

PAID WORK		
Agency Worker	<ul style="list-style-type: none"> <li>• Contract with an employment agency (also known as a recruitment, temporary work, staffing agency) rather than an employer</li> <li>• The agency assigns you to employers on a temporary basis (assignment)</li> <li>• From the day you start work you have a worker's employment rights</li> <li>• If an agency worker is continuously employed for 12 weeks plus in the same role, they will get equal treatment to permanent employees, e.g. pay, pension, annual leave</li> </ul>	<p><a href="https://www.acas.org.uk/agency-workers">https://www.acas.org.uk/agency-workers</a></p> <p><a href="https://www.gov.uk/agency-workers-your-rights">https://www.gov.uk/agency-workers-your-rights</a></p>
Consultant	<ul style="list-style-type: none"> <li>• A specialist who is paid to give advice on a certain subject</li> <li>• Freedom to choose who you work for/which projects you work on</li> <li>• Employers are still accountable for your health and safety</li> </ul>	<p><a href="https://dictionary.cambridge.org/dictionary/english/consultant">https://dictionary.cambridge.org/dictionary/english/consultant</a></p>
Contractor	<ul style="list-style-type: none"> <li>• Professionals who provide skills or services to companies for a set period (fixed-term contracts), can be based at client sites</li> <li>• Freedom to choose projects you work on and for whom</li> <li>• Can be self-employed, an employee, or a worker</li> <li>• Can find work via recruitment agencies or be hired direct by employers</li> </ul>	<p><a href="https://www.gov.uk/employment-status/selfemployed-contractor">https://www.gov.uk/employment-status/selfemployed-contractor</a></p>

Entrepreneur	<ul style="list-style-type: none"> <li>• Creating, establishing, and running a business, taking an idea from vision to reality</li> <li>• May take more risks and delegate more than small business owners</li> </ul>	<a href="https://www.prospects.ac.uk/jobs-and-work-experience/self-employment/what-is-an-entrepreneur">https://www.prospects.ac.uk/jobs-and-work-experience/self-employment/what-is-an-entrepreneur</a>
Fixed-Term Contract	<ul style="list-style-type: none"> <li>• Employment contract with a predetermined end date e.g. maternity, interim, seasonal roles</li> <li>• Contracts end either when a task is complete, or a pre-defined event has happened</li> <li>• Entitled to be treated the same as a full-time permanent member of staff</li> </ul>	<a href="https://www.citizensadvice.org.uk/work/rights-at-work/basic-rights-and-contracts/contracts-of-employment/">https://www.citizensadvice.org.uk/work/rights-at-work/basic-rights-and-contracts/contracts-of-employment/</a> <a href="https://www.gov.uk/fixed-term-contracts">https://www.gov.uk/fixed-term-contracts</a>
Freelancer	<ul style="list-style-type: none"> <li>• A form of self-employment</li> <li>• Work for a number of clients on a flexible basis</li> <li>• Freedom to choose projects you work on and for whom</li> <li>• Popular in the creative industries</li> </ul>	<a href="https://www.prospects.ac.uk/jobs-and-work-experience/self-employment/freelancing">https://www.prospects.ac.uk/jobs-and-work-experience/self-employment/freelancing</a> <a href="https://www.gov.uk/contract-types-and-employer-responsibilities/freelancers-consultants-and-contractors">https://www.gov.uk/contract-types-and-employer-responsibilities/freelancers-consultants-and-contractors</a>
Full-time Contract	<ul style="list-style-type: none"> <li>• Full-time paid employment contract, usually 35+ hours a week</li> <li>• Contractual conditions include statutory minimum paid holiday, statutory rest breaks, statutory sick pay (SSP), maternity, paternity, adoption pay and leave</li> <li>• Employer has a responsibility to pay minimum wage, to provide a safe, secure environment, to make reasonable adjustments to accommodate workers and more</li> </ul>	<a href="https://www.gov.uk/contract-types-and-employer-responsibilities">https://www.gov.uk/contract-types-and-employer-responsibilities</a> <a href="https://www.gov.uk/employment-status">https://www.gov.uk/employment-status</a> <a href="https://www.acas.org.uk/checking-your-employment-rights">https://www.acas.org.uk/checking-your-employment-rights</a> <a href="https://www.gov.uk/part-time-worker-rights">https://www.gov.uk/part-time-worker-rights</a>

