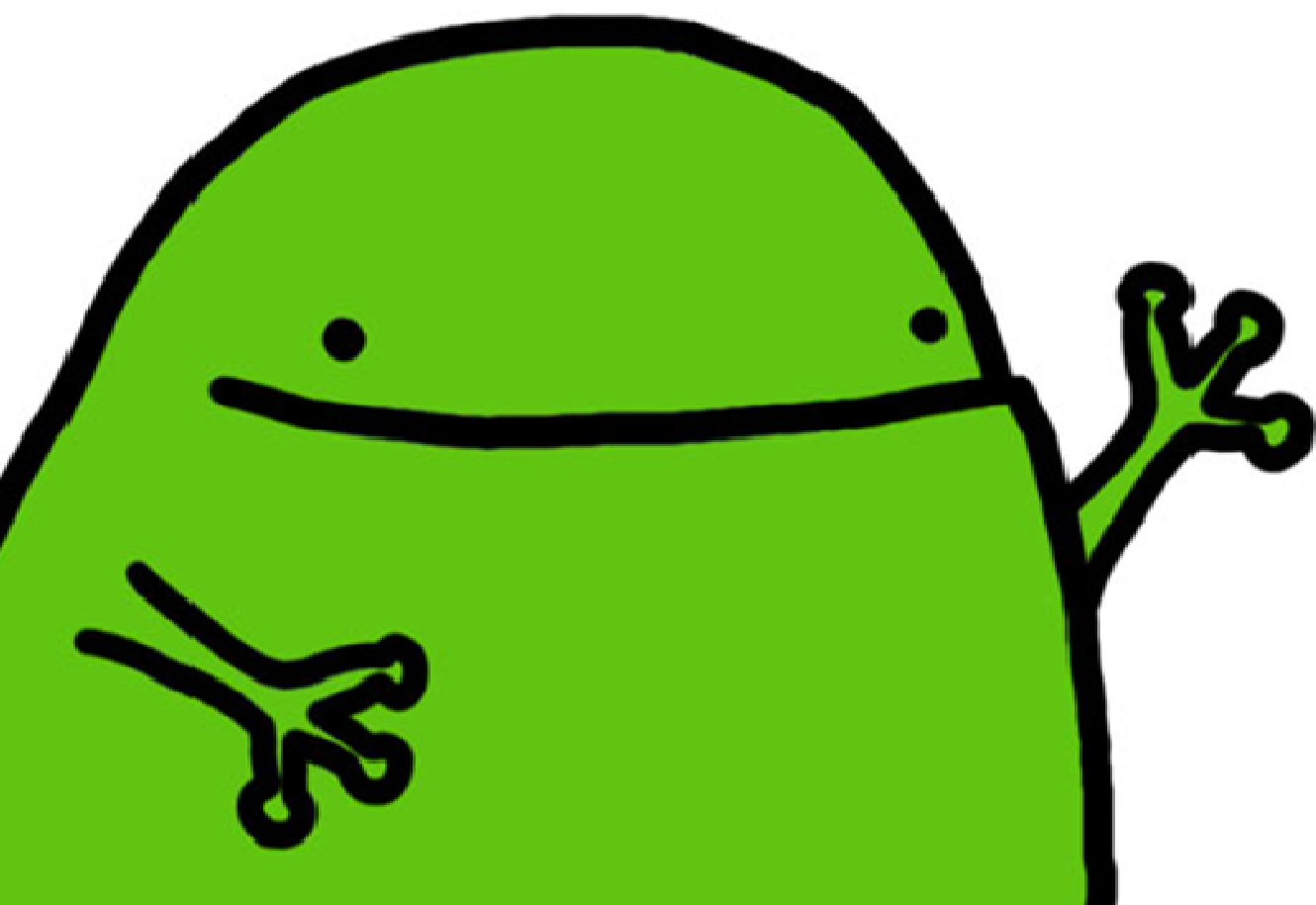


AS APPLIED BUSINESS STUDIES

UNIT 7  
CAREER  
PLANNING



# UNIT 7 CAREER PLANNING

This unit is designed to help you explore the types of career that are available to you. It sets out a clear process which you can follow to assist you in finding out the opportunities that are available and the types of job which are likely to suit your personal skills profile and the skills and knowledge that you have acquired from your studies.

