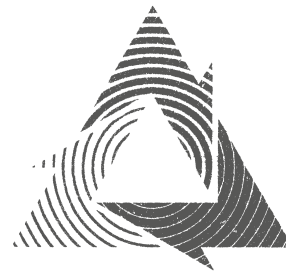

13

TRAINING MODULE 13

Looking for jobs



Module updated: 15 July 2021

Contents

Section 1—What you are looking for

Section 2—Types of work available

Section 3—Motivation and resilience

Section 4—Setting goals

Section 5—Where to look for jobs

Finding a job that is right for you

Before you send out applications, you should understand what you can offer to employers and what they can offer you, and have a clear plan for how you will go about finding work that will be beneficial for both sides. This will help you:

- Target applications at jobs that you are likely to be good at, improving your chances of finding long-term employment
- Keep on-track through any setbacks
- Demonstrate understanding of your needs and responsibilities in applications and interviews

The learning outcomes of module 13

After successfully completing this module, you will:

- Have considered the kind of activities you most enjoy doing
- Have considered what is important to you in a job
- Know how those interests relate to some careers you might be interested in
- Have a plan for finding and pursuing job opportunities relevant to you

Section 1—What you are looking for

Generally, should look for a job that uses your existing skills and talents, and also provides a desirable working situation, as this will help you find work that you are good at and like doing. Employees that like their jobs are more likely to work hard and gain skills, so this is something employers will be looking for too.

Your skills and interests

Some activities will be easier or more fun for you than others. Your time at Community Wood Recycling may be a good guide for thinking about the kinds of activity you are best at, and what you might like to try in future.

Think about the following activities. If you did them, did you enjoy them? What did you like or dislike about each kind of work?

Wood recycling activity	Skills this might use	Why someone might enjoy it	Example jobs to consider if you like this activity
Loading and transporting wood	Manual handling Teamwork Situational awareness	Exercise Clear goals Being part of a team	Bricklayer, Labourer, Warehouse Operative, Builders Merchant, Ground Worker
Sorting the wood	Organising Categorising	Find neatness satisfying Following straightforward rules	Stock control, Housekeeper
Making things in the workshop	Design Carpentry	Creative Has physical results Learn practical and craft skills	Joiner, Carpenter, Welder, Machinist, Mechanic, Plumber, Electrician, Chef, Decorator
Driving the vehicle	Driving	Being out on the road Practise driving skills	Forklift Truck Operator, Taxi Driver, HGV Driver, Delivery Driver
Helping customers in the shop	Professionalism Communication Presentation	Meet new people Helping people face-to-face Learn about sales and marketing	Retail Assistant, Customer Service Adviser, Visual Merchandiser, Social Carer
Answering phones or email	Professionalism Communication	Desk work Learn I.T. skills	Receptionist, Office Worker

As well as activities at Community Wood Recycling, think about similar examples from other places. This may be activities from previous employment, or activities outside of work. You might enjoy things like sports, gaming, dancing, knitting, reading, socialising with friends, or watching TV, and while it is unlikely you will find a job that involves these things directly, if you break down these activities into the skills they require and what you enjoy about them, you may be able to find a job that is rewarding in a similar way.



For example:

Something I enjoy doing	Skills I use doing it	Why I enjoy it
<i>Playing football</i>	<i>Teamwork Fitness</i>	<i>I feel good after exercising, I like celebrating when we win, it's something I can do with friends</i>

There are not many jobs that involve playing football, but there are lots of jobs that involve accomplishing something in a team, or physical exercise. If you like football, then you are more likely to enjoy and be good at those kinds of jobs.



Activity: What do you like doing?

Fill in the table below with some examples from your own life:

Something I enjoy doing	Skills I use doing it	Why I enjoy it

Once you have an idea of what you would enjoy doing, think about the types of jobs where you can do that (you can find job examples in the 'Types of work available' section of this module). Use the space below to write down some job options linked to your interests.

Your priorities

What you like doing and what you are good at are not the only things to consider when looking for work. Some jobs might pay better than others, and some might give you more freedom than others. It is important to think about what really matters to you before applying for jobs, as it will help you apply for jobs you actually want, and explain clearly why you want that job.

