



My SKILLSfuture

User Guide on 'Know Yourself' (Pre-University)



SKILLSfuture SG



An initiative of:
SKILLSfuture

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1 KNOW YOURSELF

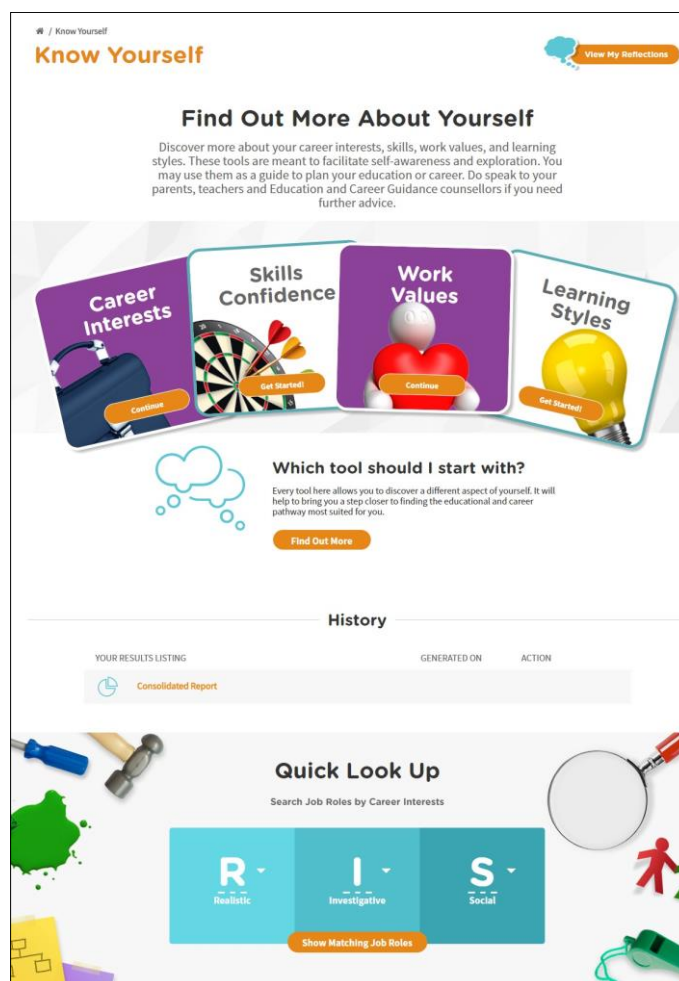

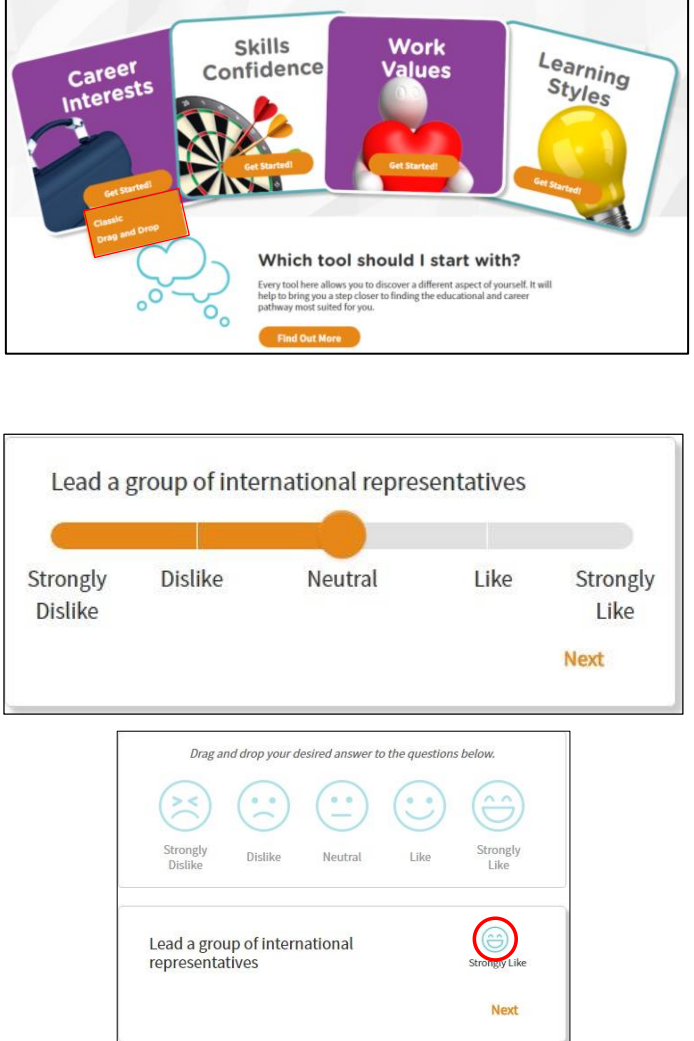


Figure 1-1: Know Yourself (After Login)

The **Know Yourself** section helps you discover more about your **Career Interests**, **Skills Confidence**, **Work Values** and **Learning Styles** through these 4 tools:

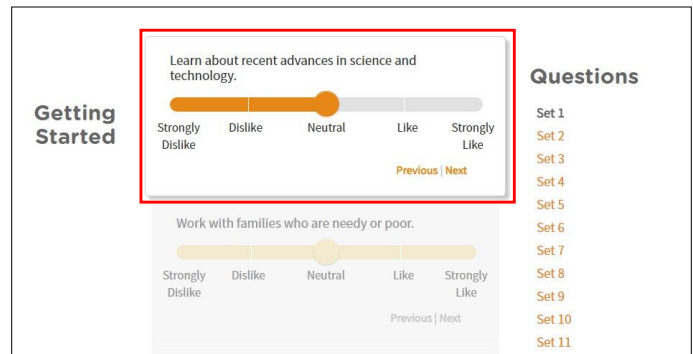
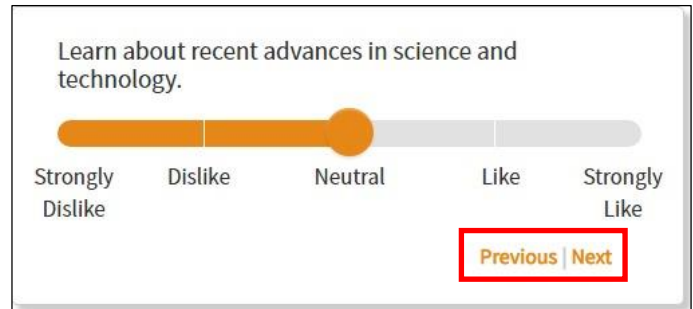
- Career Interests – Find your Holland Personality type related to career interests
- Skills Confidence – Find your Holland Personality type related to your confidence in skills
- Work Values – Find your work values and the types of work you will find satisfying and rewarding
- Learning Styles – Find out your learning styles based on a rank-ordered profile of the styles

1.1 CAREER INTERESTS

<p>1.</p>	<p>Click on Get Started, under Career Interests.</p>	
<p>2.</p>	<p>The Career Interests tool consists of 11 sets of Questions with each set having 6 statements.</p> <p>Take the Tool in Classic or Drag and Drop style.</p> <p>Indicate your preference of Strongly Dislike to Strongly Like via two ways:</p> <ul style="list-style-type: none"> • Classic – Click on the scale • Drag and Drop – Click and drag the icon 	

