

PAID WORK		
Agency Worker	<ul style="list-style-type: none"> • Contract with an employment agency (also known as a recruitment, temporary work, staffing agency) rather than an employer • The agency assigns you to employers on a temporary basis (assignment) • The agency is responsible for your rights under working time regulations • The agency organises National Insurance Contributions (NICs) and Statutory Sick Pay (SSP) • If an agency worker is continuously employed for 12 weeks plus in the same role, they will get the same terms and conditions as permanent employees, e.g. pay, breaks, annual leave 	https://www.acas.org.uk/agency-workers https://www.mygov.scot/employment-contracts
Consultant	<ul style="list-style-type: none"> • A specialist who is paid to give advice on a certain subject • Freedom to choose who you work for/which projects you work on • Employment status can be self-employed or worker, or part of another company • Often look after own tax and National Insurance Contributions (NICs) • Might not be entitled to the same rights as workers e.g. minimum wage • Employers are still accountable for your health and safety 	https://dictionary.cambridge.org/dictionary/english/consultant https://www.mygov.scot/employment-contracts

Contractor	<ul style="list-style-type: none"> • Professionals who provide skills or services to companies for a set period (fixed-term contracts), can be based at client sites • Freedom to choose projects you work on and for whom • Self-employed, an employee, or a worker - a common approach is to work for your own limited company • Can find work via recruitment agencies or be hired direct by employers • Often look after own tax and National Insurance Contributions (NICs) • Might not be entitled to the same rights as workers, such as minimum wage 	https://www.gov.uk/employment-status/selfemployed-contractor https://www.mygov.scot/employment-contracts
Entrepreneur	<ul style="list-style-type: none"> • Creating, establishing, and running a business, taking an idea from vision to reality • May take more risks and delegate more than small business owners 	https://www.prospects.ac.uk/jobs-and-work-experience/self-employment/what-is-an-entrepreneur https://www.gov.scot/policies/supporting-business/entrepreneurship/ https://www.scottish-enterprise.com/support-for-businesses/business-development-and-advice/support-for-entrepreneurs
Fixed-Term Contract	<ul style="list-style-type: none"> • Employment with a predetermined end date e.g. maternity, interim, seasonal roles • Contracts end either when a task is complete, or a pre-defined event has happened • Entitled to be treated the same as a full-time permanent member of staff 	https://www.citizensadvice.org.uk/work/rights-at-work/basic-rights-and-contracts/contracts-of-employment/ https://www.gov.uk/fixed-term-contracts https://www.mygov.scot/employment-contracts

<p>Freelancer</p>	<ul style="list-style-type: none"> • Work for a number of clients on a flexible basis • Not employed by a company or obligated to a single client – though they can decide to work for just one client • Popular in the creative industries • Freedom to choose projects you work on and for whom • Self-employed as a sole trader or limited company or part of other companies • Often looks after own business admin, tax and National Insurance Contributions (NICs) • Might not be entitled to the same employment rights as workers, such as minimum wage 	<p>https://www.prospects.ac.uk/jobs-and-work-experience/self-employment/freelancing</p> <p>https://www.mygov.scot/employment-contracts</p>
<p>Full-time Contract</p>	<ul style="list-style-type: none"> • Full-time paid employment, 35+ hours a week • Involves an employment contract or written statement of employment – making you an employee with more rights than workers • Conditions like statutory minimum paid holiday, statutory rest breaks, statutory sick pay (SSP), maternity, paternity, adoption pay and leave • Employer has a responsibility for you – to make sure you don't work longer than allowed, to pay minimum wage, to provide a safe, secure environment, to make reasonable adjustments to accommodate workers and more 	<p>https://www.gov.uk/contract-types-and-employer-responsibilities</p> <p>https://www.gov.uk/employment-status</p> <p>https://www.acas.org.uk/checking-your-employment-rights</p> <p>https://www.mygov.scot/employment-contracts</p>

