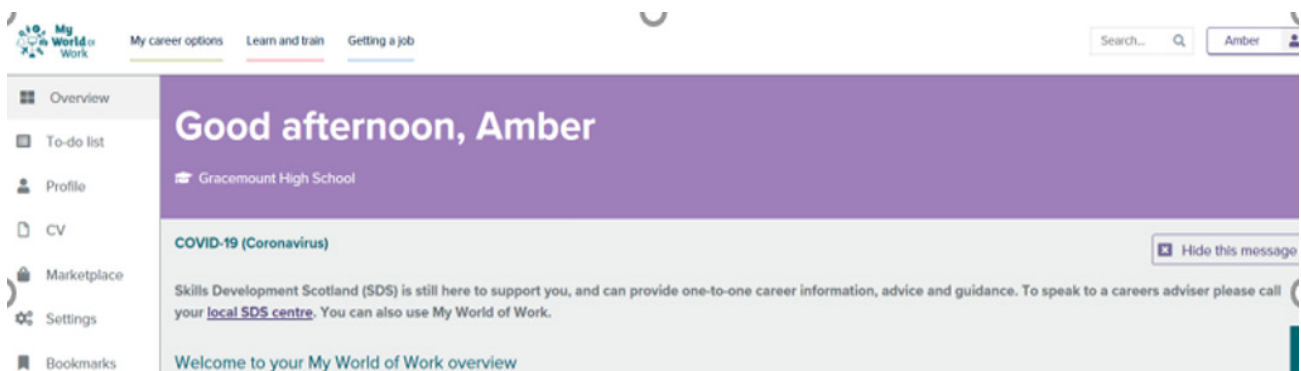


# Senior Leavers Advice Worksheet

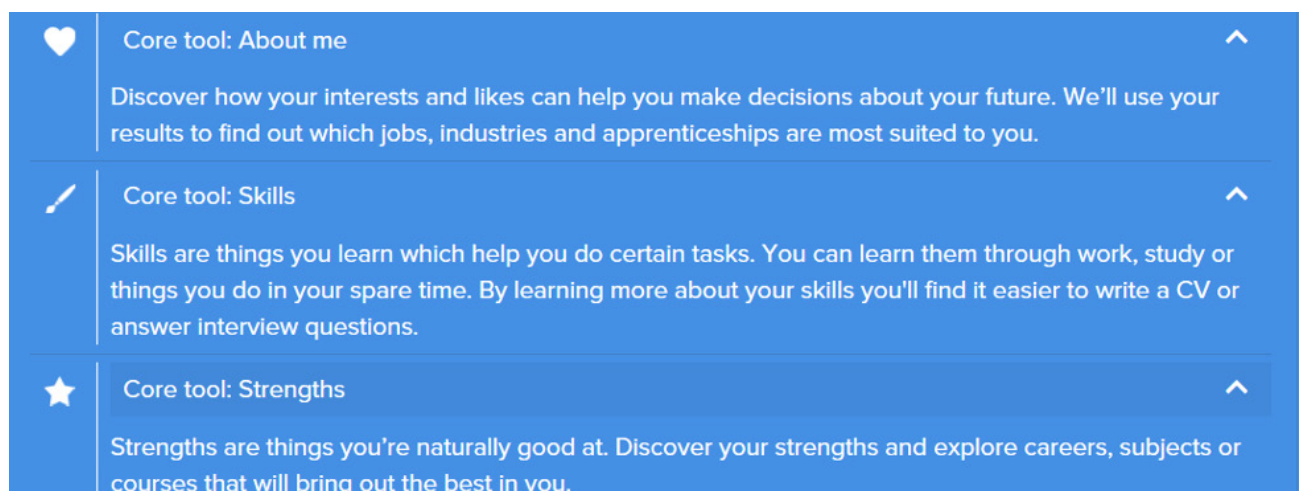







- ★ My World of Work is here to help you with up-to-date careers information, advice and resources.
- ★ To access tools and resources on My World of Work make sure that you are registered.
- ★ For lots of useful advice for secondary school pupils and school leavers go to [www.myworldofwork.co.uk/pupils](http://www.myworldofwork.co.uk/pupils)



## To-do list

- ★ In your account page select the 'To-do list' within the left-hand navigation
- ★ Make sure you have selected the correct year group in your account settings
- ★ The To-do list will suggest tasks and reading to support you with your next steps
- ★ Here are some examples of the To-do list tasks:



	<p>Explore different paths and qualification routes to jobs <span style="float: right;">^</span></p> <p>Whether you want to go to college, university or begin a Modern Apprenticeship explore the different paths you can take to get the future you want.</p>
	<p>Update your profile and personal statement <span style="float: right;">^</span></p> <p>You might have gained more skills or achievements since you last updated your profile. Make sure you've got all the good stuff in it.</p>
	<p>Explore courses and job opportunities <span style="float: right;">^</span></p> <p>You're ready to step away from the classroom. Explore the opportunities that are available to you and think about where you want to go next.</p>
	<p>Revisit your CV <span style="float: right;">^</span></p> <p>Include any new qualifications or experience you've gained in your CV. Remember that it's important to tailor each CV for the job or course that you're applying for.</p>
	<p>Prepare for interviews <span style="float: right;">^</span></p> <p>Being nervous before an interview is normal, but we'll give you an idea of what to expect. Take a look at our advice on how to shine at every interview.</p>



## Here are some useful links to My World of Work and Apprenticeship.scot



### Applying for Jobs and Apprenticeships

- ★ Use the Job search on My World of Work [here](#)
- ★ Read all about how to write a CV [here](#)
- ★ Read all about how to write cover letters [here](#)
- ★ Find advice on completing application forms [here](#)
- ★ Find interview advice (including telephone and online interviews) [here](#)
- ★ Information on apprenticeships is available at [www.apprenticeships.scot](http://www.apprenticeships.scot)
- ★ Covid 19 – Check out frequently asked questions about apprenticeships [here](#)

Continues on next page...



## Applying for learning opportunities including College and University

- ★ Find out about learning opportunities [here](#)
- ★ Advise on applying for courses [here](#)
- ★ Find out how to nail that college interview [here](#)



## Volunteering

- ★ Find out about volunteer opportunities [here](#)



## Skills Development Scotland is here to support you.

You can speak to a careers adviser to get career information, advice and guidance by calling your [local Skills Development Scotland centre](#), or by using our live chat.

To speak to your school careers adviser, you can [call your local centre](#) and ask for them by name.



**Careers Advisers top tip: “make sure that you apply for back up options, because there are lots of different routes to get you to where you want to be”**