Pay

Money is the main reason most people work. It allows you to support yourself and others and provides some freedom and security. Some people might prefer a job with a predictable income, while others may expect the opportunity to earn more pay by working harder.

Things to consider:

- What is the starting wage?
- What is the average wage for someone with experience?
- Is it possible to earn more by working harder or longer at this job?
- Is there an opportunity to earn tips, commissions (common in sales jobs), or wage increases?

Advancement

Some jobs offer better access to other jobs that might be more rewarding for you, even if the job itself is not the one you want. The skills and contacts you gain from work are just as important as those gained through education.

Things to consider:

- What options for career development are there in this job?
- What skills can be learned in this job?
- Does the employer provide any formal training or qualifications to employees?
- Will there be any opportunity to network with people who could help your career?

Social environment

Being friendly with those around you is usually very important to happiness. Some people prefer a lively environment that involves a lot of talking and meeting new people, while some people might prefer to avoid having to interact too much with others so they can get on with things quietly.

Things to consider:

- Will you be working closely with a few colleagues, circulating a larger group, or working alone?
- Is there any opportunity to chat while you're working?
- Is the working environment disciplined or relaxed?
- What kind of relationship do workers have with their bosses?
- Will you be interacting with people outside the business such as clients or the public?

Satisfaction

Being able to feel like you did good work that accomplished something can make a big difference to how you feel about your work. Beyond the activities in the job, you may want to think about whether the end product is something you feel good about working towards, and will be appreciated for.

Things to consider:

- Is either the work or the outcome something you could take pride or enjoyment in?
- Is the job something you feel you could really excel at if given enough practice?
- Are those who succeed well at this job respected or praised?
- Does the work produce an ethical or worthwhile product for society?
- Is the job something you'd be excited to tell people you do?

Flexibility

You may have other commitments or limitations that you need to fit the job around, or you may like to have more control over how much you work.

Things to consider:

- Is the position part-time or full-time?
- Are the hours fixed, or shift-based?
- Might you need to be available for longer or unexpected shifts without notice?
- If you have children or people who depend on you, will you still be able to adequately care for them if you take this job?



Activity: What matters to you?

Think about the above and number each priority below from 1 to 5, with 1 being the thing that matters most to you (whatever your preferences about that thing would be) and 5 being the thing that matters the least.

Pay	
Advancement	
Social environment	
Satisfaction	
Flexibility	

No job is perfect, so often you will have to compromise in one area for a benefit in another. Knowing what is most important to you will help you decide whether a compromise is worth it.

Section 2—Types of work available

Now that you have an idea of the types of jobs that you want to apply for, you can start to think about where to find those types of jobs, what skills you might need and how to take your next steps.

Sectors

A job sector is a collection of kinds of jobs that are related. Usually this is because they involve a lot of the same skills, or tend to work closely together. Construction is an example of a job sector, and joinery, plumbing, decorating, and labouring are all jobs in that sector because people in all of these jobs need to work together to construct buildings. It is usually easier to get a job in a sector you have already worked in, because you will have more experience with how the sector works, and may have met contacts who will be able to help you.

Hospitality

JOB TYPES: Chef, Kitchen Porter, Bartender, Barista, Receptionist, Housekeeper, Events Planner, Conference and Banqueting

HOW DO I GET INTO HOSPITALITY?

If you are interested in a career in hospitality, you should be:

- reliable, well presented, polite and enthusiastic
- willing to work evening, weekend or early morning shifts as required
- able to develop skills in customer service, teamwork and communication

WHAT DO I NEED?

No formal qualifications are needed, employers are looking for keen and enthusiastic individuals who are willing to learn. Some previous work experience will be useful to help you get a job.

Qualifications that might help you in this industry:

- Food Hygiene
- Manual Handling
- Health and Safety

WHAT ARE THE WAGES AND SHIFT PATTERNS LIKE?