3. Click **Next** to lead you to the next statement. Click **Previous** to go back to previous question.

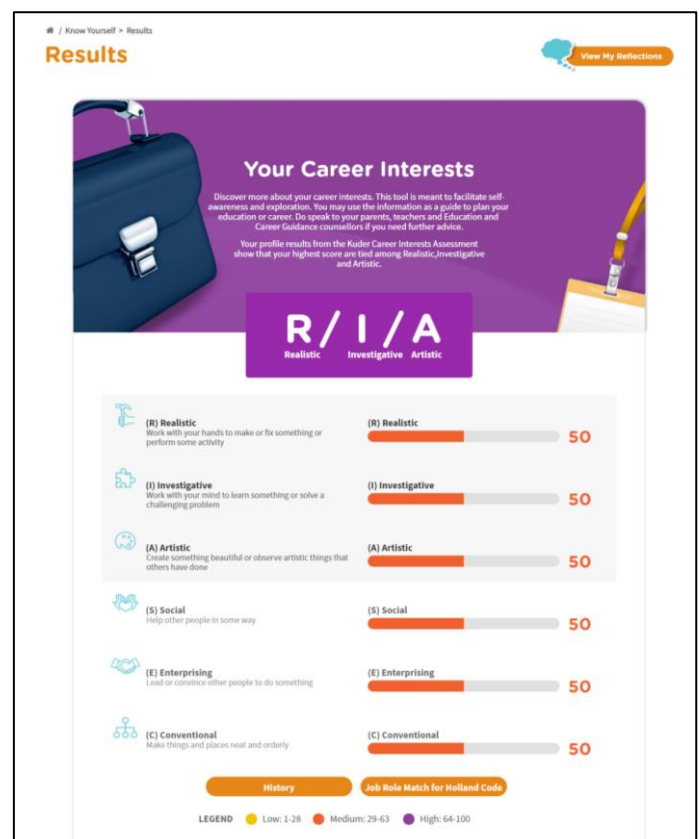
The next question is highlighted.

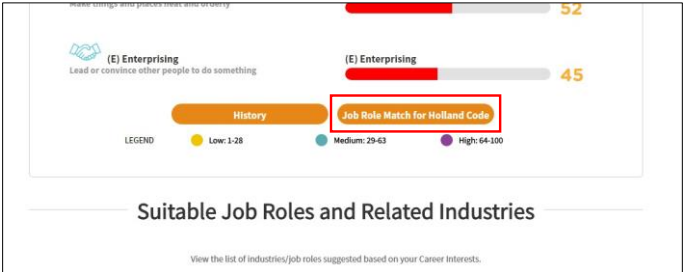



4. After you have completed the tool, the **Results** are displayed, including your Holland Personality types.

Holland Personality types:

- Expressed as a three-letter Holland Code, such as RCE, SEA, IER, etc.
- The **first letter** describes your highest Holland Code and interests
- The **second and third letters** describe interests and personality characteristics in descending order from the highest interest area to the lowest interest area



	<ul style="list-style-type: none"> Scored by low, medium and high on a scale from 1 – 100 with Low (1 – 28), Medium (29 – 63) and High (64 – 100) 	
<p>5.</p>	<p>Click on Job Role Match for Holland Code to see the Matching Job Roles for your Holland Code.</p> <p>You can also view Suitable Job Roles and Related Industries that match your Holland Code.</p>	 <p>Suitable Job Roles and Related Industries</p> <p>View the list of industries/job roles suggested based on your Career Interests.</p> 

6. Click on a job role to view the details of the job.

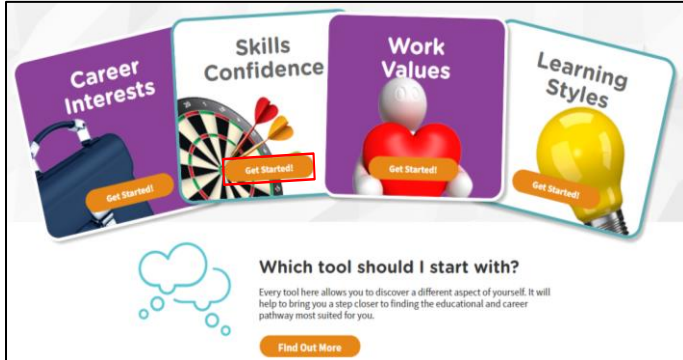




Example: Click on the “Urban Forester” job role.

