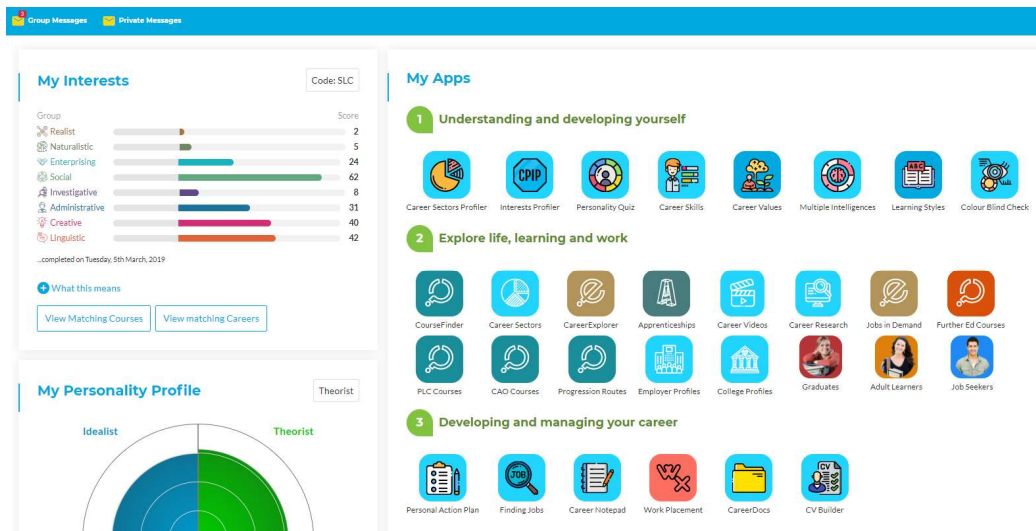


Quick Guide: Using MyFuture+

The MyFuture+ Apps are helpful in supporting individuals to develop a fuller perspective on themselves in relation to the Irish world of work and education. This information can be used to inform career learning, planning, preparation and development. By signing up and using this file your Guidance Counsellor and/or Work Experience Tutor will be able to view your profile. This document summarises the key features of each “App” and resources in the on-line MyFuture+ career file. As you complete activities you create your own unique career portfolio and a summary will appear on the left hand side of the screen. You can access this on-line file from any mobile device including a smartphone.

Note: MyFuture+ self-assessments are not “tests” or aptitude based. Rather, these are strengths based and positive self-directed career learning and development tools.



Sample: MyFuture+ Career File

The Career Apps

My Apps

1 Understanding and developing yourself





Career Sectors Profiler

Career Sectors Profiler

This App matches you to your top 10 career sectors (out of a possible 33). This is a useful app to complete **before** undertaking the Interest Profiler as you will become more aware of the sectors that most suit you at the moment. They can then choose these top sectors when viewing their Interest Profiler matched occupations.



Interests Profiler

Career Interest Profiler




The CareersPortal **Interest Profiler** is a useful careers inventory assessment exercise. Completing the exercise will highlight what occupations would be most suited to you. It takes about 10 minutes to complete and will generate an eight-page career interest report that is unique for you. Other reports include matched PLC (QQI Level 4, 5 and 6) and CAO courses (QQI Level 6, 7 and 8).

Interest Profiler

Read the two activities below. Then choose which you would prefer by clicking on the selection device.

< Start Over

Question 01 of 56

Build something using wood, metal or brick	Sort out your books or music so they are easy to find
	
	
	

Interest Profiler – Sample question.

- Please note: that this is not a test and there are no right or wrong answers. It is solely based on **your preference** and interest in different tasks. You can like or dislike both statements or much prefer or prefer one over the other. There is also the option of having no preference. **Tip:** Try not to spend too much time thinking about your choices – go with the best one that suits you. You can arrow back (to the previous statements) at any stage to revise your choices. It is useful to complete the Interest Profiler again at a later stage. As individuals, we change over time and our interests can too. For example: take it again after completing a course or training.
- Once you complete the exercise, you will be shown a chart of your career interests. The system will focus on the top three categories from the eight used in the profiler and provide a brief description of each.

