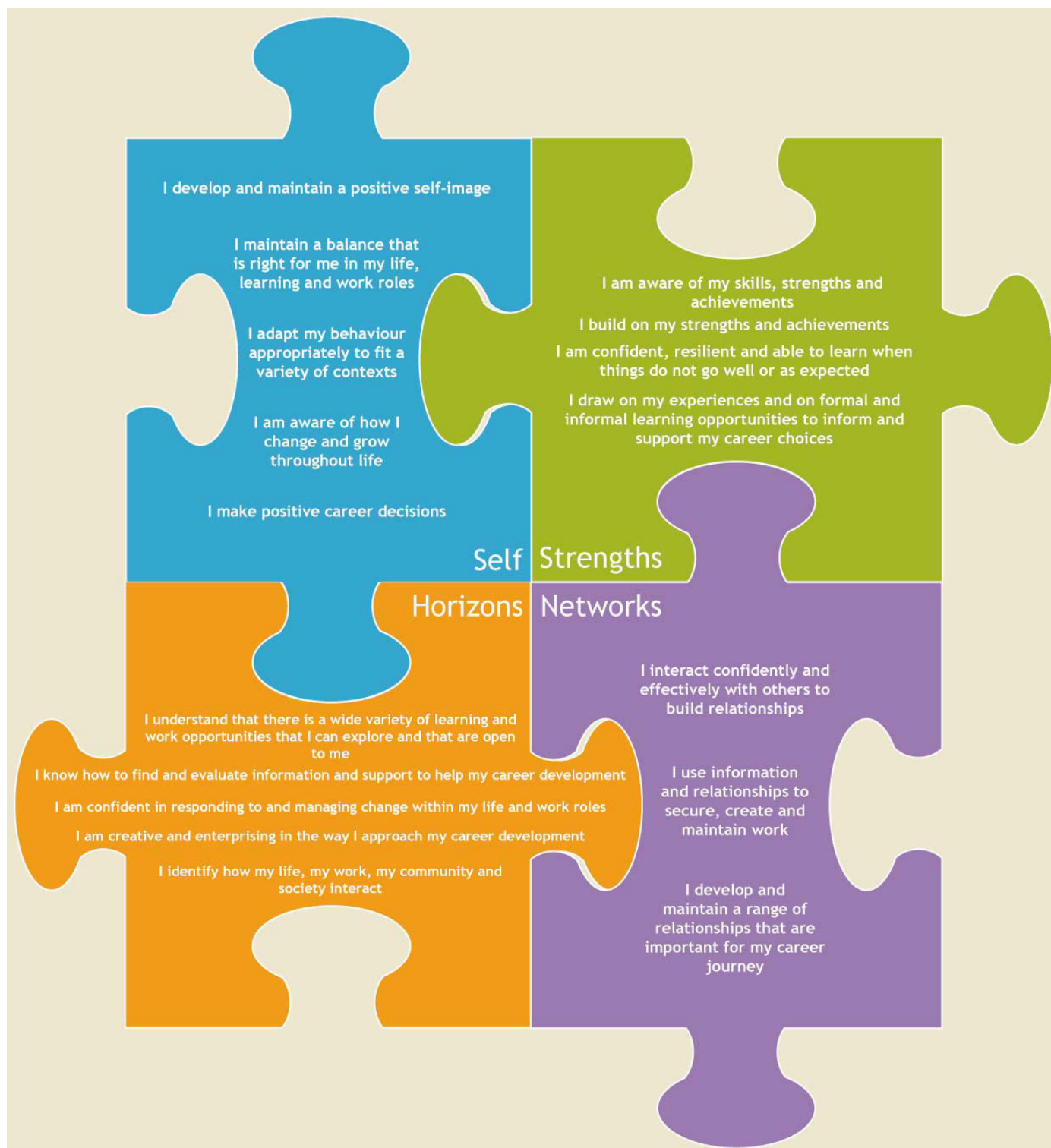


CAREER MANAGEMENT SKILLS FRAMEWORK FOR SCOTLAND

Annex A: Career Management Skills

This annex provides a visual summary of the Career Management Skills listed earlier in this paper. A more detailed articulation of how an individual might demonstrate Career Management Skills is contained within Annex B.



