

CHAPTER I



WELCOME TO THE OU CAREERS
AND EMPLOYABILITY SERVICES

**YOUR JOURNEY
STARTS HERE**

**WE ARE HERE FOR
YOU FROM THE
MOMENT YOU
REGISTER, ALL THE
WAY THROUGH
YOUR STUDIES,
AND FOR 3 YEARS
AFTER YOU
GRADUATE!**

**A SNAPSHOT OF
WHAT WE OFFER:**



**ONLINE
RESOURCES**



**WEBINARS
& FORUMS**



**CAREERS
CONSULTATIONS**



**VACANCY
SERVICE**

TO FIND OUT MORE AND TO SEE THE COMPLETE RANGE OF SUPPORT AND EVENTS WE OFFER,
PLEASE FIND US AT THE HELP CENTRE ON YOUR STUDENT HOME PAGE:

WWW.OPEN.AC.UK/CAREERS

CONTACT US IN THE WAY WHICH IS RIGHT FOR YOU:



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WELCOME



WELCOME TO THE OPEN UNIVERSITY CAREERS & EMPLOYABILITY SERVICES. THIS SHORT GUIDE INTRODUCES SOME PRACTICAL ACTIVITIES THAT WILL HELP YOU PLAN YOUR CAREER AND MOVE TOWARDS YOUR GOALS. IF YOUR MOTIVATION FOR STUDYING WITH THE OU IS CAREER-RELATED, IT IS NEVER TOO EARLY TO START THINKING ABOUT YOUR PLAN OF ACTION. WE CAN SUPPORT YOU AT EVERY STAGE OF YOUR JOURNEY, AND WHILE THIS GUIDE IS A GOOD PLACE TO START, THERE ARE MANY OTHER WAYS WE CAN HELP.

CAREER ACTIVITIES

Over the next few pages you will find some career-planning activities to get you started. You might want to try one or two, or maybe even all of them. They don't need to be done in order, so you can pick and choose what's right for you.

