

globalbridge



#FindYourFuture

NAME:



myglobalbridge.com



@globalbridgeltd



@globalbridgeltd



globalbridgelimited

Come on in...

Welcome to the globalbridge #FindYourFuture work pack!



This resource is designed to help you showcase your skills and talents, explore opportunities and develop the best possible globalbridge profile - something that will really help you stand out from the crowd!

To complete the activities you will need access to a computer, tablet or mobile, and you will also need your globalbridge log in details - your teacher should have given you this.

Let's get going...

Section 1

Your BRAND!



Let's get going...

1. Your brand

Brands are everywhere. Wherever we look we come across branding - images, colours, texts. But have you ever stopped to think about what these brands actually represent? What messages do they put across to people?

ACTIVITY - know your brands!

A quick activity to get you thinking - can you identify these common brands from part of their iconic logo?



Write your answer



Write your answer



Write your answer



Write your answer



Write your answer



Write your answers

Amazon is one of the world's most iconic brands. But have you ever thought about their LOGO? Discuss the logo with another person and write down any thoughts you have. Think about what it is trying to represent

Write your answers

amazon

1. Your brand

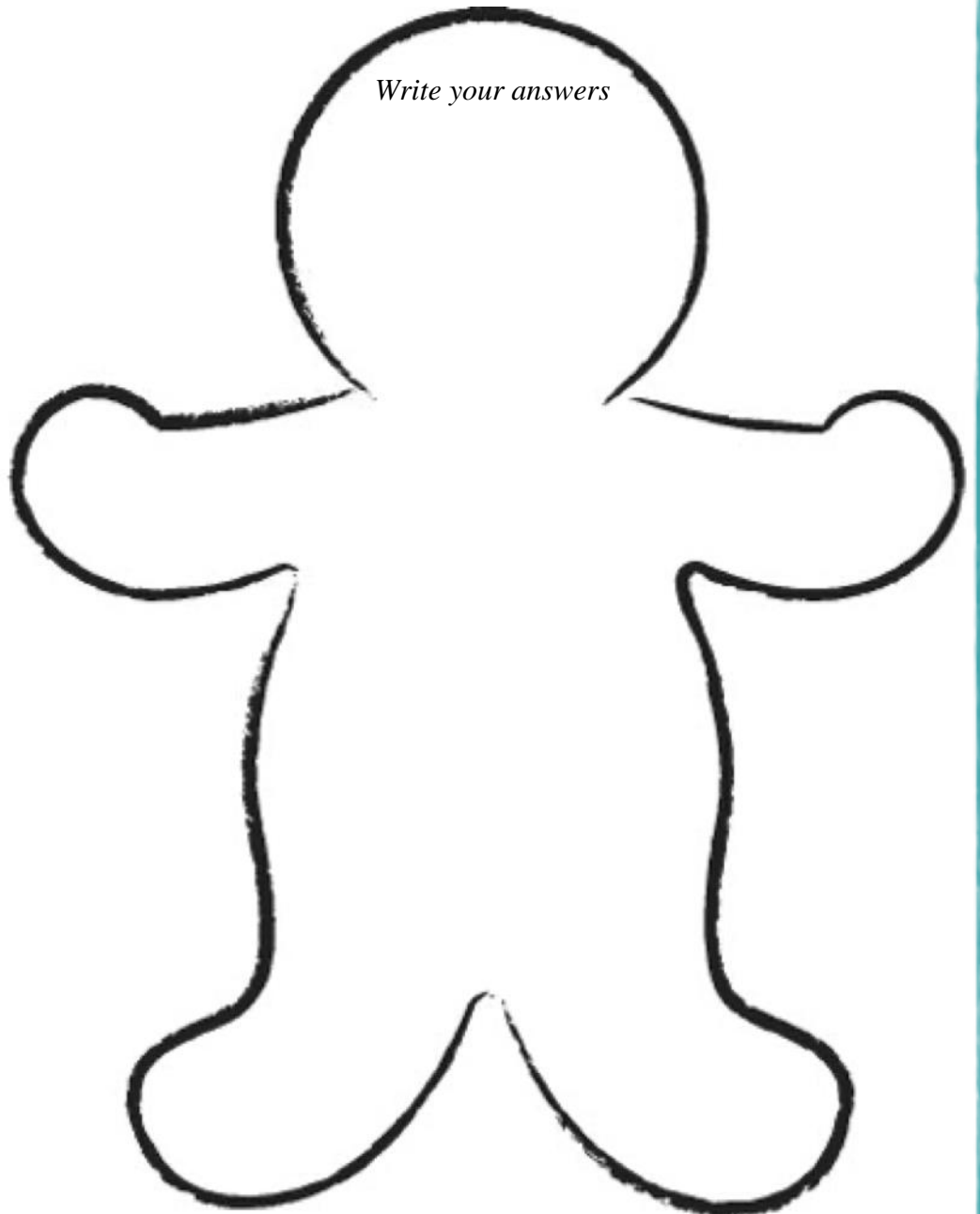
Now let's think about you and your PERSONAL BRAND. How do you want people to see you?
How are you going to 'sell' yourself?

ACTIVITY - my personal brand

Inside your 'brand gingerbread person', write down your key skills, characteristics and traits. On the outside, add some thoughts about how you think other people view you currently. Does the inside and outside match? What does this mean?

Write your answers

Write your answers



1. Your brand



Why is this important? Well, when you are applying for jobs, college, university, etc, you have to sell yourself and stand out from the crowd. You have to make sure that you are promoting yourself in the right way.

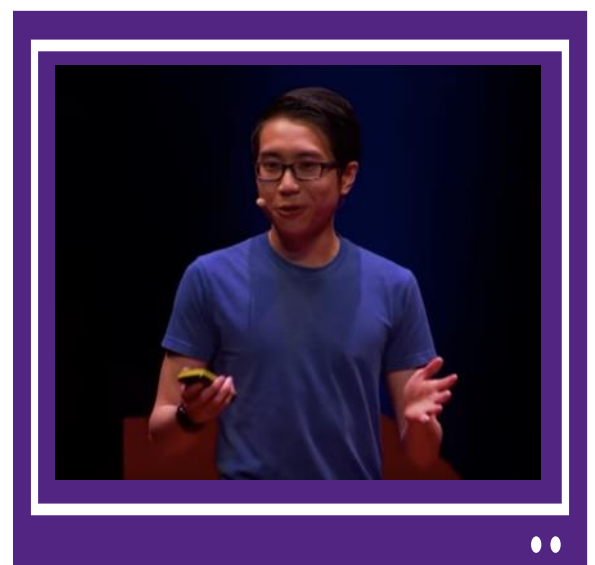
Think about all the ways people come across your brand too, especially on social media. One of the biggest mistakes people make is putting things on social media that don't represent them in a positive light. Think about your social media posts - what impression do they give other people about you? Would you be happy if a potential employer saw them?

ACTIVITY - Taking it further...

If you want to think more deeply about how to create your personal brand, there is an awesome TedX talk from expert marketer Tai Tran. Click link under the TV screen below to watch it (you'll need to be on the internet)

Jot some thoughts below as you watch - what can you take away from the talk?

