

PLANIT PLUS

Scotland's favourite for careers and lifelong learning

www.planitplus.net



Portfolio - your personal careers website

PlanIT Plus holds lots of useful information, but not all of it will interest you – so, create your own personal portfolio to save only the information that does interest you. Signing up for a portfolio will also give you access to all the interactive stuff on PlanIT Plus. You can add:

- **My Job Profiles** – save any of our 600+ job profiles
- **My Courses** – save information on courses that interest you
- **EasyCV or CVXL** – create your CV and keep it up to date. You can print your CV in several different styles or save it as a Microsoft Word document to personalise it even more
- **Results from self-assessments, interest guides and option choice activities** – once you have signed up for a portfolio (it's free and easy), you can save your interactive self-assessments, interest guides and option choices and re-visit them as your ideas change!
- **Websites** – there are many links to websites throughout PlanIT Plus – save your favourites
- **Registration Details** – should be updated regularly
- **WorkIT** – This is the interactive work experience website used by most Scottish S4 pupils. If you have a WorkIT username and password, you can access WorkIT through the portfolio.

Career Zone

Careers and Courses

There are 26 Career Areas from Administration and Management to Transport and Distribution. In each Career Area you will find general and labour market information, a link for modern apprenticeship opportunities, if relevant, and a list of Career Sectors that link jobs and relevant courses. In the Career Sector you will find:

- a list of job profiles providing detailed information and salary levels for each job;
- all of the relevant college and university courses listed by qualification level, with detailed information about each course
- links to similar Career Sectors in the same Career Area
- links to information on Modern Apprenticeships, where appropriate.



Career Planning

Career Planning is the process of making career choices and putting them into action. This section includes a wide range of interactive quizzes, assessments and exercises to help you make well informed, realistic career choices. There are 4 sections



– Knowing Yourself, Exploring Your Options, Making Decisions and Moving On.

Job Profiles

Detailed information about nearly 700 jobs, listed alphabetically to help you easily find the one you are interested in.

Career Support

Get expert help and advice from one of our experienced careers advisers by email or by calling the Careersline on **0800 44 22 22** free during office hours.

Useful Information

Lots of accurate and up-to-date articles about everything you need to know when planning your career.

Useful Websites

There are many organisations which can help you plan and develop your career – you will find links to their websites here.

Careerometer

Careerometer is a career guide to help you confirm your career ideas or find new ones by looking at your interests. A great starting point – and it's fun!

Learning Zone

Colleges in Scotland

All you need to know about further education colleges in Scotland such as location and facilities, details about the full and part-time courses that they offer, and the jobs that these can lead to. Also try the Search facility at the top of the page!

Universities in Scotland

Information about all Scottish universities and other higher education institutions, including details about their Degree, DipHE, University Diploma, Postgraduate and Higher Diploma courses, and the jobs that these can lead to. Also try the Search facility at the top of the page!

Courseometer

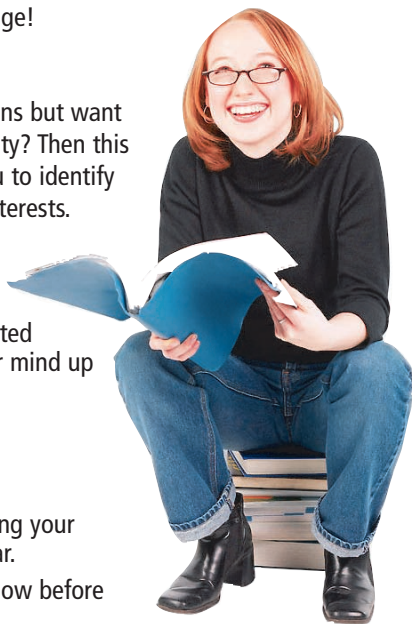
Not sure of your career plans but want to go to college or university? Then this interest guide will help you to identify courses that match your interests.

Open Days

Visiting colleges and universities you are interested in may help you make your mind up – use this section to plan your visits.

Useful Information

For information from funding your studies to taking a gap year. Find out all you need to know before you go!



Useful Websites

There are many agencies to help potential students and those already at college or university – visit their websites from here.

Students from Abroad

Scotland is a great place to live and learn (as long as you don't mind a little rain!). This section is packed with information for overseas learners who are thinking about coming to Scotland to study.

Clearing

For those who do better or worse than expected in their exams, or those who decide later to go to college or university, the Scottish Clearing Service lists all of the vacancies in Scotland's FE/HE institutions during August to September. Course vacancies at all levels are covered from National Qualifications and Certificates (NQ/NCs) to Higher diplomas and Degrees.

Search

The Search facility powerful in PlanIT Plus is available at the top of every page. Type in a keyword and choose the section you want to search - Courses, Job Profiles, Useful Information or Useful Websites. From the Search Results page you can go to any of the other sections. If you select Courses, you can refine the results by choosing a Qualification Level, Method of Study, Institution or Region.

School Zone

National Qualifications

Visit this section for information about National Qualifications (Standard Grades, Access and Intermediate levels, Highers and Advanced Highers), including Skills for Work courses. Course content and structure for each subject is provided as well as progression routes to higher courses and related careers.

S3 Options

Needing help in choosing your options for S3? Why not try the Options Planner or the S3 Options Elevator quiz to help make the right moves.

Subjects and Careers

Here you can select a school subject and see which careers it would be useful for. Select any job title to get the full details.

Useful Information

Information for school pupils and those about to leave – from making subject choices to applying for a job – its all here!

Useful Websites

There is more and more help and information for pupils on the Internet – from the BBC to Careers Scotland to the Scottish Qualifications Authority – you'll find them here.

Life Links

Sometimes you can have things on your mind which stop you getting the most out of school or planning your career. There are many organisations and websites which might help, offering advice and support to pupils, parents and carers. This section is a good starting point to getting back on track.

Schools in Scotland

Looking for a secondary school in Scotland - or for a contact in your local school? Use our directory of Scottish secondary schools to find out more.



Job Zone

Job Zone provides information on looking for work, developing a CV, job roles, Modern Apprenticeships and recruitment sites.

Finding a Job

Have a look at our range of activities and fact sheets to help you when you're looking for a job.

Easy CV

Use Easy CV to produce a Curriculum Vitae (CV) for use with your job applications.



Job Profiles

An A to Z list of over 600 job profiles, from Accountant to Zoo Keeper.

MappIT for Modern Apprenticeships

Use MappIT to find out more about Modern Apprenticeships in Scotland.

Vacancy Websites

This provides a link to websites where you can access job information, application advice and full time vacancies.



Adult Zone

PlanIT Plus is a resource for people of all ages. However, this Zone is an excellent starting point for people who are looking for a career move or thinking of returning to education.

Encore

This career guide will help you to identify careers and courses that match your interests.

Useful Information

Here are many useful articles for



people seeking to develop their careers – those in work as well as those between jobs, those wishing to learn new skills as well as those wanting to improve on existing qualifications. There is also information to help people who are facing work-related problems.

Useful Websites

There are many agencies and websites committed to helping adults plan and develop their careers - here are the most important ones.

Feedback

Have you found PlanIT Plus helpful? Was it easy to use? Would you recommend it to a friend? How can we make it better? You can help us to make an even better job of helping you. How? Use the Feedback option on any page in PlanIT Plus to give us your views – we'd love to hear from you!



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