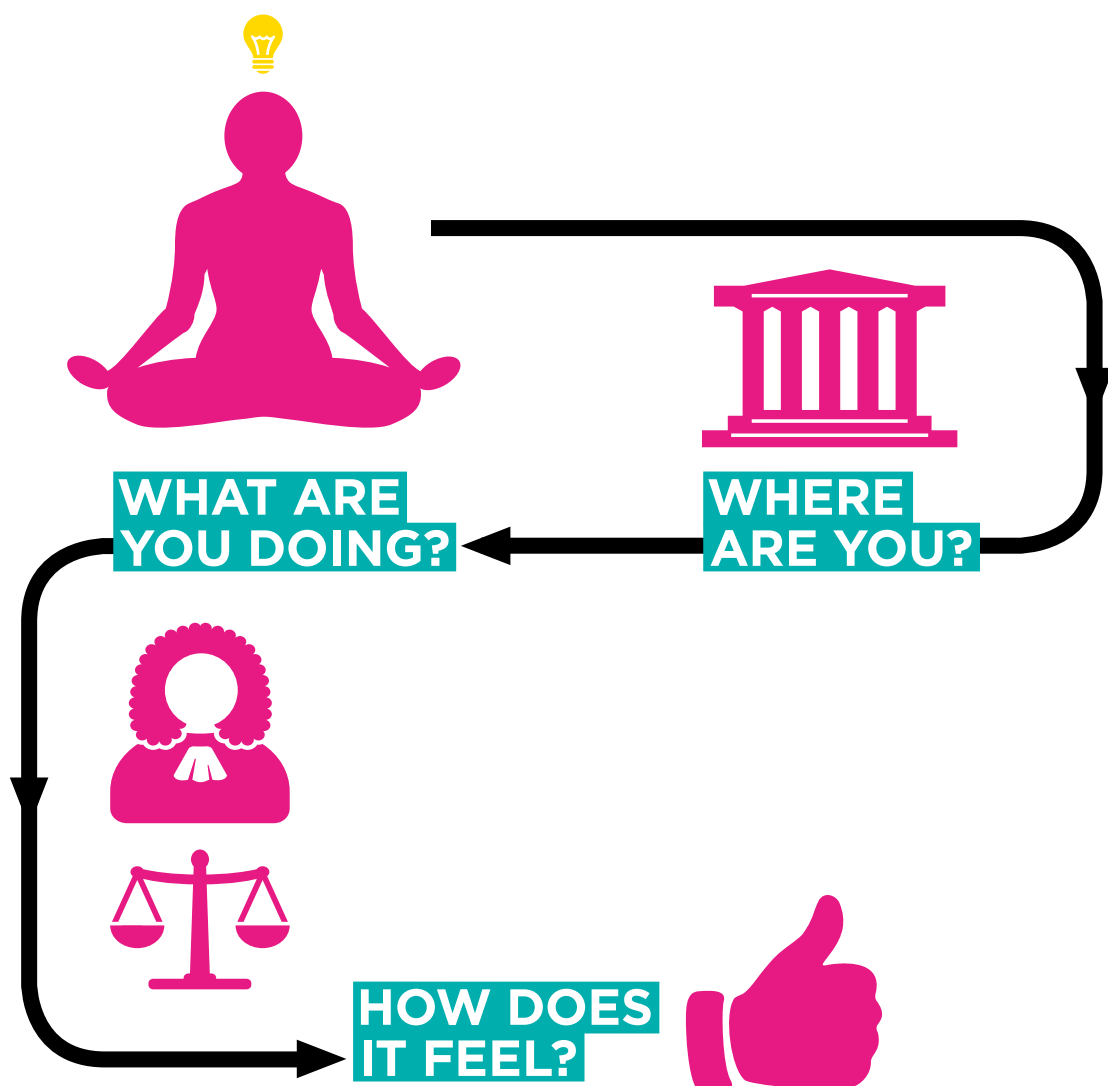
“

I recognised a degree would open doors if I changed careers, particularly for following my chosen second career of becoming a secondary school history teacher”

Tony Grogan,
History graduate

VISUALISE YOUR DREAM JOB

Visualisation can be a powerful way of 'feeling' your way around a career idea. Imagine you have secured your dream job, and then picture yourself waking up and going to work. Think about where you are, the kinds of tasks you might be doing, and who you are with. Ask yourself how this feels. Work through the day in your mind - are you clocking off at 5pm or are you on shift into the early hours of the morning? Does this fit well with the lifestyle you enjoy?



IMAGINE A DAY IN THE LIFE OF THE CAREER YOU ARE INTERESTED IN ... WHAT IS IT LIKE? TALK TO A CAREERS AND EMPLOYABILITY CONSULTANT TO CHECK THAT WHAT YOU IMAGINE IS REFLECTED IN THE REALITY OF THE WORK.

CAREER SWOT ANALYSIS

You can make a SWOT analysis to think about your current career strengths and weaknesses, and to identify opportunities and threats that could influence your career progression, or next career move. Ask yourself, what am I really good at and what do I need to work on?

Identifying external opportunities and threats in your chosen career field can help you look towards the future. You can then use your SWOT analysis to think about changes you want to make, and how. For example, I am going to improve my presentation skills by going on a short course.

STRENGTHS

- *Good people skills*
- *Experience in my field*

WEAKNESSES

- *Organisation & looking ahead*
- *Keeping up to date with sector developments*

OPPORTUNITIES

- *Expansion of my company*
- *New company project planned*

THREATS

- *Need further training*
- *Could require relocation*

- DRAW YOUR OWN 4X4 GRID
- BE AS SPECIFIC AS POSSIBLE
- THINK ABOUT YOUR CURRENT SITUATION
- REVISIT & UPDATE PERIODICALLY

SETTING GOALS

Setting goals is a good way to turn your thoughts and ideas into reality. Sometimes it's easy to get stuck at the 'I wish' or 'What if' stage, and we can all struggle with making things happen. You can tackle this by making clear, specific goals. Just the simple act of putting something in writing can make you feel more committed to achieving it.