<p>Part-time Contract</p>	<ul style="list-style-type: none"> • Part-time paid employment, less than 35 hours a week • Involves an employment contract or written statement of employment – making you an employee with more rights than workers • Conditions like statutory minimum paid holiday, statutory rest breaks, statutory sick pay (SSP), maternity, paternity, and adoption pay and leave • Employer has a responsibility for you – to make sure you don't work longer than allowed, to pay minimum wage, to provide a safe, secure environment, to make reasonable adjustments to accommodate workers and more 	<p>https://www.gov.uk/contract-types-and-employer-responsibilities</p> <p>https://www.mygov.scot/employment-contracts</p> <p>https://www.gov.uk/employment-status</p> <p>https://www.acas.org.uk/checking-your-employment-rights</p> <p>https://www.mygov.scot/recruiting-hiring</p>
<p>Platform Worker</p>	<ul style="list-style-type: none"> • Freelance work secured via digital platforms e.g. PeoplePerHour, Guru, Upwork, Fiverr, Uber, Stint • Platforms match workers to employers on a short-term or paid-by-task basis e.g. graphic design of a flyer or data entry • Platforms can be searchable by service or location • Talking point: “Work is on the rise, employment is declining. The advent and success of platform companies (e.g. Uber) has implications for how people work and the benefits they get through work” (source: https://www.weforum.org/agenda/2022/09/five-trends-endure-world-of-work/) 	<p>https://www.weforum.org/agenda/2022/09/five-trends-endure-world-of-work/</p> <p>https://www.peopleperhour.com</p> <p>https://www.upwork.com</p> <p>https://www.fiverr.com</p> <p>https://stint.co</p> <p>https://www.uber.com/gb/en/</p> <p>https://www.guru.com</p>

Portfolio Career	<ul style="list-style-type: none"> Mix activities and ways of working (e.g., part-time, freelance, contract) to create a balance that's right for you 	https://www.bbc.co.uk/bitesize/articles/zktbn9q https://www.linkedin.com/pulse/portfolio-career-right-you-reid-hoffman/ https://hbr.org/2021/10/why-you-should-build-a-career-portfolio-not-a-career-path
Returner Programmes / Returnships	<ul style="list-style-type: none"> Employer-run paid internships aiming to help professionals return to work after a career break A way to update your skills and experience, build your network, boost confidence, and test ideas Most last from 10 weeks up to 6 months May include structured support and training May lead to employment opportunities 	https://womenreturners.com https://www.workingmums.co.uk/jobseekers/returner-programmes/ https://findyourflex.co.uk/returner-hub/ https://womenreturners.com/career-boost-scotland/ https://equatescotland.org.uk/projects/women-returners/
Secondment	<ul style="list-style-type: none"> A period of time spent in another role, department, or organisation, away from your usual role Can be a way to develop skills and insights, test out career ideas, build connections and more 	https://www.wikijob.co.uk/internships/advice/what-secondment https://www.amazingif.com/listen/how-to-help-people-to-squiggle-and-stay/
Self-Employed	<ul style="list-style-type: none"> Running a business for yourself and taking responsibility for its success or failure Earn an income by selling goods and services under your name Decide how, where and when you work – can be full or part-time 	https://www.cxk.org/resources/self-employment-explained/ https://www.prospects.ac.uk/jobs-and-work-experience/self-employment/types-of-business https://www.morrisby.com/blog/self-employment-understanding-the-basics

	<ul style="list-style-type: none"> • Provide your own tools and equipment • Negotiate your own contracts • Can offer freedom and flexibility • Can involve lots of hours/work that doesn't directly bring in income e.g. business planning and development • Various models (sole trader, business partnership, limited company) – each has tax and admin implications 	https://findbusinesssupport.gov.scot/service/self-help-guides/set-up-and-register-as-self-employed
Side Hustle / Gig	<ul style="list-style-type: none"> • Flexible work you do outside of your main work or activity – fits around other stuff you do • Can help you make extra money, follow your interests/dream, test out ideas • Examples include self-publishing, running an online shop, renting a room on AirBnB, mystery shopping, tutoring, photography and more 	https://restless.co.uk/career-advice/job-ideas/popular-side-hustle-ideas-that-can-help-you-earn-some-extra-cash/ https://www.startupdonut.co.uk/news/brits-search-for-side-hustle-ideas-to-boost-income https://www.thisismoney.co.uk/money/entrepreneuracademy/article-10755603/Britons-launching-hustles-deal-cost-living-crisis.html
Zero Hours Contract	<ul style="list-style-type: none"> • Casual, flexible contract with no minimum working hours – as and when needed • An employer has no obligation to give you work, equally you don't have to do it if asked • E.g. bank work for the NHS, delivery driving, warehouse, and hospitality work • People on zero hours contracts are entitled to statutory annual leave and National Minimum Wage just like regular workers 	https://www.acas.org.uk/zero-hours-contracts https://www.mygov.scot/employment-contracts