Write your notes



https://www.youtube.com/watch?v=Alqt7plbp_o

Section 2

Skills Pay the Bills!



Let's get going...

2. Skills pay the bills

It's no surprise. Employers, Colleges, Apprenticeship providers, Universities all want to attract the brightest and best talent. But what are they actually looking for? This section will help you uncover your key skills and help you think about how best to promote these.



ACTIVITY - A recent survey established the key skills employers look for. Can you complete the crossword to identify these?

Across

- 2. the ability to work well with others
- 4. Examining things in detail so you can explain results and patterns to establish facts and principles
- 6. Making arrangements for the future
- 7. Being able to make changes
- 8. Determination to get things done

Down

- 1. The ability to express your ideas clearly and confidently
- 3. Continuing to work hard towards a goal despite difficulties and problems and staying motivated
- 5. Working out answers to problems on your own

A crossword puzzle grid with 8 numbered starting points. The grid is composed of white squares for letters and empty space. The numbers are: 1 (Down, top), 2 (Across, middle-left), 3 (Down, middle-right), 4 (Across, middle-left), 5 (Down, middle-right), 6 (Across, middle-right), 7 (Across, bottom), and 8 (Across, bottom-left).

2. Skills pay the bills

So, what are YOUR key skills? This is actually a really difficult question so we're going to give you a few activities to help you...

ACTIVITY - What are my best skills and where can this lead?

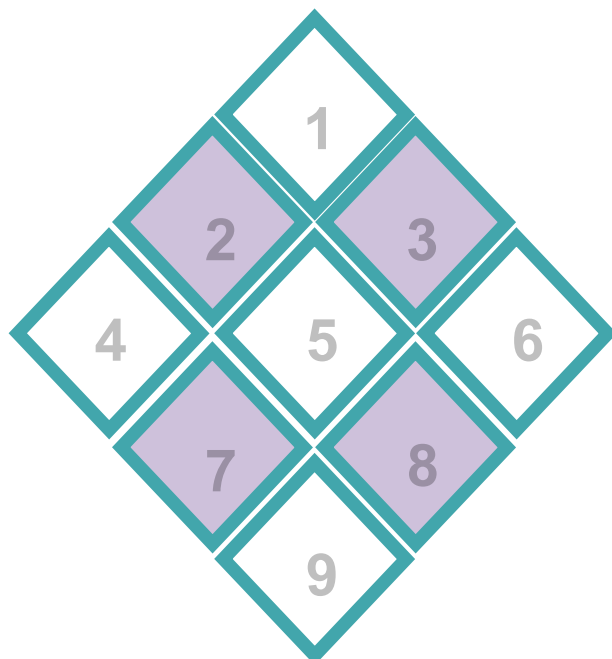
If you're not sure about your key skills, don't worry - it's a difficult thing to figure out.

Take the BUZZ Quiz from ICould on the next page - it's awesome!



ACTIVITY - Diamond Nine

When you have identified your top skills using the BUZZ quiz, it's time to think more deeply about your skills - complete the DIAMOND NINE activity on the following page!



2. Skills pay the bills

ACTIVITY - I'm not sure about my best skills...

If you want a little help identifying your key skills, take the online BUZZ Quiz from Icould. It's totally free and will help you reflect on your personality.

Take the test at <https://icould.com/buzz-quiz/> and summarise your findings below!



My BUZZ ANIMAL is *Write your answer* _____

My STRENGTHS are:

Write your answers

Some FAMOUS PEOPLE who share my animal type are:

Write your answers

CAREER SECTORS that suit my type include:

Write your answers

2. Skills pay the bills

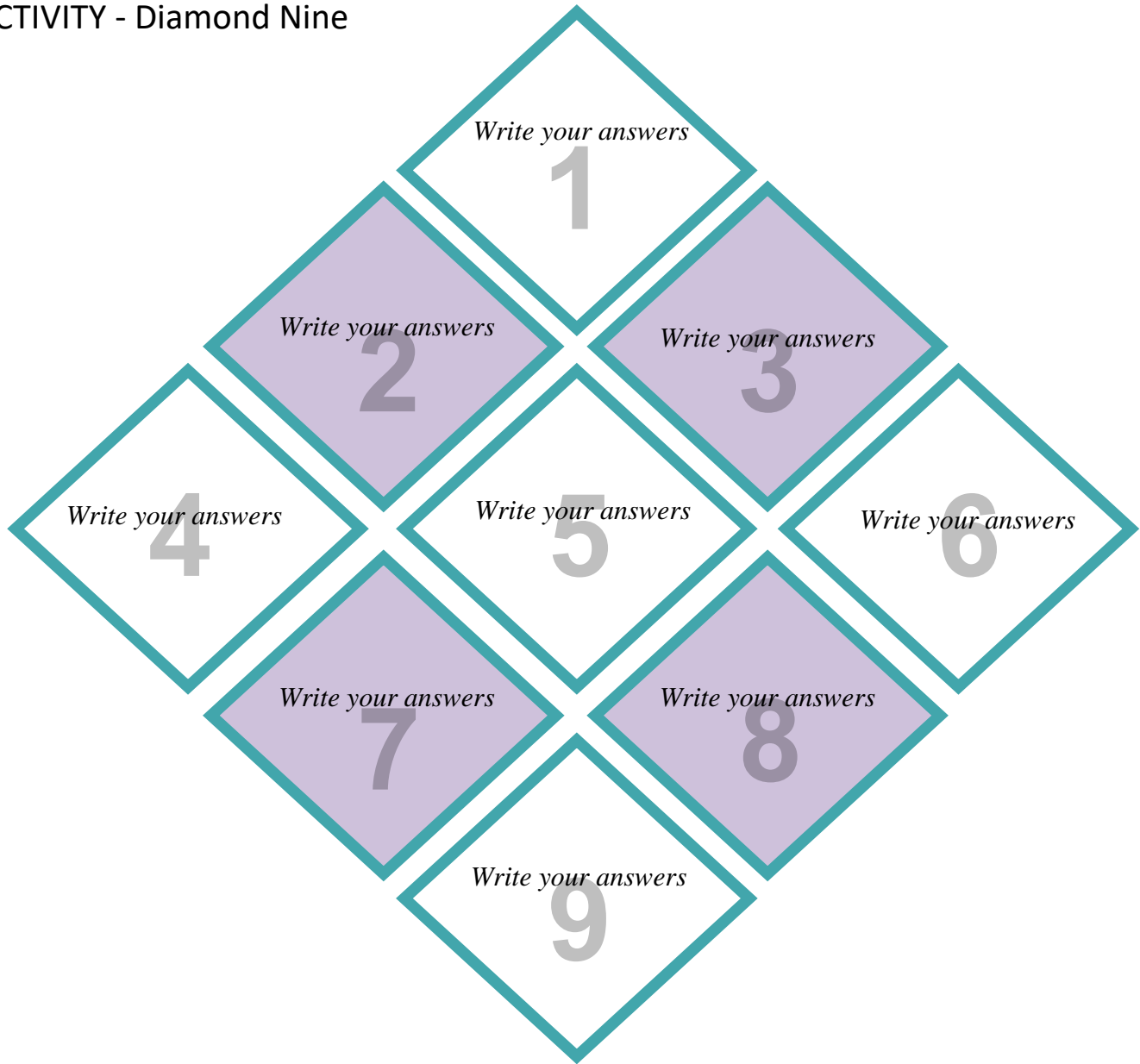
ACTIVITY - Diamond Nine

From the following list, select what you feel are your TOP 9 skills. If you can, it's a good idea to discuss this with someone. Once you have selected your nine top skills, write these in order on the 'Diamond Nine' sheet over the page (1 being your best skill, and so on)