The unit offers you the opportunity to identify the skills that you will need and to investigate the range of training and development opportunities available through education or an employer.

This unit should assist you in choosing your next step whether in further education or in employment.

This unit builds on Unit 2 People in Business.

## The Coursework Task

Produce a personal career plan, which:

### Requirement A (AO1)

Describes three suitable career pathways, including:

- The jobs available within the sector and career progression
- The skills, personal qualities, qualifications and experience required
- The training and development offered by the sector/employer.

### Requirement B (AO2)

Explains a suitable personal career plan, including:

- Personal skills profile and personality traits
- The training and development opportunities available to help achieve the career choice
- The proposed career pathway and training and education route
- An action plan for the next three years.

### Requirement C (AO3)

Analyses the research carried out in order to construct the career plan, including:

- A personal skills profile
- Knowledge, skills and training required
- Financial support required
- Sources of funding.

### Requirement D (AO4)

Judges the most appropriate career pathway and training and education route, with assessment of the financial support required.

## How your work will be marked

	<b>MB1</b>	<b>MB2</b>	<b>MB3</b>	<b>MB4</b>
<b>AO1</b>	<p>A basic description of three suitable career pathways including some of:</p> <ul style="list-style-type: none"> <li>the jobs available within the sector and career progression routes</li> <li>the skills, personal qualities, qualifications and experience required</li> <li>training and development offered by the sector/employer.</li> </ul> <p>Examples are collated to illustrate some of the above aspects of the career pathways.</p> <p>(1 - 6 marks)</p>	<p>A description of the three suitable career pathways including:</p> <ul style="list-style-type: none"> <li>the jobs available within the sector and career progression routes</li> <li>the skills, personal qualities, qualifications and experience required</li> <li>training and development offered by the sector/ employer.</li> </ul> <p>Examples are used to illustrate some aspects of the above aspects of the career pathways.</p> <p>(7 - 12 marks)</p>	<p>A detailed description of three suitable career pathways including the following:</p> <ul style="list-style-type: none"> <li>the jobs available within the sector and career progression routes</li> <li>the skills, personal qualities, qualifications and experience required</li> <li>training and development offered by the sector/employer.</li> </ul> <p>Realistic examples are used to illustrate aspects of the jobs available, skills, qualifications and experience associated with the career pathways.</p> <p>(13 - 18 marks)</p>	<p>A detailed and comprehensive description of three suitable career paths including the following:</p> <ul style="list-style-type: none"> <li>the jobs available within the sector and career progression routes</li> <li>the skills, personal qualities, qualifications and experience required</li> <li>training and development offered by the sector/employer.</li> </ul> <p>Realistic and detailed examples are used to illustrate effectively the job available, skills, qualifications and experience associated with the career pathways.</p> <p>(19 - 24 marks)</p>
<b>AO2</b>	<p>A personal career plan which includes a reference to the following components:</p> <ul style="list-style-type: none"> <li>personal skills profile and personality traits</li> <li>training and development opportunities</li> <li>the proposed route</li> <li>an action plan for the next three years.</li> </ul> <p>These components will form the basis of a personal career plan. The action plan may be limited.</p> <p>(1 - 5 marks)</p>	<p>A personal career plan which explains some of the main components including:</p> <ul style="list-style-type: none"> <li>personal skills profile and personality traits</li> <li>training and development opportunities</li> <li>the proposed route</li> <li>an action plan for the next three years.</li> </ul> <p>These components will be linked to give some overall coherence and relevance. The action plan will be mostly realistic.</p> <p>(6 - 10 marks)</p>	<p>A detailed personal career plan with an explanation of relevant components including:</p> <ul style="list-style-type: none"> <li>personal skills profile and personality traits</li> <li>the training and development opportunities</li> <li>the proposed route</li> <li>an action plan for the next three years.</li> </ul> <p>These components will be linked to provide a mostly coherent and relevant career plan. The action plan will be realistic.</p> <p>(11 - 16 marks)</p>	<p>A detailed personal career plan with a thorough explanation of relevant components including:</p> <ul style="list-style-type: none"> <li>personal skills profile and personality traits</li> <li>the training and development opportunities</li> <li>the proposed route</li> <li>an action plan for the next three years.</li> </ul> <p>These components will be clearly linked in a coherent manner to provide a relevant personal career plan. The action plan will be detailed and realistic.</p> <p>(17 - 22 marks)</p>
