



Careerscape

User Guide



Introduction

Welcome to the Careerscape User Guide!

When you are looking for information on such important subjects as your career, education and training options, it's essential you can access what you need as quickly as possible.

This guide has been designed to make sure you'll get the most out of Careerscape.

It will explain how to find the information quickly and help you understand what each section includes.

You'll also learn what the icons mean and how they'll help you find your way around.

So what is Careerscape?

Try to think of Careerscape as the careers section of a Connexions library, but on a computer.

You can receive information from organisations by emailing them direct, or you can research further details by surfing websites. By reading the case studies or watching the video clips, you'll also get

a better understanding of different careers.

If you want paper copies of what you find, so that you can show family or friends, you can print what you need and keep it for the future. The choice is yours.

So what are you waiting for?

Is this the first time you have used Careerscape?

The following instructions will introduce you to Careerscape and help you use the program.

The Welcome Page

- The first page you will enter is the Welcome Page.
- This includes an Overview of Careerscape.
- If you would like to access this, click on the Where can I? button.
- You will then be given three choices:
- 'What is Careerscape?'
- 'Finding my way around Careerscape?'
- 'What next?'

You can choose to read any or all of these options.

- By clicking on the Print icon you can also have a copy of the responses.
- When you want to leave - click 'OK'.
- Use the Quick Tour button to view a brief video about Careerscape. When finished click 'OK'.
- When you have finished on the Welcome Page and want to enter the information pages, click on the Start button and turn to page 3 of this guide.

Have you used Careerscape before?

- The first page you will enter is the Welcome Page.
- To begin using Careerscape click on the Start button.

How to get the most from using Careerscape

Included in Careerscape you will find icons and special features. These are designed to help you get the most from Careerscape.

These pages look at what the icons and special features help you to do, and where you'll find them.

Spend some time getting to know what they do and you'll use Careerscape better and find out more information.

The Careerscape tool bar

Along the top of each page you will find the tool bar which remains in view all of the time.

Here is a guide to what the tool bar contains and what each icon will do when you click on it:

- **Main Menu:** This takes you back to the Main Menu page so you can either enter another section or leave Careerscape.
- **Back arrow:** Use this to go back through all the pages that you have looked at.

- **Bookmark:** Create your own list of favourite articles by clicking on this icon.
- **Print:** This gives you a paper copy of your information.
- **Wordsearch:** Having trouble finding something? Wordsearch helps you find where words or phrases are.
- **Help:** Click on Help if you forget what any of the icons or sections are for.
- **Options:** This provides different technical options for tutors and technical staff.
- **Leave:** If you want to finish using Careerscape click on Leave. You will then return to the 'Welcome Page' to exit.

The Career Details Icons

When you use the Career Details pages you will find some articles have icons next to them. Here is a guide to what the icons do:

- **Case Study:** By clicking on this, you'll find information and a photograph about someone who actually does that career. There are also things like: 'A day in the life', routes in and extra information that only those who do the career would be able to pass on.
- **Photos:** By clicking on this, you can look at photographs illustrating different parts of the career.
- **Video:** This icon shows you a video clip. It will be presented by someone who does the career, telling you what is involved and showing some of their tasks.

Top tip: Videos are an optional function on Careerscape. Check with someone where you are using Careerscape to see if video clips are available.

Underlined words

- Some words are underlined in red.
- If you click on these words a pop-up box will appear.
- This will have an explanation of what the words or abbreviation means.
- If you print information which includes

underlined words, the contents of the pop-up box will be printed too.

The Main Menu

Once you leave the Welcome Page, you will enter the Main Menu. From here, you will be able to choose the sections that you want to.

To help you find out what the different sections cover, here is a quick guide:

Career Selector section

All Careers

Do you know which career you want information about? All Careers gives you the chance to get the information that you need.

Multi-Selector

Do you need help narrowing down your career ideas, or do you need some career ideas to get you started? If so, Multi-Selector really helps.

Career Families section

Business

Are you interested in a business career but not sure of all the different careers available? Use the Business section to check out the range of careers.

Creative

Are you practical? Do you like using your hands or designing things? If you're thinking of a career in art and design, but aren't sure of all of your options, then this is the section for you.

Service

If you want to work with or to help people, you'll probably want to work in the service sector. Lots of careers include these skills so the choice of careers is quite large. Research the careers in this section and you'll be better informed about what's on offer.

Technical

Although some technical careers involve science or engineering skills, not all do. By looking through this section, you'll know what's

available in the Technical career family. You'll then be able to compare the different careers and know the skills and qualifications employers look for.

Subject Links section

Subjects

Interested in knowing which careers subjects will lead to, how you'll study and what you can expect to learn?

Look through this section and get the answers to your questions.

Higher Education section

Course Information

Do you need help finding out about higher education?

This section covers a huge range of course information, drawn from the UCAS database. You can identify courses based on keyword, region and level.

General Information section

Education and Training

The number of options within education and training can be very confusing. This section explains what your education and training options are, and includes information on the different decisions you may make between Years 9-13. You'll also find useful articles on subjects such as student funding, information on choosing and comparing different courses and all the support and help on offer.

Employment

Do you want background information on the world of work in the UK or abroad?

Want to find information about getting your first career or advice on issues like equal opportunities? If so, this section gives you what you need to know.