| | | |
|--------------|---------------|-----------------------|
| Happy | Sociable | Friendly |
| Sporty | Well Mannered | Healthy |
| Creative | Determined | Loving |
| Intelligent | Resilient | Assertive |
| Fair | Clever | Willing to take risks |
| Calm | Intuitive | Supportive |
| Respectful | Bold | Insightful |
| Approachable | Inspiring | Sense of Humour |
| Diligent | Dedicated | Proactive |
| Considerate | Efficient | Attention to Detail |
| Courageous | Cautious | Strong-Willed |
| Patient | Hard-working | Open-minded |
| Motivated | Independent | Objective |
| Reserved | Flexibility | Excitable |
| Talkative | Observant | Sensitive |
| Aware | Tolerant | Willing |
| Leader | Logical | Confident |
| Adventurous | Analytical | Honest |

2. Skills pay the bills

ACTIVITY - Diamond Nine



ACTIVITY - Taking it further!

This is a great way to think about your top skills, but it also shows you areas which you can work on. For the skills you put in 7,8 and 9, think about some things you could do to enhance these. Jot your ideas below:

Write your answers

Section 3

#StandOut



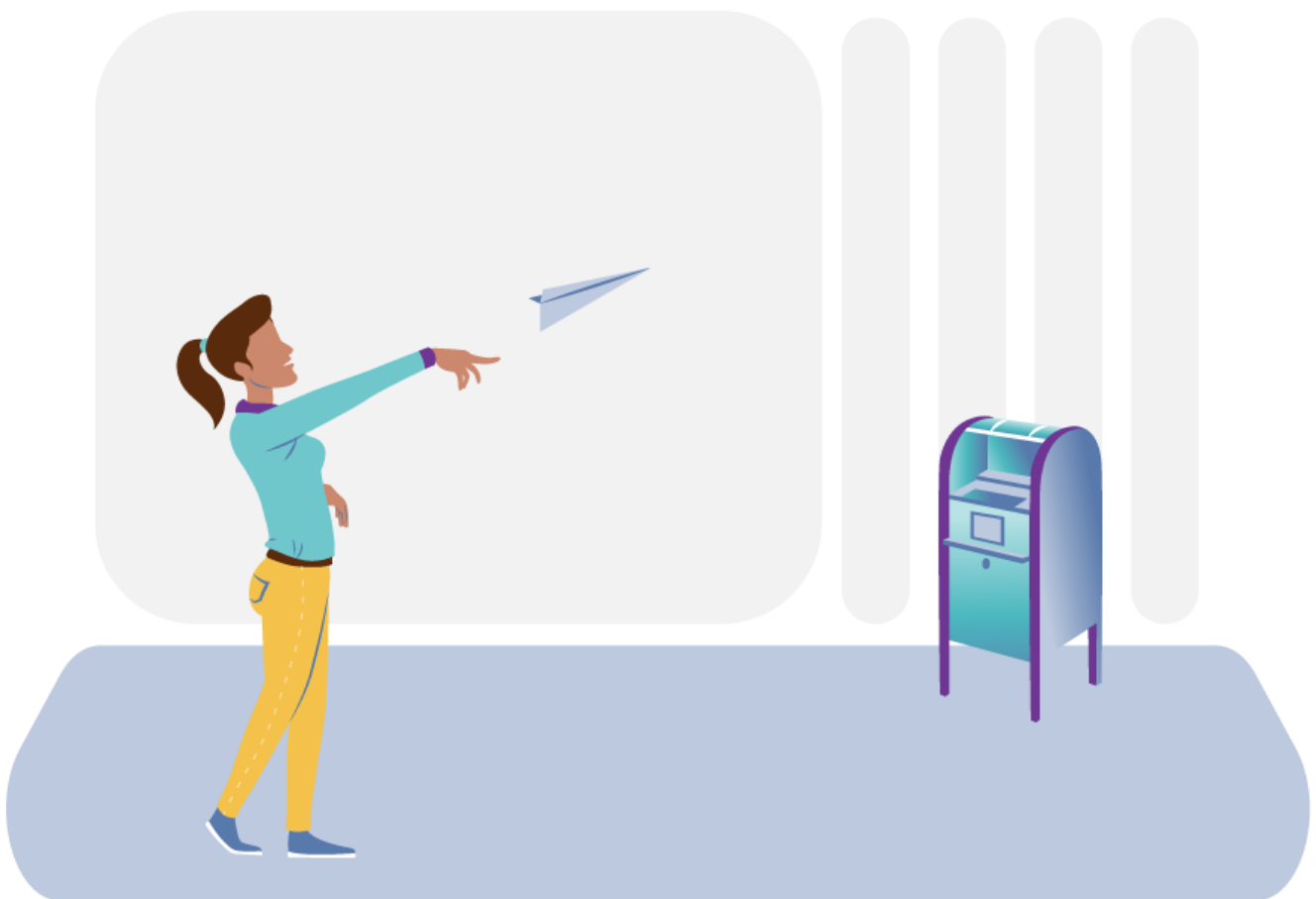
Let's get going...

3. #StandOut

So now you've started to identify the skills you have that make you unique, it's now time to think how you can shout about these!

It's not enough to just say that you have skills, people want to see them in action and want to know how you've developed them.

The activity on the next two pages makes you think a bit more deeply about your skills and how best to showcase them.



