

# The Blueprint for Careers

	I know who I am and what I am good at	I interact confidently and effectively with others	I change, develop and adapt throughout life	I learn throughout my life	I find and utilise information and the support of others
	This career area includes:	This career area includes:	This career area includes:	This career area includes:	This career area includes:
<p><b>Knowing What &amp; Where...</b></p> <p>To find out about yourself, others and the world around you and seeking knowledge, facts, information, and ideas</p>	<p>Knowing what my interests, abilities, personal qualities and values are</p> <p>Knowing my strengths and development needs</p> <p>Being aware of how I behave and the impact my behaviour has on those around me and how I am perceived</p> <p>Knowing what makes me feel good about myself</p>	<p>Knowing what is meant by social and professional networks and how to develop and access them</p> <p>Knowing about the importance of building effective personal relationships</p> <p>Knowing what factors influence relationships e.g. common interests, peer pressure, differences, moods, feelings</p>	<p>Knowing that I will change and develop throughout my life</p> <p>Knowing when and who to ask for help</p> <p>Being aware of how changes related to my work might impact on other aspects of my life</p> <p>Being aware of how life changes can affect my well being, mental and physical health and decisions about life, learning and work</p> <p>Exploring my attitude to risk and being willing to make changes to my life</p>	<p>Knowing about different types of learning e.g. formal and informal, on-line and taught, mentoring, work shadowing etc.</p> <p>Identifying the gaps in my learning and skills</p> <p>Exploring how my life experience has affected my attitude to learning</p> <p>Knowing about the support available to me for my learning and how to access this</p>	<p>Knowing where and how to find a range of information sources relevant to my life, learning and work</p> <p>Using technology to help me to find the information I need</p> <p>Knowing who to go to for help, advice and information</p>
<p><b>Knowing Why....</b></p> <p>Things happen and seeking to understand, to make connections between ideas and to reflect about yourself and others</p>	<p>Understanding that my health and well-being affects the way I feel about myself</p> <p>Understanding that the way I feel about myself can affect whether I achieve my life and work goals</p> <p>Understanding the benefits upon my strengths and the importance of taking charge of my own development</p> <p>Understanding the benefits of maintaining my self-esteem</p>	<p>Understanding that networks are important in life, learning and work</p> <p>Understanding the importance of relationships in my life, learning and work</p> <p>Understanding and respecting diversity and individual differences</p> <p>Understanding how to deal with peer pressure, conflict and emotions in relationships</p>	<p>Understanding the value of planning for change including having flexible and back up plans</p> <p>Understanding the value of challenging myself e.g. to do things differently</p> <p>Being aware of the value of adapting to new circumstances and environments</p> <p>Understanding what self-limiting beliefs are and their impact of my life</p>	<p>Understanding how to address the gaps in my learning</p> <p>Understanding the value of developing a range of skills</p> <p>Understanding why I need to invest in learning and how this affects my life chances</p> <p>Understanding the attitudes and behaviours that contribute to successful learning</p> <p>Understanding how skills and knowledge can be transferred from one area of my work or life to another</p>	<p>Being aware that information was created for different purposes and seeking out a range of different perspectives</p> <p>Relating information to my own goals and situation</p> <p>Questioning and assessing the reliability and usefulness of information</p>
<p><b>Knowing How to...</b></p> <p>To move things on, to behave positively, to take action and to apply knowledge</p>	<p>Seeking, accepting and making use of feedback from others</p> <p>Identifying work and opportunities that match my interests and values</p> <p>Identifying work and opportunities that build on my strengths and/ or develop my skills and experience in other areas</p> <p>Creating a self-development plan</p> <p>Demonstrating resilience throughout my life and career</p> <p>Challenging myself to improve my performance</p>	<p>Living, learning and working effectively with others</p> <p>Dealing with challenges that emerge in my relationships with other people</p> <p>Working effectively in a group or team</p> <p>Listening to others and understanding their point of view</p> <p>Expressing my own views and feelings</p> <p>Developing, contributing to and drawing on a range of networks</p>	<p>Being resilient and willing to learn when things change or do not go as expected</p> <p>Overcoming fears and worries and taking appropriate risks</p> <p>Spotting opportunities and making the most of chance happenings</p> <p>Anticipating and initiating change</p> <p>Challenging my self-limiting beliefs e.g. stereotypes, to enable me to change and develop</p>	<p>Selecting the right type of learning for me</p> <p>Taking part in learning throughout life</p> <p>Having a learning and development plan</p> <p>Spotting opportunities to learn and develop</p> <p>Overcoming the barriers that prevent me from learning</p> <p>Broadening my learning outside my comfort zone</p>	<p>Interpreting and using career and labour market information</p> <p>Using different opportunities and experiences to find out about learning, work and other alternatives</p> <p>Combining information and drawing conclusions from it</p>