Annex B: Demonstrating the career competencies

This annex highlights the type of evidence that demonstrates an individual is developing or has developed career competencies. These are not intended to be comprehensive, but offer statements which can be used to describe and explore career competencies. These competencies can be recognised and progressed throughout life within a range of contexts – namely, before starting work, moving beyond education towards work, in work, not in work, and preparing to leave work or reduce working hours.

This Annex is directed at practitioners supporting individuals to develop and strengthen their career management skills and product/service developers when designing tools and resources for self or assisted formative assessment of career management skills. Issues of Equality and Diversity would have to be addressed when developing these statements for professional practice or resources.

Self

I develop and maintain a positive self-image

I demonstrate this by:

- Knowing who I am (in terms of my strengths, skills, experiences etc.).
- Being aware of my behaviours and attitudes and what has influenced their development.
- Considering how my self-image/self-respect fits into social and cultural contexts.
- Adopting behaviours that reflect a positive attitude to myself.
- Understanding how my self-concept/awareness has an impact on achieving my personal, social, educational and vocational goals and decisions.
- Understanding the importance of feedback, and being able to give and receive it.

I maintain a balance that is right for me in my life, learning and work roles

I demonstrate this by:

- Being aware of the various roles I may have in life.
- Being aware of the rewards and responsibilities linked to each of my roles.
- Understanding how these different roles require varying amounts of energy, participation, and motivation.
- Understanding how my various life and work roles impact upon my preferred future or lifestyle.
- Understanding how the choices that I make can impact on others, and being able to negotiate with others in relation to these choices.
- Being able to determine the value of work, family and leisure activities for myself.
- Being able to determine the kind of work, family and leisure activities that might contribute to a balanced life.

I adapt my behaviour appropriately to fit a variety of contexts

I demonstrate this by:

- Recognising how the context and expectations of others may impact on my behaviour.

- Recognising how times of change often require me to adapt or develop my behaviour.
- Using emotional and social intelligence to support my engagement in a range of contexts.

I am aware of how I change and grow throughout life

I demonstrate this by:

- Understanding that my motivations and aspirations change as my life changes.
- Being aware of how change and growth inter-relate with my mental, social and physical health/wellbeing and making efforts to manage my health and wellbeing accordingly.
- Being aware of how changes related to work can impact on my wider life and may require life changes.
- Taking active steps to manage changes in all areas of my life.
- Taking the initiative to shape changes in my life, relationships and work.

I make positive career decisions

I demonstrate this by:

- Understanding how choices are made.
- Understanding how my personal beliefs and attitudes affect my decisions.
- Being aware of what might interfere with attaining my goals, and developing strategies to overcome these barriers.
- Applying problem-solving strategies to career-related issues.
- Being able to evaluate the impact of my decisions on myself, on others and on my community and the wider society.

Strengths

I am aware of my skills, strengths and achievements

I demonstrate this by:

- Reflecting on my skills, strengths and experiences, and considering how they interact.
- Recognising and recording my achievements.
- Seeking feedback and drawing on the insights of others.
- Making critical use of interest inventories, psychometrics and other tools that support the gaining of personal insights.
- Understanding how my skills, strengths and experiences can contribute to groups and to the wider society.

I build on my strengths and achievements

I demonstrate this by:

- Knowing how to use and increase my strengths and achievements.
- Being able to recognise and articulate my experiences and achievements.
- Being able to prioritise and make decisions about where to focus my learning, activities and personal development.
- Being able to consider if a learning environment is right for me.

I am confident, resilient and able to learn when things do not go well or as expected

I demonstrate this by:

- Being able to adapt to change when I encounter it.
- Being able to manage the effects of crisis.
- Being able to make the most of opportunities and challenges.

- Knowing and understanding my rights, and being able to claim them and ensure that they are respected.
- Being willing to drive or engage with change.
- Being able to engage in career contingency planning and to move beyond my existing plan.
- Being able to express my feelings and to ask for help and support.