< Back

CPIP Interest Profiler

Interest Profile for **Ber Walsh**

Your 3 highest scoring categories are:

Social

"I like working with people. I would prefer to be in direct contact most of the time, maybe helping, teaching or simply talking or discussing things."

Linguistic

"I like work that involves speaking or writing about things. I like the opportunity to express myself through discussion and debate, and communicating using a variety of media."

Creative

"I like work that allows me to express my ideas or imagination. I like a flexible workplace where there is room to develop and expand my creativity"

Print Career Reports

[ONE PAGE SUMMARY](#)

[FULL REPORT](#)

Explore

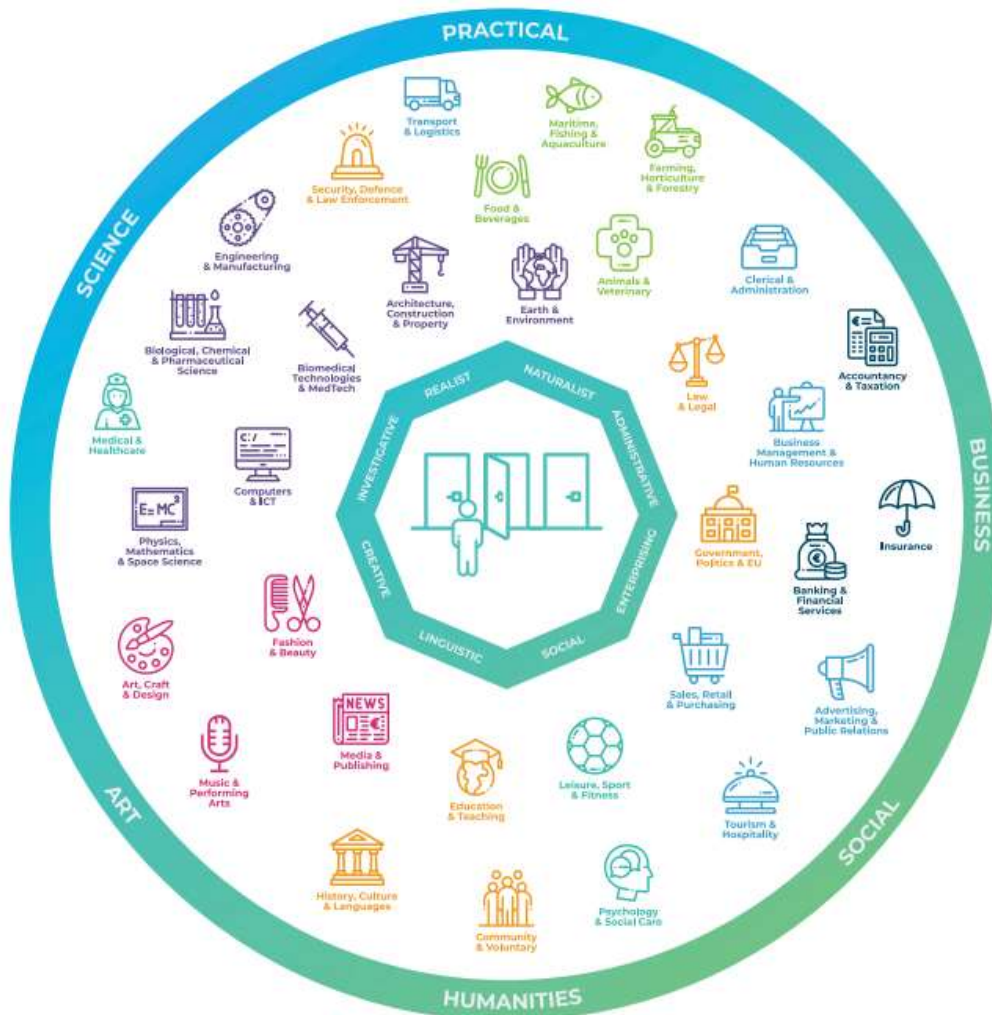
[Career Matching](#) [CAO Course Matching](#) [PLC Course Matching](#)

Your Career Interests code is: SLC

Group	Score
Realist	2
Naturalistic	5
Enterprising	24
Social	62
Investigative	8
Administrative	31
Creative	40
Linguistic	42

The Irish World of Work and Education

See the World of Work and Education diagram below to see how **your top 3 Career Interests** link in with the 33 Career Sectors. For example: If your top three interest types are **Social, Linguistic** and **Administrative** sectors including Education, Media and Publishing, Social and Caring, Law and Legal may suit you very well. Your MyFuture+ file provides you with detailed information on all sectors and information on over 1,000 job types and related educational opportunities.



