



Your personal and career development

– resources from Prospect

www.prospect.org.uk



Prospect's career services and programmes are designed to help members develop and manage their careers in a changing environment

Your personal and career development

Prospect provides a range of support and resources for members who are looking for a new job or career, or dealing with enforced change due to reorganisation or redundancy.

These include: face-to-face discussions and online and telephone conversations. These can take place in your workplace or at a time and place that suits you. Your union can also help if you want to refresh certain skills or learn new ones.

Prospect represents a diverse range of members – so we cannot and should not seek to replicate support provided by your employer or professional body.

But we do aim to add value to support that you can access from elsewhere. Not every service we offer will be relevant to every member, but we hope that you find something to suit your circumstances.

We are constantly aiming to improve our offer, so if you don't see what you need, please let us know.

Careers-focused website

Careersmart is a free, responsive website that offers impartial information on a range of subjects, including career progression, pensions and employment. It also offers other tools including a career skills audit, a salary calculator and a salary checker. You also can download any of Prospect's 30-plus career development podcasts.

■ www.careersmart.org.uk

Career development podcasts

Prospect's career-themed podcasts, which last between three and seven minutes, cover a host of subjects, including:

- ✓ selling your skills and strengths
- ✓ how to write an effective CV
- ✓ interview skills
- ✓ making the most of mentoring and networking
- ✓ personal transition through change.

■ www.careersmart.org.uk

Guide to planning and developing your career

This guide provides a range of material to help you plan your career and make decisions.

You can read it from beginning to end, or skip to the sections relevant to you. Some of the podcasts complement the guide.

■ www.careersmart.org.uk/your-career

Mentoring

Prospect's mentoring programme is evolving as a work-based member service. We offer initial training and on-going support and development for members who want to become peer mentors. There is also an induction programme for members who would like to be mentored.

This is an independent and confidential programme offering broader career development and psychosocial support to members.

The programme uses mentoring to help individuals cope with change and achieve their career aspirations. Current participants are in science, technology, engineering and maths careers.

■ *For more information contact rachel.bennett@prospect.org.uk*

Development programme for Black and minority ethnic members

Prospect, working in partnership with Ruskin College, offers a programme to support BME members to:

- ✓ establish short and long-term professional development goals
- ✓ enhance confidence and skills to achieve goals
- ✓ try out mentoring and coaching approaches
- ✓ access networking opportunities

■ *For more information contact andrew.pakes@prospect.org.uk*

Discounts and free learning for union members

A range of Higher and Further Education organisations, online and face-to-face providers offer free or discounted learning programmes. Members can access:

- ✓ a 10% discount on all Birkbeck University accredited courses (certificates, undergraduate and postgraduate)
- ✓ a 10% discount on all National Extension College (NEC) courses. NEC is a distance learning provider.
- ✓ the University of Wolverhampton offers

a 10% discount on tuition fees to new students who are full members of a union affiliated to the TUC.

The Open University has developed more

than 800 free, online learning courses.

■ www.open.edu/openlearn/free-courses

Apprenticeship app

Prospect has developed an apprenticeship app that provides information and guidance on everything about apprenticeships – from finding out more about a particular role and applying for a job to minimum rates of pay and what should be covered in an apprenticeship contract.

The app is aimed at:

- ✓ Individuals considering an apprenticeship
- ✓ people involved in managing, designing and operating apprenticeships
- ✓ parents/guardians
- ✓ recently-recruited apprentices.

■ *The app is available for Android phones from http://bit.ly/app_google. People with Apple devices can find it at: http://bit.ly/app_apple.*



WWW.CAREERSMART.ORG.UK

Sector careers advice

Through its professional relationships, Prospect is able to offer sector-specific information and support:

Professional registration

Prospect provides workplace training and support for individuals who want to gain recognition for their skills and knowledge. Professional registration applies specifically to individuals working in engineering, IT or scientific roles. By registering with a professional body, individuals undertake to demonstrate that they work to a recognised international level of competence.

We also train members to be RegTech advisers – champions of professional registration in the workplace.

■ **For more information contact: *rachel.bennett@prospect.org.uk* or visit *www.careersmart.org.uk/regtech***

Prospect has also teamed up with the Institution of Engineering and Technology to draw up practical guidance for employers on recruiting, promoting and retaining women in STEM roles.

■ **See *https://library.prospect.org.uk/download/2015/01582***

Engineering job opportunities

Prospect is working in partnership with Talent Retention Solution (TRS) to give members direct access to jobs and employers in the advanced manufacturing and engineering sectors including aerospace, automotive, civil engineering, defence, energy, marine manufacturing, nuclear power generation and renewables – see <http://talentretention.co.uk/>

Members can register free for the service. It should be of interest if you:

- ✓ want to continue or progress your career in these sectors

- ✓ are at risk of redundancy or in a redeployment situation
- ✓ are not actively looking but want to hear about and have access to job opportunities as they arise in future.

Once registered, there is direct online access to a national pool of vacancies and you can manage your profile, applications and job search details. You can set up a variety of tools and alerts and the system will let you know when a vacancy matches what you are looking for.

Women in STEM in Scotland

Prospect is working with Equate Scotland and a group of employers on a programme for women seeking to return to STEM after a career break. It includes one-to-one career clinics, webinars, networking and a work placement opportunity.

We aim to roll out this programme to other parts of the UK, but in the meantime, women members can access Equate's services individually. These include:

- ✓ A range of free, career development workshops and networking events. Workshop topics include interview skills, leadership, career transitions, returning to STEM, media skills, self-employment, assertiveness and negotiation at work.
- ✓ Coaching for success is a subsidised career coaching service providing one-to-one sessions with qualified career coaches.

■ **See *www.equatescotland.org.uk* or email *info@equatescotland.org.uk***



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