



## MY CAREER OPTIONS: Mr. Thomas Sample

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### ABOUT YOU

You are a steady, dependable and amiable individual who likes to be challenged by interesting projects. Results are important to you and in general you will apply yourself in order to achieve your objectives and reach your goals. Being a hard working, no-nonsense person you will try to tackle most jobs and work persistently in order to see them through to a conclusion.

You are usually kind, accommodating and will readily accept and try to help those around you. Because of this, people are likely to warm to your sincerity and come to put their trust in you. Although you can be assertive and will stand up for yourself, you probably try as far as possible to avoid arguments or disputes.

Being well organised and clear thinking you can collect facts and information in order to solve a problem and as you are a good verbal communicator you can use this in order to influence others and gain their commitment.

You can be quite firm and will on occasions take up a stubbornly independent stance, especially if you feel very strongly about something.

### YOU IN THE WORKPLACE

As your career develops and you gain experience in the workplace colleagues will realise that once you take on a project you can be relied upon to work persistently until the job is complete. As you progress in the job your natural inquisitiveness will allow you to explore situations and carefully assess specialist information.

Ultimately, as you gain experience and knowledge in your specific area of expertise your confidence is likely to grow and you will approach both people and projects in a positive and confident manner. Being people-orientated you will want to work as part of a team and enjoy interacting with them. You are a good verbal communicator but equally you will want to listen to what your colleagues have to say. By doing this you will be in a position to assess the opinions of others and consider what they have to say before moving forward. This can have a steadying effect on colleagues who may want to move too quickly.

Your responses suggest that before starting a project you will probably need to be given time to prepare yourself and get things organised in your own mind. Once you have accomplished this you are likely to apply both patience and tenacity to the task at hand. Equally, before you make decisions you will want to check out all the available information and feel confident that the route you are going is the right one. Achieving your goals and the challenge of completing a task or solving a problem thoroughly are important to you.

Given all these factors, the ideal working environment for you to consider would be one where the job has a certain amount of routine but also keeps you challenged. You should be allowed to work to predetermined and agreed timescales and the parameters of the job should be clearly defined and of a structured nature. The ideal career for you to pursue would be one where you can work as part of a specialist or administrative team and interact with people on a regular basis. Security in the job is likely to be very important to you.

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## KEY CAREER CRITERIA

When identifying your future career you should consider and utilise your particular skills. Thus key factors to consider are areas where you can organise and lead people to complete tasks of a specialist or administrative nature.

The following tasks and responsibilities are likely to be appropriate to your behavioural characteristics.

- Working persistently to achieve a result.
- Leading and motivating people in a specialist area of competence and expertise.
- Communicating verbally, building relationships and gaining the commitment of others.
- Being part of a team and working in a structured environment.

Ideally the job should not require you to make impulsive decisions or involve you in confrontational issues.

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## YOUR WORK STRENGTHS

Once you have decided upon your career path and any matching educational opportunities, you can move towards realising your full potential and test and develop your work strengths.

The contribution you are likely to bring to an organisation will be your drive to take on a task and see it through to conclusion. Being amiable and communicative you can work alongside others and will quickly establish their trust. You can persuade people to your point of view using facts and information and by example of hard work. You will enthusiastically tackle projects and focus yourself in order to achieve your goals and objectives. Although fairly assertive you will try to keep the environment non-antagonistic and endeavour to stabilise conflict situations.

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## JOB POSSIBILITIES

Below we provide a brief description of organisational areas and jobs to which your personal profile characteristics appear well suited and where you are most likely to be motivated and happy to develop your career. You can easily enhance your knowledge of these functions/jobs via the internet or with the assistance of your school, college or university career advisers.

The jobs identified will provide career options for both School and College leavers seeking an apprenticeship or with some GCSE or BTEC examination success and for Graduates with or likely to gain a degree or similar qualification.

You should note that the jobs illustrated are provided as a guide only and are not necessarily extensive.

### Manufacturing

Manufacturing is the use of machines, tools and labour to produce goods for use or sale. The term may refer to a range of human activity, from handicraft to high technology, but is most commonly applied to industrial production when raw materials are transformed into finished goods on a large scale. Such finished goods may be used for manufacturing other, more complex products, such as aircraft, household appliances or automobiles or sold to wholesalers, who in turn sell them to retailers, who then sell them to end users.

The manufacturing sector is closely connected with engineering and industrial design and is the process of converting raw materials, components or parts into finished goods that meet a customer's expectations or specifications. Manufacturing commonly employs a man-machine setup ranging from machine shops making or repairing tools for producing other things, to large scale productions line operations. Manufacturing is mostly directed toward the mass production of products for sale

to consumers at a profit.

#### School and College leaver jobs

School and College leavers could consider an Apprenticeship with college attendance in Baking, Brewing, Glassmaking, Cabinet Making, Leather, Cheese making, Joinery, Textiles and more. For those with limited examination success roles such as general work in assembly, packing and operative areas are likely to be best suited.

Career development aspirations could include Work Study Officer, Supervisor in specific disciplines, Plant Operator, Process Controller, Production Planner, Quality Controller, Safety Officer and similar. Further successful higher education studies could create opportunities such as a Plant Manager.

#### Graduate jobs

Graduates may be well suited to a job as a trainee Manager, Researcher, Chemical Engineer, Product Development Engineer, Production Manager, Quality Controller, or Manufacturing Manager.