Print Career Reports

 ONE PAGE SUMMARY

 FULL REPORT

Explore



Career
Matching



CAO Course
Matching



PLC Course
Matching

Printing your Interest Profiler Report:

 FULL REPORT

Before you can print your eight-page report there are some additional steps to take to focus the results.

Step 1: Confirm your Interests

The top three interests scored are automatically presented, but you might wish to rearrange these if the scores are too close or you think the order is not right.

Step 2: To further narrow down your results choose (max. of) **4 career sectors** from the 33 available.

Complete the 3 sections below to focus the report more closely on your preferences

1. Confirm your Interests

1ST INTEREST: Social

2ND INTEREST: Linguistic

3RD INTEREST: Creative

2. Select Career Sectors that interest you (max 4)

<p>AGRICULTURE, ANIMALS & FOOD</p> <ul style="list-style-type: none"> Farming, Horticulture & Forestry Food & Beverages Maritime, Fishing & Aquaculture Animals & Veterinary Science 	<p>STEM (SCIENCE, ENGINEERING & CONSTRUCTION)</p> <ul style="list-style-type: none"> Construction, Architecture & Property Biological, Chemical & Pharmaceutical Science Computers & ICT Engineering, Manufacturing & Energy Physics, Mathematics & Space Science Earth & Environment Biomedical Technologies & Medtech 	<p>BUSINESS, SALES & TOURISM</p> <ul style="list-style-type: none"> Advertising, Marketing & Public Relations Business Management & Human Resources Clerical & Administration Tourism & Hospitality Sales, Retail & Purchasing Transport & Logistics 	<p>CREATIVE ARTS, FASHION & MEDIA</p> <ul style="list-style-type: none"> Art, Craft & Design Music & Performing Arts Fashion & Beauty Media & Publishing 	<p>GOVERNMENT, LAW & EDUCATION</p> <ul style="list-style-type: none"> Government, Politics & EU Education & Teaching Law & Legal Security, Defence & Law Enforcement History, Culture & Languages Community & Voluntary
<p>ACCOUNTANCY, FINANCE & INSURANCE</p> <ul style="list-style-type: none"> Banking & Financial 	<p>MEDICAL, WELLBEING & SPORT</p> <ul style="list-style-type: none"> Medical & Healthcare 			

Step 3: Job Zones and Education Zones

This is the **level of Education and Training** usually expected for each occupation. You can decide not to limit your occupations based on this by **searching “All Job Zones”** or you can choose any one of the five Job Zones that link each occupation to qualifications in Ireland.

Tip: See **Career Zones** (in “Useful Resources”) in your MyFuture+ Career File for an explanation of how job and education zones fit within the National Framework of Qualifications in Ireland.

3. Select the Career Zone that matches your goals

- All Career Zones
- 1 2 3 4 5 Minimum Job Preparation Required
- 1 2 3 4 5 Some Job Preparation Required
- 1 2 3 4 5 Medium Job Preparation Required
- 1 2 3 4 5 Considerable Job Preparation Required
- 1 2 3 4 5 Extensive Job Preparation Required

MATCH

You may opt to skip [these steps](#) and just click on the **“Match”** button at the bottom of the page. However, this may result in too many occupations being selected and use up too much paper!



Personality Quiz

Personality

This is a simple exercise to show where a person's personality strengths lie and how they may be used to inform career decisions.

Each of the four personality types are described in terms of the activities that make them happy, the type of career that interest them, and the qualities they may bring to the workplace.

