

A Computer-aided Careers Assessment

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prepared for

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This report contains information which is confidential to Sally Sample and should be disclosed to others only with her permission. The report remains the property of Sally.

The report does not try to tell you what you should do, but instead tries to encourage you to think about what you might enjoy doing. It attempts to highlight your main areas of interest and your strengths and weaknesses. It suggests how these may affect your career choice and tries to encourage you to think about yourself in relation to work.

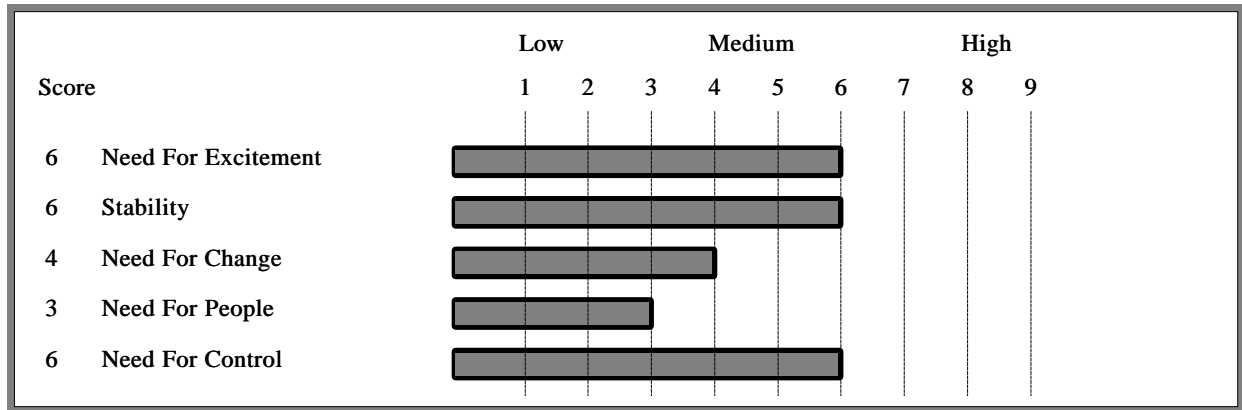
The best way to use this report is in conjunction with an interview with a careers advisor.

Having read the report you may wish to follow up some of the career suggestions. There are many books and articles normally available in either your local Training Access Point or Training and Enterprise Council information services and most public libraries also stock careers information. The most appropriate way to use this information is in conjunction with the guidance of a careers advisor.

CAREERS REPORT

Below is a chart of your personal work needs. Most people will be about medium in their needs and your high and low needs are those which set you apart from others around you. The meaning of the chart is explained in words below the chart.

Your Personal Work Needs



PERSONAL QUALITIES

HOW YOU DEAL WITH PEOPLE

A little more assertive than most people, you should be capable of taking the lead in most situations if you have to. While you will generally try to balance your wish to get things done with the need to be sensitive to other people's feelings, there may be times when you feel it is necessary to be a little forceful and to the point in order to get things done. You are not too concerned about upsetting other people, so you will criticise their work if you have to. You will tend to focus on getting things done and you may at times be a little pushy, confronting people in order to get your own way. Despite this, you will generally be sensitive to others people's feelings and you will listen to what they have to say. You may wish to think about a career which provides management opportunities but this is unlikely to be the most important thing that you are looking for in a job.

You are a fairly quiet person and you like to keep yourself to yourself. Consequently, it will usually take you a while to get to know new people. You may prefer to work alone rather than work as part of a team. You do not feel much need to belong to a group and you will not usually go out of your way to be with other people. You enjoy spending time by yourself and you feel little need to be the centre of attention. Therefore, you will often choose to listen and let others do the talking. You do not usually make the first move when getting to know someone new, and you are not likely to start conversations with people you do not already know. As a result, you are not likely to enjoy a job which involves meeting lots of new people. Although it may take you time to get to know people, you will be quite warm and friendly once you know them well.

