

Get Work Ready



Your Choices

DYW

**EDINBURGH, MIDLOTHIAN
& EAST LOTHIAN**

Developing the
Young Workforce

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Introduction

DYW Edinburgh, Midlothian and East Lothian is happy to present Get Work Ready - Your Choices.

The subjects you choose in secondary school can affect what you do in the future. You should aim for a good balance of subjects to keep your career options open. Choosing subjects that suit you and your abilities is very important.

From S3 onwards, you have more choice about what you study. It's your turn to make decisions and you can make the best choices for you and your future. Don't worry though as there are lots of people and resources to support you with this process.

Get Work Ready - Your Choices will help you find out more about careers, the skills employers are looking for and the relevance of certain subjects studied at school within job roles. We will hear from some local employers and get an insight into their journey from school to the world of work.

There are many pathways and options open to you. This is your chance to do a little research and start your journey towards the World of Work.

Jobs



Click on the job title for more information!

Transferable Skills

These are skills that help you in all areas of your life – at school, socially and at work – which you can pick up and learn from lots of different places. Quite often you won't even realise you are good at them until you start to think about when you already use these skills.

They are called transferable because they are skills you have, and they are portable in the sense that they can be taken from place to place as you move on in your career. Sometimes they are also called 'Soft Skills' or 'Meta-Skills'.

Employers place a very high value on these skills because they show them how you will fit into their team, how you will think about and carry out your work, and what types of job you might be good at. Almost all job interviews will have a section where you will be asked to explain when you have used some of these transferable skills in your life, so start learning your skills now and, more importantly, learn the skills you will need for your chosen job.

Here are some examples of transferable skills:



Transferable skills are not just something you magically have. They are developed in all sorts of places, like at home, in school, through volunteering, hanging out with friends, or at a job, and through lots of different actions and experiences.

Communication can be developed by:

- Speaking effectively
- Writing concisely
- Listening attentively
- Giving a presentation in class
- Expressing ideas
- Taking part in group discussion
- Asking questions
- Negotiating/persuading others
- Describing feelings

Teamwork can be developed by:

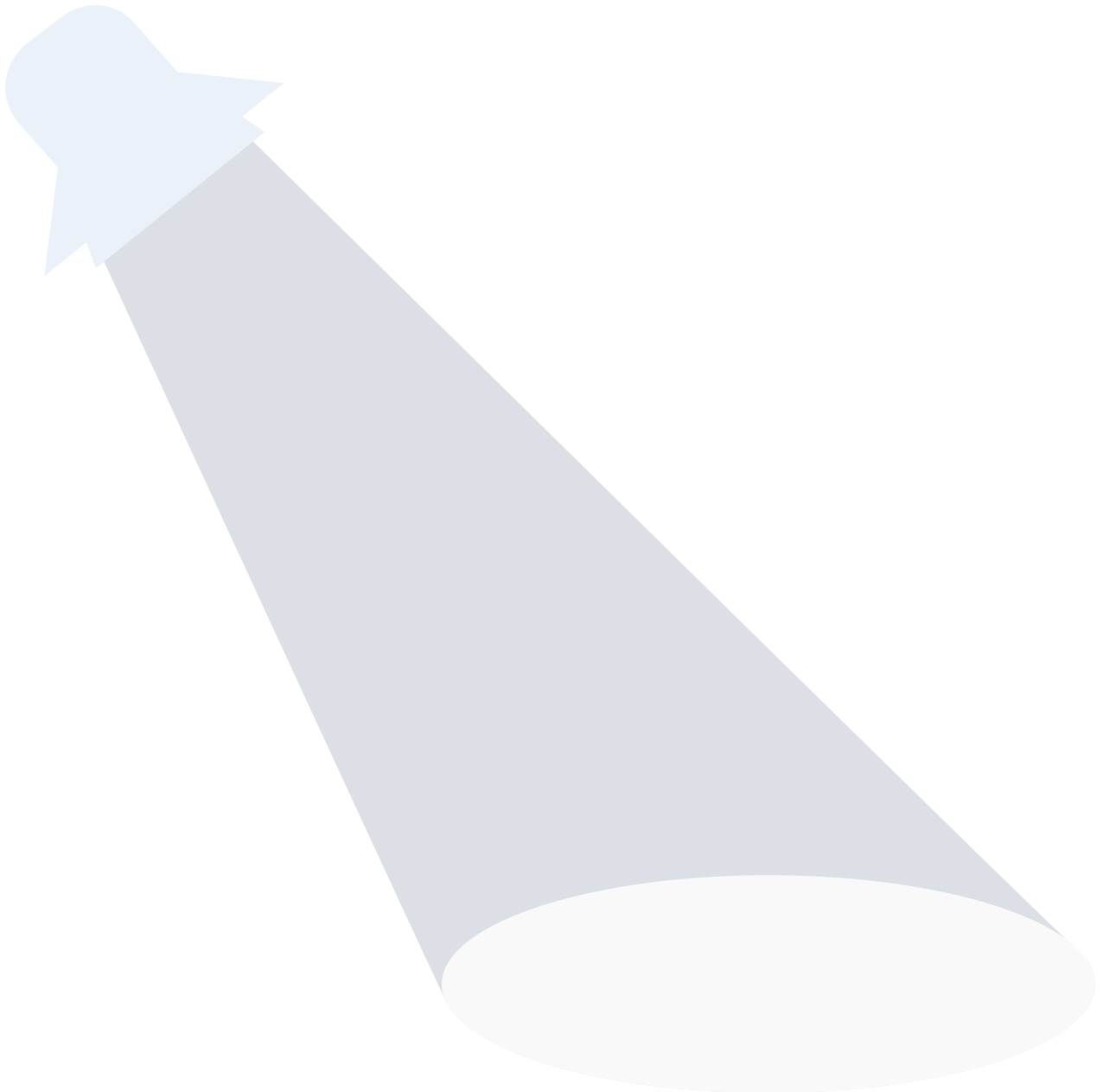
- Being sensitive to others
- Playing in a team sport
- Working together on a class project
- Listening
- Conveying feelings appropriately
- Providing support for others
- Motivating others
- Volunteering
- Sharing credit with others

