

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>	<a href="https://www.acas.org.uk/agency-workers">https://www.acas.org.uk/agency-workers</a> <a href="https://www.gov.uk/agency-workers-your-rights">https://www.gov.uk/agency-workers-your-rights</a>
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>	<a href="https://dictionary.cambridge.org/dictionary/english/consultant">https://dictionary.cambridge.org/dictionary/english/consultant</a> <a href="https://www.iod.com/resources/employment-and-skills/thinking-of-becoming-a-consultant/">https://www.iod.com/resources/employment-and-skills/thinking-of-becoming-a-consultant/</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>
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> </ul>	<a href="https://www.gov.uk/employment-status/selfemployed-contractor">https://www.gov.uk/employment-status/selfemployed-contractor</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>

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> See links under Platform Worker too
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), parental 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>

Part-time Contract	<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>	<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>
Platform Worker	<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> </ul>	<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> <a href="https://www.peopleperhour.com">https://www.peopleperhour.com</a> <a href="https://www.upwork.com">https://www.upwork.com</a> <a href="https://www.fiverr.com">https://www.fiverr.com</a> <a href="https://www.uber.com/gb/en/">https://www.uber.com/gb/en/</a> <a href="https://www.guru.com">https://www.guru.com</a> <a href="https://www.eurofound.europa.eu/en/topic/platform-work">https://www.eurofound.europa.eu/en/topic/platform-work</a>
Portfolio Career	<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>	<a href="https://www.bbc.co.uk/bitesize/articles/zktbn9q">https://www.bbc.co.uk/bitesize/articles/zktbn9q</a> <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> <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> <a href="https://www.icaew.com/insights/viewpoints-on-the-news/2025/feb-2025/the-rise-and-rise-of-the-portfolio-career">https://www.icaew.com/insights/viewpoints-on-the-news/2025/feb-2025/the-rise-and-rise-of-the-portfolio-career</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://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> <a href="https://careerreturners.com/returners/returner-opportunities-programmes/">https://careerreturners.com/returners/returner-opportunities-programmes/</a> <a href="https://ivee.jobs/blog/best-returner-programmes-in-the-uk-restart-your-career/">https://ivee.jobs/blog/best-returner-programmes-in-the-uk-restart-your-career/</a> <a href="https://www.bankofengland.co.uk/careers/career-returner">https://www.bankofengland.co.uk/careers/career-returner</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> <a href="https://career-advice.jobs.ac.uk/career-development/going-on-secondment/">https://career-advice.jobs.ac.uk/career-development/going-on-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>• Sell goods and services under your name</li> <li>• Decide how, where and when you work – negotiate own contracts</li> <li>• Provide your own tools and equipment</li> <li>• Can offer freedom and flexibility</li> <li>• Can involve lots of hours/work that doesn't directly bring in income e.g. business planning</li> <li>• Various models – each has tax and admin implications</li> </ul>	<a href="https://www.cxk.org/resources/self-employment-explained/">https://www.cxk.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://youvegotthis.uk">https://youvegotthis.uk</a>

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>	<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> <a href="https://teachable.com/blog/easy-side-hustles-from-home">https://teachable.com/blog/easy-side-hustles-from-home</a> <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> <a href="https://taxhelpforhustles.campaign.gov.uk/">https://taxhelpforhustles.campaign.gov.uk/</a>
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> </ul>	<a href="https://www.acas.org.uk/zero-hours-contracts">https://www.acas.org.uk/zero-hours-contracts</a> <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> <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> <a href="https://www.gov.uk/government/consultations/making-work-pay-the-application-of-zero-hours-contracts-measures-to-agency-workers/consultation-on-the-application-of-zero-hours-contracts-measures-to-agency-workers-web-accessible-version">https://www.gov.uk/government/consultations/making-work-pay-the-application-of-zero-hours-contracts-measures-to-agency-workers/consultation-on-the-application-of-zero-hours-contracts-measures-to-agency-workers-web-accessible-version</a>

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>	<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> <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> <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> <a href="https://career-advice.jobs.ac.uk/career-development/taking-a-career-break/">https://career-advice.jobs.ac.uk/career-development/taking-a-career-break/</a>
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>	<a href="https://www.england.nhs.uk/commissioning/comm-carers/carers/">https://www.england.nhs.uk/commissioning/comm-carers/carers/</a> <a href="https://www.carersuk.org">https://www.carersuk.org</a>
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>	<a href="https://www.gov.uk/community-sentences/community-payback">https://www.gov.uk/community-sentences/community-payback</a> <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>

Domestic Work	<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*:</p> <p><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!</p> <p><a href="https://www.omnicalculator.com/finance/unpaid-work">https://www.omnicalculator.com/finance/unpaid-work</a></p>
Job Search	<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></p> <p><a href="https://nationalcareers.service.gov.uk/careers-advice/advertised-job-vacancies">https://nationalcareers.service.gov.uk/careers-advice/advertised-job-vacancies</a></p> <p><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></p> <p><a href="https://www.morrisby.com/blog/successful-job-searching">https://www.morrisby.com/blog/successful-job-searching</a></p> <p><a href="https://www.gov.uk/find-a-job">https://www.gov.uk/find-a-job</a></p>
Parenting / Child Care	<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></p> <p><a href="https://www.apa.org/topics/parenting">https://www.apa.org/topics/parenting</a></p> <p><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</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 8 months to 5 years</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</li> </ul>	<a href="https://www.gov.uk/browse/education">https://www.gov.uk/browse/education</a> <a href="https://www.apprenticeships.gov.uk/influencers/what-is-an-apprenticeship">https://www.apprenticeships.gov.uk/influencers/what-is-an-apprenticeship</a> <a href="https://www.disabilityrightsuk.org/resources/apprenticeships">https://www.disabilityrightsuk.org/resources/apprenticeships</a>
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> <li>• A certain level of CPD may be required as a condition of membership of professional bodies</li> </ul>	<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> <a href="https://www.cipd.co.uk/learn/cpd/about#gref">https://www.cipd.co.uk/learn/cpd/about#gref</a> <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>

