

# Kudos in Scotland

## Worksheet 2 – Aspects of Work – Part 1

Careers are not just about doing one thing.

Every job is made up of a number of elements, these are known as Aspects of Work.

Read through the Aspects below and tick the job or job you think they belong to:

<b>ASPECTS</b>	<b>Veterinary Surgeon</b>	<b>Doctor</b>	<b>Children’s Nurse</b>	<b>Scientist</b>
Working with babies, children or teenagers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using your hands in a skilful way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing health care or treatment to people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being physically active or on your feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being interested in human biology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ASPECTS</b>	<b>Bricklayer</b>	<b>Farm Worker</b>	<b>Police Officer</b>	<b>Postperson</b>
Working outdoors in any weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using your hands in a skilful way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being physically active or on your feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ASPECTS**

	Car Sales-Person	Vehicle Body Repair	Car Mechanic	Civil Enforcement Officer
Using your hands in a skilful way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ASPECTS**

	Graphic Designer	Hairdresser	Art and Design Teacher
Using your hands in a skilful way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing a service to members of the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding how colours and shapes are used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How easy was it to choose which Aspects of Work suited which jobs?

Very easy       Easy       Difficult

What would make it easier?

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If you could only choose one job for each set of Aspects of Work, how would you choose the right one?

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## Worksheet 2 – Aspects of Work – Part 2

Some of the Aspects of Work that make up a job are more important to a job than others.

The most important Aspects of Work for each job are called Central Aspects.

The second most important Aspects of Work for each job are called Secondary Aspects.

Read the Aspects below carefully and decide which of the jobs fit them best:

### Job One

<b>CENTRAL</b>	<b>SECONDARY</b>
Designing or styling	Understanding and taking into account people's feelings, views or behaviour
Understanding how colours and shapes are used	Using keyboard skills
Being creative	Teamwork
Understanding the uses of computers	Being accurate and paying attention to detail

Circle the job which fits the above Aspects best...

**Computer Programmer**

**Interior/Exhibition Designer**

**Painter and Decorator**

**Computer Games Designer**

### Job Two

<b>CENTRAL</b>	<b>SECONDARY</b>
Using your hands in a skilful way	Being interested in buildings and other structures, and how they are built
Being physically active or on your feet	Being accurate and paying attention to detail
	Lifting or carrying heavy things
	Working on ladders or high up
	Getting your hands messy or dirty

Circle the job which fits the above Aspects best...

**Civil Engineer**

**Surveyor**

**Plasterer**

**Painter and Decorator**

## Job Three

CENTRAL	SECONDARY
Working with babies, children or teenagers	Being physically active or on your feet
Organising or supervising people	Being involved with music, drama or dance
	Providing a service to members of the public
	Being involved with sport or leisure activities
	Co-ordinating people or activities

Circle the job which fits the above Aspects best...

**Nurse**

**Children's Care Assistant**

**Playworker**

**Teacher**

Was it easier or more difficult to make your choices this time?

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Why?

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## Worksheet 2 – Aspects of Work – Part 3

Create your own job description.

Below is a list of some of the Central and Secondary Aspects of Work for the job of Hotel Receptionist. Not all of them are correct. Tick the ones you think are right.

### CENTRAL

Providing a service to members of the public

Dealing with paperwork

Working in a factory or workshop

Providing information

Being interested in the science and uses of materials

Being involved with music, drama or dance

### SECONDARY

Working in an office

Working with financial information

Using keyboard skills

Operating machines

Coping with awkward or difficult people

Using a foreign language

Can you think of any other Aspects of Work which are missing for a Hotel Receptionist?

Add them below:

### CENTRAL

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### SECONDARY

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### The aim of this session is to:

- Help students understand the importance of completing the questions in Kudos in Scotland accurately.
- Illustrate the effect that the five responses, from 'Like very much' to 'Dislike very much', have on the students' career suggestions.
- Provide students with practical experience of completing the Aspects of Work questions and reviewing results.

### Time required:

45 minutes

### Target year groups:

Age 13-16. Younger students might benefit more if working in pairs during the activity.

### Learning Outcomes:

By the end of the session, students will:

- Understand what the Aspects of Work are, and how jobs share similar and different aspects.
- Have thought about which Aspects of Work are important to them within their own career choices.
- Understand the role that Kudos in Scotland can play in helping make career choices.

### Method:

You will need:

- Access to a board or flip chart
- Sufficient copies of the handout

### Introduction:

If this is a follow-up to 'Worksheet 1 – Likes and Dislikes', you should start by reviewing the previous session and reminding students of the learning outcomes.

Kudos in Scotland is a useful starting point in students' careers research. Using students' responses, Kudos in Scotland can provide a list of career suggestions for them to explore in more detail.

To help students make the most of Kudos in Scotland, this session shows the importance of working through the program correctly.

## Activity 1 - 'What are Aspects of Work'?

Explain to the group that jobs are made up of lots of different elements, activities or parts. Lots of jobs share these activities or parts - Kudos in Scotland calls them 'Aspects of Work'.

Write the following career titles on the board:

- Farm Worker
- Painter and Decorator
- Gardener
- Retail Assistant (eg, DIY)
- Bricklayer
- Carpenter/Joiner

Ask the group to think about the activities that these jobs have in common. Are they indoor, outdoor, practical, etc? Write correct responses on the board.

Explain that Kudos in Scotland breaks Aspects of Work down into:

- 'Central': essential features of a career.
- 'Secondary': prominent features of a career.
- 'Other': supplementary features of a career.

Using the list of responses on the board, ask if each of their suggestions are 'Central' or 'Secondary' to each job.

What does this show us?

## Activity 2

Distribute **the worksheets**. (Younger students may cope better if working in pairs).

Ask students to complete each page separately.

Feedback answers and lead group discussion.

## Conclusion of session

Review learning outcomes and discuss what the session has informed students about:

- The content of different jobs?
- What they need to do when researching their future careers?
- How to complete Kudos in Scotland?