My Personality Profile

Idealist



Idealist Theorist Improviser Stabiliser

+ What this means



Career Skills

Careers Skills

Career Skills refer to a range skills or competencies that are important in any workplace. They are not the specific knowledge-based skills you would learn in college or at work, but the skills which we all need to use when we work with other people, on projects or even by ourselves. This app will take you through **26 career or employability skills** by asking you to rate (1-5) how well you have developed each skill. The **Report and Action Planner** is important for Interview Preparation (competency-based interview questions) as you are encouraged to type in examples of how you developed the well-developed skills. This is known as the **STAR** Technique. You should also include notes on how you hope to improve the ones of a lower rating.



Career Values

Career Values

In the Values Questionnaire, individuals rate themselves on 27 common human values. You will explore your top 5 values that are the most important to you, and then look at how these match to some careers that you may be considering. They are then asked to enter 3 jobs or career areas they are considering for their future and prompted to evaluate each career option in terms of your top five values and complete an evaluation of each.



Multiple Intelligences

Multiple Intelligence

Everyone is intelligent in their own way. Based on Gardner's 8 different intelligences this self-assessment provides a summary of your top 3 intelligences and how these relate to career choice.



Learning Styles

Learning Styles

This self-assessment based on the VAK Model; Visual, Auditory and Kinaesthetic will provide you with an overview of their preference for Practical, Active, Reflective and Objective ways of learning so that individuals understand what combination suits them most and what their strongest type is, so that they adopt more ways to support their learning style.



Colour Blind Check

Colour Blind Check

This quick assessment app may alert you to a possible deficiency with your vision. There are 8 screens that check for this issue. Colour blindness is not a major concern for most occupations. However, there are some areas such as Electrician where it can be a significant issue. Information about the condition and careers is included. Always consult a professional to determine if you have the condition.

2 Explore life, learning and work



Course Finder



CourseFinder

This includes access to the CareersPortal PLC and CAO database profiling over 4,000 full time courses from Level 5-8. Course filters include by sector, location, level, interest type and entry requirements etc. Courses can be saved to your “Career Library” by clicking on the Star ☆ Symbol. It also includes a link to fetchcourses.ie.



Career Sectors

Career Sectors

This App allows you to save your preferences for working or studying in career areas that interest you most. There are **33 sectors** listed in terms of the Irish world of work and education. Click on the 'add' button for those sectors that interest you now. This will save your selections to your Career File and Profile Summary.



Career Explorer

Career Explorer

This links you to over a 1,000 job profiles that can be researched in relation to the typical daily tasks, skills and knowledge, entry routes and many have videos of people working in Ireland being interviewed. You are encouraged to save or tag those of interest to your profile so they are saved for future quick access. Just click the star or add button. ☆

☆	Accommodation Staff - Hotel	1 2 3 4 5	▼
☆	Accountant	1 2 3 4 5	Job In Demand ▼



Apprenticeships

Apprenticeships

This provides a detailed overview of the traditional craft apprenticeships include those in the Construction, Electrical, Engineering, and Motor sectors. There are now many **new occupational apprenticeships** are in the process of being developed and introduced in the **Computer & ICT, MedTech, Insurance, Finance, Accountancy, Logistics and Hospitality** sectors. Details including entry requirements, training structure, where to find **apprenticeship vacancies** and a range of related videos, are available via the menu structure on the left hand side of each apprenticeship page.



Career Videos

Career Videos

These short videos of people working in Ireland, have been designed to help you to understand what people do in their daily work. Most of those interviewed include information on their educational history, along with the path they took to get to where they are now.



Career Research

Career Research

This section explores the importance of career research in terms of knowing yourself and self-assessment tools including the Interest and Personality and Skills Profiler to help identify what career areas and jobs might best suit you. It covers looking for work and tips and advice on choosing a career, work-life balance, upskilling and educational options and where to go for professional support with career decision making.



