



THE MORRISBY ONLINE REPORT

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Kickstart Careers Coaching
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SUPPORTING YOU

WELCOME

Welcome to your Morrisby career analysis.

Whether you are just beginning to consider career or study options, or you are looking for a change in career, we are here to inspire and help you realise your potential.

This report is the beginning of your journey with us. Everything in this document is personalised to you and based on what we have found out about you so far. At any time, you can log in to your personal area on our website, re-visit your results, research the pathways into careers, investigate job specific information and also search for courses and research apprenticeships.

When reading this report, please remember that we are not here to tell you what to do, but to give you the tools and information to support you in making the right decisions for you.

LOG-IN FOR LIFE

No two people are exactly the same. Because tastes, preferences and the things that motivate and inspire us can change over time, you have a log-in to Morrisby Online for life. This means that you can come back at any time in the future to investigate different options and we can be there to support you at all of the important educational and career decisions you will need to make.

ABOUT US

Deciding on a career is not easy. Understanding the options available to you in the first place is hard enough, but then working out what you are best suited to, and how you can achieve your goals, is difficult.

With our expert analysis, we can help to make your journey easier by giving you the tools to aid your decision making.

- Established in 1967, we are world leading developers of Careers guidance systems and services.
- Experienced providers of matrix accredited and ISO quality assured Careers information, advice and guidance.
- British Psychological Society Registered



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USING THIS ANALYSIS

INTRODUCTION

When you took your Morrisby Online assessments, we measured your verbal, numerical and abstract aptitudes. We also took a subjective snapshot of your interests, preferences, talents and motivations.

We then analysed all of your results, which were presented to you on our website. This report is a summary of what you have seen on the website so far. In addition to this report, your own personal webspace also features:

- Career & subject suggestions
- College & university search
- Thousands of links to videos, case studies & further information on careers & subjects
- Different routes into careers including salary information

All of the results and recommendations are available both in this report and in a dynamic and interactive format on our website.

Every time you make a change to your preferences on Morrisby Online, this report will update and you can download it again.

IMPORTANT

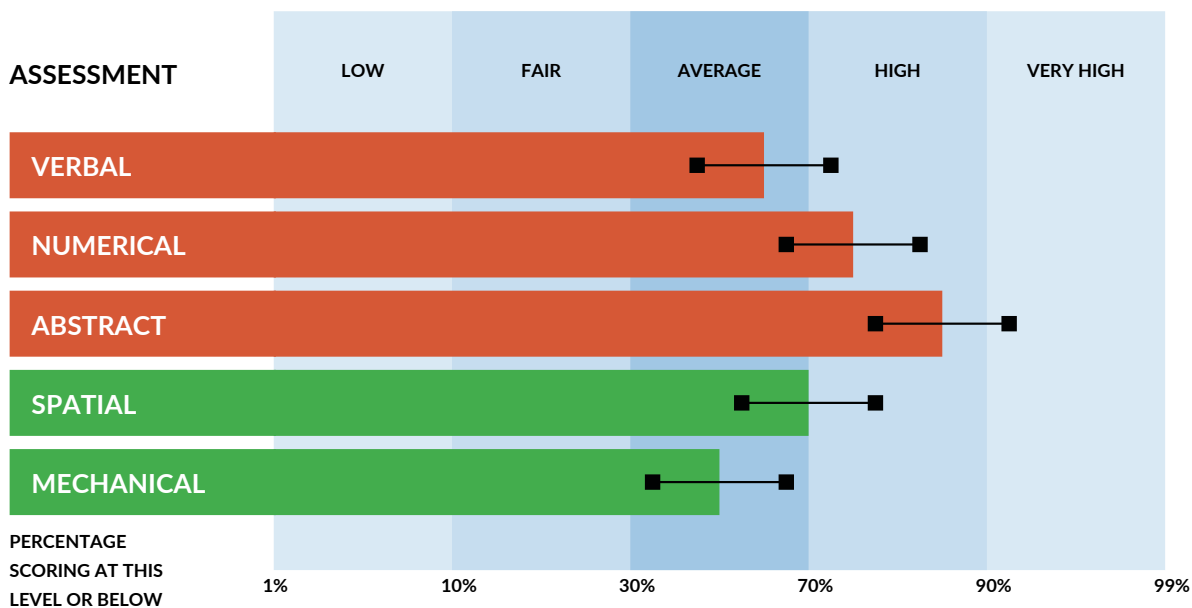
We want this analysis to help inform and support your decisions for the future. As with all assessments, the results reflect your performance and feelings on the day. We hope and expect these to be accurate, but on occasions, people do not perform as well as they should. If you feel that your results are not a true reflection of you, please talk it over with a careers adviser.