YOUR THINKING STYLE

You think it is fairly important to have some self-discipline and self-control you are likely to be happy doing a job which requires following well laid out systems and rules. As you are a little more likely than most people to feel a sense of duty and responsibility, you will probably keep trying to finish a boring, repetitive job when others might have given up. As a result you are fairly reliable when left to finish things. Most of the time you will want to follow set rules and procedures. At times however you may want to break with the traditional, accepted way of doing things and be able to do things your own way or try a new or different approach to problems. You are a little more traditional

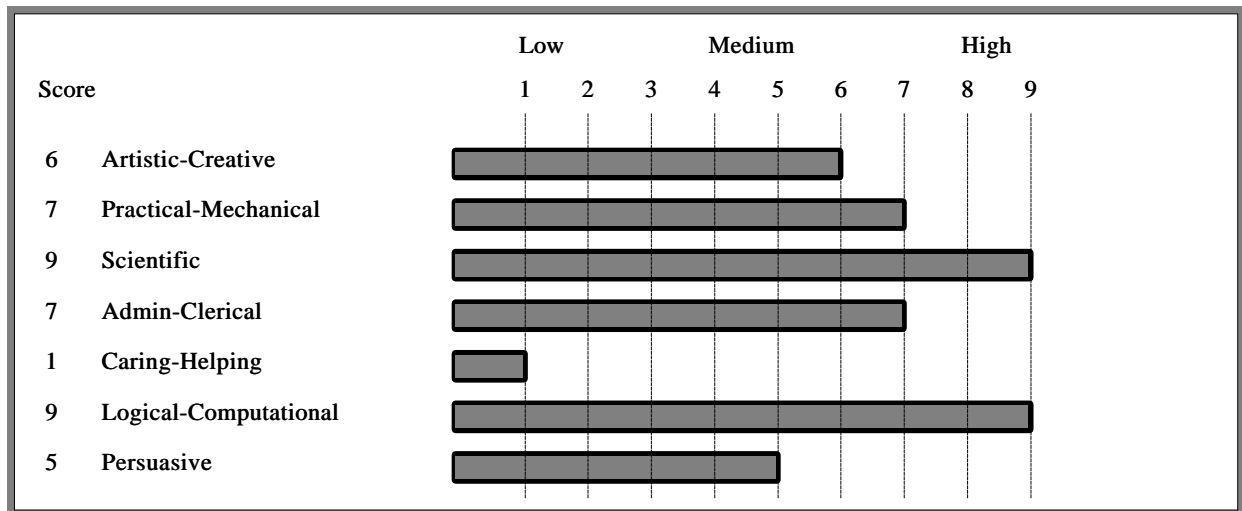
than most people and you will probably have a fair respect for authority. You are a little more likely than most people to take a risk or decide to do something which is dangerous. Despite this, nobody would describe you as a person who greatly enjoys danger or as someone who takes unacceptable risks. If you think there is a good chance of success or if there is something that you want to do you will however be prepared to take a risk. While you may find the thought of safe, stable careers a little boring, you do not have a sufficiently great sense of adventure to be attracted to a job simply because it offers excitement and adventure. You may not be too concerned if the area of work you are interested in does not offer a lot of safety and security, as interest is of more importance to you.

YOUR COPING STYLE

You are a little more calm and in control of your emotions than most people and you are not a particularly touchy or moody person. You have quite a stable, realistic approach to life and you are not inclined to worry too much about the future. In general you face day to day demands in a realistic and mature way. You are not likely to have emotional outbursts or large mood swings and you should be able to accept constructive criticism in the spirit in which it was intended. You are not particularly likely to suffer from feelings of anxiety. As a result you should be able to take most things in your stride and deal fairly well with the pressures of work.

YOUR CAREER INTERESTS

Below is a chart of your career interests. Most people have scores around the middle so it is the high and the low interests which tells us about how you differ from the 'average' person.



ARTISTIC/CREATIVE

Activities involving creative/artistic skills

Most people have a degree of creative/artistic talent but not all are artists and musicians etc. Creative and/or artistic skills play a part in a wide range of occupations apart from the obvious areas such as, music, design, sign writing, photography, architecture, floristry and computer aided design etc. Some of the more technical areas in this field require higher levels of education, i.e. degree level or recognised arts foundation courses. Other occupations which require a degree of creative/artistic flair are hairdressing (creating new styles), beauty therapy/make-up artist, bakery (hand decorator of cakes etc), dress-making, carpentry, window dressing etc. Some of the occupations listed in this category have a great deal of personal contact with others and a fairly high level of personal skills may be required.