<p>Part-time Contract</p>	<ul style="list-style-type: none"> <li>• Part-time paid employment contract, usually less than 35 hours a week</li> <li>• Contractual conditions include statutory minimum paid holiday, statutory rest breaks, statutory sick pay (SSP), maternity, paternity, adoption pay and leave</li> <li>• Employer has a responsibility to pay minimum wage, to provide a safe, secure environment, to make reasonable adjustments to accommodate workers and more</li> </ul>	<p><a href="https://www.gov.uk/contract-types-and-employer-responsibilities">https://www.gov.uk/contract-types-and-employer-responsibilities</a></p> <p><a href="https://www.gov.uk/employment-status">https://www.gov.uk/employment-status</a></p> <p><a href="https://www.acas.org.uk/checking-your-employment-rights">https://www.acas.org.uk/checking-your-employment-rights</a></p> <p><a href="https://www.gov.uk/part-time-worker-rights">https://www.gov.uk/part-time-worker-rights</a></p>
<p>Platform Worker</p>	<ul style="list-style-type: none"> <li>• Freelance work secured via online platforms e.g. PeoplePerHour, Guru, Upwork, Fiverr, Uber, Stint</li> <li>• Platforms match workers to employers on a short-term or paid-by-task basis based on demand and supply</li> <li>• Platforms can be searchable by service or location</li> <li>• 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: <a href="https://www.weforum.org/agenda/2022/09/five-trends-endure-world-of-work/">https://www.weforum.org/agenda/2022/09/five-trends-endure-world-of-work/</a>)</li> </ul>	<p><a href="https://www.weforum.org/agenda/2022/09/five-trends-endure-world-of-work/">https://www.weforum.org/agenda/2022/09/five-trends-endure-world-of-work/</a></p> <p><a href="https://www.peopleperhour.com">https://www.peopleperhour.com</a></p> <p><a href="https://www.upwork.com">https://www.upwork.com</a></p> <p><a href="https://www.fiverr.com">https://www.fiverr.com</a></p> <p><a href="https://stint.co">https://stint.co</a></p> <p><a href="https://www.uber.com/gb/en/">https://www.uber.com/gb/en/</a></p> <p><a href="https://www.guru.com">https://www.guru.com</a></p> <p><a href="https://www.eurofound.europa.eu/en/topic/platform-work">https://www.eurofound.europa.eu/en/topic/platform-work</a></p>
<p>Portfolio Career</p>	<ul style="list-style-type: none"> <li>• Mix activities and ways of working (e.g., part-time, freelance, contract) to create a balance that’s right for you</li> </ul>	<p><a href="https://www.bbc.co.uk/bitesize/articles/zktbn9q">https://www.bbc.co.uk/bitesize/articles/zktbn9q</a></p> <p><a href="https://www.linkedin.com/pulse/portfolio-career-right-you-reid-hoffman/">https://www.linkedin.com/pulse/portfolio-career-right-you-reid-hoffman/</a></p>

		<a href="https://hbr.org/2021/10/why-you-should-build-a-career-portfolio-not-a-career-path">https://hbr.org/2021/10/why-you-should-build-a-career-portfolio-not-a-career-path</a>
Returner Programmes / Returnships	<ul style="list-style-type: none"> <li>• Employer-run paid internships aiming to help professionals return to work after a career break</li> <li>• A way to update your skills and experience, build your network, boost confidence, and test ideas</li> <li>• May include structured support and training</li> <li>• May lead to employment opportunities</li> </ul>	<a href="https://www.gov.uk/government/publications/returner-toolkit-helping-you-back-to-work">https://www.gov.uk/government/publications/returner-toolkit-helping-you-back-to-work</a> <a href="https://womenreturners.com">https://womenreturners.com</a> <a href="https://www.workingmums.co.uk/jobseekers/returner-programmes/">https://www.workingmums.co.uk/jobseekers/returner-programmes/</a>
Secondment	<ul style="list-style-type: none"> <li>• A period of time spent in another role, department, or organisation, away from your usual role</li> <li>• Can be a way to develop skills and insights, test out career ideas, build connections and more</li> </ul>	<a href="https://www.wikijob.co.uk/internships/advice/what-secondment">https://www.wikijob.co.uk/internships/advice/what-secondment</a> <a href="https://www.amazingif.com/listen/how-to-help-people-to-squiggle-and-stay/">https://www.amazingif.com/listen/how-to-help-people-to-squiggle-and-stay/</a> <a href="https://uk.indeed.com/career-advice/career-development/what-is-secondment">https://uk.indeed.com/career-advice/career-development/what-is-secondment</a>
Self-Employed	<ul style="list-style-type: none"> <li>• Running a business for yourself and taking responsibility for its success or failure</li> <li>• Earn an income by selling goods and services under your name</li> <li>• Decide how, where and when you work</li> <li>• Provide your own tools and equipment</li> <li>• Negotiate your own contracts</li> <li>• Can offer freedom and flexibility</li> </ul>	<a href="https://www.cxxk.org/resources/self-employment-explained/">https://www.cxxk.org/resources/self-employment-explained/</a> <a href="https://www.prospects.ac.uk/jobs-and-work-experience/self-employment/types-of-business">https://www.prospects.ac.uk/jobs-and-work-experience/self-employment/types-of-business</a> <a href="https://www.morrisby.com/blog/self-employment-understanding-the-basics">https://www.morrisby.com/blog/self-employment-understanding-the-basics</a> <a href="https://youvegotthis.uk">https://youvegotthis.uk</a>