Transferable skills are really important to think about and to be aware of. We'll be talking about these transferable skills as we work our way through this pack, so keep an eye out for them!

Employer Spotlights

To help you think about how your subjects might lead to a career, we've asked employers and organisations from Edinburgh, Midlothian and East Lothian to give us an insight into their subject choices and their current roles.

In our Employer Spotlights pack, you'll find a selection of employer spotlights from a variety of industries that will show you just some of the varied paths and options that you can follow linking to your subjects.

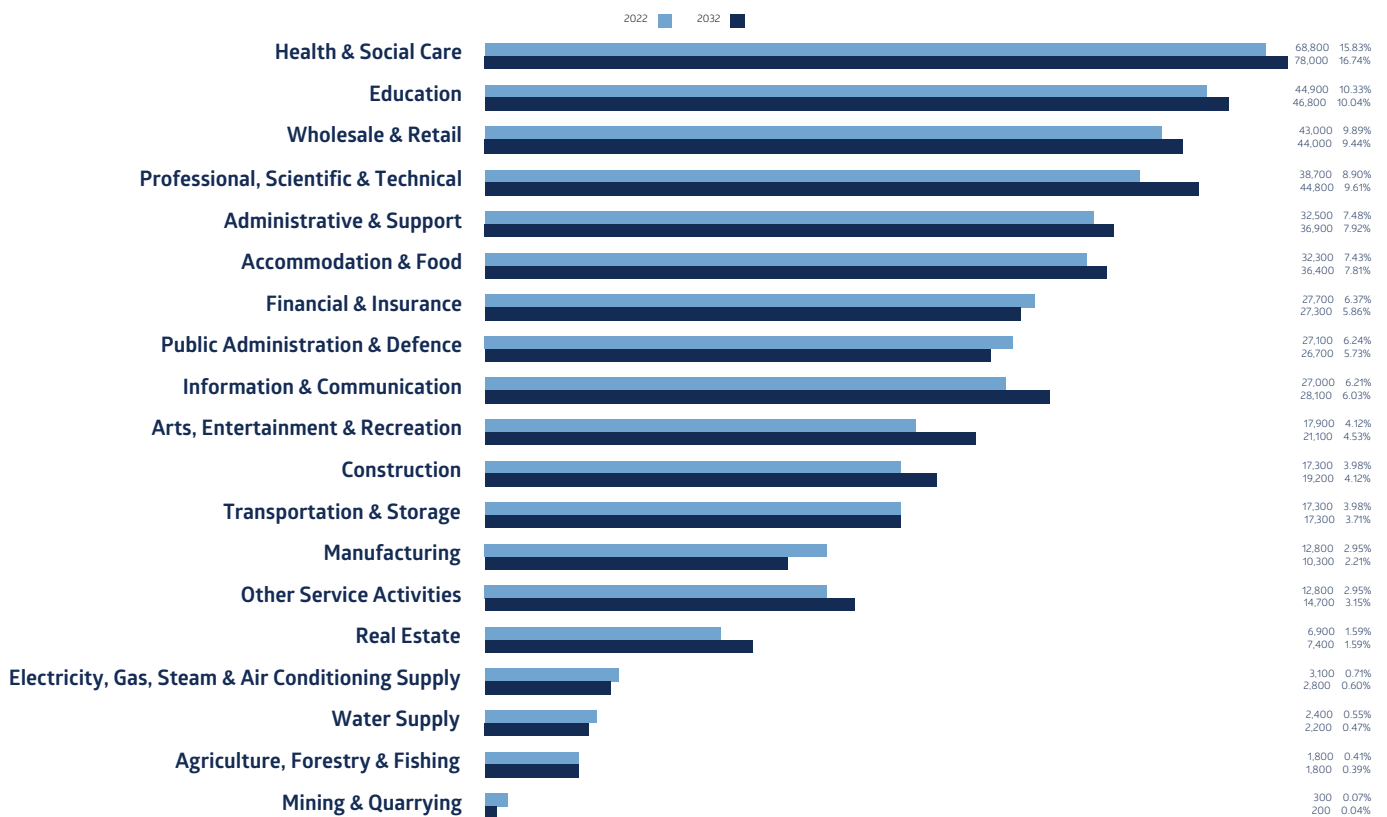


Labour Market Information

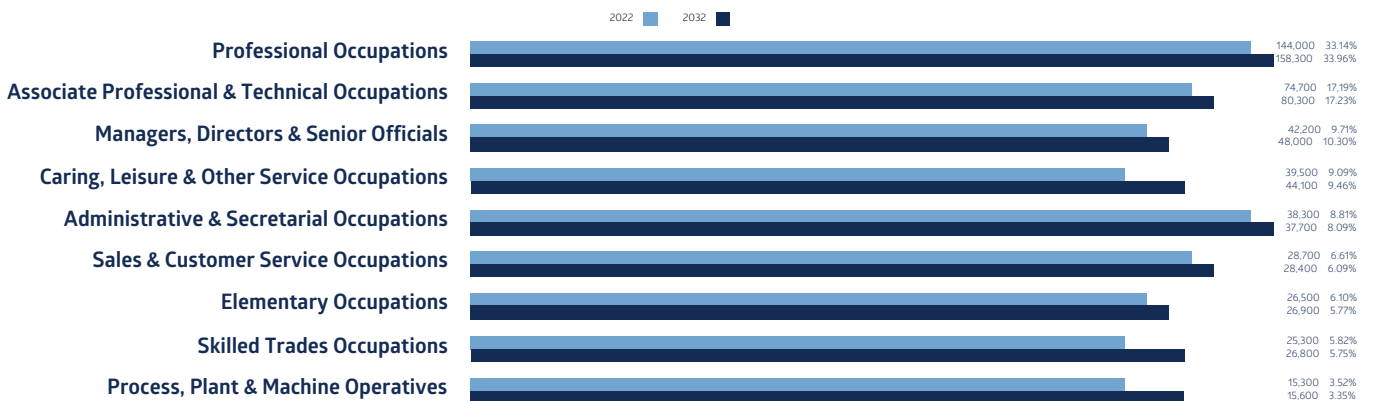
What is Labour Market Information?

Labour Market Information (LMI) can provide us with insights into different jobs and opportunities, telling us what is available now or predicted to be in the future. Therefore, it is a fundamentally important tool when researching potential career pathways.

Top Employing Industries, Edinburgh, Midlothian and East Lothian



Top Employing Occupations, Edinburgh, Midlothian and East Lothian



Further Information

We hope you enjoyed this insight into subject choices and how they can relate to careers in the Edinburgh, Midlothian, and East Lothian region.