UNPAID WORK		
Caregiving	<ul style="list-style-type: none"> Unpaid work looking after someone who needs help because of illness, frailty, disability, mental health issues, addiction, or other needs A carer can be anyone of any age including children It is important work and many of us have these responsibilities at some point in our lives, sometimes alongside other career roles Tasks can vary depending on what the person needs This work can be hard, emotional, and rewarding 	https://careinfoscotland.scot/topics/support-for-carers/ https://www.nhsinform.scot/campaigns/support-for-unpaid-carers
Community Payback	<ul style="list-style-type: none"> Unpaid work that's a condition of some community payback orders. A way for offenders to contribute to community and develop skills and experience. 	https://www.gov.uk/community-sentences/community-payback https://www.scottishsentencingcouncil.org.uk/about-sentencing/community-payback-orders/
Domestic Work	<ul style="list-style-type: none"> Many of us do this and don't class it as work, but it is! Domestic work covers activities like laundry, cleaning, cooking, transporting others, and shopping) that support the running of a household Has a value to the economy – you can find out what the activities you do are worth using the calculator– note this tool was launched in 2016 so it's worth even more now! 	<p>Find out what domestic work is worth to the economy with this unpaid work calculator*:</p> <p>https://www.ons.gov.uk/visualisations/dvc376/index.html (worth even more now with inflation!</p> <p>https://www.omnicalculator.com/finance/unpaid-work https://www.bbc.co.uk/programmes/p0d1nxtb</p>

Job Search	<ul style="list-style-type: none"> • Time spent researching, positioning for, and applying for jobs • Activities can include company and role research, making applications, attending interviews and assessment centres, and seeking feedback on applications • Job searching can be very time consuming 	https://jobhelp.campaign.gov.uk https://nationalcareers.service.gov.uk/careers-advice/advertised-job-vacancies https://www.prospects.ac.uk/careers-advice/getting-a-job/how-to-find-a-job https://www.morrisby.com/blog/successful-job-searching https://www.gov.uk/find-a-job
Parenting / Child Care	<ul style="list-style-type: none"> • Unpaid work involving raising / bringing up a child until they are an independent adult • There are many tasks and responsibilities that come with this work • It can be something people do on a full- or part-time basis 	https://www.familylives.org.uk/advice https://www.apa.org/topics/parenting https://www.parentingacrossscotland.org
Personal Goals / Projects	<ul style="list-style-type: none"> • Time spent pursuing a personal goal or project • Examples include travel, DIY, property development/renovation, health and wellness activities, relocation • This may overlap with serious leisure • Examples include training for an Iron Man, or taking a year out to travel 	

<p>Serious Leisure</p>	<ul style="list-style-type: none"> • A committed / intensive pursuit of a 'free-time' activity, interest, or hobby that absorb the participant and help them to develop skills, insights, and experience • An example is someone who gave up an apprenticeship to train full time as a triathlete, competing in events, with the aspiration of competing in the Olympics • Serious leisure is not paid but it takes time, energy, commitment and is still work 	<p>https://www.seriousleisure.net/concepts.html https://clap.hk/home-intervention-model/</p>
<p>Volunteering</p>	<ul style="list-style-type: none"> • A way to give our time to others, make a difference, develop skills, and experience, and test our ideas. • Some voluntary roles involve the same tasks and responsibilities as an equivalent paid job. • Applications can still be rigorous and competitive 	<p>https://www.volunteerscotland.net/volunteer https://doit.life/discover https://volunteeringmatters.org.uk/ https://scvo.scot/ https://vinspired.com/</p>
<p>WORK, LEARN, & DEVELOP</p>		
<p>Continuing Professional Development (CPD)</p>	<ul style="list-style-type: none"> • Ongoing learning that helps you maintain, develop, and grow your professional skills, knowledge, and competence • Learning can happen in a variety of ways • Can improve performance and help you discover and/or pursue new career opportunities • A certain level of CPD may be required as a condition of membership of professional bodies 	<p>https://www.futurelearn.com/info/blog/importance-of-cpd-continuing-professional-development https://www.cipd.co.uk/learn/cpd/about#gref</p>