	<ul style="list-style-type: none"> <li>• Can involve lots of hours/work that doesn't directly bring in income e.g. business planning and development</li> <li>• Various models (sole trader, business partnership, limited company) – each has tax and admin implications</li> </ul>	
Side Hustle / Gig	<ul style="list-style-type: none"> <li>• Flexible work you do outside of your main work or activity – fits around other stuff you do</li> <li>• Can help you make extra money, follow your interests/dream, test out ideas</li> <li>• Examples include self-publishing, running an online shop, renting a room on AirBnB, mystery shopping, tutoring, photography and more</li> </ul>	<p><a href="https://restless.co.uk/career-advice/job-ideas/popular-side-hustle-ideas-that-can-help-you-earn-some-extra-cash/">https://restless.co.uk/career-advice/job-ideas/popular-side-hustle-ideas-that-can-help-you-earn-some-extra-cash/</a></p> <p><a href="https://teachable.com/blog/easy-side-hustles-from-home">https://teachable.com/blog/easy-side-hustles-from-home</a></p> <p><a href="https://www.forbes.com/uk/advisor/business/best-side-hustle-ideas/">https://www.forbes.com/uk/advisor/business/best-side-hustle-ideas/</a></p>
Zero Hours Contract	<ul style="list-style-type: none"> <li>• Casual, flexible contract with no minimum working hours – as and when needed</li> <li>• An employer has no obligation to give you work, equally you don't have to do it if asked</li> <li>• E.g. bank work for the NHS, delivery driving, warehouse, and hospitality work</li> <li>• Check your rights via the links</li> <li>• The new UK government have indicated they will protect zero hours workers' rights</li> </ul>	<p><a href="https://www.acas.org.uk/zero-hours-contracts">https://www.acas.org.uk/zero-hours-contracts</a></p> <p><a href="https://www.gov.uk/contract-types-and-employer-responsibilities/zero-hour-contracts">https://www.gov.uk/contract-types-and-employer-responsibilities/zero-hour-contracts</a></p> <p><a href="https://labour.org.uk/updates/stories/a-new-deal-for-working-people/">https://labour.org.uk/updates/stories/a-new-deal-for-working-people/</a></p>

UNPAID WORK		
Career Break	<ul style="list-style-type: none"> <li>• Time out from paid work to pursue other activities – how you spend it is personal to you</li> <li>• Can be for parenting, travel, health and wellbeing, career change exploration, or something else</li> <li>• Activities can support career development developing skills and experiences that may interest employers</li> </ul>	<p><a href="https://www.cipd.co.uk/careers/career-guidance/back-to-work-support/career-break">https://www.cipd.co.uk/careers/career-guidance/back-to-work-support/career-break</a></p> <p><a href="https://www.linkedin.com/business/talent/blog/product-tips/linkedin-members-spotlight-career-breaks-on-profiles">https://www.linkedin.com/business/talent/blog/product-tips/linkedin-members-spotlight-career-breaks-on-profiles</a></p> <p><a href="https://www.linkedin.com/pulse/why-its-time-rewrite-narrative-career-breaks-camilla-han-he">https://www.linkedin.com/pulse/why-its-time-rewrite-narrative-career-breaks-camilla-han-he</a></p>
Caregiving	<ul style="list-style-type: none"> <li>• Unpaid work looking after someone who needs help because of illness, frailty, disability, mental health issues, addiction, or other needs</li> <li>• A carer can be anyone of any age including children</li> <li>• It is important work and many of us have these responsibilities at some point in our lives, sometimes alongside other career roles</li> <li>• Tasks vary - depends on the person's needs</li> <li>• This work can be hard, emotional, and rewarding</li> </ul>	<p><a href="https://www.england.nhs.uk/commissioning/comm-carers/carers/">https://www.england.nhs.uk/commissioning/comm-carers/carers/</a></p> <p><a href="https://www.carersuk.org">https://www.carersuk.org</a></p>
Community Payback	<ul style="list-style-type: none"> <li>• Unpaid work that's a condition of some community payback orders.</li> <li>• A way for offenders to contribute to community and develop skills and experience.</li> </ul>	<p><a href="https://www.gov.uk/community-sentences/community-payback">https://www.gov.uk/community-sentences/community-payback</a></p> <p><a href="https://assets.publishing.service.gov.uk/media/641d8fb332a8e00012fa93af/20230306_ANNEX_A_Community_Payback_Guidance.pdf">https://assets.publishing.service.gov.uk/media/641d8fb332a8e00012fa93af/20230306_ANNEX_A_Community_Payback_Guidance.pdf</a></p>

<p>Domestic Work</p>	<ul style="list-style-type: none"> <li>• Many of us do this and don't class it as work, but it is!</li> <li>• Domestic work covers activities like laundry, cleaning, cooking, transporting others, and shopping) that support the running of a household</li> <li>• 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!</li> </ul>	<p>Find out what domestic work is worth to the economy with this unpaid work calculator*:  <a href="https://www.ons.gov.uk/visualisations/dvc376/index.html">https://www.ons.gov.uk/visualisations/dvc376/index.html</a>  (worth even more now with inflation!  <a href="https://www.omnicalculator.com/finance/unpaid-work">https://www.omnicalculator.com/finance/unpaid-work</a></p>
<p>Job Search</p>	<ul style="list-style-type: none"> <li>• Time spent researching, positioning for, and applying for jobs</li> <li>• Activities can include company and role research, making applications, attending interviews and assessment centres, and seeking feedback on applications</li> <li>• Job searching can be very time consuming</li> </ul>	<p><a href="https://jobhelp.campaign.gov.uk">https://jobhelp.campaign.gov.uk</a>  <a href="https://nationalcareers.service.gov.uk/careers-advice/advertised-job-vacancies">https://nationalcareers.service.gov.uk/careers-advice/advertised-job-vacancies</a>  <a href="https://www.prospects.ac.uk/careers-advice/getting-a-job/how-to-find-a-job">https://www.prospects.ac.uk/careers-advice/getting-a-job/how-to-find-a-job</a>  <a href="https://www.morrisby.com/blog/successful-job-searching">https://www.morrisby.com/blog/successful-job-searching</a>  <a href="https://www.gov.uk/find-a-job">https://www.gov.uk/find-a-job</a></p>
<p>Parenting / Child Care</p>	<ul style="list-style-type: none"> <li>• Unpaid work involving raising/bringing up a child</li> <li>• This work involves many tasks and responsibilities</li> <li>• It can be something people do on a full- or part-time basis</li> </ul>	<p><a href="https://www.familylives.org.uk/advice">https://www.familylives.org.uk/advice</a>  <a href="https://www.apa.org/topics/parenting">https://www.apa.org/topics/parenting</a>  <a href="https://www.sunlife.co.uk/articles-guides/your-money/grandparent-salary/">https://www.sunlife.co.uk/articles-guides/your-money/grandparent-salary/</a></p>

