option I had to reach my career path with the subject i am studying so she advised me to look at different website and gave me list of different careers to search into such as social worker, counsellor, but I am interested in studying business and I would like to go to OCVC college then Brookes university and she supported me in the process." Sally Sharpey can be found at the rear of the library or you could email her on SSharpey@oxfordspiresacademy.org

CASCAID- This is the Kudos software website that you have used already. The survey you have completed will have suggested several career choices for you to consider and you may wish to use these to start your career development plan. It will also tell you what qualifications you will need in the short term (this year and next), medium term (sixth form) and longer term (university)

Other sources of advice and support

School teachers and tutors – Teacher's maybe able to help you to plan your career. Most have done many things before they decided to teach and may know the route you need to take to a chosen career or at least signpost you in the right direction. This might get you started on your research about the basic information and qualification and training needed for a specific job. Teachers can advice students to look at different websites and they can also bring professional people in to talk to students.

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Pitman Training (secretarial skills training)

This training business trains you in courses for their job prospect also diplomas for people to start new career and learn new skills. Pitman training offers courses such as business, IT skills and advances IT technical subjects. The courses are held at fully equipped training centres and led by experienced course trainers.

Career fairs

A career fair is an event which anything from 15-26 employees are represented each with their own stand. This is a opportunity to meet lots of companies within just a couple of hours. You will be able to speak with both HR representatives that can go into detail about the company's application and selection process as well as graduate trainees that have only been with the company for 1-2 years. The later ones can talk to you more about their personal experience when applying as well as their role duties. This will help me when I have finished A level if I am not sure about going to college this would be my next path going into employment instead of college then university which I could go later on in life. When I decide to go next year as I have missed the first one, there will be twenty-four firms to receive CV's, they will talk about job opportunities and advice job hunters on how to get back into workplace, I will need to take my qualification, CVs and references for the employer to see if he is interested. An example of Oxford Universities career fairs can seen in the link below:

<http://www.careers.ox.ac.uk/about-us/whats-on/careers-fairs/careers-fairs-in-oxford/>

(www.prospects.ac.uk)

This would be a great opportunity for you as it's a way for you to discuss job opportunities, training and career prospects with hundreds of employers in one place at one time they provide a unique opportunity to sell yourself. I will be asking what it is like to work for them, talking to recent graduate already employed, asking question such as questions about their vacancies as well as how to apply and what they look in a successful candidate.

Job advertisements

www.1job.co.uk

www.gumtree.com/jobs