Jobs in Demand

Jobs in Demand

This is a full list of the jobs in Ireland that are in high demand and what are known to be “skills shortages”. In other words the job types that have a need for suitably qualified and skilled individuals. Currently there are a list 125 jobs in demand of all levels of **career zones** (1-5) which explains the level of education and experience generally expected by Employers. **Tip:** See Level and Career Zones PDF (in Useful Resources section) for a full description of how zones link with education in Ireland.

Searching for Courses



These are three distinct course search facilities. The **Further Ed Courses** (FETCH) link to all part-time and full-time further education courses from QQI Level **3-6** on the National Framework of Qualifications. **PLC** are a list of all fulltime QQI Level **4, 5 and 6** courses and **CAO** are QQI Levels **6, 7 and 8**. **Tip:** Save, add to your **Career Library** by clicking on the **Star icon** beside the course title. For example:



Graduates

Graduates

This brings you to the Graduate area on the CareersPortal website. It includes useful information and links to Post-Graduate Study, Graduate Recruitment opportunities and Internships, Applying for Jobs and setting up Social Media profiles including LinkedIn, up-dating your CV and Interview Preparation.



Adult Learners

Adult Learner

This brings you to the Adult Learner area on the CareersPortal website. It contains lots of useful information about courses and their levels, learner videos, how to compare international qualifications with Irish ones, funding and scholarships available, upskilling programmes and related news stories.



Job Seekers

Job Seeker

This brings you to the Job seeker area on the CareersPortal website. It links to information on job vacancies, social welfare entitlements, changing career and job, upskilling courses for those unemployed and return to work supports. **Tip:** There is a useful tool at the end of your career file that allows you to search for live jobs in any location.

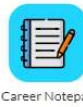
3 Developing and managing your career



Personal Action Plan



Finding Jobs



Career Notepad



Work Placement



CareerDocs



CV Builder



Personal Action Plan

Personal Action Plan

The Personal Action Plan helps you to reflect on where you are along your career path so far and identify some of the possible directions you would like to consider next. It will encourage you to decide on some of the actions you can now take to take you forward by setting clear career goals. We recommend return to update it from time to time whenever you have something more to add. This can be printed.



Finding Jobs

Finding Jobs

This area contains lots of useful information and tips for you about preparing a job search, finding suitable job opportunities and your career development. It will help you to get organised and think about what career and work means to you and what you are prepared and not prepared as part of your working life.



Career Notepad

Career Notepad

This versatile file will allow you to type into a notepad that saves up to 20 documents online. These could be your own career to-do lists and career research to save in one place.



Work Placement

Work Placement

This app is an on-line template for the **QQI Level 4 and 5 and 6 Work Experience** modules. It highlights everything you will need to include for the requirements for this module and encourages you to state where you are undertaking your placement, your goals, your work experience diary entries and reflections. There is also a **Search Placement** live search link that highlights available work experience vacancies. Your work experience Tutor

will be able to instantly see how you are progressing with your module work and directly provide you with feedback on your work in this app.



CareerDocs

The app allows you to **upload files** to store them online and download them any time you want. This includes files such as your CV, Cover letter and assignments for college. Note: files include PowerPoint presentations, word files and images and audio files. There is a maximum size allowed.



CV Builder

This app encourages you to create an up-to-date CV and includes tips such as the layout and presentation, what should be included and useful words. There are 4 main areas Employers look for on a CV: **experience, skills** (see Career Skills App) **qualities and qualifications**.

Additional Resources

This area contains a range of careers related resources including helpful visuals of the 33 sectors in the Irish World of Education and Work, Understanding the links between Education and Occupations (Ladder) and links to additional resources when planning your career including EuroPass and Skills to Succeed Academy. A Guide on the Impact of a range of Disability on career choice is included, along with this Quick Guide.

