

Log onto your electronic individual learning plan with your College I.D. number and password.

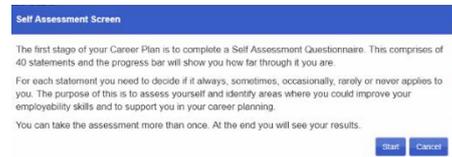
Click on 'eTutorial', then 'Career Plan' - you will be presented with a similar screen to this one with a series of options/tabs you need to complete, they are: **Self Assessment, About Me, Career Goals, Career/Life Plan, My Placement and My CV.** Your information can be seen on your ILP page in the Action Plan section.

Self Assessment:

This section enables you to record your current study and soft skills. The College requires you to complete a 'New Assessment', to gauge what your current strengths and weaknesses are, and what you need to personally develop as part of your studies to ensure you will meet your targets and career aspirations. You can update your self assessment during the year, but you can not delete them, contact your Progress coach to discuss this.

Self Assessment Questions:

For example, in the Self Assessment Questionnaire screen, you will see pop-up message, please read carefully and click 'Start' you will be asked a series of questions on different topics, i.e. 'self management' or Thinking and problem solving' etc. We would like you to answer these honestly please, either: **Always, Sometimes, Occasionally, Rarely or Never** to each of these topics.



Self Assessment Results

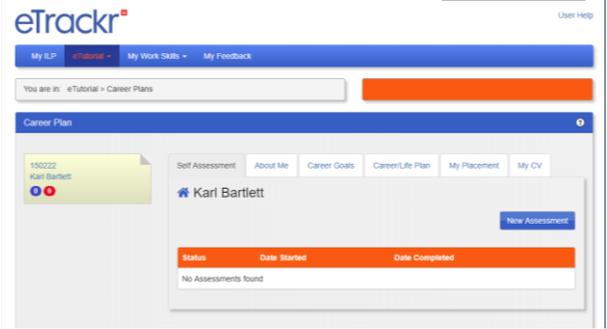
As part of these assessments, you will be presented with results which shows a bar chart of your answers to the contributing questions an example is shown opposite.

During the course of the year you will be requested to review your original answers and see how you have grown, and to indicate how you have developed, use this information to inform the 'About me' section

plp.bradfordcollege.ac.uk



Career Plan



Self Assessment Questions

Self Assessment Screen

Self Assessment Questions

Page 1

Question	Always	Sometimes	Occasionally	Rarely	Never
I listen to others without interrupting.	<input type="radio"/>				
I am willing to change my plans to fit in with others.	<input type="radio"/>				
I am a patient person.	<input type="radio"/>				
I am confident in speaking on the phone to someone I don't know.	<input type="radio"/>				
I am able to work within timescales.	<input type="radio"/>				

Progress: 0%

Finish Later Save & Continue >

Self Assessment Results

Self Management

Always	15%
Usually	18%
Sometimes	33%
Rarely	24%
Never	9%

Hide Contributing Questions

Answer:	Question:
Never	I find it easy to get up and out my home in the morning.
Never	I find it easy to get started on tasks or activities myself.
Never	I am confident in presenting things in front of others.
Rarely	I am willing to change my plans to fit in with others.
Rarely	I am a patient person.
Rarely	I get to where I need to be on time.
Rarely	I feel confident at handling difficult situations.
Rarely	I am confident in planning how to get to somewhere I have never been before.

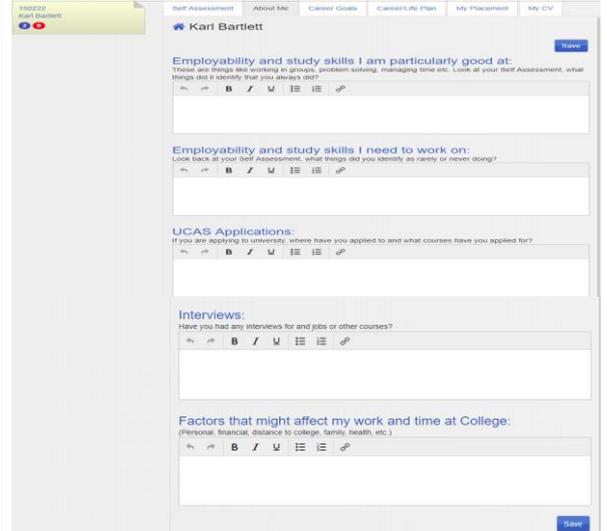
About Me

We would like you to record your **employability and study skills** that you are particularly good at and those you need to work on so we can support you to achieve these. We would also like to know if you plan you go to University and details about you **UCAS application**. If going to university is not something you are considering at present then leave this part blank.

In addition, what **'Work or study related interviews'** have you had now and in the past that you want to tell us about.

We would also like to know if there are **'Factors that might affect you work and time at the College'**, for example you maybe a carer for your parent, or siblings etc and we want to support you with this responsibility.