<b>AO3</b>	<p>Collects some data from a limited range of sources. Uses numerical and/or non-numerical techniques on the collected data to show how some of the following aspects contributed to the personal career plan:</p> <ul style="list-style-type: none"> <li>a personal skills profile, qualifications and experience needed</li> <li>knowledge, skills and training required</li> <li>financial support required</li> <li>sources of funding.</li> </ul> <p>1 - 3 marks)</p>	<p>Selects some up-to-date data from a limited range of sources. Uses numerical and/or non-numerical techniques on selected data to provide a partial analysis of how some of the following aspects contributed to the career plan:</p> <ul style="list-style-type: none"> <li>a personal skills profile, qualifications and experience needed</li> <li>knowledge, skills and training required</li> <li>financial support required</li> <li>sources of funding.</li> </ul> <p>(4 - 6 marks)</p>	<p>Selects relevant and up-to-date data from a limited range of sources. Uses appropriate numerical and/or non-numerical techniques on selected data to provide a partial analysis of how the following aspects contributed to the personal career plan:</p> <ul style="list-style-type: none"> <li>a personal skills profile, qualifications and experience needed</li> <li>knowledge, skills and training required</li> <li>financial support required</li> <li>sources of funding.</li> </ul> <p>(7 - 9 marks)</p>	<p>Selects relevant and up-to-date data from a range of sources. Uses appropriate numerical and/or non-numerical techniques on selected data to analyse how the following aspects contributed to the personal career plan:</p> <ul style="list-style-type: none"> <li>a personal skills profile, qualification and experience needed</li> <li>knowledge, skills and training required</li> <li>financial support required</li> <li>sources of funding.</li> </ul> <p>(10 - 12 marks)</p>
<b>AO4</b>	<p>A judgement, based upon limited evidence, of the suitability of the chosen pathway and route, describing the likely financial support required. Ideas are communicated in a way that is adequate to convey meaning with limited use of technical terms. There are noticeable errors in accepted conventions of written communication.</p> <p>(1 - 3 marks)</p>	<p>A judgement, with some justification, of the chosen pathway and route, explaining their suitability and the likely financial support required. Ideas are communicated with some structure evident with occasional use of appropriate technical terms. There are some errors in accepted conventions of written communication.</p> <p>(4 - 6 marks)</p>	<p>A judgement, supported by a reasoned justification, of the chosen career pathway and route, discussing their suitability and the likely financial support required. Ideas are communicated using a logical structure with some appropriate use of technical terms. There are occasional errors in accepted conventions of written communication.</p> <p>(7 - 9 marks)</p>	<p>A judgement, supported by a coherent justification, of the chosen career pathway and route, evaluating their suitability and discussing the financial support required. Ideas are communicated in a coherent structure with consistent and appropriate use of technical terms. There are few errors in accepted conventions of written communication.</p> <p>(10 - 12 marks)</p>

### Requirement A (AO1)

Describes three suitable career pathways, including:

- The jobs available within the sector and career progression
- The skills, personal qualities, qualifications and experience required
- The training and development offered by the sector/employer.

### **Task 1 : Identify, explain and analyse THREE career pathways that could be suitable for you.**

- a) Identify three different jobs which you could follow. For example if you are interested in Business Studies and Maths, you could write about careers in Accountancy or Banking or Marketing/Statistical research
- b) For each pathway, describe a minimum of four jobs in that pathway. It is a good idea to get some sequencing in it. (but it's not absolutely necessary)

#### **Example:**

Pathway 1: Career in the Police Force

- Special Police Officer (Volunteer)
  - PCSO
  - Police Officer
  - Specialist Police Officer e.g. Drugs or Dog Handling
  - Detective
- c) Write a detailed description of what each job involves:  
You could use job adverts, job specifications, the Connexions website or you could interview people who are jobholders in your chosen sector.  
You need to describe:
    - The work that you would do, the roles and responsibilities
    - Career progression routes
    - Training and development opportunities
    - Skills, personal qualities, qualifications and experience required
    - Salary and benefits

### Requirement B (AO2)/Requirement C (AO3)

Explains a suitable personal career plan, including:

- Personal skills profile and personality traits
- The training and development opportunities available to help achieve the career choice
- The proposed career pathway and training and education route
- An action plan for the next three years.