- Entry level positions tend to be at National Minimum Wage.
- Working hours are often at evenings and weekends, when there are most customers.
- Hospitality is a sector which is almost always recruiting with peak times around September and April.
- Long term opportunities with national companies are excellent and can provide a career path.
- Some major hotel, restaurant and coffee chains are now offering apprenticeships to help you progress and get qualifications for the job.



▲ Jobs that involve serving food or drink like bartending are in the hospitality sector

Logistics

JOB TYPES: Warehouse Operative, Forklift Truck Operator, Builders Merchant

HOW DO I GET INTO LOGISTICS?

If you are interested in a career in logistics, you should:

- have an interest in manual labour roles, driving or working within the warehouse industry
- be physically fit to carry out demanding tasks
- have good timekeeping, teamwork and customer service skills
- be reliable and honest
- be able to work quickly

WHAT DO I NEED?

You don't need any formal qualifications, but you need to have:

- Basic English and IT skills
- good organisation skills and a good memory
- be able to pass drugs tests which are routinely carried out within the industry
- You may need a forklift driving licence for some jobs

WHAT ARE THE WAGES AND SHIFT PATTERNS LIKE?

Be prepared to work a variety of shifts over a 24-hour period. A lot of distribution centres and warehouses are in industrial estates and are not always easy to get to on public transport. Pay rates may vary, depending on the company you work for, most entry level jobs are at National Minimum Wage, although can be higher.

Engineering

JOB TYPES: Vehicle Mechanic, Welder, Machinist, Electrical Installer, Civil Engineer, Rail Technician, Energy services such as oil, gas, solar, wind engineering.

▼ People in the engineering sector build, operate, and maintain machinery.



HOW DO I GET INTO ENGINEERING?

If you are interested in a career in engineering, you should:

- have good practical skills and able to work with different machinery
- have a strong commitment and ambition for a trade
- be able to work to a deadline and as part of a team
- attendance and reliability needs to be very good
- have excellent time keeping and attendance



▲ Logistics is about the organisation and distribution of goods via warehouses

WHAT DO I NEED?

- Employers need you have a good level of English and Maths, however, formal qualifications are not always required, as they will ask you to demonstrate these skills in an aptitude test
- Be able to demonstrate your technical and hand skills
- You may be asked to undergo random drugs testing in the workplace

WHAT ARE THE WAGES AND SHIFT PATTERNS LIKE?

- You will be expected to work a shift pattern that could vary over a 24-hour period including weekends.
- Most employers take on apprentices to train and work. Apprenticeship wages can vary depending on your age and employer. Once fully qualified (usually after 3 or 4 years) you could earn £18,000 per year.
- Apprenticeships can be accessed through college courses, applying direct to the employer, or through an apprenticeship training provider.

Retail

JOB TYPES: Retail Assistant, Customer Service Adviser, Sales Assistant, Stock Assistant, Visual Merchandiser

HOW DO I GET INTO RETAIL?

If you are interested in a career in retail, you should:

- have good customer service skills
- be polite and helpful
- have good communication and teamwork skills
- be presentable
- be trustworthy, reliable
- have excellent timekeeping

WHAT DO I NEED?

No formal qualifications are required, but you must:

- be confident talking to the public
- be confident in handling cash
- be happy to be on your feet for long periods

WHAT ARE WAGES AND SHIFT PATTERNS LIKE?

Be prepared to work varied shifts with occasional late nights, early mornings or weekends which is reflective of hours in the industry

- Wages tend to start at National Minimum Wage.
- There may be opportunities to work additional hours and overtime depending on your employer.



▲ The retail sector is about selling products and services directly to the public

Construction

JOB TYPES: Joinery, plumbing, bricklaying, electrician, ground working, painting and decorating, maintenance, and general labouring

HOW DO I GET INTO CONSTRUCTION?

If you are interested in a career in construction, you should:

- Have good practical skills, enjoy working with your hands
- be reliable, motivated and passionate about construction
- committed to the working hours which can vary over a 24-hour period
- prepared to work in all weathers and possibly at height
- be willing to travel for work, have access to good public transport links or have your own vehicle to be able to get on to construction sites early



▲ Building a structure requires many people with different skills to work together

WHAT DO I NEED?