3. #StandOut

What are you CAREER ASPIRATIONS?
Write your answers

Where have these aspirations come from?
Write your answers

In here write your KEY SKILLS
Write your answers

List the ACHIEVEMENTS you are most proud of!
Explain WHY you are proud of these!
Write your answers

Have you had any work experience?
Write your answers

Why did you enjoy it?
Write your answers

What skills did this help you develop?
Write your answers

What do you like to do in your spare time?
Write your answers

Why do you enjoy these things?
Write your answers

What skills have they taught you?
Write your answers

What subjects do you like at school? Explain why?
Write your answers

How does this relate to your career aspirations?
Write your answers

3. #StandOut

Identify what you have done that shows your skills IN ACTION. Write down how you could use media to evidence these skills. An example is given to help

| | | |
|---|--|--|
| My Key Skill is <i>Working in a team</i> | Something I've done that helped me develop this skill is; <i>Playing for my local football team</i> | Media I can use to evidence this is; <i>A pic of me with the team</i> |
| My Key Skill is | Something I've done that helped me develop this skill is; | Media I can use to evidence this is; |
| My Key Skill is | Something I've done that helped me develop this skill is; | Media I can use to evidence this is; |
| My Key Skill is | Something I've done that helped me develop this skill is; | Media I can use to evidence this is; |
| My Key Skill is | Something I've done that helped me develop this skill is; | Media I can use to evidence this is; |
| My Key Skill is | Something I've done that helped me develop this skill is; | Media I can use to evidence this is; |

Section 4

globalbridge



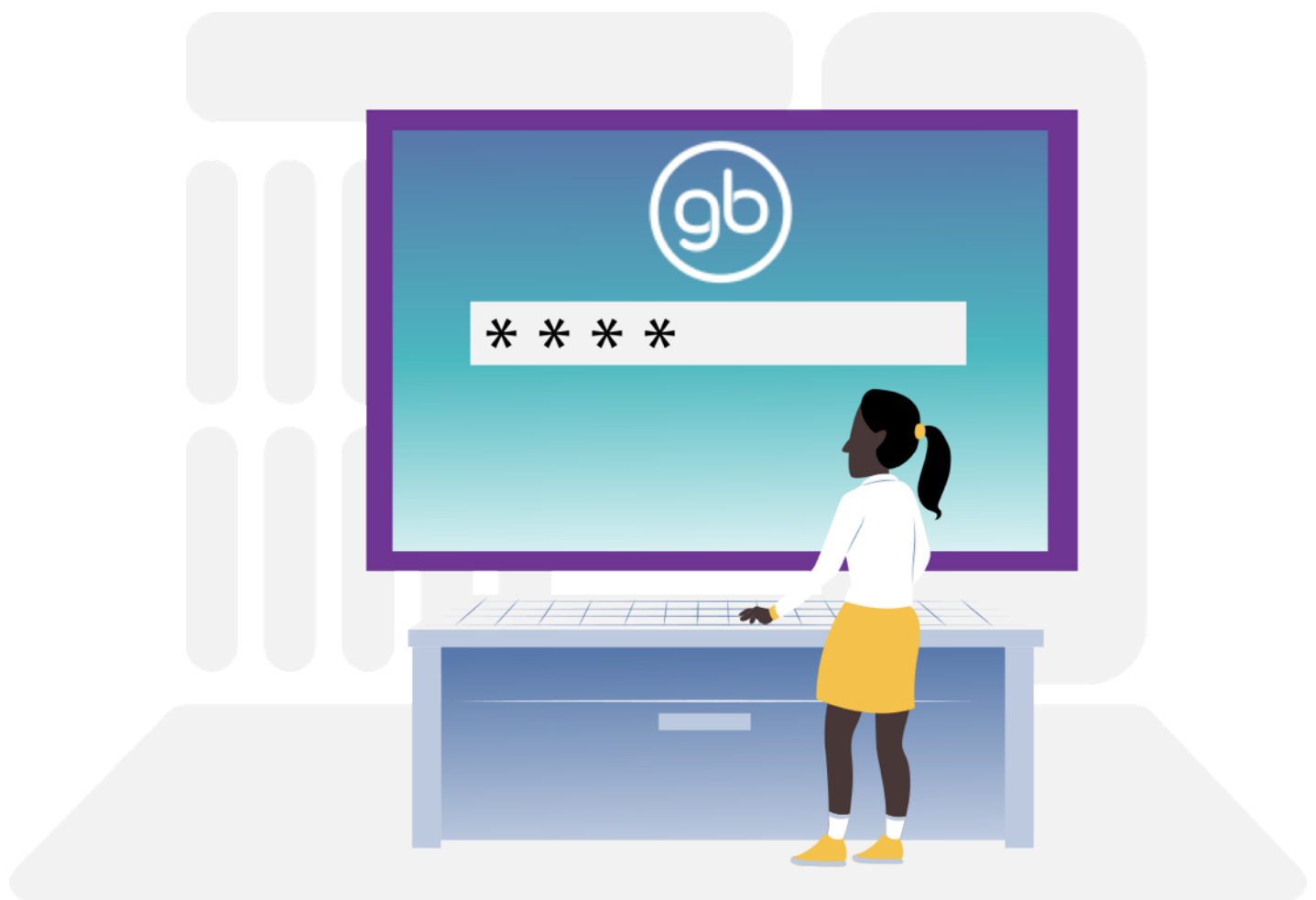
Let's get going...

4. globalbridge

And now for the most important part - developing your **globalbridge** profile!

Your globalbridge profile is your passport to your future, a digital record of your achievements, talents and aspirations. It is also a way to connect with REAL opportunities in education, employment and training.

Creating your globalbridge profile is really easy, but the next few pages will help you, as well as providing some top tips to make sure that you develop the best profile possible!

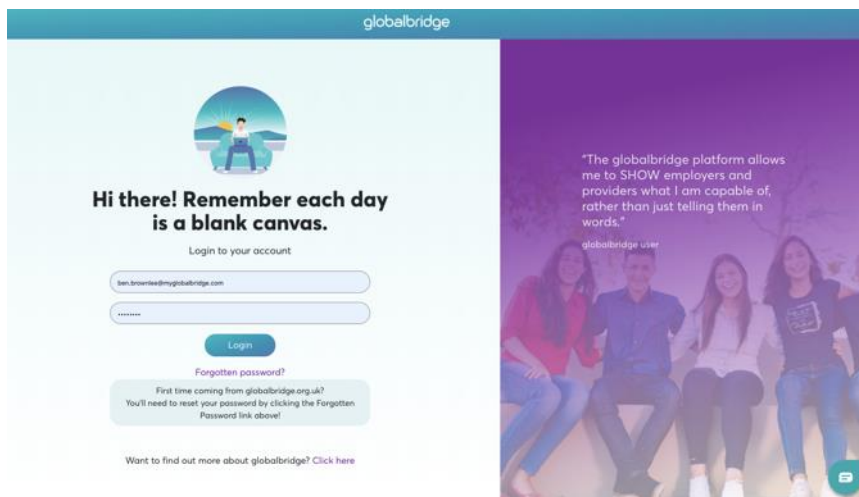


4. globalbridge

1. HOW TO LOG IN

To log in you will need to go to the following website;

new.myglobalbridge.com



On the login page you need to enter your USERNAME and PASSWORD - these should have been given to you by your teacher.

If you don't have your username and password, or you can't remember them, don't worry! Click on the FORGOTTEN PASSWORD link and follow the instructions (if you are doing this, you will need access to you school / college EMAIL)



TOP TIP!