Personal Goals / Projects	<ul style="list-style-type: none"> <li>• Time spent pursuing a personal goal or project</li> <li>• Examples include travel, DIY, property development/renovation, health and wellness activities, relocation</li> <li>• This may overlap with serious leisure</li> </ul>	
Serious Leisure	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Serious leisure is not paid but it takes time, energy, commitment and is still work</li> </ul>	<a href="https://www.seriousleisure.net/concepts.html">https://www.seriousleisure.net/concepts.html</a> <a href="https://clap.hk/home-intervention-model/">https://clap.hk/home-intervention-model/</a>
Volunteering	<ul style="list-style-type: none"> <li>• A way to give our time to others, make a difference, develop skills, and experience, and test our ideas.</li> <li>• Some voluntary roles involve the same tasks and responsibilities as an equivalent paid job.</li> <li>• Applications can still be rigorous and competitive</li> </ul>	<a href="https://www.gov.uk/government/get-involved/take-part/volunteer">https://www.gov.uk/government/get-involved/take-part/volunteer</a> <a href="https://nationalcareers.service.gov.uk/careers-advice/advice-on-volunteering">https://nationalcareers.service.gov.uk/careers-advice/advice-on-volunteering</a> <a href="https://volunteermatters.org.uk">https://volunteermatters.org.uk</a> <a href="https://vinspired.com/">https://vinspired.com/</a>



WORK, LEARN, & DEVELOP		
Apprenticeship	<ul style="list-style-type: none"> <li>• A paid job where people aged 16+ can earn and learn, gaining a nationally recognised qualification and practical experience</li> <li>• Traditionally 80% work and 20% education with one employer but other models available too e.g. flexi-apprenticeships, and 'study first then work' models</li> <li>• No tuition fees (covered by employer/government)</li> <li>• Earn at least National Minimum Wage, some employers pay more</li> <li>• Paid 100% of time even when in education</li> <li>• Length of apprenticeships vary from 1 to 5 years (source: <a href="https://www.gov.uk/become-apprentice">https://www.gov.uk/become-apprentice</a>)</li> <li>• Can lead to employment, FE, or HE</li> <li>• Selection processes can be competitive/demanding – apply direct</li> <li>• Inclusive/accessible apprenticeships also available – see links</li> </ul>	<p><a href="https://www.gov.uk/browse/education">https://www.gov.uk/browse/education</a></p> <p><a href="https://www.apprenticeships.gov.uk/influencers/what-is-an-apprenticeship">https://www.apprenticeships.gov.uk/influencers/what-is-an-apprenticeship</a></p> <p><a href="https://www.disabilityrightsuk.org/resources/apprenticeships">https://www.disabilityrightsuk.org/resources/apprenticeships</a></p> <p><a href="https://www.base-uk.org/inclusive-apprenticeships">https://www.base-uk.org/inclusive-apprenticeships</a></p>
Continuing Professional Development (CPD)	<ul style="list-style-type: none"> <li>• Ongoing learning that helps you maintain, develop, and grow your professional skills, knowledge, and competence</li> <li>• Learning can happen in a variety of ways</li> </ul>	<p><a href="https://www.futurelearn.com/info/blog/importance-of-cpd-continuing-professional-development">https://www.futurelearn.com/info/blog/importance-of-cpd-continuing-professional-development</a></p> <p><a href="https://www.cipd.co.uk/learn/cpd/about#gref">https://www.cipd.co.uk/learn/cpd/about#gref</a></p> <p><a href="https://career-advice.jobs.ac.uk/career-development/what-is-continuing-professional-development-cpd/">https://career-advice.jobs.ac.uk/career-development/what-is-continuing-professional-development-cpd/</a></p>

