**HANDOUT 1**

**Features of Work**

Below you’ll find the most important features of different jobs.

Kudos helps you to link skills and interests to particular careers

In this series of handouts, you’ll complete a variety of exercises that illustrate different features of work.

|  |  |
| --- | --- |
| **Name:** |  |
| **Tutor Group / Class:** |  |
| **Year Group:** |  |

**Activity: Read through the different features of work and put an X in the job or jobs you think they belong to:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FEATURE OF WORK** | **VETERINARY SURGEON** | **DOCTOR** | **PEDIATRIC NURSE** | **SCIENTIST** |
| Working with babies, children or teenagers |  |  |  |  |
| Using your hands in a skilful way |  |  |  |  |
| Providing health care or treatment to people |  |  |  |  |
| Being physically active or on your feet |  |  |  |  |
| Being interested in human biology |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FEATURE OF WORK** | **BRICKLAYER** | **FARM WORKER** | **POLICE OFFICER** | **POSTPERSON** |
| Working outdoors in any weather |  |  |  |  |
| Using your hands in a skilful way |  |  |  |  |
| Being physically active or on your feet |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FEATURE OF WORK** | **CAR SALESPERSON** | **CAR BODY REPAIRER** | **CAR MECHANIC** | **CAR PARK ATTENDANT** |
| Using your hands in a skilful way |  |  |  |  |
| Working with metal |  |  |  |  |
| Working with vehicles |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FEATURE OF WORK** | **GRAPHIC**  **DESIGNER** | **HAIRDRESSER** | **ART & DESIGN TEACHER** |
| Working with babies, children or teenagers |  |  |  |
| Providing a service to members of the public |  |  |  |
| Understanding how colours and shapes are used |  |  |  |

**Q: Was it easy to choose which features suited which jobs?**

|  |
| --- |
|  |
|  |

**Q: What would make it easier to match up the features with the jobs?**

|  |
| --- |
|  |
|  |

**Q: If you were only able to pick one job for each set of features of work, how would you choose the right one?**

|  |
| --- |
|  |
|  |

**What’s next?**

Log in to Kudos and complete the MySkills assessment. Then explore or review Types of Work.

**HANDOUT 2**

**Features of Work**

Below you’ll find the most important features of different jobs.

**Job 1: Below are two sets of features, ‘most important’ and ‘important’. Read through the features carefully and then note the job that you think fits them best from the suggestions provided.**

|  |  |
| --- | --- |
| **MOST IMPORTANT** | **IMPORTANT** |
| Designing or styling | Understanding and taking into account people’s feelings, views or behaviours |
| Understanding how colours and shapes are used | Using keyboard skills |
| Being creative | Teamwork |
| Understanding the uses of computers | Being accurate and paying attention to detail |

**Q: Which job fits the features best?**

* Computer hardware engineer
* Painter & decorator
* Interior/exhibition designer
* Computer games designer.

Write your answer below.

|  |
| --- |
|  |
|  |

**Job 2: Below are two sets of features, ‘most important’ and ‘important’. Read through the features carefully and then note the job that you think fits them best from the suggestions provided.**

|  |  |
| --- | --- |
| **MOST IMPORTANT** | **IMPORTANT** |
| Using your hands in a skilful way | Being interested in buildings and other structures, and how they are built |
| Being physically active or on your feet | Being accurate and paying attention to detail |
|  | Lifting or carrying heavy things |
|  | Working on ladders or high up |
|  | Getting your hands dirty |

**Q: Which job fits the features best?**

* Civil engineer
* Plasterer
* Surveyor
* Painter & decorator

Write your answer below.

|  |
| --- |
|  |
|  |

**Job 3: Below are two sets of features, ‘most important’ and ‘important’. Read through the features carefully and then note the job that you think fits them best from the suggestions provided.**

|  |  |
| --- | --- |
| **MOST IMPORTANT** | **IMPORTANT** |
| Working with babies, children or teenagers | Being physically active or on your feet |
| Organising or supervising people | Being involved with music, drama or dance |
|  | Providing a service to members of the public |
|  | Being involved with sport or leisure activities |
|  | Coordinating people or activities |

**Q: Which job fits the features best?**

* Nurse
* Playworker
* Children’s care assistant
* PE teacher

Write your answer below.

|  |
| --- |
|  |
|  |

**Q: Overall, was it easier or more difficult to make your choice this time?**

|  |
| --- |
|  |
|  |
|  |

**Q: Why did you find it easier or more difficult?**

|  |
| --- |
|  |
|  |
|  |

**Q: Which features did you discover that appear in more than one job?**

|  |
| --- |
|  |
|  |
|  |

**HANDOUT 3**

**Features of Work**

Create your own job description

**Hotel Receptionist: Listed below are a number of ‘most important’ and ‘important’ features of work for a Hotel Receptionist. Not all of them are correct.** Review the table and then write the features that you think match the job on the lines below.

|  |  |
| --- | --- |
| **MOST IMPORTANT** | **IMPORTANT** |
| Providing a service to members of the public | Working in an office |
| Dealing with paperwork | Working with financial information |
| Working in a factory or shop | Using keyboard skills |
| Providing information | Operating machines |
| Being interested in the science and uses of materials | Coping with awkward or difficult people |
| Being involved with music, drama or dance | Using a foreign language |

**Q: Which features of work listed above do you think match the Hotel Receptionist job?** Write your answers below.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Q: Can you think of some features of work that might be missing from the Hotel Receptionist job role?** Type your answers into the table below.

|  |  |
| --- | --- |
| **MOST IMPORTANT** | **IMPORTANT** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |