|  |  |
| --- | --- |
| NAME |  |
| TUTOR GROUP |  |
| LESSON DAY AND TIME |  |
| TEACHER |  |

**PERSONAL IDENTITY**

**YEAR 10**

**RESPECT**

**1**

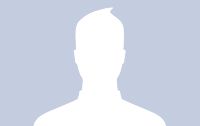
**Rules And Expectations For The RESPECT Classroom**

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**NAME:**



### Basic Information

### 

**Birthday:**

**Hometown:**

**Relationship Status:**

**Political Views:**

**Religious Views:**

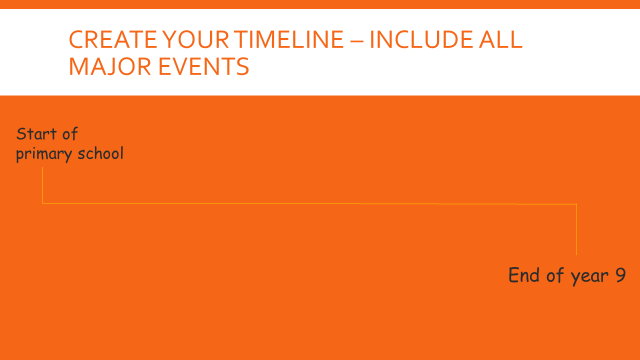
### Personal Information

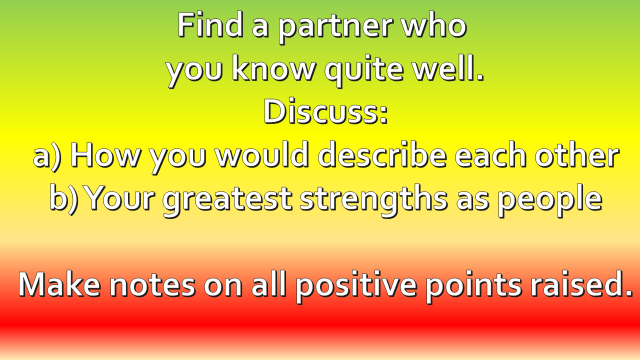
### 

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| **Activities:** | **Favorite Music:** |
| **Interests:** | **Favorite TV Shows:** |
| **Favorite Movies:** | **Favorite Books:** |
| **Favorite Quotations:** | |

**About Me (Continue on next page):**

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| --- |
| **I see myself as someone who...** |
| **1. ...Is talkative**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **2. ...Tends to find fault with others**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **3. ...Does a thorough job**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **4. ...Is depressed, blue**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **5. ...Is original, comes up with new ideas**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **6. ...Is reserved**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **7. ...Is helpful and unselfish with others**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **8. ...Can be somewhat careless**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **9. ...Is relaxed, handles stress well**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **10. ...Is curious about many different things**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **11. ...Is full of energy**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **12. ...Starts quarrels with others**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **13. ...Is a reliable worker**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **14. ...Can be tense**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **15. ...Is ingenious, a deep thinker**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **16. ...Generates a lot of enthusiasm**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **17. ...Has a forgiving nature**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **18. ...Tends to be disorganized**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **19. ...Worries a lot**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **20. ...Has an active imagination**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **21. ...Tends to be quiet**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **22. ...Is generally trusting**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **23. ...Tends to be lazy**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **24. ...Is emotionally stable, not easily upset**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **25. ...Is inventive**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **26. ...Has an assertive personality**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **27. ...Can be cold and aloof**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **28. ...Perseveres until the task is finished**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **29. ...Can be moody**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **30. ...Values artistic, aesthetic experiences**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **31. ...Is sometimes shy, inhibited**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **32. ...Is considerate and kind to almost everyone**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **33. ...Does things efficiently**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **(Click for choices):** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **34. ...Remains calm in tense situations**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **35. ...Prefers work that is routine**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **36. ...Is outgoing, sociable**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **37. ...Is sometimes rude to others**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **38. ...Makes plans and follows through with them**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **39. ...Gets nervous easily**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **40. ...Likes to reflect, play with ideas**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |  |  |  |  | |
| **41. ...Has few artistic interests**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **42. ...Likes to cooperate with others**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **43. ...Is easily distracted**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **44. ...Is sophisticated in art, music, or literature**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |
| **45. ...Is politically liberal**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Myself:** | Strongly Disagree | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | | Strongly Agree | |



**1. Good Communicator**

**4.Team Player**

**9.**

**Independent**

**8. Dynamic**

**7.**

**Interpersonal**

**Skills**

**3. Creative**

**12. Confident**

**10. Organised**

**11. Motivated**

**14. Resourceful**

**2. Artistic**

**6. Natural Leader**

**15.**

**Excellent Time Management**

**13. Numeracy Skills**

**5. Problem**

**solving**

**U-xamine-U!... Star Qualities…**

**YEAR 10 CAREERS… Lesson 3… Resource 2…**

**Good at using your imagination to come up with original ideas.**

**You are able to work alone with ease.**

**You are able to work with other people with ease.**

**You enjoy and are skilled at meeting and getting on with other people.**

**You are full of energy and new ideas.**

**You are sure of yourself and have a positive attitude to new experiences.**

You are skilled at using or designing visual products.