A helpful way to make goals is to use the mnemonic SMART. It stands for Specific, Measureable, Achievable, Relevant and Time-bound. Using SMART encourages you to be specific about your goals. It also helps you to be realistic and to work within a clear time-frame.

SMART GOALS

CLARIFY YOUR GOAL, AND THEN THINK ABOUT THE SPECIFIC ACTIONS YOU NEED TO TAKE IN ORDER TO ACHIEVE IT:

SPECIFIC - Your goal should be as specific as possible

MEASURABLE - Establish concrete criteria for measuring progress

ACHIEVABLE - Are you both willing and able to work towards this?

RELEVANT - Does this make sense in relation to the bigger picture?

TIME-BOUND - Give yourself a time-scale to work to

ACTION REQUIRED

-
-

PROGRESS

-
-

OBSTACLES

-
-

SOLUTIONS

-
-

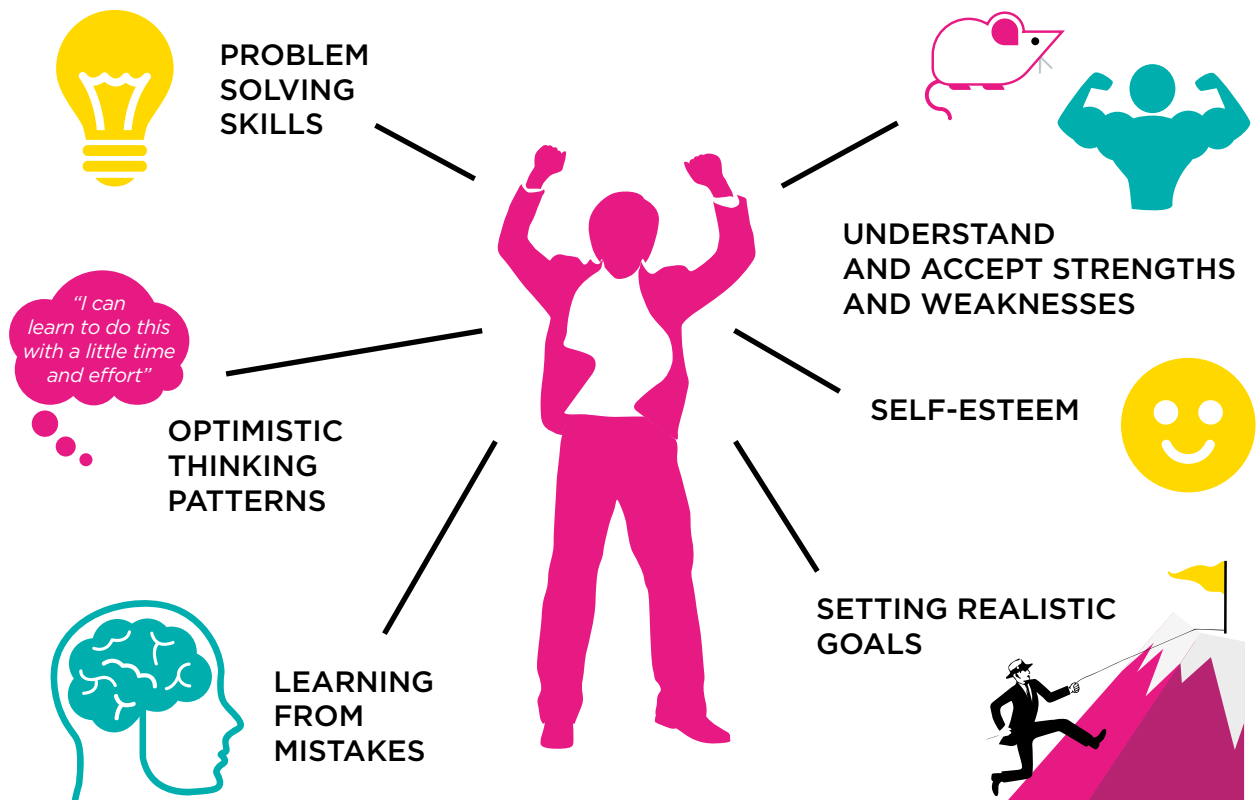


BUILDING RESILIENCE

We all need a level of resilience in life. You could describe resilience as the inner strength to persevere- despite external pressures, changes, and uncertainties. In relation to your career it means finding strategies to help you adapt to and deal with change. If you are resilient you understand your strengths and weaknesses, and you recognise opportunities.