Being moderately interested in creative, artistic activities you may possibly have some interest in art, drama and other cultural pursuits. Having an artistic sense which is no more or less than most you will probably appreciate art and good design, and have a good sense of artistic taste. You may be motivated to use this interest in a career, but should bear in mind that ability as well as interest is critical for success in this area of work. However, as your level of interest in artistic/creative activities is of an average level it may be possible that the artistic content of other less directly related occupations would interest you. It may be possible that you have not considered the more practical applications of potential creative talent within occupations outside of art and design. In today's modern office workers using facilities such as desk top publishing have scope for creativity in their work.

PRACTICAL/MECHANICAL

Activities involving engineering, machine tools, the use of machinery and other practical occupations.

Engineering is not totally a practical subject, as most people in engineering work with their heads as well as with their hands. Engineering involves a wide range of functions which are performed in many different industries. Many engineering workers are employed in 'manufacturing', others work

in 'maintenance', 'servicing and repair', looking after machines involved in manufacturing and processing. Light engineering in a modern factory may be a relatively clean and quiet process. Heavy engineering is likely to involve working in a noisy, dirty environment in many cases. Overalls and/or some form of protective clothing will need to be worn depending on the type of work, this could also include, goggles, ear-defenders, helmets, boots and gloves. Engineering ranges from semi-skilled trades through to highly skilled and technical trades and the educational/training requirements differ. For some levels of engineering there are specific educational qualifications required, but for others there are no specific requirements apart from interest and a possible basic understanding of mechanical principles.

Craftsmen/women in engineering, construction and other manufacturing industries change designs and ideas into products and structures. You will need to be able to read and interpret drawings, understand the properties of the materials being used, plan, set up and undertake the required operations. The ability to work well with your hands must therefore be coupled with good concentration. Some fine assembly work, i.e. electrical/electronics, requires the ability to co-ordinate eye and hand movement to a very high level of accuracy. Basic literacy and numeracy skills are important as written instructions may have to be followed and calculations may have to be worked out. When required, you must be capable of working on your own and take responsibility for producing high quality work in the stated quantity, within the required time.

Construction includes brickwork, plastering, carpentry and joinery, plumbing, heating and ventilation, electrical installation and painting and decorating. These areas range from small repair jobs to major building/renovation projects and the levels required range from basic skills to recognised craft and technical qualifications. The majority of employers in the construction trade require people trained to Construction Industry Training Board (CITB) standards. Most construction workers will be working outside all, or most, of the year. The work is physically demanding and may regularly involve moving from site to site. The ability to work as part of a team may be essential as some construction workers are members of a 'gang'. Work in this area may be on a contract basis and may be seasonal. Good eyesight and colour vision are important for some trades, especially electricians and decorators. A good head for heights may also be required as construction workers of all kinds need to work from ladders and platforms.

Agricultural work varies with the size and type of farm, some being arable, some being livestock or mixed and some being more mechanised. There is also likely to be some involvement with livestock on most farms. Some of the work in this area is on a contract basis and may also be seasonal. Farming being mainly an outdoor activity involves working in all extremes of weather and may be physically very demanding and dirty work. Horticulture is divided into two main groups, commercial and amenity. Commercial horticulture is concerned with the intensive cultivation of vegetables, salad crops, flowers, etc. which are usually retailed through shops etc. Some of the work is routine but there are opportunities to specialise with further training through agricultural/horticultural colleges. The amenity sector of horticulture is concerned with the provision of parks, gardens, sports fields and public areas. Work is undertaken by Local Authorities, private estates, sports clubs, organisations who own grounds, National Trusts/Parks. Agricultural and horticultural work is often quite isolated and may require quite long periods of work without personal contact.

Hairdressing is not only a practical skill as there is a considerable amount of theoretical work and training may take three years. Hairdressing has a creative element and a requirement for good communication skills. Technically, hairdressing requires the knowledge of the safe use of and application of the various chemicals involved. The work may be physically demanding, as you will be standing almost all of the time. Most hairdressers also have some responsibility for reception duties, cash handling and salon cleanliness. Some major hairdressing organisations even introduce staff to basic 'psychology' in order to enhance their customer care attitudes.