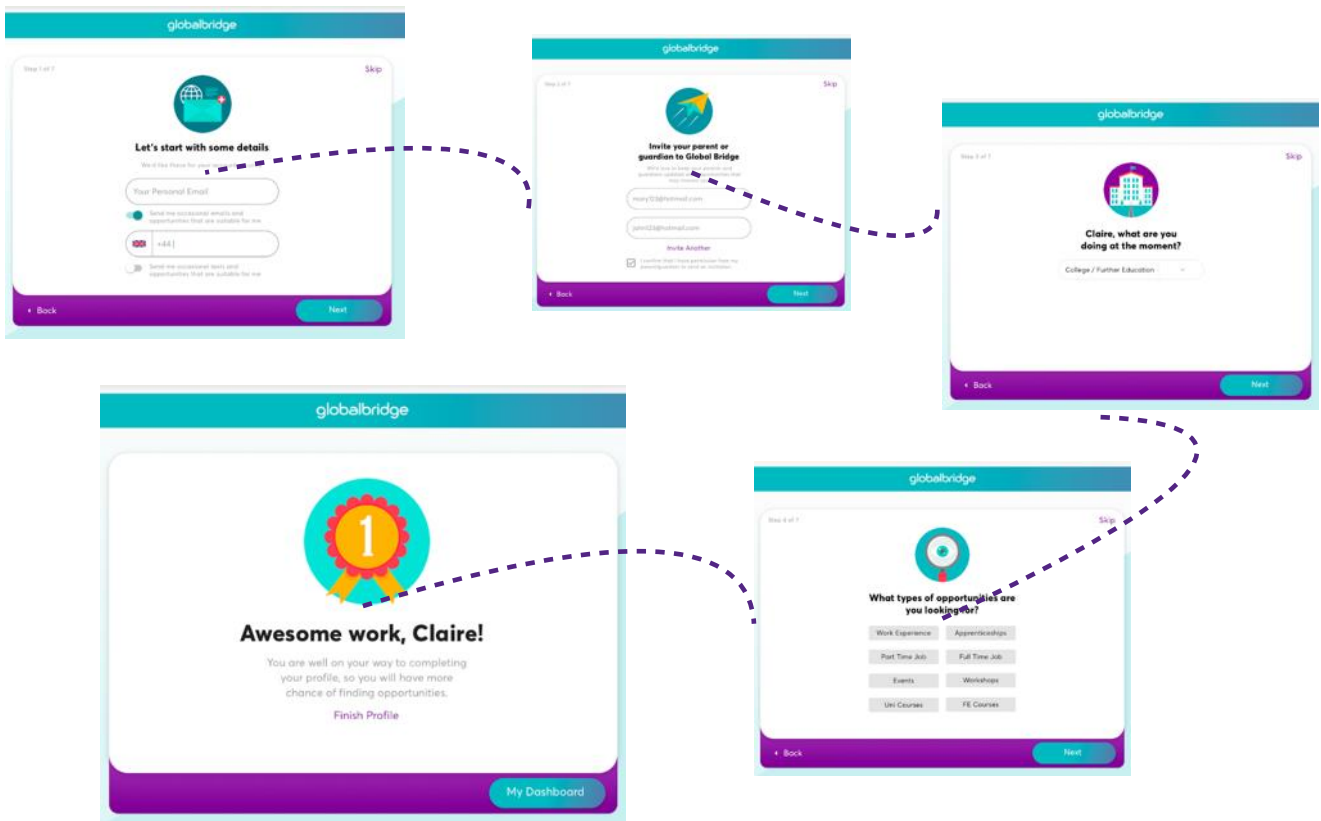
If you are struggling, send a message via the chat! It's always in the bottom right hand corner and one of the gb team will be happy to help you!

4. globalbridge

2. ONBOARDING

If this is the first time you have logged in, you will go through a very quick ONBOARDING process.

Don't worry, this won't take long and just helps to start building your profile



TOP TIP!

If there is anything you can't or don't want to complete, that's fine! Just click the SKIP button in the top right-hand corner of the screen!

Skip

4. globalbridge

2. DASHBOARD

Once you have completed onboarding you can go to your DASHBOARD. Your dashboard is the hub for globalbridge and contains some really awesome features.

Have a look around - the picture below points out some key areas!



The screenshot shows the globalbridge dashboard interface. At the top is a navigation bar with links for Home, My Profile, Providers, and Settings. The main content area is divided into several sections. On the left, there are 'Quick Links' to 'Add an experience' and 'Add Media'. Below these are 'Recent Opportunities' listed with details like 'IT Digital Degree Apprenticeship' at NHS BSA and 'Chef - Apprentice (L2)' at The Boy Horse. On the right, there is a user profile for 'Ben Brownlee' with a 'My Profile' link and a 'My Profile Link' URL. Below the profile is a 'LearnTube' section with video thumbnails. Annotations with arrows point to various elements: 'My Profile link' points to the 'My Profile' button in the navigation bar; 'Providers Link' points to the 'Providers' button; 'Settings link' points to the 'Settings' button; 'Quick Links' points to the 'Add an experience' and 'Add Media' buttons; 'Profile URL' points to the 'My Profile Link' text; and 'Opportunities' points to the 'Recent Opportunities' section.

My Profile link - click to go to the edit profile page

Providers Link - click to see the employer, university and other globalbridge partners you can connect with

Settings link - click to update your details, change your password and log out

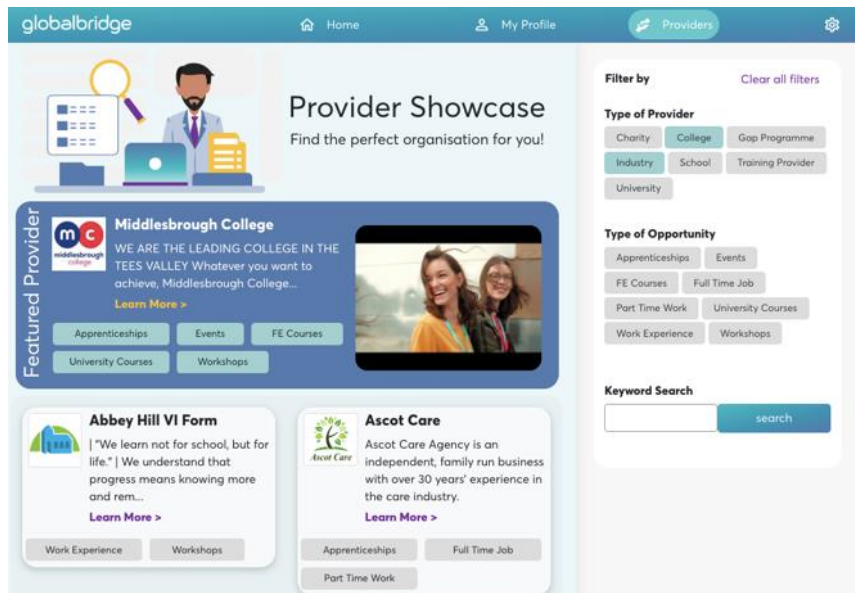
Quick Links to make it easy to add new experiences and media, two things that are crucial on your profile!

Profile URL - this is the link to your LIVE profile. It is the link you can send to employers, put on application forms, etc., to help you stand out!

Opportunities - these are LIVE opportunities from our globalbridge partners. Click them to find out more and to apply! The more you enter in your profile, the more opportunities can be matched to you!