APTITUDES

YOUR APTITUDES

The first assessments you took measured your verbal, numerical and abstract reasoning. Your results have been analysed and compared with others of a similar age to you. Please remember that this is not about measuring individual scores, but understanding where your relative strengths lie.

We use this information to build a picture of you and to identify your potential. This profile also informs your career suggestions.



VERBAL, NUMERICAL & ABSTRACT

Your high abstract score, lower verbal result and high numerical, suggests that you might prefer working with real objects, diagrams, plans and numerical analysis. These are useful skills for engineering, technology and many commercial careers. You may prefer learning from charts, models or videos, rather than just from books or lectures.

You could look at careers which match this pattern, such as science and laboratory work, technical design, surveying, engineering, as well as working with computers and data processing and many commercial careers such as banking, insurance, finance and so on.

SPATIAL AND MECHANICAL

Your score on the spatial assessment was above average but a little lower on the mechanical. Whilst you can cope with the mechanical principles of machinery and everyday living, it's not your strongest skill. You have plenty of practical ability for everyday life and for the great majority of jobs. There may be a few highly practical areas that you could find a little laborious.

APTITUDES - WHAT IS BEING MEASURED?

VERBAL

This assessment measured the ability to use words and indicates potential in dealing with verbal information, whether written or spoken. High scores can indicate a comfort in reading, writing, and speaking. Careers which need this ability include teaching, law, journalism and sales. Can also indicate a preference for learning in a traditional way, using books and attending lectures.

NUMERICAL

This measured the comfort or intuitive insight when using numbers or data. High scorers often tend to be more logical or organised, with a preference for weighing up the pros and cons of a situation. They may also be less interested in compassionate or caring professions. A high numerical score would indicate a preference for work with numbers in commercial fields, such as accountancy, sales, insurance banking and finance.

ABSTRACT

This assessment measured the ability to deal with complex problems. This indicates a preference for dealing with real things and visual information such as charts, diagrams and pictures. High scorers often 'see' relationships between things and will learn by doing and observing, rather than talking. Such people would be more comfortable with demonstrations, rather than a traditional, book-based approach to learning. This ability is also linked with many technological and scientific areas, and therefore can be associated with engineering, research and development, design and information technology.

SPATIAL

Designed to measure spatial ability. This facility is useful for occupations or activities where visual-spatial skills are important, such as design, engineering and electrical work. It is also useful for tasks that involve the appreciation of plans, diagrams and flow-charts. High scorers may also feel comfortable when dealing with the overall plan of a project rather than the details.

MECHANICAL

Designed to measure the ability to appreciate and solve mechanical problems. It does not rely on specialist knowledge, although it does require an ability in solving straight-forward practical problems, and an understanding of how things work and are put together. It is therefore useful for engineering and technical careers. High scorers may feel comfortable when dealing with the details of a plan, and may adopt a step by step approach to tackling projects.

INTERESTS

INTRODUCTION

This section examines the findings from the Aspirations Questionnaire. This asked you about your career interests, your talents and any preferences you might have about your work environment, the type of organisation or your role within it. Your results are shown and described on the following five pages. On the website you will also find a breakdown showing how well your results support working in each of 49 different career areas.

YOUR INTERESTS

We asked you questions about your attitude to working with people, information and things and how important each one was to you. You can see the results below. Remember, this is based on what you told us and you can amend your responses at any time.

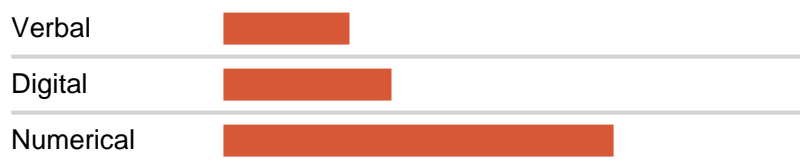
YOU

- Advising
- Instructing
- Scientific
- Researching
- Caring
- Supportive
- Persuading
- Influencing
- Commerce
- Analysing

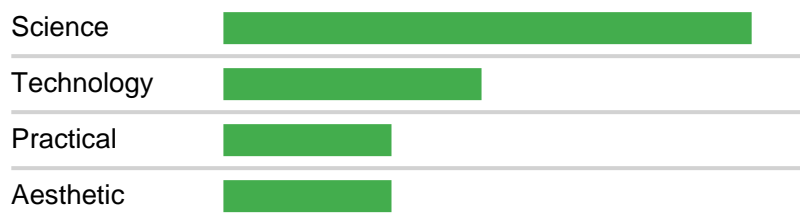
People



Information



Things



Your interests, talents & working preferences are based on your answers to the aspirations questionnaire.