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>	<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>  <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>
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>• Some aimed at undergraduates / new graduates</li> </ul>	<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>  <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>  <a href="https://www.theinterngroup.com/">https://www.theinterngroup.com/</a> - virtual internships worldwide
School Leaver Schemes	<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 involve rotations</li> <li>• Can lead to a job with the employer that trained you or another employer</li> </ul>	<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>  <a href="https://www.allaboutschoolleavers.co.uk/jobs/school-leaver-programmes">https://www.allaboutschoolleavers.co.uk/jobs/school-leaver-programmes</a>

Supervision	<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>	<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> <a href="https://www.thecdi.net/resources/cdi-resources/supervision">https://www.thecdi.net/resources/cdi-resources/supervision</a>
Supported Internship	<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> <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>	<a href="https://www.skillsforcareers.education.gov.uk/pages/training-choice/supported-internship-with-an-ehc">https://www.skillsforcareers.education.gov.uk/pages/training-choice/supported-internship-with-an-ehc</a> <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> <a href="https://www.base-uk.org">https://www.base-uk.org</a>

LEARN & DEVELOP		
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>	<a href="https://uis.unesco.org/en/glossary-term/adult-education">https://uis.unesco.org/en/glossary-term/adult-education</a> <a href="https://www.prospects.ac.uk/further-education/adult-learning">https://www.prospects.ac.uk/further-education/adult-learning</a> <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>
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> <li>○ Working with a qualified and registered career development professional (RCDP)</li> </ul> </li> </ul>	<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> <a href="https://positivepsychology.com/job-crafting/">https://positivepsychology.com/job-crafting/</a> <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>
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> </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>

	<ul style="list-style-type: none"> <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>	
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.ucas.com/further-education">https://www.ucas.com/further-education</a> <a href="https://www.prospects.ac.uk/further-education/overview-of-the-uks-further-education-sector">https://www.prospects.ac.uk/further-education/overview-of-the-uks-further-education-sector</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.hesa.ac.uk/blog/28-02-2023/what-counts-higher-education-uk">https://www.hesa.ac.uk/blog/28-02-2023/what-counts-higher-education-uk</a> <a href="https://www.skillsforcareers.education.gov.uk/pages/training-choice/higher-education">https://www.skillsforcareers.education.gov.uk/pages/training-choice/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> <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>	<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 5 Qualifications	<ul style="list-style-type: none"> <li>• Examples:</li> <li>• Diploma of Higher Education (DipHE)</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>• 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>	
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)</li> <li>• 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> </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>

	<ul style="list-style-type: none"> <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://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> <li>• There are also other free/funded/low-cost self-paced, online courses available – see links.</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>
Skills Bootcamps	<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> </ul>	<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> <a href="https://nationalcareers.service.gov.uk/find-a-course">https://nationalcareers.service.gov.uk/find-a-course</a>



	<ul style="list-style-type: none"> <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>	
Study Programmes	<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>	<a href="https://www.cxk.org/resources/useful-send-resources-and-websites">https://www.cxk.org/resources/useful-send-resources-and-websites</a> <a href="https://natspec.org.uk">https://natspec.org.uk</a> <a href="https://www.cxk.org/blog/post-16-applications-prt2/">https://www.cxk.org/blog/post-16-applications-prt2/</a>
<b>EXPLORE &amp; TEST IDEAS, CREATE OPPORTUNITIES</b>		
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> </ul>	<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> <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> <a href="https://www.morrisby.com/blog/taking-a-gap-year">https://www.morrisby.com/blog/taking-a-gap-year</a>

	<ul style="list-style-type: none"> <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>	
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>	<a href="https://careersherpa.net/informational-interviews-are-networking/">https://careersherpa.net/informational-interviews-are-networking/</a> <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>
Insight Events	<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> </ul>	<a href="https://www.eventbrite.co.uk">https://www.eventbrite.co.uk</a> <a href="https://www.allaboutschoollleavers.co.uk/jobs/insight-events">https://www.allaboutschoollleavers.co.uk/jobs/insight-events</a>

	<ul style="list-style-type: none"> <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>	
Networking	<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>	<a href="https://nationalcareers.service.gov.uk/careers-advice/networking">https://nationalcareers.service.gov.uk/careers-advice/networking</a>
Proof Projects	<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>	<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>
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> <a href="https://career-advice.jobs.ac.uk/career-development/going-on-secondment/">https://career-advice.jobs.ac.uk/career-development/going-on-secondment/</a>

Work Experience	<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>	<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> <a href="https://www.morrisby.com/blog/finding-work-experience-great-alternatives">https://www.morrisby.com/blog/finding-work-experience-great-alternatives</a> <a href="https://www.theforage.com">https://www.theforage.com</a> <a href="https://www.springpod.co.uk/find-work-experience/">https://www.springpod.co.uk/find-work-experience/</a>
Work Shadowing	<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>	<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> <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>