4. globalbridge

3. PROVIDERS



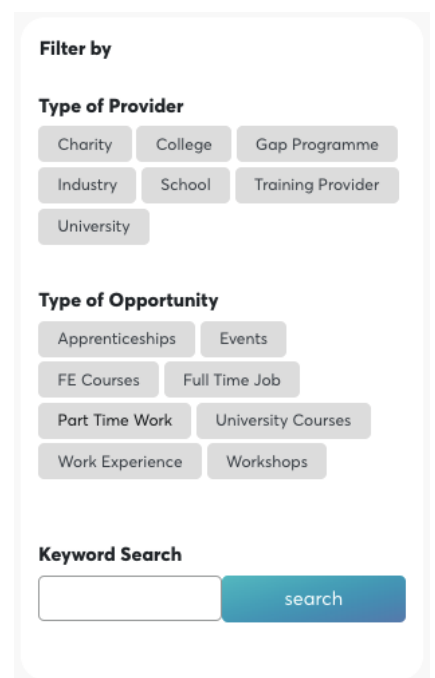
If you click the 'PROVIDERS' button from your dashboard you will be able to view the profiles of all of our globalbridge employer, education and training partners.

This is a great way to find out more about organisations and careers, and it also give you a really easy way to connect.

You can use the filters on the right-hand side of the screen to easily find organisations of interest.

When you look at the specific profile, take note of the skills they are saying they look for, as well as any Live opportunities they have!

Have a click around - there are some great people on there!



4. globalbridge

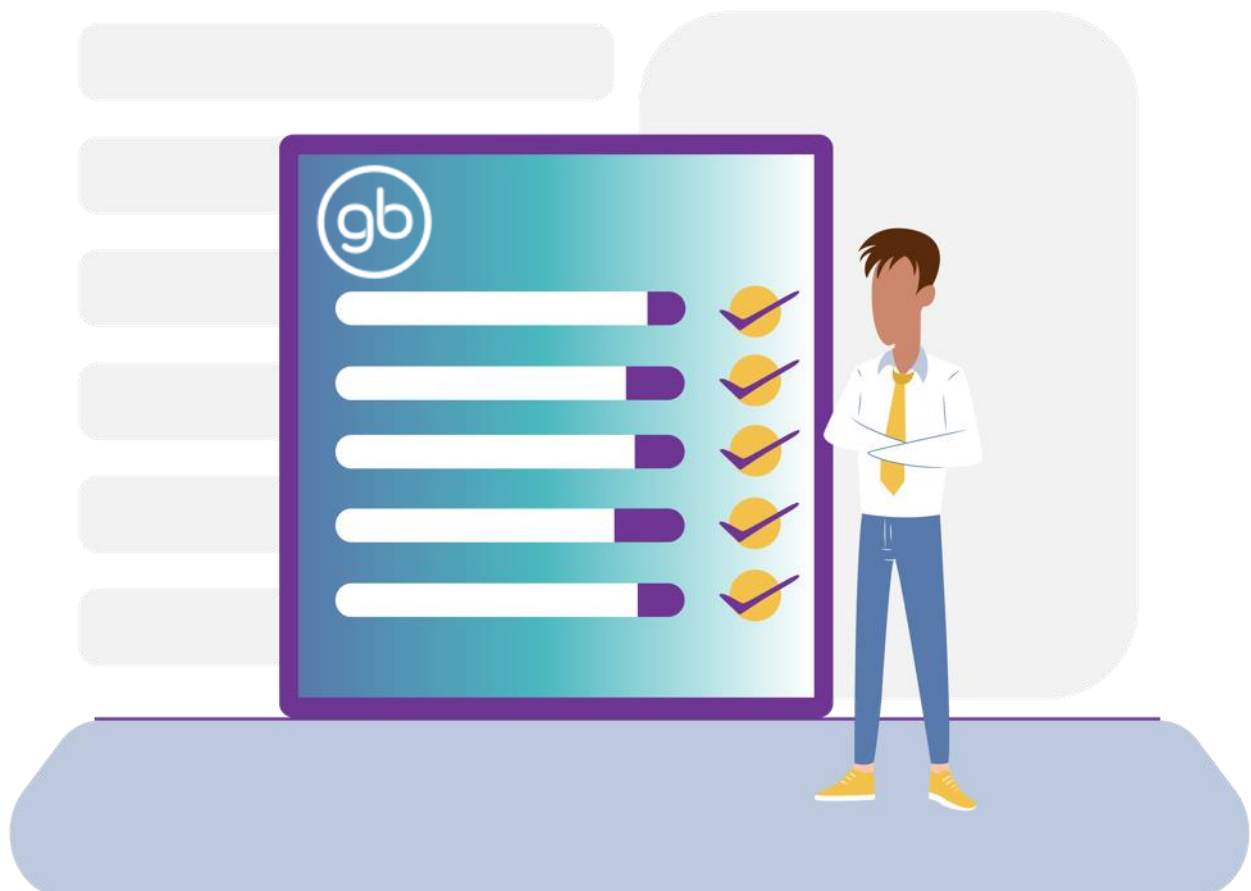
4. PROFILE EDIT

This is one of the most important parts of globalbridge for you - your globalbridge profile! Your profile is a digital record of your skills, achievements, aspirations and experiences. It contains things that employers, universities and training providers want to see, so let's show them!

A great globalbridge profile has been shown time and time again to help people stand out from the crowd and better-connect with opportunities.

The following pages will provide key information about each of the various sections in your profile, helping you to create the best profile possible!

So what are you waiting for - let's get building! Click 'my profile' from your dashboard to start.



4. globalbridge

4. PROFILE EDIT

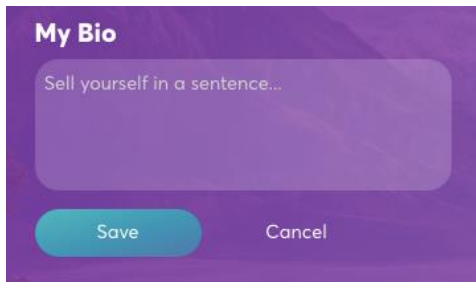


Keep on top of your profile progress - tick the sections below after you have completed them!

| SECTION | COMPLETE |
|---|--------------------------------------|
| Onboarding | <input type="checkbox"/> <i>Date</i> |
| My Bio | <input type="checkbox"/> <i>Date</i> |
| Profile Picture | <input type="checkbox"/> <i>Date</i> |
| My Region | <input type="checkbox"/> <i>Date</i> |
| I'm Currently In... | <input type="checkbox"/> <i>Date</i> |
| What I'm Looking For... | <input type="checkbox"/> <i>Date</i> |
| My Skills | <input type="checkbox"/> <i>Date</i> |
| My Experiences (give three examples below) | |
| 1 _____ | |
| 2 _____ | |
| 3 _____ | |
| My Qualifications | <input type="checkbox"/> <i>Date</i> |
| Media (give some examples of what you included) | <input type="checkbox"/> <i>Date</i> |
| 1 _____ | |
| 2 _____ | |
| 3 _____ | |
| Websites | <input type="checkbox"/> <i>Date</i> |

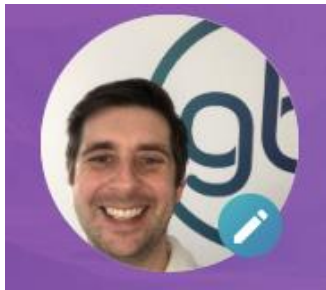
4. globalbridge

4. PROFILE EDIT



MY BIO

This gives you the chance to tell people why you are special. But people don't want to read loads, so you only have 280 characters! Think about it like your personal HEADLINE!