I draw on my experiences and on formal and informal learning opportunities to inform and support my career choices

I demonstrate this by:

- Knowing about study options and the implications of my choices.
- Knowing about the various routes through learning and how they differ.
- Understanding how skills can be transferable.
- Understanding the relationship between educational levels and the learning or work options that are open to me.
- Understanding how to use my strengths, skills and knowledge.
- Undertaking continuous learning activities.
- Demonstrating behaviours and attitudes that contribute to achieving my personal and professional goals.

Horizons

I understand that there are a wide variety of learning and work opportunities that I can explore and are open to me

I demonstrate this by:

- Understanding that my career path reflects a series of choices.
- Being aware of stereotypes, biases and discriminatory behaviours that limit individuals in certain work roles.
- Being able to consider and challenge my aspirations / goals.
- Being able to draw on and engage with a range of role models.
- Being able to use technology to support career exploration.
- Being able to explore alternatives in decision-making situations.
- Being able to develop a range of creative scenarios for my preferred future.
- Demonstrating the skills, knowledge and attitudes required to assess / evaluate work and learning opportunities.

I know how to find and evaluate information and support to help my career development

I demonstrate this by:

- Knowing where and how to access reliable career information.
- Knowing how to use various sources of career information.
- Knowing how to use different settings and resources to learn about work roles and alternatives.
- Knowing how to find, interpret, evaluate and use information about learning and work.
- Knowing how to use technology to find resources that support my career knowledge and development.
- Knowing how to analyse and evaluate a range of information sources.

I am confident in responding to and managing change within my life and work roles

I demonstrate this by:

- Understanding the changing life roles of people in work and family settings.

- Understanding how my contributions, both inside and outside the home, are important to my family and the wider society.
- Understanding how individuals may move through a variety of roles within learning and labour markets.
- Understanding how my changing relationship to organisational structures can require me to draw on my strengths in different ways.
- Exploring non-traditional life and work scenarios and examining the possibility of considering such scenarios for myself.

I am creative and enterprising in the way I approach my career development

I demonstrate this by:

- Being able to effect and drive change in a variety of life contexts.
- Being able to think in creative and innovative ways to explore and solve problems in different contexts.
- Being able to balance taking risks with managing risk.
- Understanding how businesses and organisations innovate and change.
- Being able to make connections, see relationships and imagine possibilities.
- Being able to reflect critically on ideas and outcomes.

I identify how my life, my work, my community and my society interact

I demonstrate this by:

- Understanding how work can satisfy my needs.
- Understanding how work contributes to my community and to the wider society.
- Understanding how society's needs and functions affect the supply of goods and services.
- Understanding how economic and social trends affect my work and learning opportunities.
- Understanding the effects of work on my lifestyle.
- Understanding how businesses and organisations operate.
- Being able to determine the value/importance of work for myself.
- Understanding the nature of the global economy and its impact on individuals and society.
- Understanding how work and consumption can have an impact on society and the environment.

Networks

I interact confidently and effectively with others to build relationships

I demonstrate this by:

- Understanding and demonstrating interpersonal and group communication skills that enable me to help / work with others.
- Knowing how to deal with peer pressure, and understand how my behaviours and those of others are related.
- Understanding the importance of positive relationships in my personal and professional life.
- Respecting diversity.
- Being able to express personal feelings, reactions and ideas in an appropriate manner.
- Knowing how to solve interpersonal problems.

I use information and relationships to secure, create and maintain work

I demonstrate this by:

- Communicating my skills to others.
- Understanding the importance of personal qualities in securing, creating and remaining in work.
- Understanding that skills and experiences are transferable to various work settings.
- Knowing how to locate, interpret and use labour market information.
- Developing work-search skills.
- Understanding the value of volunteer work in building networks for work, learning and life.
- Developing relationships and networks to support secure work and develop my career.

I develop and maintain a range of relationships that are important for my career journey

I demonstrate this by:

- Knowing how and when to contact people who can provide information about work and learning opportunities.
- Having the ability to work with others in a range of roles
- Building and using supportive peer networks
- Knowing how to use technology to support the development and maintenance of social networks.
- Recognising when and how to look beyond my immediate social networks and use this to support career building.
- Being able to build relationships with potential employers and learning providers.