	<ul style="list-style-type: none"> <li>• Can improve performance and help you discover and/or pursue new career opportunities</li> <li>• A certain level of CPD may be required as a condition of membership of professional bodies</li> </ul>	
Graduate Schemes	<ul style="list-style-type: none"> <li>• Entry-level employer-led training programme for people with a degree, lasting 1 to 4 years</li> <li>• 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</li> <li>• Entry requirements vary by employer</li> <li>• Available in lots of sectors</li> </ul>	<p><a href="https://nationalcareers.service.gov.uk/careers-advice/how-to-find-graduate-schemes/">https://nationalcareers.service.gov.uk/careers-advice/how-to-find-graduate-schemes/</a></p> <p><a href="https://www.prospects.ac.uk/careers-advice/getting-a-job/graduate-schemes">https://www.prospects.ac.uk/careers-advice/getting-a-job/graduate-schemes</a></p>
Internship	<ul style="list-style-type: none"> <li>• Work experience lasting 1 week to 12 months</li> <li>• An opportunity to build skills and experience, make contacts, and test ideas. A way in?</li> <li>• More than 4/5 employers view internships as a positive way for graduates to get in and succeed in their companies (source: <a href="https://www.weforum.org/agenda/2022/09/five-trends-endure-world-of-work/">https://www.weforum.org/agenda/2022/09/five-trends-endure-world-of-work/</a>)</li> <li>• Some aimed at undergraduates / new graduates</li> </ul>	<p><a href="https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/internships">https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/internships</a></p> <p><a href="https://nationalcareers.service.gov.uk/careers-advice/how-to-find-a-virtual-internships">https://nationalcareers.service.gov.uk/careers-advice/how-to-find-a-virtual-internships</a></p> <p><a href="https://www.theinterngroup.com/">https://www.theinterngroup.com/</a> - virtual internships worldwide</p>

<p>School Leaver Schemes</p>	<ul style="list-style-type: none"> <li>• Entry-level employer-led training programme for 18+ school leavers</li> <li>• Designed by employers, so vary in content and structure</li> <li>• Entry requirements vary</li> <li>• Some lead to qualifications, some involve rotations</li> <li>• Available in areas like accounting and finance, engineering, law, leisure, retail</li> <li>• Can lead to a job with the employer that trained you or another employer</li> </ul>	<p><a href="https://www.ucas.com/further-education/apprenticeships-and-traineeships/traineeships-and-school-leaver-programmes">https://www.ucas.com/further-education/apprenticeships-and-traineeships/traineeships-and-school-leaver-programmes</a></p> <p><a href="https://www.allaboutschoollleavers.co.uk/jobs/school-leaver-programmes">https://www.allaboutschoollleavers.co.uk/jobs/school-leaver-programmes</a></p>
<p>Supervision</p>	<ul style="list-style-type: none"> <li>• Working with a trusted professional(s) to explore challenges, and maintain and develop professional practice</li> <li>• Can support practitioner learning and wellbeing</li> <li>• Can benefit professionals and their clients</li> <li>• Often considered good practice for professionals working in the helping professions, who support clients to improve their lives</li> </ul>	<p><a href="https://www.hcpc-uk.org/standards/meeting-our-standards/supervision-leadership-and-culture/supervision/what-is-supervision/">https://www.hcpc-uk.org/standards/meeting-our-standards/supervision-leadership-and-culture/supervision/what-is-supervision/</a></p> <p><a href="https://www.the CDI.net/Supervision">https://www.the CDI.net/Supervision</a></p>
<p>Supported Internship</p>	<ul style="list-style-type: none"> <li>• Structured, work-based study programme for 16 to 24-year-olds with SEND who have an education, health and care (EHC) plan</li> <li>• Includes a 6-month+ unpaid work placement to develop skills</li> </ul>	<p><a href="https://www.base-uk.org/policy/supported-internships">https://www.base-uk.org/policy/supported-internships</a></p> <p><a href="https://www.ucas.com/further-education/apprenticeships-and-traineeships/supported-internships">https://www.ucas.com/further-education/apprenticeships-and-traineeships/supported-internships</a></p>

	<ul style="list-style-type: none"> <li>• Most of the time is spent in the workplace, developing skills</li> <li>• Support from a tutor/qualified job coach</li> <li>• May offer the chance to study a relevant qualification, and English and Maths to an appropriate level</li> </ul>	
<b>LEARN &amp; DEVELOP</b>		
Adult Education / Learning	<ul style="list-style-type: none"> <li>• Learning, training, and education for anyone aged 19+</li> <li>• A way to build skills, gain qualifications, train for jobs, and develop interests</li> <li>• Can take place in various settings (e.g. FE college, university, adult education centres, with private training providers)</li> <li>• Courses may be accredited or unaccredited</li> </ul>	<p><a href="https://uis.unesco.org/en/glossary-term/adult-education">https://uis.unesco.org/en/glossary-term/adult-education</a></p> <p><a href="https://www.prospects.ac.uk/further-education/adult-learning">https://www.prospects.ac.uk/further-education/adult-learning</a></p> <p><a href="https://www.london.gov.uk/programmes-strategies/communities-and-social-justice/migrant-londoners-hub/education-and-training/adult-education">https://www.london.gov.uk/programmes-strategies/communities-and-social-justice/migrant-londoners-hub/education-and-training/adult-education</a></p>
Career Crafting	<ul style="list-style-type: none"> <li>• Activities which help you shape and navigate your career as it evolves including:             <ul style="list-style-type: none"> <li>○ Reflecting on your strengths, values, personality, interests, motivators, purpose</li> <li>○ Identifying career management (CM) development needs and working to improve CM skills</li> <li>○ Identifying and investigating opportunities</li> </ul> </li> </ul>	<p><a href="https://capd.mit.edu/videos/how-to-successfully-craft-your-own-career/">https://capd.mit.edu/videos/how-to-successfully-craft-your-own-career/</a></p> <p><a href="https://positivepsychology.com/job-crafting/">https://positivepsychology.com/job-crafting/</a></p> <p><a href="https://www.linkedin.com/posts/organisation-effectiveness-cambridge-how-can-job-crafting-boost-team-engagement-activity-7041370910070558720-9Mz7">https://www.linkedin.com/posts/organisation-effectiveness-cambridge-how-can-job-crafting-boost-team-engagement-activity-7041370910070558720-9Mz7</a></p>