Resilience is something that you can learn and build on- it is not a fixed-state. You can improve your resilience in different ways, for example by training yourself to engage in positive thinking patterns. So rather than automatically imagining the worst in a situation, try focusing on all of the other possible outcomes. Acknowledge that the reality is likely to be somewhere in-between the best and worst of these.

BUILDING YOUR RESILIENCE



- RESILIENCE IS THE ABILITY TO COPE WITH, AND RISE TO, THE CHALLENGES AND SETBACKS WE FACE IN LIFE (AND OUR CAREER!)
- IT IS IMPORTANT TO LEARN FROM ALL EXPERIENCES, BOTH POSITIVE AND NEGATIVE, AND BE ABLE TO ADAPT TO CHANGE

WORLD OF WORK IN THE 2020s

What will the world of work look like in the not-so-distant future? When making career plans, it is really useful to think about the labour market, the skills that are in demand, and the sectors where growth is expected. Understanding changing economic circumstances can help you to clarify your career options and make realistic goals. Take a look at our snapshot of labour market projections in the 2020's.

LABOUR MARKET PROJECTIONS



CONSTRUCTION



Is expected to see the fastest rate of growth of the broad industry sectors by 2024

CARE SECTOR



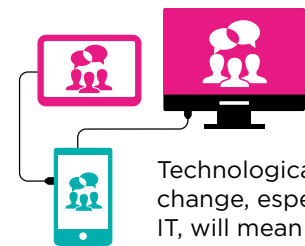
An ageing society means an extra 600,000 jobs are expected in care by 2022

BUSINESS & OTHER SERVICES



These activities are expected to see the strongest rates of job growth between 2014 and 2024, due to investment in the sector and technology development

DRIVERS OF CHANGE



Technological change, especially in IT, will mean a need for different skills & ways of working

REPLACEMENT DEMAND



People leaving the labour market (e.g. through retirement) means that job openings will still exist across all sectors & industries

QUALIFICATIONS

By 2024 it is expected that 54% of jobs will be held by people qualified at level 4 and above



(Level 4 = Certificate of Higher Education)



CAREER PLANNING CYCLE

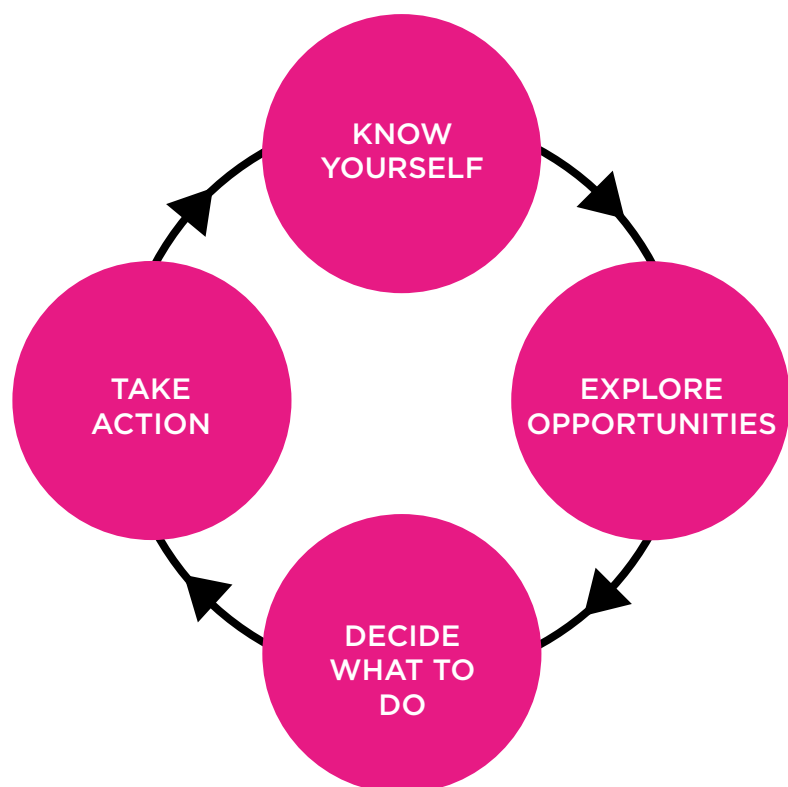
Are you one of the many people who study with the Open University as a way of changing career? Once you have a career idea, it is important to think about how your choice of qualification might impact on your goals. You can use The Career Planning Cycle to help you to manage your journey when you are embarking on a new path, whether that is starting, progressing in, or changing career. Not everyone will be starting in the same place, and you may not need to complete every stage of the cycle. You can use it to keep you focused and on track.

