



My World of Work our award-winning career information and advice web service can support you with these useful tools and information:

Preparing for a job: discover Scotland's industries, search for jobs, build a CV and prepare for interviews

Apprenticeships: find out what apprenticeships are available in Scotland and how they work. More information on apprenticeships can be found at apprenticeships.scot

Course choices: search thousands of learning and training opportunities with Scotland's most comprehensive course search tool

Job profiles: access over 700 job profiles across 25 industries - find out what different jobs involve and what skills, qualifications and experience they require

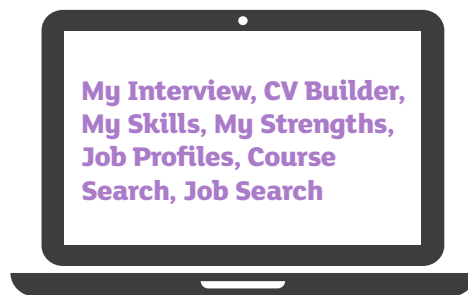
Strengths: get a personalised strengths report packed full of information on all those great things that make you tick

CV Builder: build, edit and store CVs – there's also advice on writing cover letters and tips on applying for jobs

myworldofwork.co.uk

My Interview: prepare for interviews with this interactive video-based feature. There's also advice on how to handle interview nerves, avoid mistakes and research an employer beforehand

Job search: search for jobs throughout Scotland or narrow it down by area – new vacancies are added daily.



"I have used My World of Work to develop a draft CV and I also have used the strengths and interview tools. These are all really helpful, and definitely helped me to identify my skills and what I need to improve upon."
Callum, Age 17

Our Careers Centres

In your local careers centre you will find a team of expert careers staff who are here to work with you to build the career management skills you need to get to where you want to be.

You decide what is best for you

With the help of our team you will be able to:

- **think** more clearly about your future
- **find** information on the training and skills needed for the career that is right for you
- **plan** your next steps.

How will we do this?

Together we will agree a way forward that works for you. This could include:

- regular meetings with your SDS team
- regular contact as agreed with your Adviser, in line with your needs
- group activities such as CV workshops
- recruitment events and local opportunities.

Jobs and course search

Discover a wide range of jobs and courses:

- search for opportunities that suit you
- prepare for interviews
- create CVs using our CV Builder
- complete application forms.

Free internet access

You can use the computers in the centre to:

- access **My World of Work** to explore your career options
- access **apprenticeships.scot** – find out what apprenticeships are available and how they work
- search and apply for jobs, apprenticeships, courses and training opportunities.

We will work closely with a range of local organisations to make sure you get all the help you need to succeed. Through our extensive partnership network we are in the right place to make sure you get the right support.

Find your nearest careers centre at myworldofwork.co.uk/centres

"I have found the staff at SDS friendly and helpful when I go to their office. They have helped me with my self confidence and let me know what courses I can attend."

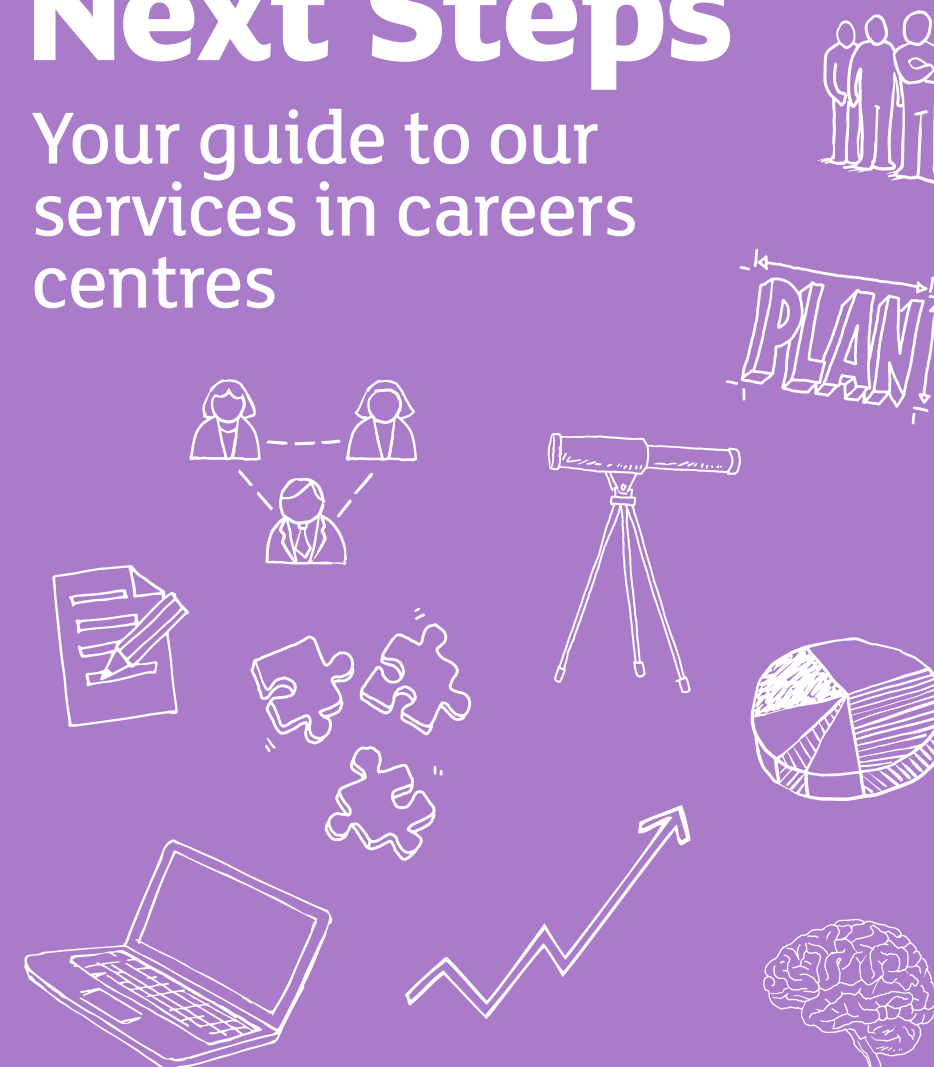
Robbie, Age 16

myworldofwork.co.uk
apprenticeships.scot

Skills
Development
Scotland

Next Steps

Your guide to our services in careers centres



"They were encouraging us. They were giving us the support that we needed."

Jeanie, Age 17



Career Management Skills

Working together we'll build your Career Management Skills. These skills help you understand your Self, your Strengths, your Horizons and your Networks so you can make the right career decisions for you.

"No one achieves their dreams on their own. No matter what job or career you want to go in to, you'll need champions on your side who can help and support you. SDS Careers Advisers can be that help and support."

Fat Brestovca, radio presenter



"They gave me the stages and what you would move onto, step by step. I liked this. There was a plan and a progression and you were working towards something."

Nicola, Age 17