<p>Foundation Apprenticeship</p>	<ul style="list-style-type: none"> • Unpaid apprenticeships for secondary school students • Start in S5 / S6 and last 1 or 2 years • Spend time outside of school in college or with a local employer • Gain an industry recognised qualification at SCQF 4, 5, 6 • Continue learning in school to complete school-based qualifications e.g. Highers, National 5s • Can lead on to a modern or graduate apprenticeship 	<p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/foundation-apprenticeships/</p> <p>https://www.ucas.com/apprenticeships/scotland/foundation-apprenticeships</p> <p>https://www.myworldofwork.co.uk/getting-a-job/apprenticeships</p> <p>https://www.sqa.org.uk/sqa/101347.html</p>
<p>Graduate Apprenticeship</p>	<ul style="list-style-type: none"> • Study for a degree-level qualification at university or college and work alongside as an employee • Gain on-the-job experience with an employer in the workplace and earn as you learn • Entry requirements vary – completing a foundation apprenticeship may help 	<p>https://www.apprenticeships.scot/become-an-apprentice/graduate-apprenticeships/</p> <p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/graduate-apprenticeships</p> <p>https://www.myworldofwork.co.uk/getting-a-job/apprenticeships</p>
<p>Graduate Schemes</p>	<ul style="list-style-type: none"> • Entry-level employer-led training programme for people with a degree, lasting 1 to 4 years • A chance to gain hands-on experience of different departments or functions, train, and develop skills that may line you up for a leadership role later • May require a 2:1 degree • Available in lots of sectors 	<p>https://nationalcareers.service.gov.uk/careers-advice/how-to-find-graduate-schemes/</p> <p>https://www.prospects.ac.uk/careers-advice/getting-a-job/graduate-schemes</p> <p>https://www.graduate-jobs.com/jobs/scotland</p> <p>https://uk.indeed.com/Graduate-jobs-in-Scotland</p>

<p>Internship</p>	<ul style="list-style-type: none"> • Work experience lasting 1 week to 12 months • An opportunity to build skills and experience, make contacts, and test ideas. A way in? • More than 4/5 employers view internships as a positive way for graduates to get in and succeed in their companies (source: https://www.weforum.org/agenda/2022/09/five-trends-endure-world-of-work/) • May be paid/unpaid – unpaid applicants may have to self-fund travel • Some aimed at undergraduates / new graduates 	<p>https://www.myworldofwork.co.uk/getting-a-job/how-to-search-for-jobs/making-an-internship-work-for-you</p> <p>https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/internships</p> <p>https://nationalcareers.service.gov.uk/careers-advice/how-to-find-a-virtual-internships</p> <p>https://www.theinterngroup.com/ - virtual internships worldwide</p> <p>https://gcas.co.uk</p>
<p>Modern Apprenticeship</p>	<ul style="list-style-type: none"> • Work, earn and learn on the job as an employee • Study for an SQA-accredited qualification alongside with a college or training provider • Develop skills and gain industry experience • For people aged 16+ in most MAs • 80+ modern apprenticeships available • Entry requirements vary 	<p>https://www.apprenticeships.scot/become-an-apprentice/modern-apprenticeships/</p> <p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/modern-apprenticeships/</p> <p>https://www.ucas.com/apprenticeships/scotland/modern-apprenticeships</p> <p>https://www.myworldofwork.co.uk/getting-a-job/apprenticeships</p>
<p>Supervision</p>	<ul style="list-style-type: none"> • Working with a trusted professional to explore challenges, and maintain and develop professional practice • Can support practitioner learning and wellbeing • Can benefit professionals and their clients 	<p>https://www.hcpc-uk.org/standards/meeting-our-standards/supervision-leadership-and-culture/supervision/what-is-supervision/</p> <p>https://www.thecdi.net/Supervision</p>