Knowing yourself underpins every stage. Ask yourself 'where am I now?' and 'where do I want to be?'. Think about your interests, values, skills, and motivations and how these fit with what you want from a career. Define your goals.

Exploring opportunities is about investigating the types of work that match your skills and interests. You can talk to people who are in that line of work, and research career profiles using websites such as Prospects and Target Jobs. Consider whether your plans are realistic, and whether your chosen career requires you to hold a specific qualification, or to complete further study and/or training after graduation.

Deciding what to do and how to do it is an important stage. Here you should plan how you will reach your career goal. Make sure your goals are SMART (Specific, Measurable, Achievable, Realistic and Time-bound). For more on SMART goals, **see p6**.

CAREER PLANNING CYCLE



FINALLY YOU NEED TO TAKE ACTION TO MAKE IT ALL HAPPEN! THIS COULD BE ANYTHING FROM RESEARCHING JOB OPPORTUNITIES, GAINING SOME WORK EXPERIENCE, BUILDING A NETWORK OF CONTACTS, FAMILIARISING YOURSELF WITH THE GRADUATE JOBS MARKET, OR UPDATING YOUR CV.



OUR CAREERS AND EMPLOYABILITY WEBSITE

You can find a lot of information about the Careers and Employability Services on our website. Whether you want to explore careers options with your OU subject, or look at resources for specific areas such as teaching or gaining work experience for science careers - we've got you covered.

WEBINARS AND FORUMS

As a registered student, you can access a variety of webinars (online workshops or presentations) relating to careers. There is something for everyone, no matter what your needs. Webinars can be focused on degree subject, e.g. 'What can I do with my Psychology degree?'; specific sectors, e.g. 'Becoming a Solicitor'; or on career planning and skills more generally, e.g. 'Deciding which career is right for you - narrowing down options'.

You can also discuss specific topics or questions with fellow students on forums (online message boards). A member of the Careers and Employability Services moderates each forum, offering advice and guidance in addition to that from your peers.

CAREER CONSULTATIONS

Would you like to talk to a Careers and Employability Consultant on a one-to-one basis for some more in-depth guidance, or to use us as a sounding-board for some of your career ideas? If the answer is yes, then you can book a consultation to speak with one of our friendly team through your student home page.

JOBZONE

JobZone is an online vacancy service offering a range of opportunities from part-time roles, work experience, voluntary work, internships & placements, graduate schemes and graduate roles to vacancies for experienced professionals. Sign up at: <http://www2.open.ac.uk/students/help/jobzone>

THANK YOU FOR TAKING THE TIME TO READ OUR NEW STARTERS CAREERS BOOKLET, WE HOPE IT'S BEEN USEFUL.

REMEMBER YOU CAN EXPLORE EVERYTHING THE CAREERS AND EMPLOYABILITY SERVICES HAS TO OFFER BY FOLLOWING THIS LINK:

WWW.OPEN.AC.UK/CAREERS

GOOD LUCK

with your studies and we look forward to speaking with you soon.