Lifestyle: 13 to 19 Year Olds

Here you will find information about a range of lifestyle issues that may affect you, from 'Exercise and Fitness' to 'Volunteering'.

Now you know which sections you want to use,

turn to the pages in this guide and start using Careerscape!

The Career Selector Section

There are two choices in this section:

- All Careers
- Multi-Selector.

These cover the following areas:

- Information about what different careers involve.
- The entry qualifications and skills needed for each career.
- An opportunity to research your ideas further.

The All Careers option

This includes an A-Z list of career articles.

You can filter the list to careers with HE course information only by clicking in the tick-box.

How do you use the All Careers option?

- Within the Main Menu click on the All Careers option.
- If you know which career you want to choose, type the career title into the white bar. The information will then appear within the list below.
- Click on the career to read the information.
- Read the information provided. You can choose between viewing the full careers information or the brief careers information.
- If the article you have chosen includes icon(s), click to access the extra information.
- Click on the Print icon to make a copy.

The Multi-Selector option

This section is helpful if you:

- Need some career ideas to help get you started.

How do you use the Multi-Selector option?

- Within the Main Menu click on the Multi-Selector option.
- You can then choose one, two or all of the following factors to help to create a career list:

Career Level:

This factor includes five skill levels going from unskilled to professional.

Click on the skill level closest to what you hope to achieve and you'll get a list of careers at that level.

Industry:

So that your final list of suggestions has careers from the career groups that you would like to work within, click on the examples that you are keen on.

Type of Work:

This lets you choose between different work areas. Choose the ones you want to be reflected on your career list and Careerscape will do the rest.

As you work through Multi-Selector, the number of articles in your list will be shown.

So that you can research your list thoroughly, try to keep it to less than 20 Career Details.

When you have made your list:

- Click on each Career Detail to read the information.
- If the article you have chosen includes an icon, click to access the extra information.
- Use the Print icon to make a copy.

Top tip: Once you have created one list of suggestions by using Multi-Selector try changing your factor choice to see how your list is different.

The Career Families Section

This section includes four areas to help you research your career ideas.

- **Business** – has details on careers covering administration, finance and management.

- **Creative** – includes careers which are creative, artistic, musical and performance related.
- **Service** – gives information about careers that require specialist skills to help and work with people.
- **Technical** – covers careers related to science, technology and engineering.

Some of the Career Family articles within this section also contain video clips.

How to use the Career Families section

- Within the Main Menu click on the Business, Creative, Service or Technical section.
- Select an entry from the list on the right.
- Use the Print icon to keep a copy.
- If a video icon is available select this option.
- Click on the Related Articles icon at the bottom of the list to access suggested Career Details pages.
- Click on the Career Details that you would like information about.
- Use the Print icon to keep a copy.

Subject Links Section

The Subjects option includes information about what careers you might be able to enter after taking the subject or qualification.

The Subjects option

This is especially useful for students in Years 9-11 who are thinking about which subjects to choose.

How do you access this option?

- Within the Main Menu click on the Subjects option.
- Choose the subject you want to research from the list on the right.
- Use the Print icon to keep a copy.
- To read the suggested careers articles, click on the Related Articles icon (You'll find this at the bottom of the list).

Higher Education Section

The Course Information option covers the following areas:

- Course information by keyword
- Course information by region
- Course information by level.

How do you use the Course Information option?

If you already know the career(s) you are interested in, you can view a pre-filtered list of courses from the Career Details screen. Otherwise:

- Within the Main Menu click on the Course Information option.
- You can choose one, two or all of the following factors to help to create a course list:

Keyword:

The keyword search shows all the subjects, and sub-sets of subjects, that you can search for. Universities and colleges allocate a number of keywords to each course, to reflect course content.

Region:

The region search allows you to narrow your search down to Northern Ireland, Scotland, Wales or a large area of England.

Level:

The level search allows you to specify the course level. Options include degree, foundation degree, higher national diploma (HND), higher national certificate (HNC) and diploma of higher education (Dip HE).

As you work through Course Information, the number of courses in your list will be shown.

When you have made your list:

- Click on Institution Titles to find out more information, including email and website addresses.
- Use the Bookmark facility to save details of any courses you are interested in, or:

- Use the Print icon to make a copy.

You can also sort your list in course order by selecting the 'A-Z by course' option.

General Information Section

This section has three areas:

- Education and Training
- Employment
- Lifestyle: 13 to 19 Year Olds.

Some of the General Information articles also contain video clips.

The Education and Training option

This includes articles about education and training, such as taking qualifications, choosing option choices or funding opportunities.

How do you access this option?

- Within the Main Menu click on the Education and Training option.
- Select a title from the list on the right.
- Use the Print icon to keep a copy.

Top tip: If you choose the Education and Training section, you'll probably find information in the Subject Links section useful too.

The Employment option

Information within the Employment section includes advice about finding and keeping a career, Apprenticeships, equal opportunities, working abroad and volunteering opportunities.

How do you access this option?

- Within the Main Menu click on the Employment option.
- Select an article from the list on the right.
- Use the Print icon to keep a copy.

The Lifestyle: 13 to 19 Year Olds option

This option includes information and advice about a range of issues such as coping with bullying, managing your money, and eating healthily.