You are most interested in a career path where you help other people to get the most out of their lives. This includes education in the broadest sense, counselling, advice and guidance. You would enjoy helping people to achieve their true potential. The results suggest that you might also enjoy scientific methods and research. In the purest sense this might be physics, chemistry or biological research but you also need to remember computer science,

INTERESTS

forensics, materials, geology, meteorology, psychology and many others, all of which rely on the scientific method.

Additionally you appear interested in a career where you care for other people on a daily basis. Perhaps young children, or the elderly or others who for some reason or another need help in looking after themselves.

Additionally you might consider the types of career where you would be working with people in a professional, rather than personal manner. You would enjoy guiding them to make the best decisions. This might include management, sales, politics, marketing, advertising, broadcasting and many others. You also show some interest in a career dealing with numerical records and quantitative analysis. This often means working in commerce or finance; banking, insurance, trading and brokerage, risk analysis and accountancy. However, all organisations require some numerical analysis so it's an area with many and varied opportunities.

The results show that you are not interested in spending your time writing or working with the written work or verbal communication. You would also like to avoid working in IT, centering on screen-based activities, programming, data analysis, hardware and the like. Similarly you would like to avoid working in a directly practical area; jobs which involve making, maintaining or moving physical objects. Neither do you seem keen on a career working as an artist or designer, where success is dependent upon the aesthetic quality of the item you create.

WORK STYLE

WORK STYLE

YOU

Enthusiastic
 Industrious
 Ambitious
 Conscientious
 Smaller company
 Independent

Here we are looking at how you go about solving problems, what motivates you and how you like to work. The graphs below are based on what you have told us so far.



People adapt to the demands of a particular situation but most have personal preferences. Some are natural leaders, others dread being in charge. Some people prefer to be part of a large group, others value their independence. This grid indicates the type of organisation in which you are likely to feel most comfortable.

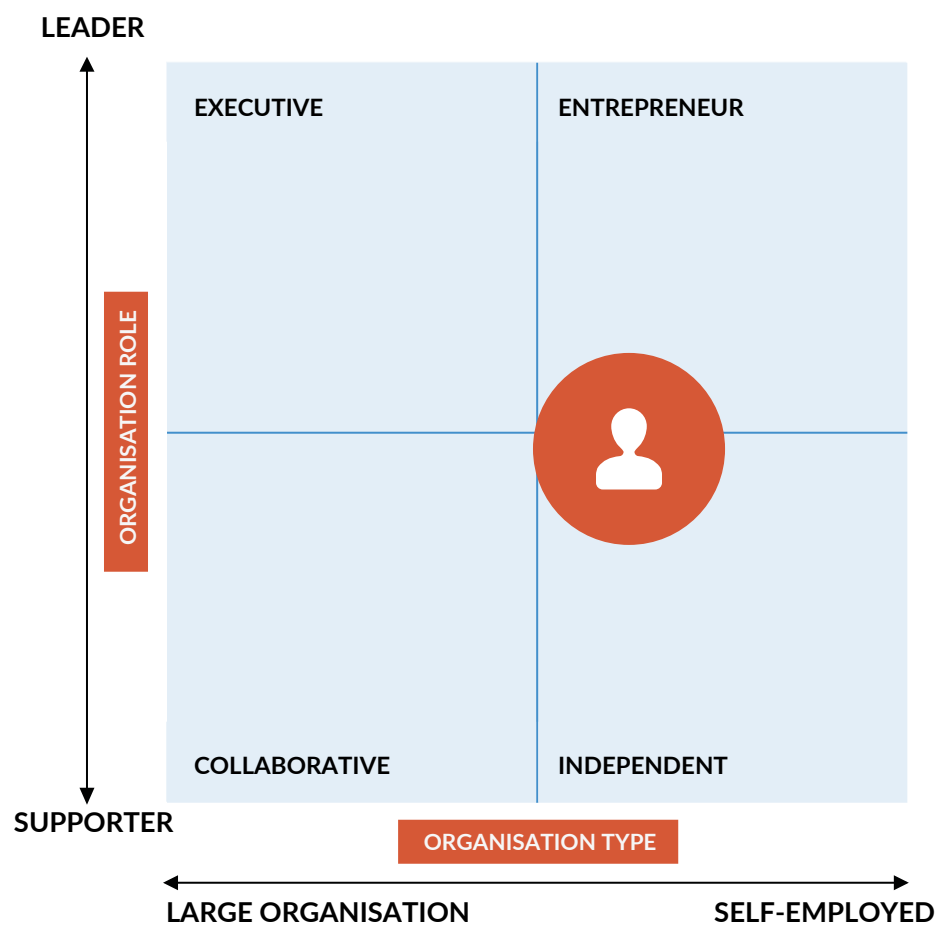
You want to succeed and are likely to set yourself very ambitious targets. It is important for you to achieve your goals and you want to work in an area where you can personally make a real difference. You appear highly industrious and are prepared to put in a great deal of effort to achieve your goals. There is a risk that your work-life balance could tend to be too much on the 'work' side but you are likely to achieve a great deal. Your answers suggest that you very much like to make your own decisions and do things the way you want. You wouldn't like to be continually told what to do by a manager or supervisor. Perhaps you see yourself working independently - perhaps working for yourself, or developing a portfolio career. Independence is a very useful trait, but you might find it frustrating to be part of a big group with little autonomy. However you'll probably have to put up with it, whilst you develop your skills and gain the experience you'll need later on.