Resources

[MyFuture+ Quick Guide](#)

[Skills to Succeed Academy](#)

[Distance Learning Portal](#)

[Europass - CV & Cover Letter Creator](#)

[Education Pathways](#)

[World of Work](#)

[Career Zones](#)

[Disability - Careers & Education Guide](#)

[Personal Values Assessment](#)

Skills to Succeed Academy

The Skills to Succeed Academy is a highly interactive, online training programme. It is designed specifically to meet the needs of jobseekers. Its aim is to help you choose the right career as well as build the key employability skills you need to find and keep a job. It focuses on teaching you how to do things for yourself and building skills. It can give you the confidence you need to manage your own career development and job search. **Access Code is01CPMF**. There are 3 key modules:



[Click here to learn everything you need to know about creating your own CV](#)



[Click here to learn everything you need to know about the skills you need in the workplace](#)



[Click here to learn everything you need to know to prepare yourself for a job interview](#)

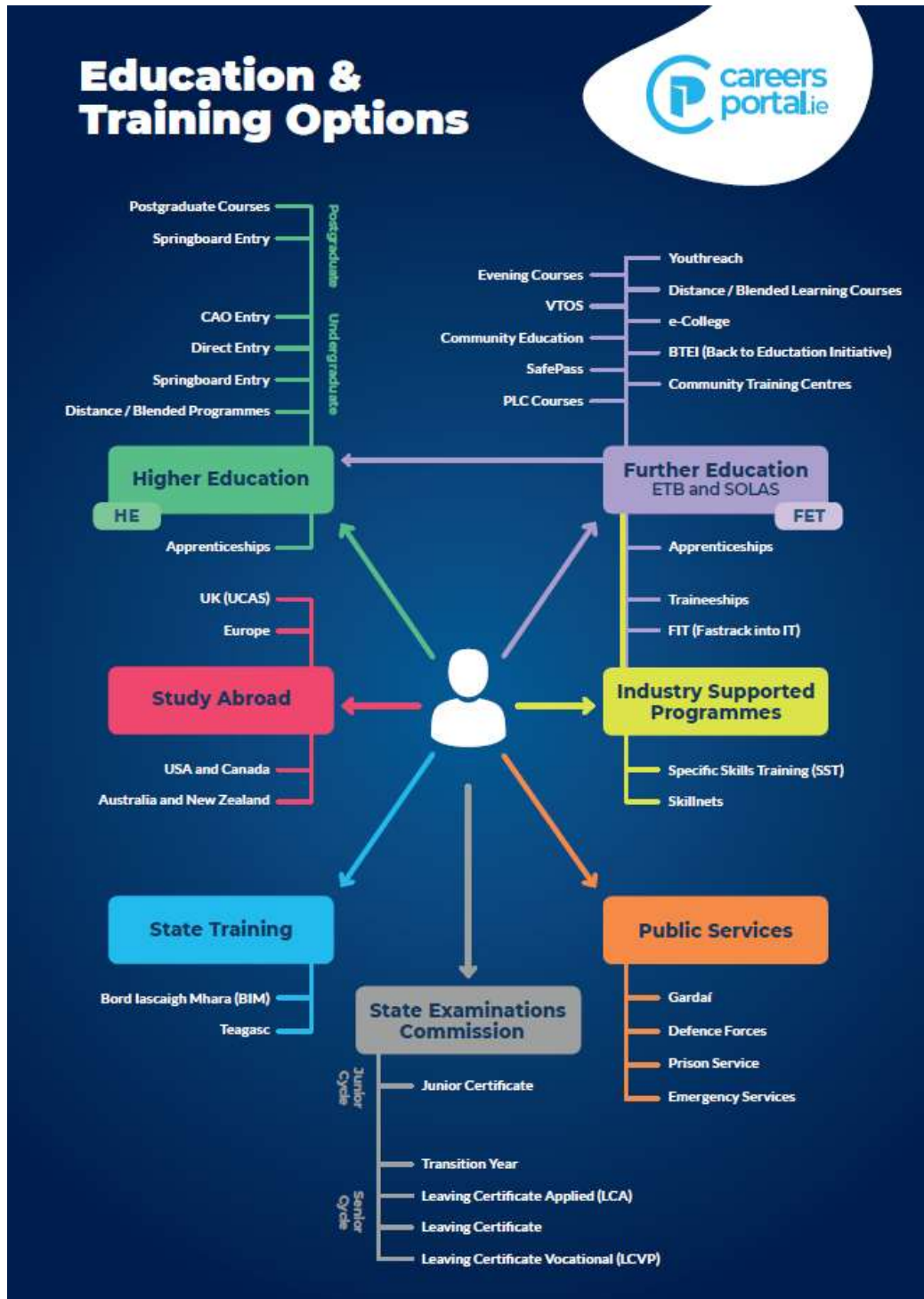
Europass – CV & Cover Letter

Europass provides useful tools to help you create a well presented, professional CV and cover letter. You create your documents online on their website, and then save them to your own computer to print out. You can edit your documents any time by uploading them again, editing them, and saving the new version. You can also do this for as many CVs and cover letters as you like!