	<ul style="list-style-type: none"> Often considered good practice for professionals working in the helping professions, who support clients to improve their lives 	
Supported Employment	<ul style="list-style-type: none"> Help for people with disabilities, health issues, or other barriers to work to access paid work via the Supported Employment Framework 	https://www.suse.org.uk/what-is-supported-employment/for-job-seekers/ https://careers.myworldofwork.co.uk/getting-a-job/additional-support-needs-in-work
Training / Employability Programme	<ul style="list-style-type: none"> Structured employability programmes that build skills, confidence and work experience Examples include Steps to Work Award SCQF Level 2, 3, 4 	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/employability-fund http://www.moray.gov.uk/moray_standard/page_87292.html https://www.sqa.org.uk/sqa/98718.html
LEARN & DEVELOP		
Adult Education / Learning	<ul style="list-style-type: none"> Education and training for adults at any stage of life Happens in many contexts, in person and online A way to build skills, gain qualifications, train for jobs, and develop interests 	https://uis.unesco.org/en/glossary-term/adult-education https://www.prospects.ac.uk/further-education/adult-learning https://www.gov.scot/publications/adult-learning-strategy-scotland-2022-27/
Career Crafting	<ul style="list-style-type: none"> Activities which help you shape and navigate your career as it evolves including: <ul style="list-style-type: none"> Reflecting on your strengths, values, personality, interests, motivators, purpose 	https://capd.mit.edu/videos/how-to-successfully-craft-your-own-career/ https://positivepsychology.com/job-crafting/ https://www.linkedin.com/posts/organisation-effectiveness-cambridge-how-can-job-crafting-boost-team-engagement-activity-7041370910070558720-9Mz7

	<ul style="list-style-type: none"> ○ Identifying career management (CM) development needs and working to improve CM skills ○ Identifying and investigating opportunities ○ Working with a qualified and registered career development professional (RCDP) 	
Coaching	<ul style="list-style-type: none"> ● A coach can improve your confidence, skills, and performance in a particular area of your life e.g. career, life, sport, work ● They can also support you to set and achieve goals ● They can work with you on a one-to-one or group basis to identify and address areas where you'd like to develop ● A coach will often support you to find your own solution to an issue rather than telling you what to do 	https://www.cipd.co.uk/knowledge/fundamentals/people/development/coaching-mentoring-factsheet#gref
Further Education (FE)	<ul style="list-style-type: none"> ● Education at 16+ covering all qualifications under a degree 	https://education.gov.scot/parentzone/learning-in-scotland/post-16-opportunities/further-education/ https://scqf.org.uk/about-the-framework/interactive-framework/
Higher Education (HE)	<ul style="list-style-type: none"> ● Education that results in a SCQF Level 9 qualification or above e.g., Bachelors/Ordinary Degree, Graduate Diploma, Graduate Certificate, Graduate Apprenticeship, Technical Apprenticeship 	https://education.gov.scot/parentzone/learning-in-scotland/post-16-opportunities/higher-education/ https://scqf.org.uk/about-the-framework/interactive-framework/

Level 1 Qualifications	<ul style="list-style-type: none"> • National 1 • SQA Awards 	https://scqf.org.uk/about-the-framework/interactive-framework/ https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf
Level 2 Qualifications	<ul style="list-style-type: none"> • National 2 • SQA Awards • National Certificate • National Progression Award 	https://scqf.org.uk/about-the-framework/interactive-framework/ https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf
Level 3 Qualifications	<ul style="list-style-type: none"> • National 3 • Skills for Work National 3 • SQA Awards • National Certificate • National Progression Award 	https://scqf.org.uk/about-the-framework/interactive-framework/ https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf
Level 4 Qualifications	<ul style="list-style-type: none"> • National 4 • Skills for Work National 4 • SQA Awards • National Certificate • National Progression Award • SVQ 1 	https://scqf.org.uk/about-the-framework/interactive-framework/ https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf
Level 5 Qualifications	<ul style="list-style-type: none"> • National 5 • Skills for Work National 5 • SQA Awards 	https://scqf.org.uk/about-the-framework/interactive-framework/ https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf

	<ul style="list-style-type: none"> • National Certificate • National Progression Award • Modern Apprenticeship • SVQ 2 	
Level 6 Qualifications	<ul style="list-style-type: none"> • Higher Award • Skills for Work Higher Award • Professional Development Award • National Certificate • National Progression Award • Modern Apprenticeship • Foundation Apprenticeship • SVQ 3 	https://scqf.org.uk/about-the-framework/interactive-framework/ https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf
Level 7 Qualifications	<ul style="list-style-type: none"> • Advanced Higher Award • Scottish Baccalaureates • Higher National Certificate • Advanced Certificate • Professional Development Award • Certificate of Higher Education • Modern Apprenticeship • SVQ 3 	https://scqf.org.uk/about-the-framework/interactive-framework/ https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf
Level 8 Qualifications	<ul style="list-style-type: none"> • Higher National Diploma • Advanced Diploma 	https://scqf.org.uk/about-the-framework/interactive-framework/

	<ul style="list-style-type: none"> • Professional Development Award • Diploma of Higher Education • Higher Apprenticeship • Technical Apprenticeship • SVQ 4 	https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf
Level 9 Qualifications	<ul style="list-style-type: none"> • Professional Development Award • Bachelors/Ordinary Degree • Graduate Diploma • Graduate Certificate • Graduate Apprenticeship • Technical Apprenticeship • SVQ 4 	https://scqf.org.uk/about-the-framework/interactive-framework/ https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf
Level 10 Qualifications	<ul style="list-style-type: none"> • Professional Development Award • Honours Degree • Graduate Diploma • Graduate Certificate • Graduate Apprenticeship • Professional Apprenticeship • SVQ 4 	https://scqf.org.uk/about-the-framework/interactive-framework/ https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf
Level 11 Qualifications	<ul style="list-style-type: none"> • Professional Development Award • Master's Degree • Integrated Master's Degree 	https://scqf.org.uk/about-the-framework/interactive-framework/ https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf

	<ul style="list-style-type: none"> • Post Graduate Diploma • Post Graduate Certificate • Graduate Apprenticeship • Professional Apprenticeship • SVQ 5 	
Level 12 Qualifications	<ul style="list-style-type: none"> • Professional Development Award • Doctoral Degree • Professional Apprenticeship 	https://scqf.org.uk/about-the-framework/interactive-framework/https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf
Mentoring	<ul style="list-style-type: none"> • Working one-to-one with an experienced mentor or guide who can support your learning, development, and growth • Mentors can encourage you to aim high and provide practical support and advice and inspiration to help you reach your goals • A mentor can be someone who is more experienced than you within your current or target organisation, industry, or role 	https://nationalcareers.service.gov.uk/careers-advice/getting-the-most-out-of-mentoring https://www.cipd.co.uk/knowledge/fundamentals/people/development/coaching-mentoring-factsheet#gref https://graduatementor.uk/mentors/ https://brightside.org.uk/ https://1mm.chronus.com https://scottishmentoringnetwork.co.uk/map/
MOOCs	<ul style="list-style-type: none"> • Massive open online courses are free, self-paced online courses from top universities • A way to develop knowledge, skills, explore interests, or learn about new jobs or industries • Content is free, you may have an option to pay for accreditation or assessment • Other free/funded/low-cost online courses available – see links 	https://www.morrisby.com/blog/what-are-moocs https://www.mooc-list.com https://www.openculture.com/freeonlinecourses