Analyses the research carried out in order to construct the career plan, including:

- A personal skills profile
- Knowledge, skills and training required
- Financial support required
- Sources of funding.

### **Task 2: 360 Degree Appraisal**

- a) For this task you will need to carry out research about 360 degree appraisals- Your research should include the following, you then need to write up your findings from this research
- b) Design a 360 degree appraisal form

- c) Complete the appraisal yourself
- d) **Identify** and **describe briefly** six different people who are well placed to comment on your strengths and weaknesses. These people could include a teacher, friend, employer, team captain, parent etc.
- e) Give your appraisal to each of these people to complete
- f) Write up your findings to emphasise points of commonality and contrast. Relate your findings to your own self appraisal carried out for task one.

### Task 3: Psychometric tests

- a) For this task you will need to carry out research about Psychometric tests- Your research should include the following, you then need to write up your findings from this research
- a) Complete the test yourself and show the findings

### Task 4: Analyse written reports

Read through your most recent school report and any other written reports on your performance that you may have (PP Data). Write a summary of the key points made in these written documents.

### Task 5: About me

Prepare a PowerPoint presentation “selling” yourself to a potential employer, using the information which you have found out about yourself.

You must include the following information in your presentation:

1. Qualifications – acquired through school or other organizations
2. Personal achievements such as positions of responsibility, prizes, awards etc
3. Personal qualities with evidence to back up your claims
4. Areas for development that you would like to or should be working on.
5. Work experience and other relevant experience
6. Career ambitions

### Task 6: Draw up a CV.

Use the details that you have found so far to construct an up-to-date, comprehensive CV that would impress a future employer.

### Task 7: Evaluating the three pathways

- a) Compare your three pathways against the skills and qualities which you have. You might want to draw up three tables as shown in the example.

#### Pathway 1

	What is required by the pathway/ what is available on the pathway	How does this match my skills, qualities and aspirations?
Skills		
Qualities		
Qualifications		
Training & Development Opportunities		
Finances/ Funding		

- b) Conclude by evaluating which job is most suitable for you referring to the personal information written about earlier.

### **Task 8: Your chosen pathway**

- Describe in depth the career pathway that you have chosen, this time it should be based firmly on you and your circumstances, so if your pathway requires you to go to university, which one will you go to? Which course will you do, how long will it last, etc, etc.
- Create a flowchart showing the steps that you will go along in the pathway.

### **Task 9: Three year action plan**

Draw up an action plan for the next three years; describing each stage, how long it will last, etc..

### **Task 10: Sources of funding**

Having investigated the training you require to proceed into your chosen profession, you must research and explain the sources of funding available for enabling you to do this.

- How much will the training cost?
- Will you be expected to pay any of this?
- Would you be entitled to a student loan/ finance for the training?
- Would an employer sponsor you to do the training?
- Can the training be done “on-the-job”?

### **Task 11: Personal budget**

Construct a personal budget showing your income and expenditure forecast for your career plan. This should reflect your earning potential as well as detailing rent/mortgage, bills, cost of living etc. There are good templates available on the internet to help you with this.

### **Task 12: Evaluation and conclusions**

In this section you should conclude and evaluate how suitable you are to your chosen job, using the information from the tasks.

- You should also judge the most appropriate career pathway and training/educational route.
- Comment upon the financial support required compared to what is likely to be available.
- Discuss any barriers that might stand in your way and how you will overcome them.

### **Task 13: Appendices**

- This should contain copies of source material that you have referred to in your tasks eg. Pages from profiles, copy of questionnaire etc.
- You should include copies of annotated work, work sheets, etc

### **Task 14: Bibliography**

You must include a list of all of the sources of information which you have used. This includes; books, magazines, websites, etc