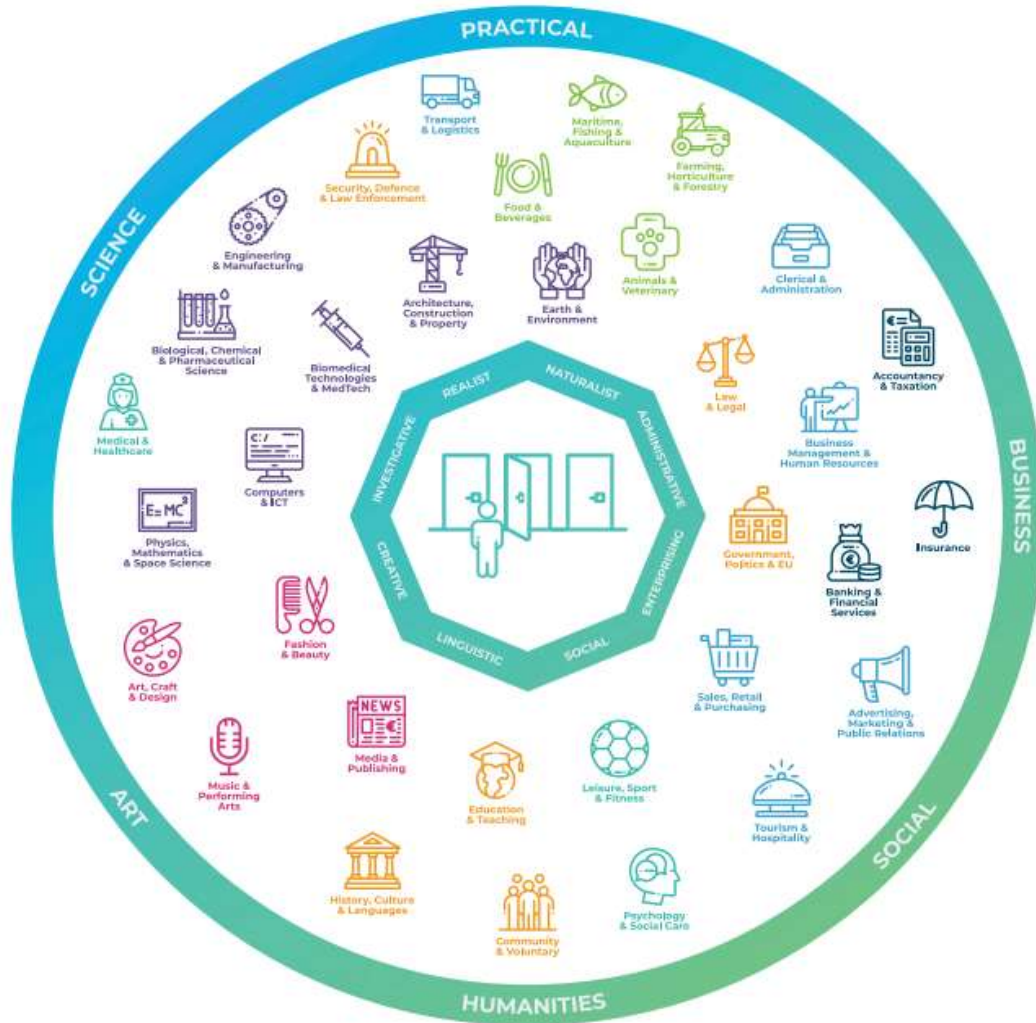
Education Pathways

This visual is a useful diagram showing the many routes to Education and Training in Ireland.



