

# Quick Tour

## Adult Directions Online at a glance

For more advanced help use: [Quick Tour | User Guide](#)

Click 'Back' in your browser to return to the Adult Directions Online Welcome page.

## Welcome to the Adult Directions Online Quick Tour

Adult Directions Online matches you to suitable career suggestions based on what you like or dislike and your transferable skills.

You can find detailed information on suitable careers, general information articles and also explore your own career ideas.

## What can Adult Directions Online do for you?

### Find careers that match what you like and dislike

First choose your expected or actual occupation level(s).

Then answer questions about what you like and dislike about aspects of different careers. We recommend you answer all the questions first, to improve the accuracy of your career matches. Additional notes and animations support each question.

Adult Directions Online will then match you to careers, based on your chosen occupation level and your likes and dislikes.

Carefully consider the careers Adult Directions Online has suggested. These are the careers most suitable for you. Click on careers to see detailed information about their suitability.

Adult Directions Online also matches you to different career areas called Types of Work.

At this stage you can also:

### Answer more questions

If you haven't done so already, we recommend that you answer all of the remaining likes and dislikes questions.

### Consider health issues

If you have any health concerns that you think may affect your choice of career, click 'Your Health'.

### Plan your study and training

To record your study and training plans, and see how they relate to suitable careers, click 'Your Study and Training'.

## **Find careers that match your skills**

Answer questions on 45 different transferable skills and rate how skilled you think you are at each one.

You can then look at careers you might be interested in researching further. Each career will be matched to your individual skill profile.

## **Plan your career using the Action Plan**

Create your own Action Plan, using the matched careers from Adult Directions Online.

1. Complete the personal information section with the relevant details.
2. See information on your top 10 careers and your top transferable skills.
3. Note any skills that you may wish to improve.
4. Write down any career ideas of your own that do not appear in your list, or that you have been unable to find in Adult Directions Online.
5. Think about the things you need to achieve, both now and in the longer term and write these down.
6. Write down any other things that you need to remember or any ideas you have about your future career plans.

Save and print your Action Plan, then show it to an adviser. Remember that your Adult Directions Online session will be saved so that you can come back to it at a later date.

Using Adult Directions Online in this way will give you a better understanding of what you want out of a career, and help you plan your next step.

## **Explore your own career ideas**

If you already have a career idea in mind and it is not in the list of career suggestions, click 'Your Own Career Ideas' to explore all of the careers in Adult Directions Online.

## **Find general articles all about careers**

You can use the general articles section to research a wide range of topics relating to employment and training issues.

**Thank you for using Adult Directions Online and good luck with your career investigations!**

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For Technical Support please contact us on 01509 226885

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