EXPLORE & TEST IDEAS, CREATE OPPORTUNITIES

<p>Gap Year</p>	<ul style="list-style-type: none"> • A year of different experiences, to explore your options, before getting onto a new path • Traditional interpretation is a year abroad before university but now can mean a mix of activities – work, travel, volunteering, internships, and more – and can be undertaken at any time • Can help you build skills, confidence, cultural awareness, experience, and give you time to make a good decision • Can bring risks – you might lose forward momentum with a plan, get distracted or diverted, or incur expense – weigh up if it's right for you 	<p>https://www.myworldofwork.co.uk/learn-and-train/learning-options/gap-years</p> <p>https://www.prospects.ac.uk/jobs-and-work-experience/gap-year</p> <p>https://nationalcareers.service.gov.uk/careers-advice/advice-on-a-gap-year</p> <p>https://www.ucas.com/undergraduate/student-life/gap-year/gap-years-ideas-and-things-think-about</p> <p>https://www.morrisby.com/blog/taking-a-gap-year</p>
<p>Informational Interviews / Meetings</p>	<ul style="list-style-type: none"> • A conversation where you can ask questions, gather information, and make or strengthen contacts within an organisation/industry • A meeting that helps you gather information that can help you to make a decision or progress your plans • The information you gather can also be used to strengthen your applications • You wouldn't necessarily request an 'informational interview' - more likely to use more casual language like 'chat' or 'call' or 'meet-up' 	<p>https://careersherpa.net/informational-interviews-are-networking/</p> <p>https://careersblog.warwick.ac.uk/2013/06/05/how-to-conduct-an-information-interview-and-why-you-should-bother/</p> <p>https://www.careercontessa.com/advice/questions-to-ask-informational-interview</p> <p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/supporting-scotlands-employers/marketplace/</p>

<p>Insight Events</p>	<ul style="list-style-type: none"> • Online or in-person events organised by companies or careers organisations • A way to find out about jobs, sectors, or companies • Opportunities to meet staff who work here, gain insights, and explore if you can see yourself working there • Some may include activities alongside presentations/webinars • Can be a day or a couple of days long • Available across many industries • Good to mention on applications (shows interest, commitment) • Search Eventbrite for examples 	<p>https://www.eventbrite.co.uk</p> <p>https://www.allaboutschoollleavers.co.uk/jobs/insight-events</p> <p>https://www.strath.ac.uk/professionalservices/careers/students/workexperience/insightdays/</p>
<p>Networking</p>	<ul style="list-style-type: none"> • Building and maintaining a network of relationships with people who can support and help you with your career development and growth • Networking works both ways – you help others, and they can help you • Networks can be online or offline 	<p>https://nationalcareers.service.gov.uk/careers-advice/networking</p> <p>https://www.myworldofwork.co.uk/getting-a-job/how-to-search-for-jobs/networking</p>
<p>Proof Projects</p>	<ul style="list-style-type: none"> • A self-initiated project allowing you to build experience and skills in your chosen area • Can help you get in faster • Shows your enthusiasm, commitment, and learning – backs up your stated interest 	<p>https://www.careershifters.org/expert-advice/proof-projects-a-powerful-tool-to-build-credibility-and-break-into-a-new-field-faster</p>

Work Experience	<ul style="list-style-type: none"> • Online or in-person placement with a work provider to gain skills, experience, insights, and contacts • Can help at any stage of your career especially if you are making a change • Helps you learn about a job, company, or industry • A means to show you are interested/enthusiastic about a job, company, or industry on your application • Mostly unpaid 	<p>https://education.gov.scot/improvement/learning-resources/work-placements-and-work-related-learning/</p> <p>https://www.myworldofwork.co.uk/getting-a-job/experience-world-work/</p> <p>https://www.springpod.co.uk/find-work-experience/</p>
Work Shadowing	<ul style="list-style-type: none"> • A chance to watch professionals doing their work, to ask questions, gain insights, and contacts • Unpaid placements that vary in length – often a few days • A useful way to test ideas about jobs, industries, companies, or environments before you commit • Some jobs aren't possible to shadow e.g. surgeons, psychologists so you may have to think of another way to gain experience 	<p>https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/work-shadowing</p>