You appear to be very interested in how things work and will probably enjoy mending machinery, achieving a sense of satisfaction from making things. You will probably be quite happy to mend

household electrical appliances, bicycles and to carry out routine maintenance of cars etc. You are very likely to be interested in practical and mechanical careers and should certainly consider these areas of work. Careers in such areas as engineering, manufacturing, the building industry, printing etc. are all worth finding out more about.

SCIENTIFIC

Activities involving the understanding of natural and physical sciences

The links between science and industry, between theory and its application to technology and the manufacturing industries are evident in most occupations encompassing biology, chemistry, mathematics, physics, geology, psychology etc. Scientists and those working in science/research departments are employed in the following areas; research and development (discovery, problem solving and the development of new products); analysis and investigation (the formulation and testing of ideas through controlled experiments); production (the cost effectiveness of practical application, efficiency and quality); and technical sales and servicing (the specialist knowledge required in the sale and use of complex scientific equipment). The academic entry requirement for scientific and technical work is high and dependent upon the chosen field. A good mathematical ability is a necessity and ongoing learning/study is usually a requirement. Clear and logical thought processes are necessary with an ability to implement practical experiments and techniques that can be understood and repeated by others.

You are highly interested in science, both as an academic subject and as a career. You should certainly consider working in this area assuming you are studying appropriate subjects or have the appropriate aptitudes/qualifications. This would include areas such as medical and veterinary work, metallurgy, pharmacy, laboratory work, environmental health etc.

ADMINISTRATIVE/CLERICAL

Activities involving administration and well established procedures.

Administrative skills are a requirement of most occupations, in one form or another, as paperwork, business and office procedures are a necessary requirement of both small and large organisations. The primary function of information processing can be found in the clerical, administrative and office service sections of all commercial, industrial and service organisations. The degree of specialisation required for entry into jobs which deal with the processing of certain types of information must be taken into account, for example, insurance, finance, medical or travel industries. Further education and/or training in information processing, i.e. word processing, typewriting, shorthand, computer literacy and business and administrative skills may be necessary to gain employment in this field.

The job roles related to business administration should be considered thoroughly, i.e. if it is a sedentary role, are you prepared to sit and work at a desk for most or all of the day; if it is an accounts role, do you understand the need for a degree of competence and interest in figure work; if the role includes filing duties, are you prepared to carry out essential routine tasks. It is a requirement of most administrative positions to be of smart appearance as image and first impressions are important in the business world. The processing of information of any kind invariably requires the need to communicate, both verbally and in writing, with other employees, at all levels, and with outside contacts, i.e. customers, suppliers, associates etc. Therefore, a pleasant and competent telephone manner coupled with a degree of literacy may be essential.

Jobs in finance, insurance and accountancy, for example, require fairly high levels of numerical ability and detail consciousness. Although a large number of organisations use computerised systems these are open to human error or system failure and therefore good numerical ability may be essential. Good numerical critical reasoning is essential in order to extract vital or relevant

information from documents or tabulated tables. Insurance clerks regularly use numerical tables to calculate insurance premiums etc. Accounts clerks use various ledgers and documents and at times have to extract information in order to produce, weekly/monthly statistics, balance sheets, final accounts etc. Jobs in finance etc. may be very routine, tedious and require high levels of detail consciousness. The need to work free from distractions may at times make some of these jobs fairly isolated.

You appear to be very interested in clerical and administrative work and should enjoy working in an office. Having a fairly strong interest in this area you are likely to be organised and probably keep your own personal documents etc. in good order. You are most likely to feel that good systems are the backbone of any organisation and will try very hard to make them work. Careers of interest will be found in practically every type of organisation. Examples of such organisations are banks, insurance companies, head offices of companies, local and central government etc. Because almost all job areas require administrative support you have the possible opportunity of matching this job interest in a field closely related to your other high interests.

CARING/HELPING

Activities centred on helping and caring for others.

You show very little interest in careers which involve caring for people such as teaching, nursing, social work etc. While you may well be interested in people you are not highly motivated to help them as part of a job. It may be that you have not considered the caring aspects of other jobs such as hospital porter, hairdressing and indeed any job with customer contact. You have possibly related the questions to direct nursing type jobs and may be quite happy to deal with people in your areas of interest.