I understand how changes in society, politics and the economy relate to my life, learning and work	I understand how life, learning and work roles change over time	I make effective decisions relating to my life, learning and work	I find, create and keep work	I maintain a balance in my life, learning and work that is right for me	I plan, develop and manage my life, learning and work
This career area includes:	This career area includes:	This career area includes:	This career area includes:	This career area includes:	This career area includes:
<p>Identifying the importance and value I place on work and learning</p> <p>Understanding that there are ethical dimensions to my life, learning and work</p> <p>Being aware of the global economy and how it impacts on my life, learning and work</p> <p>Being aware of social and political changes</p>	<p>Knowing how the typical and stereotypical roles of different individuals and groups in society change over time</p> <p>Being aware that life, learning and work roles can change over my lifetime</p> <p>Knowing that a range of different roles, in the workplace and in the home, are important to family and society e.g. caring and domestic work</p>	<p>Knowing what effective decision making is and its benefits and impact on choices in life</p> <p>Identifying and gathering a range of information to help me make decisions</p> <p>Understanding that there are different ways to make decisions</p> <p>Knowing how to evaluate my decisions i.e. identifying pros and cons and implications</p> <p>Understanding risk taking in decision making</p>	<p>Knowing how and where to search for work</p> <p>Knowing who could help me find work opportunities</p> <p>Knowing what employers value in employees</p> <p>Knowing about different types of work and employers</p> <p>Knowing how businesses and organisations operate</p> <p>Knowing the skills that are needed during a recruitment process</p>	<p>Being aware of the various roles and responsibilities I might have in life, learning and work</p> <p>Understanding the likely pressure points in life</p> <p>Being able to identify what causes me stress</p> <p>Knowing how to manage stress and pressure in life, learning and work</p>	<p>Understanding The High Five Messages of Career Development (Change is Constant, Focus on the Journey, Learning is Continuous, Team Up with Others, Follow Your Heart)</p> <p>Being aware of my skills, strengths and achievements and what I have learnt</p> <p>Being aware of the advantages and opportunities that arise in my life</p> <p>Knowing how to plan and manage periods of change and transition in my life</p> <p>Knowing the benefits of goal setting and how to do this</p>
<p>Understanding how social, political and economic change can affect the services and goods society needs, and have an impact on my life, learning and work</p> <p>Understanding how work (paid and unpaid) contributes to my community and society</p> <p>Being aware of how my willingness to travel or relocate impacts on my life, learning and work opportunities.</p> <p>Understanding how groups and individuals can influence the conditions within which I work and live</p>	<p>Understanding my own attitudes to different life, learning and work roles, and considering how these attitudes have been shaped</p> <p>Being aware that during my lifetime I am likely to fulfil many roles</p> <p>Being aware that stereotypes, bias and discrimination can limit my opportunities</p>	<p>Understanding and evaluating various influences on my decision making</p> <p>Understanding how my personal beliefs and attitudes affect my decisions</p> <p>Being aware of what might interfere with me attaining my goals, and developing strategies to overcome these barriers</p> <p>Knowing that the choices I make influence the course of my life</p> <p>Understanding my attitude to risk taking</p>	<p>Understanding that my skills and experiences are transferable to various work settings</p> <p>Understanding the value of paid and unpaid work in developing and evidencing skills</p> <p>Understanding how to create job opportunities</p> <p>Understanding what kind of work and employment I value</p> <p>Understanding the importance of presenting myself effectively when seeking work and whilst in work</p>	<p>Deciding for myself the relative value of work, learning, family, leisure and other activities</p> <p>Understanding that my various life roles, and the balance between them, can have an impact on my health and well-being now and in the future</p> <p>Understanding my options for an effective life/work balance</p>	<p>Being able to visualise the future that I want and being able to adapt and refine this vision in the light of experience and changing circumstances</p> <p>Understanding the value of optimism and self-belief in the pursuit of life, learning and work</p> <p>Understanding the value of goal setting in my life</p>
<p>Finding out how I can contribute effectively to the development of my community and society (e.g. through volunteering)</p> <p>Identifying work and life choices that fit with my values</p> <p>Anticipating likely changes to my life, learning and work that will affect my choices</p> <p>Weighing up the pros and cons of travelling and relocation to attain my life, learning and career goals</p>	<p>Helping to create a culture, which values individuals on the basis of what they have to offer</p> <p>Taking on a range of roles and responsibilities throughout my life in a positive way</p> <p>Challenging my own and others assumptions and stereotypes</p> <p>Being aware of my own attitudes to life, learning and work</p>	<p>Thinking creatively about life, learning and work options</p> <p>Seeking out a range of information and options when making decisions</p> <p>Taking account of my medium and long term goals in day to day decision making</p> <p>Evaluating the pros and cons of options that affect my life, learning and work</p> <p>Evaluating the impact of my decisions on myself, on others and on my community and the wider society</p>	<p>Developing skills and experience that employers value</p> <p>Presenting myself and my skills to others effectively</p> <p>Searching for work effectively, making connections, seeing opportunities and imagining possibilities in the context of my working life</p> <p>Developing relationships and networks to help me to find, create and keep work</p> <p>Engaging in learning activities to maintain and develop skills for work</p>	<p>Managing my priorities and others' expectations and demands</p> <p>Taking action to create a balance in my life that is right for me</p> <p>Making time for activities that contribute to my health and well-being</p> <p>Managing my finances to provide the best basis for my life, learning and work</p>	<p>Developing and demonstrating behaviours and attitudes that support the High Five Messages of Career Development</p> <p>Being able to set and sustains life, learning and work goals</p> <p>Being able to make plans to guide me in my life journey</p> <p>Using the Blueprint for Careers throughout life</p>