About Me

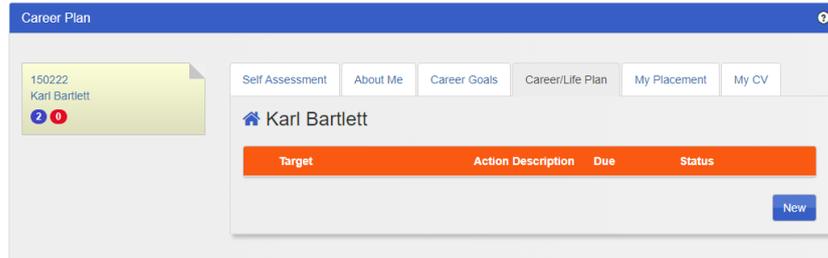


Career Goals

We would like to know your **'Long term Goals'** and if they **'Change'**, also which **'Employment sector or industry'** you are considering for your future career, this is to enable our **Careers Team** can guide and support you to achieve this goal, plus you know what grades you need to achieve, in order to make this happen.

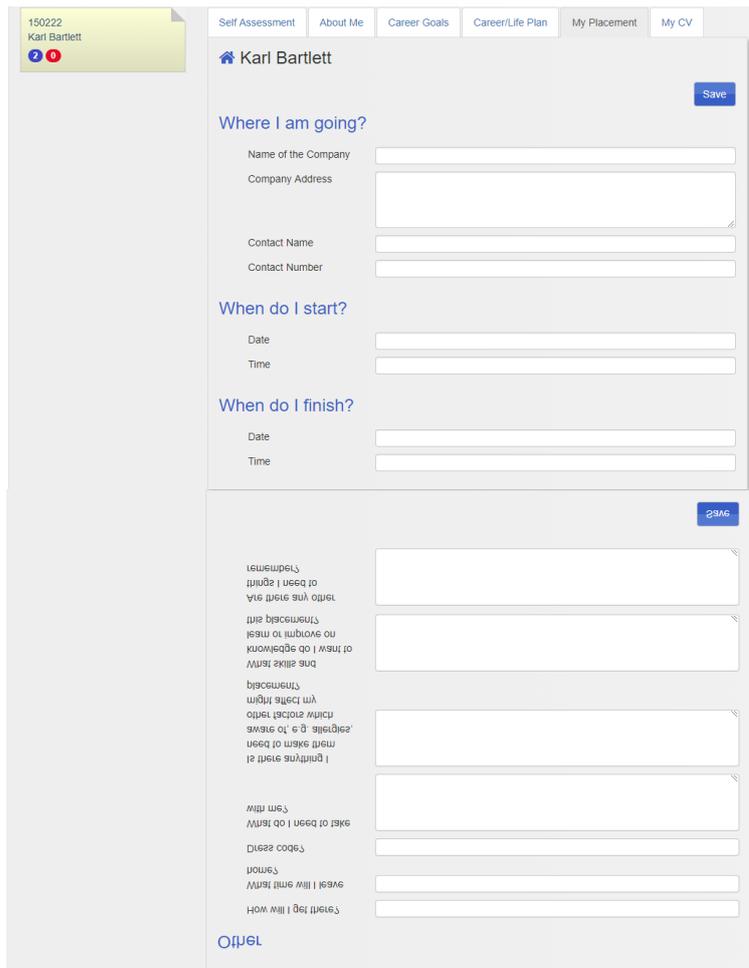
Career/Life Plan

This section enable you to set personal **'Action Plans and targets'** working with your progress Coach to ensure you are on the right track throughout your studies and can be viewed in the **'Action Plan'** section of your MyILP page.

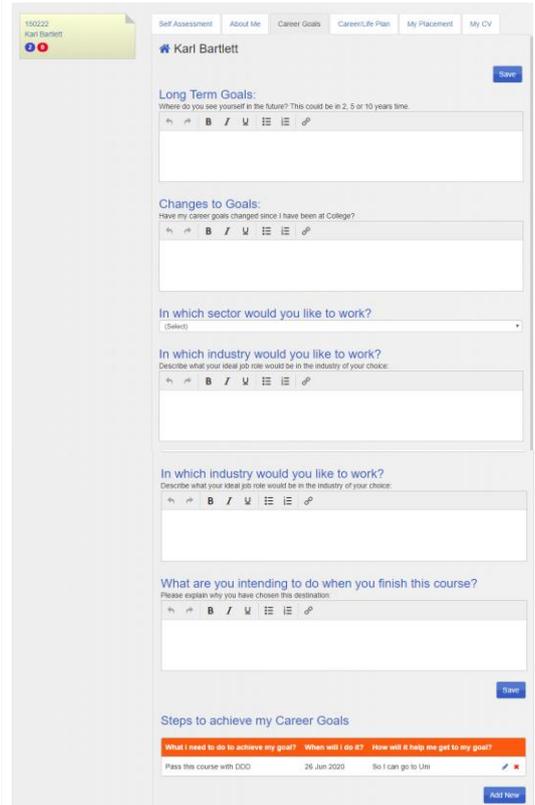


My Placement

You and your tutors will record your work experience placement, recording which employer/company's details and what skills you will need/will learn from the experience.



Career Goals



My CV

In the preparation of generating your own CV, which includes your personal details, your qualifications, current course and a selection of the items listed below, please complete, to produce a MSWord document which can be edited/enhance by you with further details.