The **Job Roles Detail** page is displayed in a new browser window.

The screenshot shows the 'Urban Forester' job role detail page. At the top, there is a header with the job title 'Urban Forester' and a 'Landscape' category tag. Below the header, there are two buttons: 'Add to Favourites' and 'Add to Compare'. The main content area is divided into several sections:

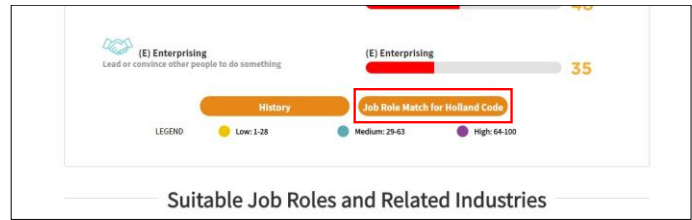
- Job Role Key Information:** A green sidebar on the right containing details such as 'Homeless Job Title', 'Sub-Industry', 'Track', 'Fields of Study', 'Qualification', and 'Monthly Salary'. It also includes a note about the salary being aggregated from public and private sources.
- Job Role Description:** A section with a photo of a person climbing a tree and a text description: 'The Urban Forester plans where to plant trees in the cities. He/she selects trees that will withstand hard city environments. He/she works with land owners and government officials. He/she inspects trees to determine their health. He/she prunes the trees to ensure that they continue to grow properly. He/she also removes tree branches that are dead or dying.'
- Tasks:** A section with a list of tasks:
 - Choose and prepare sites for new trees, with controlled burning, bulldozers, or herbicides to clear weed and dirt.
 - Conduct public educational programmes on forest care and conservation.
 - Explore ways of cutting and removing wood with the least waste and damage to the environment.
 - Form ways for measuring and spotting trees.
 - Perform inspections of forests or forest nurseries.
 - Plan cutting programmes, take care of sale of wood from harvested areas, and help companies to meet production goals.
- Compatibility:** A section with a bar chart showing interest types: R (95), I (78), A (6), S (23), E (51), C (34). A legend indicates 'This Job Role's Interest Type'.
- Career Progression Pathway:** A section showing a path starting with 'Urban Forester'.
- Course / Programme Listing:** A section with the text 'Not applicable' and a 'View More Course' button.

1.2 SKILLS CONFIDENCE

<p>1.</p>	<p>Click on Get Started under Skills Confidence.</p>	 <p>Which tool should I start with?</p> <p>Every tool here allows you to discover a different aspect of yourself. It will help to bring you a step closer to finding the educational and career pathway most suited for you.</p> <p>Find Out More</p>
<p>2.</p>	<p>The Skills Confidence tool consists of 12 sets of Questions with each set having 6 statements.</p> <p>Indicate your confidence of Cannot do at all to Completely certain can do via two ways:</p> <ul style="list-style-type: none"> • Classic – Click on the scale • Drag and Drop – Click and drag the icon 	 <p>Which tool should I start with?</p> <p>Every tool here allows you to discover a different aspect of yourself. It will help to bring you a step closer to finding the educational and career pathway most suited for you.</p> <p>Find Out More</p> <div data-bbox="884 1115 1342 1346"> <p>Read several scientific articles and write a concise summary</p>  <p>Cannot do at all Slightly certain can do Moderately certain can do Very certain can do Completely certain can do</p> <p>Next</p> </div> <div data-bbox="884 1420 1342 1592"> <p>Drag and drop your desired answer to the questions below.</p>  <p>Cannot do at all Slightly certain can do Moderately certain can do Very certain can do Completely certain can do</p> </div> <div data-bbox="884 1608 1342 1749"> <p>Read several scientific articles and write a concise summary</p>  <p>Next</p> </div>