Providing you felt comfortable with the work you would be prepared to be the leader within a group of people. You could take responsibility for the actions of others and might want to consider careers where you assist or advise others on what to do. You like to work in your own way and would prefer a career that offered variety and the opportunity to do things as you see best rather than following a set procedure.

WORK STYLE

ORGANISATIONAL ROLE

This graph shows the type of organisation and role that you aspire to. We work this out by looking at your preferred role in an organisation (from team member to leader) and comparing it with the type of organisation you want to work in (from a large multi-national, to working for yourself) You may find that these attitudes can change over time, remember, you can update the results by re-taking the aspirations questionnaire.



People adapt to the demands of a particular situation but most have personal preferences. Some are natural leaders, others dread being in charge. Some people prefer to be part of a large group, others value their independence. This grid indicates the type of organisation in which you are likely to feel most comfortable. You appear happy to take the responsibility of working in a small organisation or even working independently. You don't need the protection of massive company. Happy to take the lead when required, but equally content as a team player.

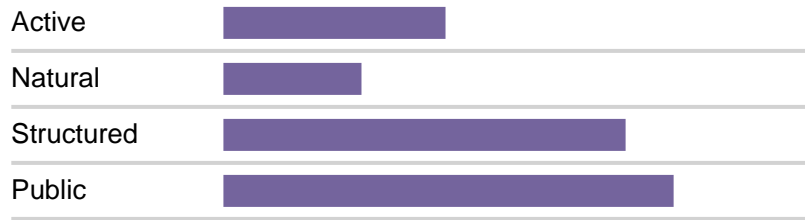
WORKPLACE

WORK ENVIRONMENT

YOU

Indoors
Meeting People
Nice Surroundings
With the Public
Non-physical

This is what you told us about where you would most like to work; whether you prefer the idea of being inside or outside and how important it is to you to work alone or with others.



Your workplace preferences indicate the sort of work environment that suits you.

Regarding workplace, you like the idea of a comfortable, well-equipped building where you can meet new people frequently. You don't like the idea of being stuck away on your own in an office and nor do you want to be outside in all weathers. There are many careers with many employers which will provide this combination. You don't have much desire to find work that is largely physical, nor indeed work that is based outdoors. You probably prefer to be in a relatively comfortable environment, working alongside other people.

