

## User Guide



### What can I do with Careerscape?

Careerscape is an easy-to-use careers information database, with exciting multimedia features such as videos, photos and sound clips. Using Careerscape you can:

- Find out about the career issues that matter to you, whether you are a young person or an adult.
- Use it to find relevant resources on your own, or as part of a careers guidance session.
- Research your chosen topic using accurate and up-to-date careers information.
- Print your own copies of the information for future reference or email information to your Inbox.
- Search for Higher Education (HE) course information based on keywords, region and level.
- Watch videos about careers plus education, employment and training related topics.

### Finding my way around Careerscape

- The Careerscape navigation bar appears at the top left of each screen throughout the program.
- Click the **Home** button to return to the Home screen.
- Click the **My Articles** button to view articles you have added to a list of favourites.
- Click the **Help** button when you need help with using Careerscape.
- Click the **Log out** button to end your Careerscape session.

### Where can I explore my own career ideas?

If you already have a career in mind, check out the All Careers section to see the complete list of career titles.

You have direct access to all the career articles from this list. Read information about the career, including salary details. See videos of people talking about their career. Look at photos of people at work. See case studies and watch videos of people who work in the career.

### Where can I create my own custom list of careers?

If you only have a broad idea of the sort of career you are looking for, use the **Multi-Selector** tool within the Career Selector section to create your own list of careers.

Select different qualification levels, industries, and types of work and see how your list of selected careers changes. You have direct access to the career articles from this list.

### Where can I find out about careers using similar skills and knowledge?

Have a look at the **Career Families** section, where you can read articles about groups of related careers which require similar skills and knowledge:

**Business** - includes articles such as Hotel Careers and Management.

**Creative** - includes articles such as Fashion Industry and Publishing.

**Service** - includes articles such as Caring Work and Tourism.

**Technical** - includes articles such as Chemical Industry and Vehicles.

## Where can I find careers related to my favourite subject?

If you are keen on particular school or college subjects and want to find out about careers related to them, visit the **Subject Links** section.

## Where can I find lots of information about education, training, employment and lifestyle?

If you are looking for information about education, training, employment or lifestyle browse the articles in the **General Information** section.

Find out about finance for study, finding work on the Internet and a whole lot more.

## Where can I find links to further information?

Many Careerscape articles contain useful ideas for further research, under the heading **Further Information**:

- Phone numbers, postal and email addresses, and websites.
- Titles of publications for further reading.

Many articles also contain links to other related articles within Careerscape.

## Where can I match myself to suitable careers?

Also available from CASCAiD are careers matching programs. You can use these to create a personalised list of careers that match your particular interests. For adults, Adult Directions is available; Kudos is recommended for young people. Visit the CASCAiD website at [www.cascaid.co.uk](http://www.cascaid.co.uk) for further information.

## Finding my way around HE Course Information

HE Course Information will be launched in a new browser window.

Click the **Help** button if you require further help within the HE Course Information section.

Click the **browser 'x'** button in the top right-hand corner to return to Careerscape.

## Where can I find out about course information?

Do you want to find out where you could study English in the East Midlands? Use the **Higher Education** section to search for HE courses based on keyword, region and level.

Already interested in a career? If you want to find out about courses related to a particular career, check out the **HE Course Information** heading in the career article.

**HE Course Information** will launch in a new browser window. To return to Careerscape, click the 'x' in the top right hand corner.