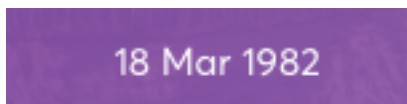
PROFILE PICTURE

Keep this professional; a head and shoulders shot is best! Think about it - this is something potential employers will see and, you know what they say, a picture paints a thousand words!



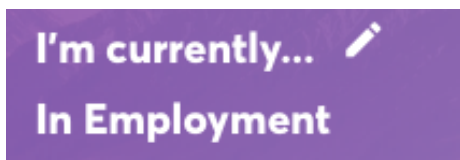
REGION

Make sure you update this so that we can match region-specific opportunities to you.



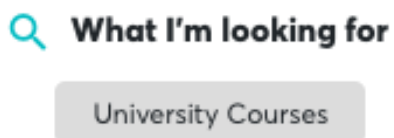
DATE OF BIRTH

This is the only thing you can't change. It was given to us by your school/college; if it's incorrect, let us know on the chat!



I'M CURRENTLY...

It's important that this is kept up to date as it helps us connect you with relevant opportunities.



WHAT I'M LOOKING FOR

Again, it's really important that this is up to date as it helps us match you with relevant opportunities.



MY SKILLS

Identify your TOP THREE skills. Don't worry, you can change these at any time!

4. globalbridge

4. PROFILE EDIT



My experiences

Add another

MY EXPERIENCES

This is a really key section. People want to see you have taken advantages of opportunities. You can record pretty much anything as an experience - events you've been to, talks, employment, workshops, work experience. To add an experience, click 'add another' then follow the steps...

Key Details

The first screen allows you to include basic info about the experience.

- Say who the experience was with where it says organisation (i.e. the name of the uni, employer.)
- Briefly explain what you did
- Give the start and end date (if the experience is still ongoing, put today's date in the end date)
- If the experience took place at your school/college, highlight this, if not, click external location
- Give the experience a rating from 1-5 stars.



Key details

Cancel

Save

Organisation

Rating: ☆☆☆☆☆ ?

What did you do here? (max 200 characters)

Start date:

January

2020

End date:

January

2020

Where was your experience at?

Place of study

External Location



My experiences



Key details



Sector details



Skills used

Sector Details & Skills Used

After you have clicked SAVE you have the option to include extra details. We STRONGLY recommend you do this!

- Add information about the sector the experience was part of (a great way to show your interest in a particular area)
- Say what SKILLS you develop during the experience. People LOVE to see this!

Finish

Once complete, click 'Finish' to add the experience. And then add some more!

4. globalbridge

4. PROFILE EDIT



My qualifications

Add another

MY QUALIFICATIONS

We know that you are more than a list of grades, but it is important that you include these on your profile. Entering your qualifications is really easy, and you should put any qualifications you have as well as those you are currently studying.



My qualifications

✓ Select Type
BTEC
GCSE
A-Level
Other

Select Type

After clicking 'add another' you need to select the type of qualification. Depending on your choice here, the next bit will look slightly different, but it should be really straightforward to complete. Below are some general tips to help you!

Add another subject

Add another subject

To save you repeating yourself, just click add another subject - it's at the bottom of the entry box!

A

☒ Predicted

Predicted

If you have not got the qualification yet (i.e. you are still studying, make sure you tick the 'predicted' box)

Level Sector
Qualification Title Classification

BTEC - Sector and Qualification Title

If you are entering BTECs, you need to select the sector the qualification belongs to from the drop down. In the Qualification Title field, write the name of the specific qualification (Fine Art, Business Administration, etc)



My qualifications

✓ Select Type
BTEC
GCSE
A-Level
Other

Other

Don't forget the 'OTHER' qualification - this can be used for any qualification you have gained or are doing!

4. globalbridge

4. PROFILE EDIT



My talents

Add another

MY TALENTS

This section allows you to shout about any of your talents, from Music and Drama skills to Sports you play and everything in between!



My talents

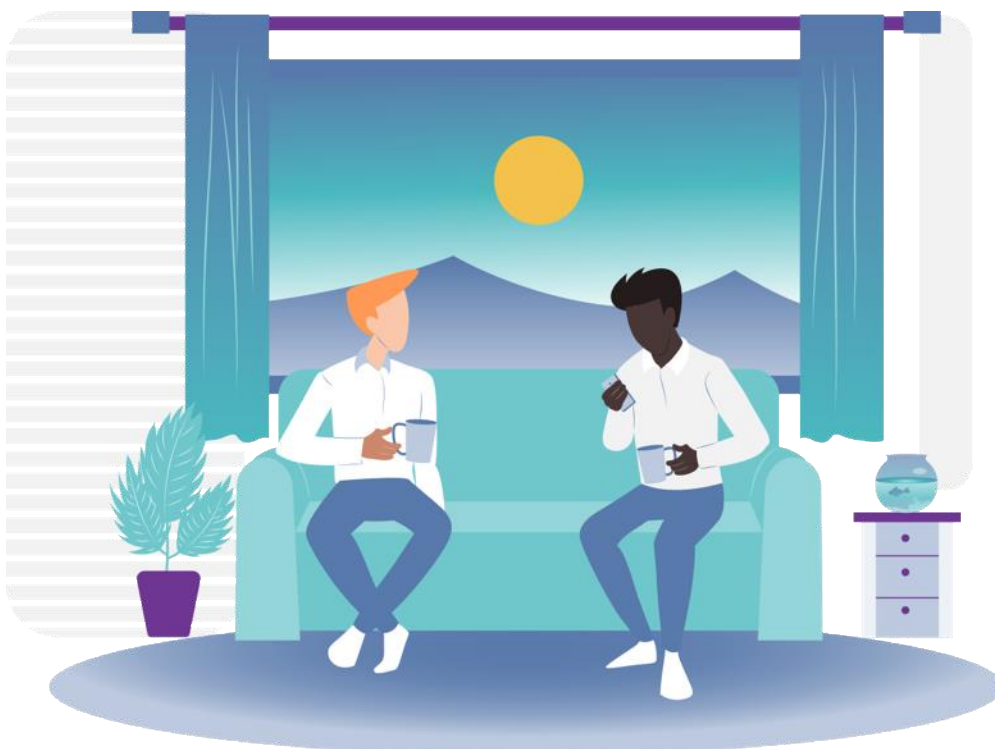
- ✓ Select Type
- Art & Design
- Drama & Performance
- Music
- Sports
- Other

Entering information is easy - just click 'add another' and select the relevant option.

A quick tip - if you play music or do drama or art as a HOBBY (so you are not studying a particular qualification), enter this under the OTHER option.

TOP TIP!