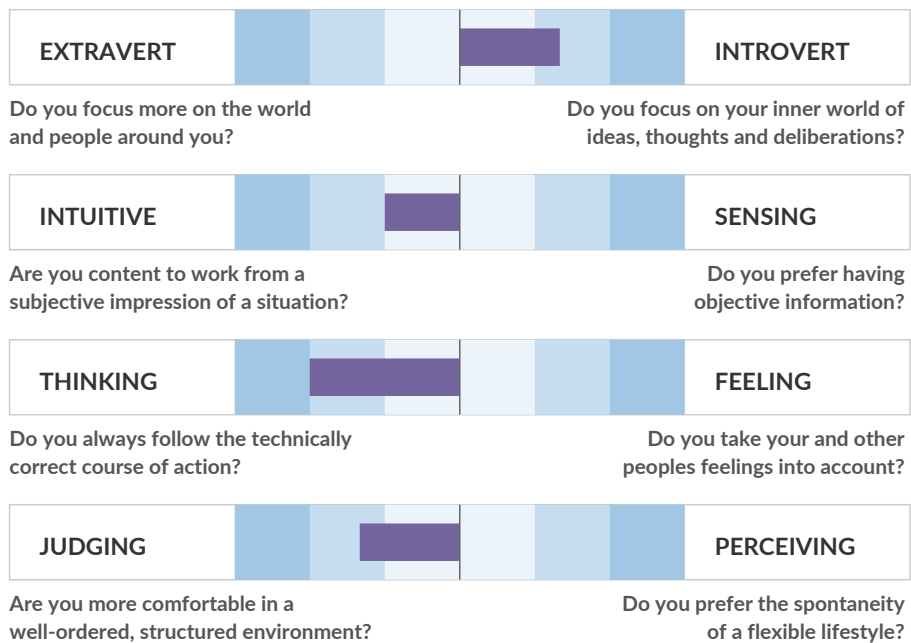
PERSONALITY

YOUR PERSONALITY TYPE

THE SCIENTIST

- Pragmatic
- Rational
- Logical
- Independent
- Insightful
- Reasoned

Personality describes the way we think, feel and behave - in short, it is what makes us unique. When considering careers, we often think about having the right skills and qualifications, but having the right personal qualities can be just as important. Our personality type, and the way we act and behave will influence our suitability for some careers more than others. This profile also informs your career suggestions.



Independent, innovative and insightful but potentially a little hard to please. Theoretical in outlook with a strategic, logical approach with a scientific methodology. Self-assured, ambitious, organised and likely to expect high standards from self and others.

When you make decisions you prefer to adopt an analytical approach, and work out the most logical solution to a problem. Whilst you accept that not all decisions can be made objectively you are keen to find the technically correct solution even if it will not be received well by others.

You would prefer a well ordered and structured lifestyle. Whilst you enjoy occasional surprises, you prefer the important things in life to be well thought through, organised and as definite as possible. Some things need to be planned well in advance to ensure you get the most out of them.

Also of importance is your introversion result. Whilst sociable, you seem content with your own company and are happy to work on projects independently. Perhaps you might seem reflective and a little reserved to others. You don't seek out an audience for your activities but enjoy joining in with others. You show a preference for developing ideas, mentally exploring new possibilities and breaking with tradition. You are keen to use your imagination and are comfortable in the worlds of art, literature and emotions.

THE JOURNEY AHEAD

INTRODUCTION

This next section of your report is all about looking to the future. We have assessed and analysed your talents and abilities and now it is up to you to decide how you want to use them.

You will now see a summary of the careers, subjects and options that you have shortlisted and also the ones that we recommended to you. You can go back to the website at any time to update or change these. Each time you do so, this report will update.

Remember, none of this is set in stone. You can re-visit the website whenever you like, to research study and career options or to update the answers to your questionnaires.

THE JOURNEY AHEAD

CAREER SUGGESTIONS

The career suggestions that you are about to see have been selected from a list of over 600 occupations. We have short-listed them for you because they match your particular abilities and interests.

These are not the only jobs for you to think about. You may have other career ideas that you want to investigate. You can easily do this by visiting our website. Once you add a career to your favourites, it will show up on this report.

SUBJECT SUGGESTIONS

The subject suggestions are made based on your results on the various questionnaire and assessments but are also graded according to how useful they would be for the suggested careers and any careers which you have favoured. Ideally these will be subject suggestions which both enable your intended career path(s) and which you will find interesting and well suited to your make-up. But sometimes compromises have to be made and if there is a conflict between needing to study a subject to enter your chosen career and your interest or ability to do well in that subject, then it might be best to speak with an Adviser.

USING THE CAREER MIXER

Our career recommendations have all been made by measuring many different factors about you, including your talents, working preferences, aptitudes, personality and working style. Some of these may be more important to you than others. On the website, you use the mixer to rate each of these individually to tell us how much we should take them into account when making our suggestions. You can re-visit this at any time.

