

Your next step...

Once you have found the information you are looking for, you can choose to do the following:

- **View on-screen** – remember to make any notes for future reference!
- **Print relevant articles** - to take away with you
- **Email information** – choose where you want to send it, for example this could be to your personal email address
- **Use the program at home** – you may want to use the program in your own time, if so ask your adviser about accessing Careerscape Online.*

Don't forget, every article within Careerscape contains a Further Information section. You can use this to continue your research. Similarly, refer to the CRI classification icons on-screen or on your print-outs, if you wish to do further investigation within a nextstep centre.

*Careerscape Online is available at www.careerscape.co.uk

Tell us what you think!

Did Careerscape meet your needs? Could you find the information you were looking for and if so was it easy? Please let us know your views, email us at enquiry@cascaid.co.uk or ring 01509 226868. We value your opinion.

Further Help

If you need further help with using Careerscape or would like to utilise other accessibility features such as Large Text (available on-screen and on print-outs), and Photographs, please speak to a member of staff.

Checklist

To ensure you got the most out of Careerscape here's a useful checklist:

- Did you research your own career ideas?
- Did you view a case study?
- Did you view a video?*
- Did you bookmark any articles of interest?
- Did you look at a Career Family?
- Did you read any Employment articles?
- Did you use the Multi-Selector to refine your search?
- Did you look at how your qualifications related to specific jobs?

We hope you enjoy using Careerscape and that it fulfils all your careers information needs

* Please note, the Internet version does not include video footage.



Careerscape

An innovative Careers Information and Planning tool



User Guide

A user-friendly guide to help you get the most out of Careerscape

CASCAiD
www.cascaid.co.uk

Getting Started

Careerscape is an easy-to-use careers information and planning tool that helps adults with their careers research and planning. It is available on CD and online at www.careerscape.co.uk. Your adviser will help you choose the best option available to you.

This user guide will take you through all of the main features of the program to ensure you get the most out of Careerscape.

To get started, click on **Start** to view the **Main Menu**. You will have five areas to choose from:

- **Career Selector**
- **Career Families**
- **Subject Links**
- **Higher Education**
- **General Information**



Career Selector

Use **All Careers** if you have a specific career you want to look at. You can type in any career to get the complete career details including photographs, video footage, real-life interviews and HE course information. For example, if you want to know the working hours for a job, go to the Pay and Opportunities section.



Multi-Selector can help if you're not sure which careers to look at. Here you can select any combination of three selection factors (or just one/two factors); Career Level, Industry and Type of Work to refine your list of jobs which you can research and compare.

Career Families

Career Families help you to explore the range of different careers that are available within a particular area e.g. Teaching. You can choose from these four areas:

- **Business**
- **Creative**
- **Service**
- **Technical**



Subject Links

In Subject Links you can see how subjects relate to a wide range of different careers. For example, the subject, Graphics, can lead to a wide range of jobs such as Graphic Designer, Illustrator, Artist, Teacher, Photographer, Animator. Further Information provides links to the relevant careers and also to other careers that might interest you.



Higher Education

You can access over 50,000 Higher Education courses (provided by UCAS). Courses can be searched for using Keyword, Region or Level. For example, you could look at **Sport Studies** in the **South West** at **Degree** level. Results can be listed in A-Z order by Institution or Course information.



General Information

In this section you can explore articles covering a range of employment, education, training and lifestyle issues. For example, you can find out about issues such as Health, Disability and Employment, Ex-Offenders (How to Apply for Jobs) and Interviews.

- **Education and Training**
- **Employment**
- **Lifestyle**