LOGICAL/COMPUTATIONAL

Activities involving problem solving and analytical skills.

Jobs involving handling numerical data, computing and information technology require an appropriate level of interest and skill in this area. Computing and Information Technology is a fast growing industry and the variety of work available in this area is vast. Visual Display Unit (VDU) Operators and data preparation clerks have the responsibility for data input and data output from the computer, on a daily basis. A vast number of organisations use word processors and clerical and secretarial staff are often required to use these packages to produce office documents. Desk-top publishing facilities now available on the office computer allow scope for the production of high quality work, i.e. newsletters, leaflets, advertising material etc., which integrate text and images.

Work involving research, design and development of programs for commercial, industrial, leisure and scientific use is the domain of software programmers/designers. The area of software and program design requires fairly high levels of literacy and numeracy skills in addition to interest and logical thought. The software programmer or systems analyst is constantly faced with real world information processing problems which can be solved by writing a software program.

Service and maintenance engineers need analytical minds in order to successfully identify faults and to rectify them. Managerial staff are constantly faced with short and long term problems which require logical thought in order to arrive at effective solutions. Consultants in various fields are employed or contracted by organisations to analyse production processes, systems and procedures in order to improve productivity and services. Architects, Draughtsmen/women and Design Artists also require these skills and a large number use Computer Aided Design facilities. Clear thought processes and a flair for dealing with numerical data are important attributes.

You scored highly on the logical scale. This indicates a very high interest in working with numerical

data and using logic to solve analytical problems. It is very likely that you will enjoy mathematics or computer studies as subjects and will have a genuine interest in these areas. Careers which are associated with this area of interest include computer operating, data input, word-processing etc.

PERSUASIVE

Activities involving persuasive skills and the control of others

You are as interested as most people in work which involves selling and convincing individuals or groups of the benefits of your particular product or service. Having a moderate interest in this area, you may find it relatively easy to convince people around to your point of view. While an occupation which primarily involves selling may not appeal to you, many jobs which include this area may be worth considering i.e. retail work, travel agency, sales support etc.

SUGGESTIONS FOR VOCATIONAL EXPLORATION

Below is a list of jobs which are linked to your career interests. If you look at all the jobs listed there should be at least some which you will wish to follow up, and find out more about.

This list is based on your highest career interest:

High Skill Requirement

Operational Researcher
Computer Programmer
Systems Analyst
Statistician
Economist
Accountant
Insurance Underwriter
Stock Broker
Investment Analyst
Actuary

Moderate-High Skill Requirement

Computer Programmer
Accountant
Insurance Underwriter
Stock Broker
Surveyor
Loss Adjuster
Cartographer

Moderate Skill Requirement

Loss Adjuster
Accounting Technician
Loss Adjuster
Bank/Building Society Clerk/Cashier
Surveyor
Cartographer
Data Preparation Clerk

Low-Moderate Skill Requirement

Accounts Clerk
Bookkeeper
Bank/Building Society Clerk/Cashier
Cash Till Operator
Data Preparation Clerk

This list is based on a combination of your top two interests:

High Skill Requirement

Oceanographer
Research Scientist
Meteorologist
Electronic Engineer
Computer Scientist
Medical Physicist

Moderate-High Skill Requirement

Medical Physicist
Computer programmer
Electronic Engineer

Moderate Skill Requirement

Computer Operator
Electronic Technician
Electrical Engineer
Electrician
Radio/Television Repairer
Aircraft Mechanic
Telecommunications Engineer

Low-Moderate Skill Requirement

Electrician

This list is based on your second highest interest:

High Skill Requirement

Teacher (Science subjects)
Research Scientist
Chemist
Forensic Scientist
Pathologist
Microbiologist
Medical Physicist
Environmental Scientist
Ecologist
Veterinary Scientist
Pharmacist
Meteorologist
Geologist
Oceanographer

Moderate-High Skill Requirement

Scientific Officer (Civil Service)
Microbiologist
Medical Physicist
Laboratory technician
Environmental Scientist
Public Health Officer
Physiotherapist
Dietitian
Teacher (Science subjects)
Laboratory technician
Medical Physics Technician
Radiographer

Moderate Skill Requirement

Laboratory technician
Medical Physics Technician
Radiographer

End of report.