No formal academic qualifications are needed but you should:

- have basic English and practical Maths skills as measuring is frequently needed
- hold a CSCS card (Construction Skills Certification Scheme). This is required to get work experience or a job on a construction site.

WHAT ARE THE WAGES AND SHIFT PATTERNS LIKE?

- Work on building sites typically starts early, around 7.30am, usually working 39 hours a week. Work at weekends and evenings may be required sometimes.
- Entry level jobs are usually paid at National Minimum Wage, but hourly rates can range from £7.05 to £11 per hour.
- Year 1 Apprentices will typically earn around £160 per week, and this increases with each year of the apprenticeship.
- General labouring on construction sites is normally obtained through recruitment agencies.



- If you want to specialise in a trade, a college course or an apprenticeship are the best places to start
- Random drugs testing takes place on building sites and can result in dismissal

◀ You might have already been to a building site and seen some of the jobs there!

Care

JOB TYPES: Health Care Assistant (Hospital), Social Carer, Residential Care Assistant, Child Care Assistant

HOW DO I GET INTO CARE?

If you are interested in a career in care, you should:

- be confident to engage with people, giving emotional and physical support
- have excellent timekeeping skills and be reliable
- be passionate about helping people
- develop communication and teamwork skills, reliability and independent working
- be friendly, cheerful, patient, understanding and supportive



▲ Caring for children, the sick, and the elderly is demanding but important work

WHAT DO I NEED?

No formal qualifications are required, but you must:

- a good level of English language and literacy
- be able to pass a convictions background check
- Useful Qualifications for working in Care: Level 1 Health & Safety, Food Hygiene, First Aid at Work, Infection control, Manual handling

WHAT ARE THE WAGES AND SHIFT PATTERNS LIKE?

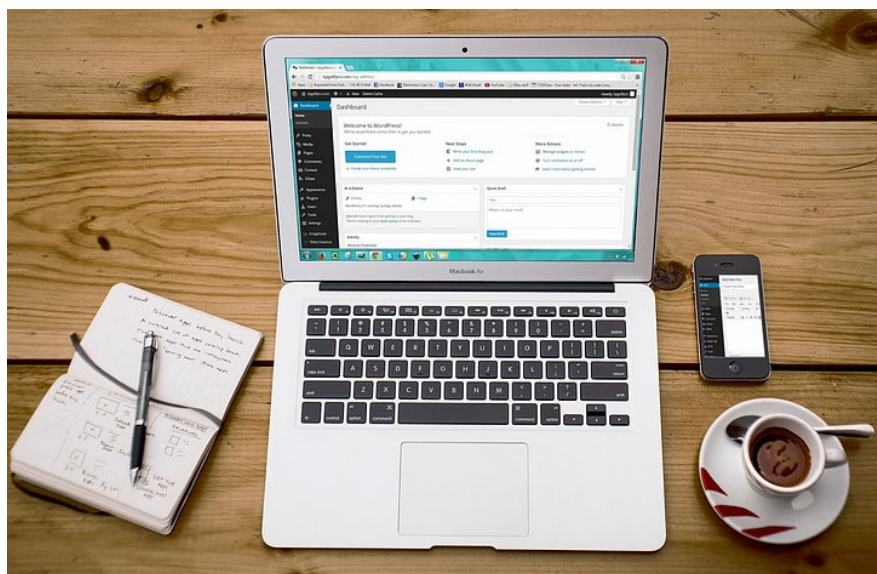
- Shift work is common and you may often be working evenings and weekends.
- Wages will vary depending on your employer, and your level of qualifications in care.
- An apprentice in Social Care could earn between £10,000-£15,000 per year, increasing after fully qualified.

Section 3—Motivation and resilience

When looking for jobs, and when working at them, there will probably be times you know exactly what to do and feel excited by the challenge of working towards your goal. There will also be times this is not the case, and you may need to force yourself into action when you do not feel like it.