	<ul style="list-style-type: none"> <li>Working with a qualified and registered career development professional (RCDP)</li> </ul>	
Coaching	<ul style="list-style-type: none"> <li>A coach can improve your confidence, skills, and performance in a particular area of your life e.g. career, life, sport, work</li> <li>They can support you to set / achieve goals</li> <li>They can work with you on a one-to-one or group basis to identify and address areas where you'd like to develop</li> <li>A coach will often support you to find your own solution to an issue rather than telling you what to do</li> </ul>	<a href="https://www.cipd.co.uk/knowledge/fundamentals/people/development/coaching-mentoring-factsheet#gref">https://www.cipd.co.uk/knowledge/fundamentals/people/development/coaching-mentoring-factsheet#gref</a>
Entry Level Qualifications	<ul style="list-style-type: none"> <li>Examples:</li> <li>Entry Level Award, Certificate, or Diploma</li> <li>Entry Level ESOL</li> <li>Entry Level Functional or Essential Skills Skills for Life</li> </ul>	<a href="https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels">https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels</a> <a href="https://www.nacro.org.uk/news/education-explained-what-are-levels-1-and-2/">https://www.nacro.org.uk/news/education-explained-what-are-levels-1-and-2/</a>
Further Education (FE)	<ul style="list-style-type: none"> <li>Education at 16+ covering all qualifications under a degree</li> </ul>	<a href="https://www.goodschoolsguide.co.uk/careers/further-education/what-is-further-education">https://www.goodschoolsguide.co.uk/careers/further-education/what-is-further-education</a> <a href="https://www.ucas.com/further-education">https://www.ucas.com/further-education</a>
Higher Education (HE)	<ul style="list-style-type: none"> <li>Any type of education that results in a level 4+ qualification e.g. HND, foundation degree, university degree, or degree apprenticeship</li> </ul>	<a href="https://www.goodschoolsguide.co.uk/careers/higher-education/what-is-higher-education">https://www.goodschoolsguide.co.uk/careers/higher-education/what-is-higher-education</a> <a href="https://www.ucas.com/undergraduate/student-life/why-choose-higher-education">https://www.ucas.com/undergraduate/student-life/why-choose-higher-education</a>

Level 1 Qualifications	<ul style="list-style-type: none"> <li>• Examples:</li> <li>• Level 1 Functional or Essential Skills</li> <li>• GCSE grades 1-3</li> <li>• Level 1 Award, Certificate, or Diploma</li> <li>• Level 1 ESOL</li> <li>• NVQ Level 1</li> </ul>	<a href="https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels">https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels</a>
Level 2 Qualifications	<ul style="list-style-type: none"> <li>• Examples:</li> <li>• Level 2 Functional or Essential Skills</li> <li>• GCSE grades 4-9</li> <li>• Level 2 Award, Certificate, or Diploma</li> <li>• Level 2 ESOL</li> <li>• NVQ Level 2</li> <li>• Intermediate Apprenticeship</li> </ul>	<a href="https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels">https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels</a>
Level 3 Qualifications	<ul style="list-style-type: none"> <li>• Examples:</li> <li>• A Levels, AS Levels, T Levels</li> <li>• International Baccalaureate</li> <li>• Access to HE Diploma</li> <li>• Level 3 Award, Certificate, or Diploma</li> <li>• NVQ Level 3 Advanced Apprenticeship</li> </ul>	<a href="https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels">https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels</a>
Level 4 Qualifications	<ul style="list-style-type: none"> <li>• Examples:</li> <li>• Certificate of Higher Education (CertHE)</li> </ul>	<a href="https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels">https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels</a>

	<ul style="list-style-type: none"> <li>• Higher National Certificate (HNC)</li> <li>• Level 4 Award, Certificate, or Diploma</li> <li>• NVQ Level 4 Higher Apprenticeship</li> <li>• 1st Year Degree Apprenticeship</li> </ul>	
Level 5 Qualifications	<ul style="list-style-type: none"> <li>• Examples:</li> <li>• Diploma of Higher Education (DipHE)</li> <li>• Foundation Degree</li> <li>• Higher National Diploma (HND)</li> <li>• Level 5 Award, Certificate, or Diploma</li> <li>• NVQ Level 5</li> <li>• Higher Apprenticeship</li> </ul>	<a href="https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels">https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels</a>
Level 6 Qualifications	<ul style="list-style-type: none"> <li>• Examples:</li> <li>• Bachelor's Degree (e.g. BA, BSc)</li> <li>• Degree Apprenticeship</li> <li>• Level 6 Award, Certificate, or Diploma</li> <li>• NVQ Level 6</li> </ul>	<a href="https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels">https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels</a>
Level 7 Qualifications	<ul style="list-style-type: none"> <li>• Examples:</li> <li>• Master's Degree (e.g. MA, MEng, MSc)</li> <li>• Postgraduate Certificate in Education (PGCE) Level 7 Award, Certificate, or Diploma</li> <li>• NVQ Level 7</li> </ul>	<a href="https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels">https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels</a>  <a href="https://www.morrisby.com/blog/deciding-on-postgraduate-study-six-key-questions">https://www.morrisby.com/blog/deciding-on-postgraduate-study-six-key-questions</a>