You can also use the career mixer to decide how far you want to take your studies. Career suggestions will be amended accordingly.

FINDING COURSES

You have access to a large database of university courses in the UK as well as Irish and European courses delivered in English. You can search by location or course and start to build a shortlist.

If you have added any courses to your favourites, you will see them below.

MY PLAN

INTRODUCTION

This page shows a summary of any careers, subjects or courses that you added to your favourites when using the tools on the website. The match ratings show how much of a match we think it is for you. Achievement gaps list any areas where you need to gain experience / qualification before pursuing a specific career or educational pathway.

You can add or amend these at any time by going back to the website.

CAREER FAVOURITES

Rating	Career
	Pharmacist
	Optometrist
	Clinical psychologist
	Pharmacologist

MY CHOICES AT 18+

HND/FDg/Degree	
Rating	Subject
	Pharmacy and pharmaceutical science
	Optometry and eye care
	Psychology
	Medicine

COURSE FAVOURITES

Level 4+	
Rating	Course
	Pharmacy (Master of) at King's College London
	Pharmacy at The University of Nottingham
	Pharmacy at University College London
	Pharmacy at University of Bath
	Pharmacology at University of Southampton

SUGGESTIONS

SUGGESTIONS

This is the careers and study list that best match your aptitudes and interests. You can find out more detailed information about the courses and careers on our website.

Careers

- ▶ Pharmacist
- ▶ Sport scientist
- ▶ Biomedical scientist
- ▶ Optometrist
- ▶ Audiologist
- ▶ Sport & exercise psychologist
- ▶ Dietitian
- ▶ Geneticist
- ▶ Radiographer
- ▶ Clinical psychologist
- ▶ Sports management
- ▶ Business analyst

A-Level Subjects

- ▶ Mathematics
- ▶ Further Mathematics
- ▶ Pure Mathematics
- ▶ Chemistry
- ▶ Physics
- ▶ Biology
- ▶ Physical Education
- ▶ Psychology / Sociology
- ▶ Economics
- ▶ Business / Economics
- ▶ Geology
- ▶ Law

Subjects at 18+

- ▶ Pharmacy and pharmaceutical science
- ▶ Optometry and eye care
- ▶ Hospital sciences
- ▶ Biochemistry and biotechnology
- ▶ Health and medical sciences
- ▶ Psychology
- ▶ Medicine
- ▶ Sports science and coaching
- ▶ Nutrition, dietetics and food science/technology
- ▶ Biology
- ▶ Cell, molecular and microbiology
- ▶ Health education, management and promotion

CHOICES

CONSIDERING EDUCATION

16-18 Choices

Choosing school examination subjects are some of the most important decisions you will make about your education, as they can impact your future career and the choices available to you.

Try to choose subjects that:

- You find interesting and enjoyable so that you can complete the course
- You are good at and that suit your style of learning
- Fit into your future plans.

If in any doubt, you should speak to your school.

18+ Choices

Choosing whether to go straight into employment, take the apprenticeship route or go into higher education can be a difficult decision to make. Higher education is a huge investment in both time and money. If you are choosing this route, be sure that:

- You choose a course that you are good at, you find interesting and that you can do well in
- You choose a university that suits you and your learning style
- The degree fits in with your future and your career aspirations.

FINDING COURSES

There is a comprehensive database of universities in the UK, Ireland and the EU on our website.

If you are interested in pursuing the apprenticeship route, you can investigate these options on our website.

CHOICES

CHOOSING A CAREER

Throughout this process, we have looked at your aptitudes, aspirations and certain aspects of your personality to suggest and help you discover the different career options available to you. Your career and your future are now in your hands.

Deciding on a career is one of the most important decisions you will ever have to make, so you need to know as much as possible about yourself, about possible careers and how to go about entering them. After interacting with our website and reading this report and perhaps talking it over with your family and careers adviser, you are probably now aware of where your greatest strengths lie and how they fit in with your interests.

You may need to take action soon, such as deciding on subject choices or whether to pursue further study or a more vocational college course, or apprenticeship. If you are considering subject choices, it is important to make sure that you do not shut off too many options at this point, by dropping subjects which would be essential for a career you are still considering.

We hope that you have enjoyed this process with us and that you have found it to be a thought provoking experience. Do remember that you can log in to our website at any time to return to your results, re-take your aspirations questionnaire and investigate different career options.