Here are some methods you can try to increase your motivation:

- Remember you are doing this for your **long-term wellbeing**. Looking for the right job is a step towards living the kind of life you want to live, and worth the effort.
- Set **boundaries**. Without the structure of a job, it can be easy for the things you have to do and the things you want to do to merge into a mess of distractions and anxiety. Be clear about which time you are setting aside for job hunting activities and which is for rest and recovery, and stick to it.
- Be **confident in your value**. You have considered some of your skills and positive qualities in this module, and there are likely to be more you have not yet discovered or developed. Businesses would not function without workers – they need you!
- Be **patient and compassionate** in the face of rejection. Looking for work can be one of the most demoralizing experiences people face, but when you are rejected for a position you gain some application practice and are no worse off than before you applied, so keep it in perspective.
- Be **realistic** in your expectations. Setting your sights too high and feeling let down or giving up when it feels too difficult are easy to do, but take a deep breath and evaluate the situation as clearly as you can before deciding what to do next.
- Think of looking for work as **an opportunity to build skills** like patience, initiative, confidence, organisation, and determination, which will serve you well in every area of life. It is also an opportunity to think about what you like about yourself, the opportunities you have, and what really matters to you.
- Until you find work, think of looking for work as a kind of self-employment, and treat it with the same **professionalism** you would expect from an employee that worked for you.



▲ Having an organized workspace with only the things you need can help you stay focused.

Section 4—Setting goals

Setting goals is important. It gives us things to aim for, keeps us focused and helps us remember why we started a task in the first place! Although you may not get a job straight away, there are things you can do each day and week to increase your chances of finding work.

Activity: Your goals

Use the headings below to write down what you want to achieve in the next three weeks and three months. Then, with your mentor, decide what your next steps will be to achieve your goals.

In 3 weeks I will have...	Next steps
----------------------------------	-------------------

In 3 months I will have...	Next steps
-----------------------------------	-------------------

If you fail at a goal, you should ask yourself (or your mentor):

- **Was my goal suitable?** Perhaps the goal was too large, or not something that really motivates you. Try and break large goals down into small ones and set a goal that you feel is reasonable and satisfying.
- **Was my approach effective?** Perhaps your goal is suitable, but your way of accomplishing it was not. If so, think about ways you could improve your technique for the next attempt.
- **Was I just unlucky?** Sometimes we can pursue the right goal the right way and still fail. In this case the best approach is simply to try again.

When you succeed at a goal, you will need to set a new one that takes your progress from accomplishing the last goal into account. Whether you succeed or fail there will always be another goal ahead of you, so there is no need to become frustrated – just focus on what to do next.

Section 5—Where to look for jobs

Most jobs are filled through networking (personal recommendations from people already involved with the company). The rest are mostly filled through job postings on websites. Here is a list of the kinds of places you might find out about a job vacancy:

- **Job search websites:** Such as Indeed.co.uk, Monster, or GumTree.
- **Newspapers and magazines:** many newspapers post job adverts. Look at local publications first, and if the publication has a website, check there too.
- **Recruitment agencies:** Most agencies specialize in a particular field or sector, and are especially useful for finding temporary or placement-based work.
- **Career fairs:** These usually focus on a specific sector, and may ask for your CV in advance so employers can decide if they want to meet you.
- **Direct application:** If a specific company is of interest you can send a speculative application directly to them.
- **Jobcentres:** These can support you with information and resources that can help you find work, many of which you can access online.
- **Networking:** If you know anyone in the sector you are looking for work, let them know you are interested in finding a job and they may be able to help you. You could also try meeting people who work in the sector by going to related events, or following relevant people and groups on social media. LinkedIn is a social network specifically for career networking.
- **Volunteering:** As you have hopefully found, volunteering is a great way to get involved with a line of work. There is no guarantee of a job, but if an opportunity opens up where you are volunteering and you have proven your ability, you are likely to be considered before anyone else. Even if there are no opportunities in the organisation itself, it is a great way to connect with people who might be able to refer you to opportunities they hear about.



▲ Job search websites account for the vast majority of public job adverts and are the first place to go to look for opportunities.

Most posts get dozens of applicants and some get thousands, so make sure yours is to-the-point and spell-checked!



▲ LinkedIn is a business-focused social media site designed for networking.

Office use only			
Passed:		Retake:	Date:
Trainer's signature:			