**You are skilled at creating systems and preparing yourself.**

**You are always keen to get on and do things well.**

**You find it easy to take charge and take on responsibilities.**

**You are able to quickly find ways of overcoming difficulties.**

**Excellent at sharing information or ideas with other people**

**You find it easy to juggle many tasks within a short amount of time**.

**You can easily think of ways of overcoming barriers or difficulties.**

**You are excellent at calculations and solving mathematical issues.**

Task 2…

Now write three star qualities you have here…



You are skilled when sharing information and ideas with other people

# Job Description: - Software Tester

Testing plays an important role in development of new IT programmes and every day products, like cars, games consoles and electronic goods.

There's a saying in the industry that behind every great software developer is an equally great tester. This is because once a product reaches a certain point in its development the developers must hand it over to the tester to see if it works (or doesn't work) as it's meant to.

It's your job to work as hard as you can to 'break' the new product to help the design process. You'll work closely with software designers and programme managers to understand more about what each product is meant to do, its key features and who will use it.

Then you'll run tests to see:

* If the software works
* If it works in a wide range of ways customers might use it
* If it works when lots of users are using it at the same time
* If it works in different countries and in different languages

The ultimate goal is to iron out any bugs and improve the quality of the finished product.

List of Skills and Capabilities (in categories)

|  |  |  |  |
| --- | --- | --- | --- |
| **Acquiring**  Buying  Collecting  Contracting  Obtaining  Recruiting  Selecting    **Administering**  Filing  Classifying  Organising  Sorting  Standardising  Reporting  Simplifying  Recording    **Analysing**  Auditing  Checking  Editing  Evaluating  Examining  Judging  Reviewing  Interpreting | **Creating**  Adapting  Adjusting  Changing  Experimenting  Generating  Improving  Suggesting    **Calculating**  Combining  Estimating  Forecasting  Pricing  Comparing  Solving  Formulating    **Consulting**  Advising  Describing  Discussing Explaining  Guiding  Instructing  Consulting  Summarising | **Leading**  Persuading  Directing  Driving  Initiating  Making  Decisions  Proposing  Enforcing    **Managing**  Recommending  Delegating  Discussing  Encouraging  Training  Developing    **Researching**  Testing  Validating  Watching  Studying  Investigating  Verifying | **Selling**  Promoting  Endorsing  Presenting  Communicating  Establishing  Illustrating    **Interviewing**  Probing  Questioning  Listening    **Serving**  Contributing  Providing      **Planning**  Scheduling |



**YEAR 10 CAREERS… Lesson 3… RESOURCE 1…**

Name…

Age…

School…

Subjects Studying…

1a) Subjects… Likes…

1.

3.

2.

(b) What do you like doing in this subject?

(c) Personal Skills Used…

2a) Subjects… Dislikes

1.

2

(b) What do you not doing in this subject?

© Personal Skills not favoured?

3a) Indoor Hobbies….

1.

3.

2.

(b)What do you actually do?

© Personal Skills Used…

4a) Outdoor hobbies…

1.

3.

2.

(b) What do you actually do?

© Personal Skills Used…

**u-xplore-u… Self Analysis…**

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**Strengths Survey…**

**YEAR 10 …**

Poor…

MCj04347130000[1]

Average…

MCj04347130000[1]

Good…

MCj04347130000[1]

Excellent…

MCj04347130000[1]

**15. Excellent Time Management**

**14. Resourceful**

**13. Numeracy Skills**

**12. Confident**

**11. Motivated**

**10. Organised**

**9. Independent**

**8. Dynamic**

**7. Interpersonal Skills**

**6. Natural Leader**

**5. Problem Solving**

**4. Team Player**

**3. Creative**

**2. Artistic**

**1. Good Communicator**

Star Qualities…

**CURRICULUM VITAE TEMPLATE**

Name

Education

Employment

Personal Details

References

Personal statement

Helen Hibson

29 Finton Crescent

Anytown

Somerset

ZX3 2PT

(00123) 654321

A dedicated and motivated hard-working team player who works well with people from all age groups and backgrounds. A good team player who works well independently and has strong customer care skills.

|  |  |
| --- | --- |
| EDUCATION: |  |
| March - June 2007 | Anytown Training G roup e2e Programme   * Gained NVQ 1 in Retail * Three days a week in work placement experiencing various jobs * One day a week in college * Explored career opportunities, with a specific focus on retail through City & Guilds career planning. * Developed presentation skills through delivery of assignments to other students. * Gained certificates in health & safety, First Aid and manual handling ● Key skills at level 1 in Application of Number, Communication and I.T. |
| September 2001 - June 2006  EMPLOYMENT: | Slateholme Community School  GCSEs studied include English Language, Maths, Design & Technology and Science |
| June 2007 | Retail Assistant - Sporting Allstores   * Developing customer care skills * Building on product knowledge |
| March 2007 - May 2007 | Retail Assistant - Poshtogs   * Stocktaking * Window displays * Developing customer care skills * Teamwork * Handling telephone queries |
| October 2006 - December 2006 | Apprenticeship at Hair-Raisers Salon   * Keeping salon a safe and clean environment * Working with a varied client group |
| June 2005  PERSONAL DETAILS: | School work experience  Admin Assistant at Sanders Solicitors   * Filing/faxing/photocopying * Inputting data onto computer * Reception duties |
| Hobbies and Interests | Playing football, reading science fiction, going to the cinema with friends |
| REFERENCES: | Mr J B Slake Mr R Knightly  Tutor Manager  Anytown Training Group Sporting Allstores  Wells Road High Street  Anytown Anytown  ZX6 8PT ZX8 4PT |

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Stephanie Simpson

25 West Crescent Anywhere

Somerset

ZX5 1AA

(00123) 111222

A hard working and highly motivated school leaver with a friendly and outgoing personality. Reliable and conscientious. Able to work as part of a team and on own initiative. This has been demonstrated both through work experience at a local garage and in a holiday job at a supermarket.

|  |  |
| --- | --- |
| EDUCATION: | 2002 - 2007 Oakhampton Community School |
| QUALIFICATIONS: | SUBJECT QUALIFICATION GRADE/LEVEL DATE  English Language GCSE D 2007  Maths GCSE C 2007 Double Science GCSE C/C 2007 French GCSE D 2007 History GCSE E 2007  Design & Technology GCSE B 2007  Vehicle Maintenance & Repair NVQ 1 Achieved 2007 |
| WORK EXPERIENCE: | July 2007 Full time: customer service operative - Safehands  Supermarket  Duties: customer care, handling cash, stock rotation  January - June 2007 Saturday jobs: customer service operative -  Safehands Supermarket  Duties: customer care, handling cash, stock rotation  June 2006 School work experience: Morris MOT Centre  Opportunities: observe and assist motor mechanic |
| PERSONAL DETAILS: | Date of Birth 01/01/91  Interests and Swimming for Anywhere Swimming Club, listening  hobbies to music, reading horror books. I was also patrol leader  in the Guides and regularly help my dad restore his  Ford Capri |
| REFERENCES: | Mr J Brown Mrs B Smith  Headteacher Manager  Oakhampton Community School Safehands Supermarket  Oak Road 2 The Grove  Anywhere Anywhere ZX9 3EF ZX8 3JJ |

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* Log onto <https://nationalcareersservice.direct.gov.uk>

**Careers Research**

* Highlight the drop down box **Careers advice** and click on **Job Profiles**
* You should then find an **A-Z section** where you can research Jobs.
* Use this section to fill out the following:

|  |  |
| --- | --- |
| **Job Title:** |  |
| **Main Duties:** |  |
| **Working Hours:** |  |
| **Starting Salary:**  **Income Potential:** |  |
| **Entry Requirements:** |  |
| **Skills Needed:** |  |

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| --- | --- |
| **Job Title:** |  |
| **Main Duties:** |  |
| **Working Hours:** |  |
| **Starting Salary:**  **Income Potential:** |  |
| **Entry Requirements:** |  |
| **Skills Needed:** |  |

* Use this section to fill out the following:

|  |  |
| --- | --- |
| **Job Title:** |  |
| **Main Duties:** |  |
| **Working Hours:** |  |
| **Starting Salary:**  **Income Potential:** |  |
| **Entry Requirements:** |  |
| **Skills Needed:** |  |

Interview Technique

What qualities do I have to offer?

My Qualities

Interview Questions



Three things you would do to prepare for an interview