

## Career Management: Developed in partnership

The CMS Framework for Scotland was developed in partnership with Scottish Government, Education Scotland, SQA and other professional guidance practitioners and academics.

The CMS Framework is a powerful tool for partnership working as it offers a common language in the shared objective of developing career management skills for our customers.

Partners include schools, training providers, colleges and universities, employers and Jobcentre Plus.



“Working with young people to develop their Career Management Skills equips them with the skills and information they need to make informed choices about their future career options.”

**Ruth Scott** SDS Careers Adviser



“We are piloting the use of the CMS Framework with SDS. Our Employability Officers feel that the introduction of CMS will ensure young people are referred to the appropriate stage of the employability pipeline. This will ensure their progress is consistently monitored and reviewed.”

**Jamie Tait** Employability and Skills Project, South Ayrshire Council



“I have found the Strengths lesson plan and activities on My World of Work very useful in getting pupils to think about what they’re good at and more importantly how they can use their strengths when considering their future career choices.”

**Christy Stevenson** PT Guidance, Perth Grammar School

**For more information:**  
[myworldofwork.co.uk](http://myworldofwork.co.uk)

Find out more about the CMS Framework and Skills Development Scotland at [sds.co.uk](http://sds.co.uk)



Skills  
Development  
Scotland



## Career Management Skills

Empowering people to take control of their career



## What is Career Management?

A career is about the way we move through our lives in learning and work. The idea of career management is about believing that we have the ability to influence how our career turns out.

Believing that we can make a change is the first step, but on its own it is not enough. We have to know how to make this change and then be able to follow it through.

The skills that are needed to do this are Career Management Skills (CMS).

SDS delivers CMS through our work in:



School



SDS Centres



Partners premises



My World of Work web service

# CMS

Gaining Career Management Skills is all about learning. Skills Development Scotland (SDS) provides people with the information and tools to learn and acquire new skills.

SDS uses the CMS Framework for Scotland in the delivery of our Careers Information, Advice and Guidance services in schools, in centres within communities and via our online web service My World of Work.

## What are Career Management Skills?

**Career Management Skills are skills for life, empowering individuals to make informed decisions and realise their potential at any stage in their life.**

If people have a good understanding of the four themes of **Self, Strengths, Horizons** and **Networks** and can demonstrate this, then they'll be well equipped to cope with developing their career.



### Self

Knowing who you are and how you fit into society

### Strengths

Knowing what you are good at and how to make the most of your strengths

### Horizons

Knowing where you want to go in life and how to get there

### Networks

Knowing how to build relationships, ask for help and make use of your social and professional networks

There are many ways through which people might think about and develop their Career Management Skills under the four themes. These include information and resources on My World of Work; group work sessions; individual career coaching interviews; career education through Curriculum for Excellence; work based learning.

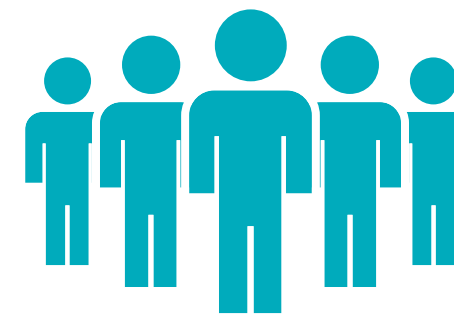
SDS Advisers have developed a range of supporting resources and use a coaching approach to help individuals assess each of the CMS themes. This empowers the individual to identify the skills they have and more importantly the skills they need to develop which will enable them to be successful career planners.



## Delivering Career Management Skills

# 600+

SDS has over 600 advisers who support individuals to develop and use their Career Management Skills successfully.



Using the CMS Framework for Scotland, SDS is keen to work in partnership to realise the ambition that all of our customers are empowered to be successful career planners whatever stage in their life they're at.