Making your subject choices can seem like a big task, but there are many useful resources out there to further guide your choices and help you make sure that you get work ready. Have a look at the resources below and make sure that you check out the rest of the Get Work Ready – Your Choices programme on the DYW Website. Whatever subjects you choose, remember that there is #NoWrongPath to your dream career!

For more information go to:



Developing the Young Workforce regional group is here to better connect you to the world of work.

www.dyw.scot/edinburgh-midlothian-and-east-lothian.html



Skills Development Scotland supports you to build your skills throughout your journey from school into further learning opportunities and employment.

www.skillsdevelopmentScotland.co.uk



Planit Plus is an interactive toolkit which helps you get ready for the world of work.

www.planitplus.net



#NoWrongPath is a social media movement established to provide inspiration and reassurance to you after receiving your exam results.

www.nowrongpath.scot



My World of Work is designed to support the development of career management skills, no matter what stage you're at in your career.

www.myworldofwork.co.uk

To access other Get Work Ready resources click on the links below.

Social Studies
Activity Pack

English
Activity Pack

Expressive
Arts
Activity Pack

Languages
Activity Pack

RMPS
Activity Pack

Technology
Activity Pack

Maths
Activity Pack

Sciences
Activity Pack

Health &
Wellbeing
Activity Pack

Employer
Spotlights

Jobs Trees

PowerPoints

STEM Video

Employer
Videos

Website