<p>3. Click Next to lead you to the next statement. Click Previous to go back to the previous question.</p> <p>The next question is highlighted.</p>	
<p>4. After you have completed the tool, the Results will be displayed, including your Holland Personality types.</p> <p>Holland Personality types:</p> <ul style="list-style-type: none"> Expressed as a three-letter Holland Code, such as RCE, SEA, IER, etc. The first letter describes your highest Holland Code and interests The second and third letters describe interests and personality characteristics in descending order from the highest interest area to the lowest interest area Scored by low, medium, and high on a scale from 1 – 100 with Low (1 – 28), Medium (29 – 63) and High (64 – 100) 	

5. Click on **Job Role Match** for **Holland Code** to see the **Matching Job Roles** for your Holland Code.
You can also view **Suitable Job Roles and Related Industries** that match your Holland Code.



Matching Job Roles

Search Job Roles by Career Interests

The six career interest types are Realistic (R), Artistic (A), Social (S), Enterprising (E), and Conventional (C). Select the first 3 letters identified as your interest. Place them in any preferred order to generate a list of job roles for further exploration!

A Artistic R Realistic C Conventional

Show Matching Job Roles

Matching Job Roles:

- Graphic Designer A E E
- Junior Storyboard Artist R E E
- Master Craftswoman R E E
- Photographer A E E
- Set Designer A E E
- Visual Artist A E E
- Dancer A E E
- 3D Animator A E E
- 3D Modeler A E E
- Architect R E E
- Author R E E
- Commercial Artist A E E
- Composer A E E
- Landscape Architect R E E
- Landscape Designer R E E
- Landscape Manager (Landscape Design & Construction) A E E
- Landscape Operations Officer R E E
- Landscape Technician A E E
- Lighting Artist R E E

6. Click on a job role to view the details of the job.

Example: Click on the “Architect” job role.

The **Job Roles Detail** page is displayed in a new browser window.

Job Role Key Information

- Associate Job Title: Design Architect
- Sub-Industry: Architecture
- Task: Architecture
- Field of Study: Architecture
- Qualification: Bachelor's Degree or Equivalent
- Monthly Salary: 2200 to 7000 (S\$ 700.00 - S\$ 2300.00 per month)

Job Role Description

The Architect plans, designs and supervises the construction of buildings and other physical infrastructure. He/She helps to prepare project specifications and detailed drawings on architectural works for their clients. He/She takes into account the clients' needs, purposes of construction, the shapes and levels of land used and the clients' budgets. He/She is personally involved in bringing the project to fruition, by advising the clients on project execution or supervising the progress and quality of work on-site. This may include arranging contracts between clients and builders, visiting construction sites to ensure that work is properly done and to discuss any construction problems that may have arisen, as well as liaising with people from Government departments and private organisations. He/She represents the clients.

He/She may work in a variety of architectural or multi-disciplinary consultancies alongside other professionals such as engineers and quantity surveyors. Some overtime and weekend work may be required when project deadlines are looming.

Tasks

- Accountable for the clients' needs and purposes of construction.
- Advise the clients on project execution.
- Arrange contracts between clients and builders.
- Be responsible for the design of the building and the materials used.
- Help to ensure the building project meets the clients' budget.
- Oversee any construction problems that may have arisen, as well as liaising with people from Government departments and private organisations.
- Prepare project details and drawings for clients.
- Supervise the progress and quality of the work on-site.