Career development aspirations could include Production Director, Operations Director, Research Director and Manufacturing Director.

### Law and Security Services

Law is a system of rules and guidelines which are enforced through social institutions to govern behavior. It shapes politics, economics and society in numerous ways and serves as a social mediator of relations between people.

Contract law regulates everything from buying a bus ticket to trading on derivatives markets. Property law defines rights and obligations related to the transfer and title of personal and real property. Trust law applies to assets held for investment and financial security, while tort law allows claims for compensation if a person's rights or property are harmed.

Criminal law offers the means by which the state can prosecute offenders. Constitutional law provides a framework for the creation of law, the protection of human rights and the election of political representatives. Administrative law is used to review the decisions of government agencies, while International law governs affairs between sovereign states in activities ranging from trade to environmental regulation or military action.

Lawyers come in different forms but essentially they provide advice to individuals and businesses about how the law impacts what they do.

Security Services deals with the security of both individuals and property and includes the police, fire and prison services as well as private security organisations.

#### School and College leaver jobs

School and College leavers may wish to consider an apprenticeship in the police or fire service leading to roles in neighbourhood policing, licencing, finance, ICT, procurement, crime reduction witness care, general fire-fighting skills including, first person on scene, road traffic collisions, and breathing apparatus. There are also roles available in the police, fire, prison services and in Kaw offices, some with apprenticeships in administration (Assistant, Clerk, Caseworker Clerk, Typist and Receptionist) and Catering (cooks and kitchen staff).

Career development aspirations after gaining knowledge and experience and where necessary further education could include Policeman, Prison Officer, Fire-Fighter, Secretary, Senior Receptionist, Clerical Assistant, Security Officer and Traffic Warden

## Graduate jobs

Graduates would most likely be best suited to jobs such as trainees in the police, prison and fire-fighting services as well as trainee Lawyers, Researchers, Criminologists, Pathologists and Forensics.

Career development aspirations after gaining knowledge and experience could include lawyer, Police Officer, Detective, Prison Officer, progressing in some instances to Chief Fire Officer, Prison Governor, Senior Police Officer, Barristers and Judges.

## Hotels

A hotel is an establishment that provides overnight accommodation for the travelling public for both business and pleasure. Many hotels provide additional guest facilities such as a swimming pool, fitness centre, business center, childcare, conference facilities and venue services for private functions such as celebrations of marriage. Some hotels also host exhibitions that are open to the public.

Hotels operate kitchens, restaurants and bars and serve food and drink to guests from morning to night, some on a 24/7 basis.

As a direct result they offer a wide range of opportunities with ample opportunity to develop a career.

## School and College leaver jobs

School and College leavers may wish to consider a job such as Reservations Clerk, Receptionist or administrator (Typist, Word Processor, Clerical Assistant). There are many jobs in the Hotel Industry that require limited examination success such as Baggage Porter, Housekeeper, Waiter/Waitress, Bartender, Laundry Worker or Kitchen Support Worker.

Career development aspirations after gaining knowledge and experience and having undertaken successful further part time education could include Senior Receptionist, Personal Assistant, Head Housekeeper, Front Office Manager and Reservation Manager type roles.

## Graduate jobs

Graduates would most likely be best suited to a job such as Trainee Manager, Senior Receptionist, Conference Organiser, Restaurant Manager, Chef or Food and Beverage Manager.

Career development aspirations after gaining knowledge and experience could include Conferencing Manager, Assistant Hotel Manager and in time Hotel manager or Hotel General Manager.

## Accounting

Accountancy is the process of communicating financial information about an organisation to others such as shareholders and managers. The communication is generally in the form of financial statements that show in money terms the economic resources under the control of management. The principles of accountancy are applied in three areas: accounting, bookkeeping, and auditing.

Today, accounting is called "the language of business" because it is the vehicle for reporting financial information about a business entity to many different groups of people. Accounting that concentrates on reporting to people inside a business is called management accounting; it provides information to employees, managers, owner-managers and auditors. Management accounting is concerned primarily with providing a basis for making management or operating decisions.

Accounting that provides information to people outside a business is called financial accounting and provides information to

present to shareholders and potential shareholders, creditors such as banks, financial analysts, economists, and government agencies. Because these users have different needs, the presentation of financial accounts is very structured and subject to many more rules than management accounting.

Accounting professionals are responsible for the recording of the transactions, paying bills, collecting debts and ensuring that the company's cash is managed too.

#### School and College leaver jobs

School and College leavers could consider an apprenticeship with college attendance in accounting and offering jobs such as Accounts Assistant, Accounts Clerk, Cashier, Credit Control Clerk, Finance Assistant and Purchase Ledger Clerk. Progressing to a higher apprenticeship leads to jobs such as Assistant Accountant, Accounts Technician, Bookkeeper and Accounts Manager. See [www.Apprenticeships.org.uk](http://www.Apprenticeships.org.uk) for further information.

Career development aspirations after gaining knowledge and experience and further education would lead to a full qualification (ICAEW, ACCA, CIMA, CIPFA, and ICAS) as an Accountant

#### Graduate jobs

Graduates Accountants would most likely be best suited to jobs in areas such as Auditing, Taxation Cost Accounting, Financial Accounting, and Management Accounting.

Career development aspirations after gaining knowledge and experience could include Financial Director in a large organisation, Public Service Accountant or Partner in an accountancy practice.