

Start using Adult Directions Online at:  
[www.adultdirectionsonline.co.uk](http://www.adultdirectionsonline.co.uk)

## Adult Directions Online Checklist

Use this helpful checklist to make sure you have made the most effective use of Adult Directions Online:

- Have you found careers that match what you like and dislike?
- Have you found careers that match your skills?
- Have you selected a suitable occupational level/s?
- Have you answered all of your 'Likes & Dislikes' questions?
- Did you look at the 'Types of Work' suggested for you?
- Did you select any relevant health conditions?
- Have you completed your Action Plan?
- Have you researched Your Own Career Ideas?
- Have you printed relevant information for future reference?

We hope you enjoy using Adult Directions Online and find it helpful for your career planning.



**Adult Directions**  
Online

The UK's best Career and Skills matching tool

**User Guide**



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[www.adultdirectionsonline.co.uk](http://www.adultdirectionsonline.co.uk)

**CASCAiD**  
[www.cascaid.co.uk](http://www.cascaid.co.uk)

# Is this you?

## “I want help with finding a suitable job”

**If you want Adult Directions Online to suggest suitable careers for you:**

- Click on **‘Find careers that match what you like and dislike...’** or click on **‘Your Likes & Dislikes’**
- Select an occupational level and then answer questions about your likes and dislikes.
- Your personalised list of career suggestions will be generated after the first 50 questions have been answered. To get a more accurate list of careers we do recommend that you **‘Answer more likes and dislikes’**.
- Click on any of your career suggestions to see the career details and also why that career is **‘Suitable for You’**.
- You can also enter any health conditions you may have and/or your preferences for study and training.

## “I want to identify my own skills”

**If you would like to identify and assess your transferable skills:**

- Go to **‘Identify your skills and compare them to careers...’** or click on **‘Your Skills’**.
- Adult Directions Online will help you to carry out your own skills audit. You will be asked questions on 45 skills which can be rated from **‘unskilled’** to **‘highly skilled’**.
- You will view a list of careers and see how you rate in terms of your skills. If you’ve already completed the careers matching you can also look at careers that are matched to both your skills and likes and dislikes.

## “I want to see how my skills compare to those required for particular jobs”

**If you would like to see how your skills compare to those required for particular jobs:**

- Complete the skills matching questions in **‘Identify your skills and compare them to careers...’** or click on **‘Your Skills’**.
- You can now search any of the careers in **‘Your Own Career Ideas’** and see how suitable that career is for your skills. This may help you to identify skills you wish to improve.

## “I want to look for a particular career”

**If you have a job in mind that you want to know more about:**

- Choose **‘Explore your own career ideas...’** Here you can look at all the careers in Adult Directions Online.
  - If you have already completed the likes and dislikes matching and/or the skills matching you can also see how suited you are to your own career ideas by clicking on **‘Suitable for You?’**.

## “I want help with planning the next step of my career”

**If you want help with planning the next step of your career:**

- Click on **‘Plan your career using the Action Plan...’**
- Adult Directions Online will help you to create your own Action Plan. There are different ways you can use this:
  1. You may wish to set short, medium and long-term goals for your career
  2. Use your matched list of career suggestions
  3. Use the results of your skills audit
- Your Action Plan will also help you to consider your own career ideas or skills you wish to improve. It will help you to focus on your personal career goals and support you with the next step in your career.

## “I want information on issues relating to careers”

**If you would like to view career-related articles on topical issues:**

- Choose **‘Find general articles all about careers...’** to view articles on issues such as Interviews, Finance for Study, Age and Employment.
- This section will provide you with a range of up-to-date indepth articles that link to sources of Further Information.