Compatibility

R	53
I	67
A	95
S	12
E	51
C	23

Career Progression Pathway


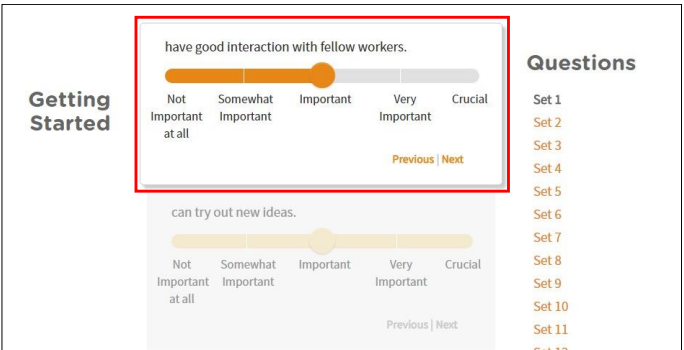
- Architect

Course / Programme Listing

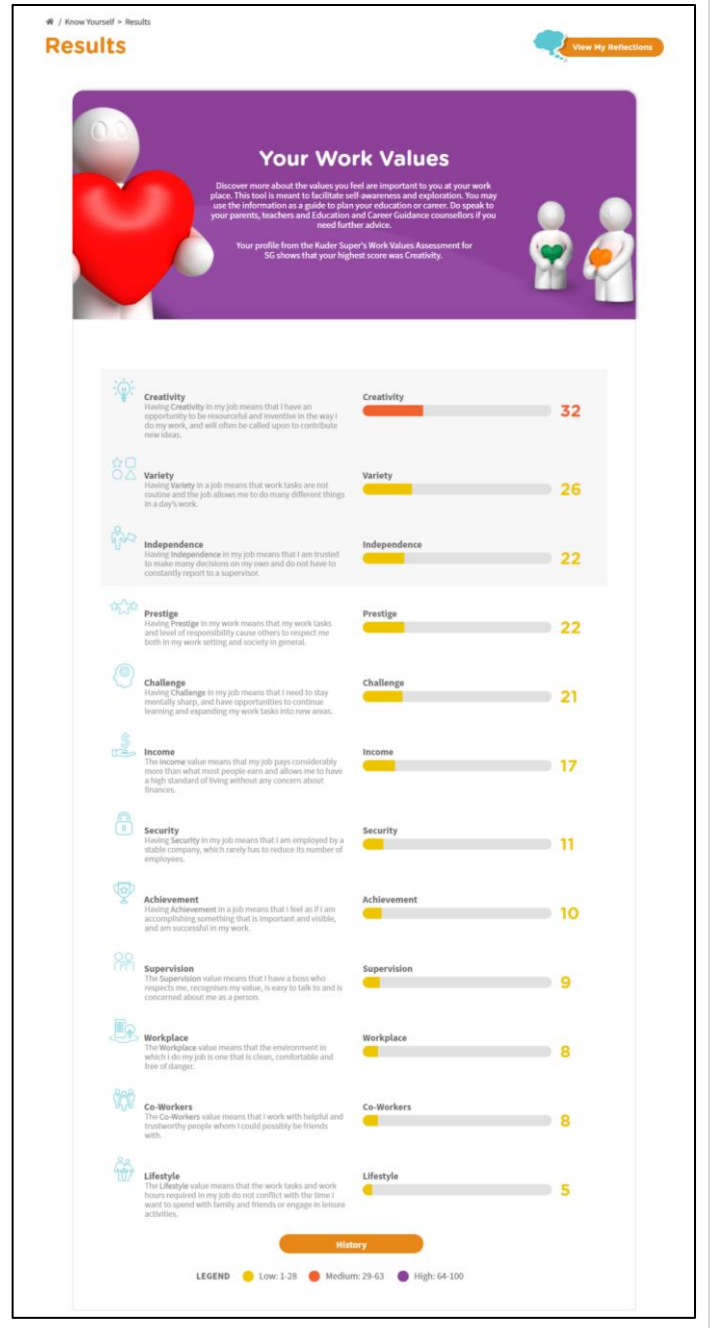
- DIPLOMA IN DESIGN (LANDSCAPE AND ARCHITECTURE) - NANYANG ACADEMY OF FINE ARTS

1.3 WORK VALUES

<p>1.</p>	<p>Click on Get Started, under Work Values.</p>	
<p>2.</p>	<p>The Work Values tool consists of 12 sets of Questions with each set having 6 statements.</p> <p>Indicate your preference of Not important at all to Crucial via two ways:</p> <ul style="list-style-type: none"> • Classic – Click on the scale • Drag and Drop – Click and drag the icon 	 <div data-bbox="895 1070 1350 1272"> <p>feel a sense of achievement at the end of the day.</p> <p>Not Important at all Somewhat Important Important Very Important Crucial</p> <p style="text-align: right;">Next</p> </div> <div data-bbox="895 1357 1350 1659"> <p>Drag and drop your desired answer to the questions below.</p> <p>Not Important at all Somewhat Important Important Very Important Crucial</p> <p>feel a sense of achievement at the end of the day.</p> <p style="text-align: right;">Next</p> </div>

<p>3.</p>	<p>Click Next to lead you to the next statement. Click Previous to go back to the previous question.</p> <p>The next question is highlighted.</p>	 
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4. Once you have completed the questions, the **Work Values** results will be displayed.



5. View the list of **Suitable Job Roles and Related Industries** that match your Work Values.

Example: View the list of suggested industries based on your Work Values

Select the Industries tab and click on the **+** icon to view the job roles within the displayed Industries.

