



Activity Worksheet: MY NEEDS AND RESOURCES - GUIDED INVESTIGATION

INTRODUCTION

Now that you have your goal regarding your job or career, and you have already thought about how the different circumstances about you and your life relate to it (Activity 1 from Module 3), it is time to research the job market, your resources, your needs and the existing upskilling opportunities.

OBJECTIVE

Based on the opportunities that the job market offers and the requirements for your chosen job/career path, this activity aims to help you define your resources and your needs, related to fulfilling your goal. It will also guide you towards researching possible upskilling opportunities.

STEPS

STEP 1: Prepare

Write here once again what your target job is: _____
For example: I want to be a Taxi driver.

Now think about key words that you can use, when researching the job announcements. You will need these when you start working with the job-search web engines. Key words related to the job title and profession:

.....
Here you write any words and expressions, that you can think of, related to the job title (how your job will be called) and profession (what profession might be needed for this job). For example: driver, taxi driver.

Activity area: _____
Here you write in which area of activity your job might be. Most of the job search engines allow for users to limit their search on the basis of activity area. This will help you save time by looking through a smaller number of job announcements.
For example: services, transport.





STEP 2: Research the job market

Check out the most popular online search engines for jobs in your country. Here are some suggestions from us: www.jobs.bg; www.zaplata.bg; www.jobtiger.bg

Based on the job announcements you have found, write down here the job requirements:

1. Education and qualifications

2. Experience

3. Personal skills, attitude and character

4. Other

STEP 3: My resources and needs

Based on the requirements for the job, that you have found in Step 2, and based on previous activities for example “Me & My Goal”, please fill in the following table:





In the column **REQUIREMENTS**, write once again the requirements for the job, but this time put every requirement in a different row.

In the column **RESOURCES**, write down the resources that you have to answer the requirements. For example, the requirement is “driving license Category B” and you already have one, so you put it under resources.

In the column **NEEDS**, write down the needs you have in order to fulfil the requirements. For example the requirement is “driving license Category B” and you don’t have one, so you put it under needs.

REQUIREMENTS	RESOURCES	NEEDS





STEP 4: Upskilling opportunities

About the needs you have found, research the upskilling opportunities that may help you reach the required competences and qualifications. Try to find answers to 2 main questions: where can I get the qualification? and Is there an opportunity for my training to be funded, by some local, community, or government programme.

We suggest for you to start your search here:
<https://www.az.government.bg/bg/trl/>; <https://www.navet.government.bg/>;
<https://asp.government.bg/>

How much time will be needed for you to finish your qualification?

Can you start working before that, for example as intern, help or volunteer?