Level 8 Qualifications	<ul style="list-style-type: none"> <li>• Examples:</li> <li>• Doctoral Degree (PhD or DPhil)</li> <li>• Level 8 Award, Certificate, or Diploma</li> </ul>	<a href="https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels">https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels</a>
Mentoring	<ul style="list-style-type: none"> <li>• Working one-to-one with an experienced mentor or guide who can support your learning, development, and growth</li> <li>• Mentors can encourage you to aim high and provide practical support and advice and inspiration to help you reach your goals</li> <li>• A mentor can be someone who is more experienced than you within your current or target organisation, industry, or role</li> </ul>	<a href="https://nationalcareers.service.gov.uk/careers-advice/getting-the-most-out-of-mentoring">https://nationalcareers.service.gov.uk/careers-advice/getting-the-most-out-of-mentoring</a> <a href="https://www.cipd.co.uk/knowledge/fundamentals/people/development/coaching-mentoring-factsheet#gref">https://www.cipd.co.uk/knowledge/fundamentals/people/development/coaching-mentoring-factsheet#gref</a> <a href="https://graduatementor.uk">https://graduatementor.uk</a> <a href="https://brightside.org.uk/">https://brightside.org.uk/</a> <a href="https://1mm.chronus.com">https://1mm.chronus.com</a>
Microcredentials	<ul style="list-style-type: none"> <li>• Bitesize courses that help people to build skills and knowledge in areas of interest.</li> <li>• Flexible learning that can lead to credits, badges, or certificates of completion</li> </ul>	<a href="https://www.open.ac.uk/courses/microcredentials">https://www.open.ac.uk/courses/microcredentials</a> <a href="https://www.cedefop.europa.eu/files/5587_en.pdf">https://www.cedefop.europa.eu/files/5587_en.pdf</a> <a href="https://www.prospects.ac.uk/postgraduate-study/masters-degrees/microcredentials">https://www.prospects.ac.uk/postgraduate-study/masters-degrees/microcredentials</a>
MOOCs	<ul style="list-style-type: none"> <li>• Massive open online courses are free, self-paced online courses from top universities</li> <li>• A good way to develop knowledge, skills, explore interests, or learn about new jobs or industries</li> <li>• Content is free, you may have an option to pay for accreditation or assessment</li> <li>• May lead to a microcredential if offers a certificate or badge.</li> </ul>	<a href="https://www.morrisby.com/blog/what-are-moocs">https://www.morrisby.com/blog/what-are-moocs</a> <a href="https://www.mooc-list.com">https://www.mooc-list.com</a> <a href="https://www.openculture.com/freeonlinecourses">https://www.openculture.com/freeonlinecourses</a> Other courses: <a href="https://nationalcareers.service.gov.uk/find-a-course/the-skills-toolkit">https://nationalcareers.service.gov.uk/find-a-course/the-skills-toolkit</a> <a href="https://www.myworldofwork.co.uk/learn-and-train/find-free-online-courses">https://www.myworldofwork.co.uk/learn-and-train/find-free-online-courses</a>



	<ul style="list-style-type: none"> <li>• There are also other free/funded/low-cost self-paced, online courses available – see links.</li> </ul>	
<b>Skills Bootcamps</b>	<ul style="list-style-type: none"> <li>• Free, flexible courses lasting up to 16 weeks followed by a guaranteed interview with an employer</li> <li>• For adults aged 19+</li> <li>• Fast-track into a job or industry or upgrade your skills with your current employer</li> <li>• For many you don't need any prior knowledge/experience – just English language skills and willingness to learn</li> <li>• Part of the Government's Plan for Jobs developed in partnership with employers, providers and local authorities to meet local skills needs</li> </ul>	<p><a href="https://www.skillsforcareers.education.gov.uk/pages/training-choice/skills-bootcamp">https://www.skillsforcareers.education.gov.uk/pages/training-choice/skills-bootcamp</a></p> <p><a href="https://nationalcareers.service.gov.uk/find-a-course/page?searchTerm=&amp;distance=10%20miles&amp;town=&amp;orderByValue=Relevance&amp;startDate=Anytime&amp;courseType=Skills%20Bootcamp&amp;sectors=&amp;learningMethod=&amp;courseHours=&amp;courseStudyTime=&amp;filterA=true&amp;page=1&amp;D=0&amp;coordinates=&amp;campaignCode=&amp;qualificationLevels=">https://nationalcareers.service.gov.uk/find-a-course/page?searchTerm=&amp;distance=10%20miles&amp;town=&amp;orderByValue=Relevance&amp;startDate=Anytime&amp;courseType=Skills%20Bootcamp&amp;sectors=&amp;learningMethod=&amp;courseHours=&amp;courseStudyTime=&amp;filterA=true&amp;page=1&amp;D=0&amp;coordinates=&amp;campaignCode=&amp;qualificationLevels=</a></p>
<b>Study Programmes</b>	<ul style="list-style-type: none"> <li>• Get ready for work by developing Maths, English, and employability skills and by gaining work experience too</li> <li>• Takes place in an informal college-like setting, in a class of 5 to 10 students</li> <li>• Lasts 6 weeks to a year and it is possible to do more than 1 study programme in a year</li> <li>• Available for 16 to 18-year-olds or people up to 24 years old with an EHC plan or those who are out of work or education</li> <li>• Can lead to an apprenticeship, work, work-based training, and/or further education</li> </ul>	<p><a href="https://www.cxk.org/resources/useful-send-resources-and-websites">https://www.cxk.org/resources/useful-send-resources-and-websites</a></p> <p><a href="https://natspec.org.uk">https://natspec.org.uk</a></p> <p><a href="https://www.cxk.org/blog/post-16-applications-prt2/">https://www.cxk.org/blog/post-16-applications-prt2/</a></p>

EXPLORE & TEST IDEAS, CREATE OPPORTUNITIES		
Gap Year	<ul style="list-style-type: none"> <li>• A year of different experiences, to explore your options, before getting onto a new path</li> <li>• 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</li> <li>• Can help you build skills, confidence, cultural awareness, experience, and give you time to make a good decision</li> <li>• 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</li> </ul>	<p><a href="https://www.prospects.ac.uk/jobs-and-work-experience/gap-year">https://www.prospects.ac.uk/jobs-and-work-experience/gap-year</a></p> <p><a href="https://nationalcareers.service.gov.uk/careers-advice/advice-on-a-gap-year">https://nationalcareers.service.gov.uk/careers-advice/advice-on-a-gap-year</a></p> <p><a href="https://www.ucas.com/undergraduate/student-life/gap-year/gap-years-ideas-and-things-think-about">https://www.ucas.com/undergraduate/student-life/gap-year/gap-years-ideas-and-things-think-about</a></p> <p><a href="https://www.morrisby.com/blog/taking-a-gap-year">https://www.morrisby.com/blog/taking-a-gap-year</a></p>
Informational Interviews / Meetings	<ul style="list-style-type: none"> <li>• A conversation where you can ask questions, gather information, and make or strengthen contacts within an organisation/industry</li> <li>• A meeting that helps you gather information that can help you to decide or progress your plans</li> <li>• The information you gather can also be used to strengthen your applications</li> <li>• You wouldn't necessarily request an 'informational interview' - more likely to use more casual language like 'chat' or 'call' or 'meet-up'</li> </ul>	<p><a href="https://careersherpa.net/informational-interviews-are-networking/">https://careersherpa.net/informational-interviews-are-networking/</a></p> <p><a href="https://careers.ed.ac.uk/students/undergraduates/discover-what-s-out-there/find-out-about-types-of-jobs-and-employers/informational-interviews">https://careers.ed.ac.uk/students/undergraduates/discover-what-s-out-there/find-out-about-types-of-jobs-and-employers/informational-interviews</a></p> <p><a href="https://www.cnbc.com/2024/06/24/harvard-career-advisor-how-to-ask-for-an-informational-interview-.html">https://www.cnbc.com/2024/06/24/harvard-career-advisor-how-to-ask-for-an-informational-interview-.html</a></p>

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

<p>Secondment</p>	<ul style="list-style-type: none"> <li>• A period of time spent in another role, department, or organisation, away from your usual role</li> <li>• Can be a way to develop skills and insights, test out career ideas, build connections and more</li> </ul>	<p><a href="https://www.wikijob.co.uk/internships/advice/what-secondment">https://www.wikijob.co.uk/internships/advice/what-secondment</a></p> <p><a href="https://www.amazingif.com/listen/how-to-help-people-to-squiggle-and-stay/">https://www.amazingif.com/listen/how-to-help-people-to-squiggle-and-stay/</a></p> <p><a href="https://uk.indeed.com/career-advice/career-development/what-is-secondment">https://uk.indeed.com/career-advice/career-development/what-is-secondment</a></p>
<p>Work Experience</p>	<ul style="list-style-type: none"> <li>• Online or in-person placement with a work provider to gain skills, experience, insights, and contacts</li> <li>• Can help at any stage of your career especially if you are making a change</li> <li>• Helps you learn about a job, company, or industry</li> <li>• A means to show you are interested/enthusiastic about a job, company, or industry on your application</li> <li>• Mostly unpaid</li> </ul>	<p><a href="https://nationalcareers.service.gov.uk/careers-advice/types-of-work-experience">https://nationalcareers.service.gov.uk/careers-advice/types-of-work-experience</a></p> <p><a href="https://www.morrisby.com/blog/finding-work-experience-great-alternatives">https://www.morrisby.com/blog/finding-work-experience-great-alternatives</a></p> <p><a href="https://www.theforage.com">https://www.theforage.com</a></p> <p><a href="https://www.springpod.co.uk/find-work-experience/">https://www.springpod.co.uk/find-work-experience/</a></p>
<p>Work Shadowing</p>	<ul style="list-style-type: none"> <li>• A chance to watch professionals doing their work, to ask questions, gain insights, and contacts</li> <li>• Unpaid placements that vary in length – often a few days</li> <li>• A useful way to test ideas about jobs, industries, companies, or environments before you commit</li> <li>• Some jobs aren't possible to shadow e.g. surgeons, psychologists so you may have to think of another way to gain experience</li> </ul>	<p><a href="https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/work-shadowing">https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/work-shadowing</a></p> <p><a href="https://nationalcareers.service.gov.uk/careers-advice/types-of-work-experience">https://nationalcareers.service.gov.uk/careers-advice/types-of-work-experience</a></p>