INTERVIEW NOTES

Reaction to the report

You agreed that your main strength is in working with real things, diagrams and plans as indicated by the pattern of your aptitude scores. You were pleased that this matches with your strong preference for working in a science-related field. We discussed the fact that you made quite a few errors on the Verbal tests - you felt that you had understood the questions and that the score is probably accurate. You know that you prefer to learn by observing rather than by reading and acquiring knowledge so the lower Verbal result makes sense to you.

You used the Career Mixer to enhance the influence of your interests on the careers listed. You liked Pharmacist, Clinical Psychologist and Optometrist which combine your interest in science with your concern for making a difference in other people's lives. You had considered Pharmacist before taking this assessment but were pleased to have some healthcare alternatives to consider as well. Your older sister is studying medicine and you feel the pressure of a medicine degree would probably be too much for you.

Future plans

Sixth Form: You are considering studying Chemistry, Physics, Maths and Psychology.

Post-18: You want to go to university but haven't decided on the degree subject yet.

Career plans: You are not sure yet, but you are actively considering careers in the healthcare sector.

Action steps

1. Attend Sixth Form open evening in October to gather information about A level courses and discuss potential for A level study with teachers.
2. Attend a taster lesson in psychology as this is a new subject offered in the Sixth Form. Taster lessons take place in the week before half term.
3. During the remainder of this term undertake some research into healthcare careers, using the resources and links on the Morrisby website.
4. Organise a work experience placement, in one or two of the researched careers, in the summer after GCSE exams. Check the local NHS Trust website to see if there's a work experience scheme to apply to and/or ask family/friends for relevant contacts. Then send an updated CV and covering letter to appropriate organisations.

Adviser's comments

You haven't yet decided which career path to pursue. However, you are clear you want to continue with science at A level and then study a degree where you can put your scientific understanding to practical use to help others. The career research and follow on work experience I have suggested should help you to focus on which route to pursue at university. You mentioned that you have an aunt who is a trained pharmacist who lives at some distance from you. I recommend you have an initial conversation with her about a career in pharmacy and if feasible arrange some work shadowing through her.

INTERVIEW NOTES

We discussed your proposed combination of science subjects at A level. In general the subjects you are considering could lead to a range of healthcare degree courses. You are quite adamant that you prefer physics to biology. However, be aware that the lack of biology A level may reduce the number of institutions you could apply to for some of the healthcare degree subjects. Before making your final choice of A level subjects you may wish to check out subject-specific entry requirements for different degree courses on the UCAS website www.ucas.com.

Interviewed by: John Smith

Date: 8th September 2015

Admission Tests

www.UKCat.ac.uk

Sample, book and manage a Clinical Aptitude Test; required by most UK Medical and Dental schools

www.bmat.org.uk

for details, including samples and registration, of: BMAT, ELAT, HAT, PAT, STEP, TSA

www.Lnat.ac.uk

Where Law applicants can practice, book and manage their LNAT test

www.oxbridge-admissions.info

Advice from students who have been through the Oxford or Cambridge admission process.

Finance

www.Gov.uk/1619-bursary-fund

financial support for some 16-19s in FE or training

www.EMAScotland.com

financial support for some 16-19s in FE

www.DELNI.gov.uk

will contain information on EMA for some 16-19s in FE.

www.slc.co.uk

Student Loans Company provides the loans and grants to students in the UK

www.gov.uk/student-finance England

www.StudentFinanceWales.co.uk Wales (inc. info on EMA)

www.saas.gov.uk Scotland

www.studentfinancenir.co.uk Northern Ireland

www.Scholarship-Search.org.uk

Searchable database of thousands of awards.

Student finance for dummies

a guide to managing money whilst at university. (J. Wiley & Sons)

Study Abroad

www.Ecctis.co.uk/Europass

Europass, a system to help people study, work or train in Europe.

www.Fulbright.org.uk

a website for students in the UK hoping to study the USA, and vice versa

www.Studylink.com

Database of courses in Australia, Europe, India, Far East and USA.

www.erasmusplus.org.uk

Erasmus programme enables students to study in Europe

GAP Years and Volunteering

www.Gap-Year.com

information and advice on taking a gap year

www.etrust.org.uk/the-year-in-industry paid placements

www.gov.uk/guidance/gap-year-foreign-travel-advice

Advice on travelling and working abroad.

www.backpackeradvice.com

Information and tips for people backpacking around the world.

www.Do-it.org.uk

UK volunteering search engine

General Support

www.TheSite.org.uk

Resources and advice on a wide range of topics

www.Plotr.co.uk

careers platform for ages 11-24

www.TheStudentRoom.co.uk

A wide-ranging forum for students.