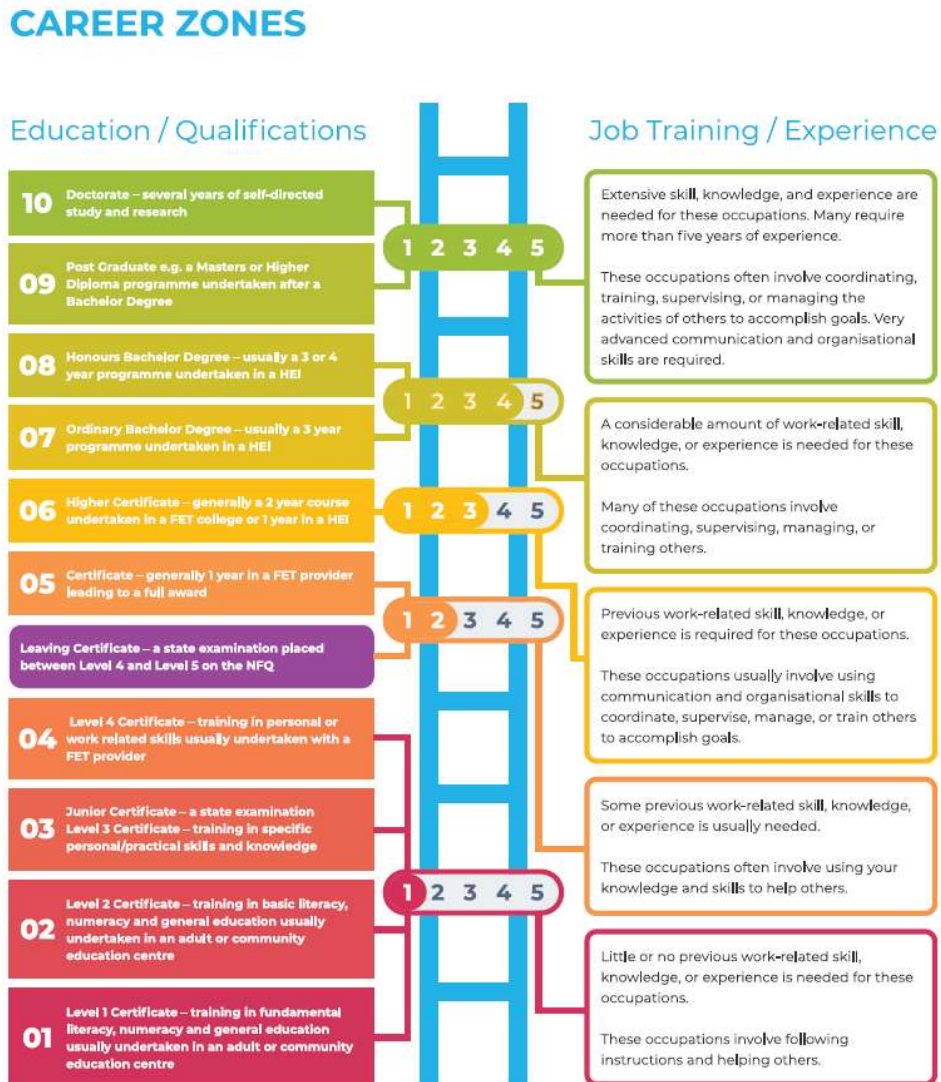
World of Work

The World of Work is a PDF highlighting the 33 Career Sectors that people can work or study in in Ireland. In the middle the 8 different Interest types are shown making some links between your top 3 and the sectors that might suit you.



Career Zones

This explains how zones 1-5 fit within the National Framework of Qualifications in Ireland. Each job (occupation) and course will have a Career Zone assigned to them.



Personal Values: Additional Resource

This app links to a website that allows you take a personal values assessment. Values are the things that are important to us and exploring this can be useful to learn more about the jobs and career areas that might suit you best. You are asked to select 10 words for a list of values/behaviours. You will be e-mailed a Values report. Your report can then be uploaded to the CareerDocs app to save and be viewed by your Guidance Counsellor or Tutor.