If you play music or do drama or art as a HOBBY (so you are not studying a particular qualification), enter this under the OTHER option.



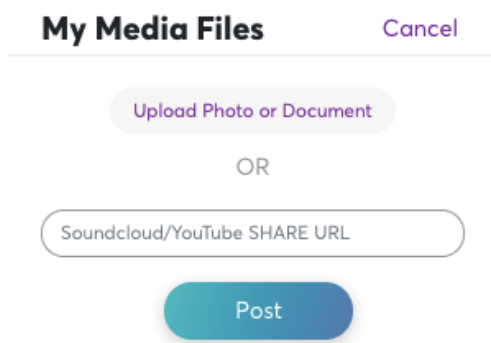
4. globalbridge

4. PROFILE EDIT



MY MEDIA FILES

One of the most important parts of a your globalbridge profile is your media locker. Remember, opportunity providers want to SEE EVIDENCE of your skills and talents - this makes their job easier as you are showing that you are right for their opportunity.



You can upload a variety of media to evidence your skills, so think creatively. How can you show your talents in action?

You can include pictures, videos (use a YouTube Share URL), Soundcloud clips (again use the Share URL), PDFs, documents, PowerPoint files, Excel files... The only restriction is that the file size must be BELOW 25mb.

On the following pages you will see some top tips from our employer partners about use of media.

TOP TIP!

This is a great one - LOADS of our employer partners have said something they really like to see is a 30 second 'This Is Me' Selfie video. This doesn't just allow you to say a bit about who you are, but it also demonstrates your confidence, personality and communication skills. It might be a bit embarrassing, but it's totally worth it!



4. globalbridge

Use this page to brainstorm some ideas about how you can use media on your profile

VIDEOS - I can use (nb. these have to be YouTube links with the YouTube account set to public. How about videos of sporting or drama performances, or even a video biography to showcase your public speaking skills)



Write your answer

SOUND clips (nb. these should be soundcloud clips.) - How about clips of you playing a musical instrument?)



Write your answer

PICTURES – What about digital photos of your artwork? Or photos of certificates?

Write your answer



DOCUMENTS (these could be examples of academic work. Make sure they link to your career / university aspirations!)

Write your answer



Anything else?

Write your answer



4. globalbridge

4. PROFILE EDIT

My Websites

Add/Edit

<https://www.myglobalbridge.com/>

MY WEBSITES

Here, you have the opportunity to include links to any website. But think carefully - you don't want to link to your Insta if the posts are not appropriate for potential employers to see!

Links to news articles, websites you've designed, etc are all fantastic however!



Section 5

The More You Know



Let's get going...

5. the more you know

So you've built your globalbridge profile - great work! Our focus now shifts onto how you can better connect with opportunities and providers.

Your globalbridge profile is a key way to ensure that you stand out from the crowd, but it is part of a much wider process. You need to be well informed about the opportunities that are out there, and learn all you can to make yourself the best possible candidate.

The next set of activities will help you explore the world of work, education and training to help you take the next steps towards your future.



5. the more you know

ACTIVITY - PROVIDER HUNT!

globalbridge works with LOADS of top employers, universities, colleges and training providers.

Click on the 'providers' button and try to answer the following questions. And while you're there, pay attention to what each organisation has to say!



1. The name of a company based in LONDON who is currently offering apprenticeships in electrical engineering

answer: *Write your answer* _____

2. A University established in 1883

answer: *Write your answer* _____

3. A provider offering an 360 apprenticeship programme

answer: *Write your answer* _____

4. The name of an OFSTED good apprenticeship provider

answer: *Write your answer* _____

5. The number of universities CURRENTLY live on globalbridge

answer: *Write your answer* _____

6. The chair of governors for Churchill Community College!

answer: *Write your answer* _____

7. The name of a provider on globalbridge who may be able to offer an opportunity for someone wishing to pursue a role in web design

answer: *Write your answer* _____

8. An organisation whose aim is to 'make zero carbon happen'

answer: *Write your answer* _____

9. An area of work for GSK OTHER than Science and Pharmaceuticals

answer: *Write your answer* _____

10. A global software company founded in Newcastle-Upon-Tyne

answer: *Write your answer* _____

5. the more you know

Let's dive a little deeper into the careers that you are interested in...

Firstly, we are going to look at LABOUR MARKET INFORMATION (LMI). Now, this might sound pretty boring but it's actually really useful.

The National Careers Service explain what LMI is all about really well. They say that

'LMI effectively describes the world of work – ranging from descriptions of different careers, their entry routes, promotional prospects, salaries paid, skills and qualifications needed, etc. Crucially for young people, LMI also covers future demand – what kinds of jobs will be in demand after leaving school and what kinds of skills will be needed?'

ACTIVITY - Find out more about LMI!

Still unsure about LMI? Watch the excellent video from NCS using the link below. Jot some key points that you learn in this box.



<https://www.youtube.com/watch?v=xmuFB1hLZqk>

5. the more you know

Right, you're clued up on LMI, so let's start looking at the careers you are interested in in more detail



ACTIVITY - Researching Careers

Choose THREE careers that you are interested in. In this activity you will deep dive into these, finding out crucial information that will help you with your future decisions.

The activity will also help you tailor your globalbridge profiles to make sure you are demonstrating the things that these employers want.

The following online resources should be used (click to be taken to the sites). You should jot your answers on the pages that follow.

- National Careers Service Job Profiles
- LMI for all Careerometer widget (this is an awesome way to compare things like salaries)
- CareersBox.com - a great source of careers videos
- <https://icould.com/explore> - another fab site for info on different careers

And of course the **globalbridge provider profiles!**



5. the more you know



CAREER 1 *Write your answer*

What skills are important to this job? Explain WHY they are important

Write your answer

Do you need qualifications? If so which ones? Can you explain why?

Write your answer

What are the typical roles and responsibilities for this role?

Write your answer

Identify some potential employers in this sector.

Write your answer

What is a typical salary for this job?

Write your answer

Any other interesting information?

Write your answer

5. the more you know



CAREER 2 *Write your answer*

What skills are important to this job? Explain WHY they are important

Write your answer

Do you need qualifications? If so which ones? Can you explain why?

Write your answer

What are the typical roles and responsibilities for this role?

Write your answer

Identify some potential employers in this sector.

Write your answer

What is a typical salary for this job?

Write your answer

Any other interesting information?

Write your answer

5. the more you know



CAREER 3

Write your answer

What skills are important to this job? Explain WHY they are important

Write your answer

Do you need qualifications? If so which ones? Can you explain why?

Write your answer

What are the typical roles and responsibilities for this role?

Write your answer

Identify some potential employers in this sector.

Write your answer

What is a typical salary for this job?

Write your answer

Any other interesting information?

Write your answer

Great work!

Well Done!

You have completed this self-study pack



The most important thing to do now is to use everything you have learnt to develop your globalbridge profiles. Remember, these are the passport to your future and help you stand out from the crowd.

Now this work pack is complete, upload it to your globalbridge profiles to show the effort you've put into exploring your future.

#BridgeTheGap