Courses

www.gov.uk/browse/education

Information on all aspects of further and higher education

www.ucas.com

Virtually everything you need to know about applying to University

What Do Graduates Do?

Lists the first destinations of graduates (HECSU)

www.UKCourseFinder.com

A questionnaire to help you find the courses most closely matched to your interests and preferences.

www.Hotcourses.com

search over a million courses at all levels and types from across the UK; also includes student reviews.

www.gov.uk/search?q=apprenticeships

information on many different types of apprentices available

www.disabilityrightsuk.org

Promoting opportunities and supporting students with disabilities

www.Unistats.com

Official statistics on entry requirements, destinations and satisfaction rates.

www.bestcourse4me.com

Detailing the links between individual degree subjects and employment prospects.

www.russellgroup.ac.uk/informed-choices

The importance of choosing the right sixth form subjects and how to decide.

www.push.co.uk

Independent guide to choosing, applying and enjoying a University.

www.theguardian.com/education/universityguide

Profiles of over 150 HE institutions with subject ratings.

www.WhatUni.com

Student reviews of courses and places.

www.OpenDays.com

A searchable calendar of university and college open days.

fd.ucas.com

Details of all Foundation degrees (work related 2 yr courses)

Into Apprenticeships

Information for disabled students

<https://crm.disabilityrightsuk.org/>

Heap: University Degree Course Offers

by Brian Heap, useful, clear information on selection criteria and offers made for UK degree courses (Trotman)

Getting Into... Course Guides

Ten titles giving information courses such as medicine, law, dental, physiotherapy (Trotman/MPW)

The Times Good University Guide

Features the Times' university rankings. (Times Books)

Heap: Choosing Your Degree Course and University

helps to choose between institutions, subjects and courses (Trotman)

How to Complete Your UCAS Application

Solid advice (Trotman)

Support for students with disabilities

How to apply for support and how universities can help. www.ucas.com

Which A-levels?

How to choose your A-levels. By Alison Dixon available through Amazon

University Interviews Guide

Gives sample-specific questions for over 80 individual degree courses (available from Amazon)

Careers

nationalcareersservice.direct.gov.uk

comprehensive information and advice including careers, jobs, courses and funding.

www.icould.com

Videos of people talking about their career paths.

www.Careersbox.co.uk

A range of videos where people describe their careers.

www.INSideCareers.co.uk/bookstore

Guides to a range of business and finance related careers.

www.Targetjobs.co.uk

Information on a wide range of graduate careers.

www.Prospects.ac.uk

Information on graduate vacancies, post-graduate study and typical career destinations by subject studied.

www.NotGoingToUni.co.uk

Advice and resources on alternatives to higher education.

Trotman Careers Guide

Details of hundreds of career areas.

A-Z of Careers and Jobs

A detailed guide to a wide range of careers. (Kogan Page)

Becoming a... series

Series of titles that give detailed information on a range of specific professions. (BPP)

Working In... series (Trotman)

A series of books on competitive careers areas. (Trotman)

www.healthcareers.nhs.uk

Information on dozens of medical careers.

www.Lantra.co.uk

Information on many land-based and environmental careers.

What color is your parachute?

A practical manual for job-hunters and career changers. (www.jobhuntersbible.com)

Build your own rainbow

A self-assessment careers planning and exploration book. (Management Books 200 Ltd)

How to get a job you'll love

Practical guide designed to help you in choosing your ideal career. (McGraw-Hill Professional)

Ultimate CV

Advice on the design of CVs to help you stand out from the crowd. (Kogan Page)

How to find a job on LinkedIn, Facebook, Twitter & Google - using social media to aid your job hunting. (McGraw-Hill Professional)

Ultimate Interview

How to present yourself well at interview with example questions and responses (Kogan Page)

Self-employment

www.entrepreneurhandbook.co.uk

a comprehensive resource for all budding and established entrepreneurs in the UK.

www.shell-livewire.org

support and awards programme for young entrepreneurs

www.princes-trust.org.uk

their Enterprise Programme supports 18-30 year olds with a business idea

Financial Times guide to Business Start Up

covers all aspects of starting and running a business.

Starting an Online Business for Dummies

All-in-one guide to everything you need to know to start an online business (J Wiley & Sons)