Suitable Job Roles and Related Industries

View the list of industries/job roles suggested based on your Work Values.

5 matching industries

Industries Job Roles

Aerospace +

Matching Job Roles:

- Material Planning Clerk (Aircraft Engine / Component Maintenance)
 - Planning Assistant (Aircraft Engine / Component Maintenance)
 - Planning Executive (Aircraft Engine / Component Maintenance)
 - Planning Supervisor (Aircraft Engine / Component Maintenance)
- Material Planning Clerk (Aircraft Maintenance)
 - Planning Assistant (Aircraft Maintenance)
 - Planning Executive (Aircraft Maintenance)
 - Planning Supervisor (Aircraft Maintenance)
- Material Planning Clerk (Fleet Management)
 - Planning Assistant (Fleet Management)
 - Planning Supervisor (Fleet Management)
- Material Planning Clerk (Manufacturing)
 - Planning Assistant (Manufacturing)



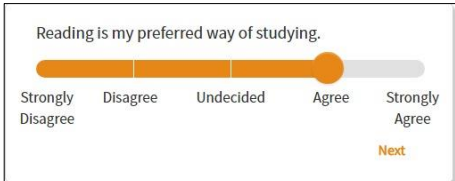
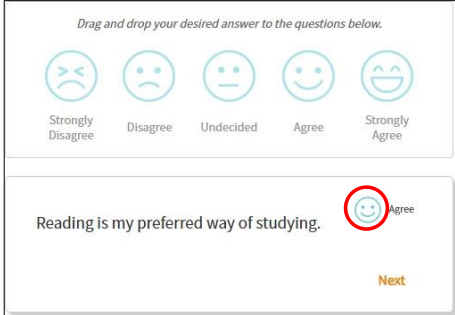
Insurance +

Hotel and Accommodation Services +

Wholesale Trade +

Others +

1.4 LEARNING STYLES

<p>1.</p>	<p>Click on Get Started, under Learning Styles.</p>	
<p>2.</p>	<p>The Learning Styles tool consists of 10 sets of Questions with nine sets having 6 statements each and the tenth set with 9 statements.</p> <p>Indicate your preference of Strongly Disagree to Strongly Agree via two ways:</p> <ul style="list-style-type: none"> • Classic – Click on the scale • Drag and Drop – Click and drag the icon 	  

<p>3.</p>	<p>Click Next to lead you to the next statement. Click Previous to go back to the previous question.</p>	
<p>4.</p>	<p>Once you have completed the questions, the Learning Styles results will be displayed.</p> <p>Select the “Preferences Most Important to You” tab and click on a preference to view the details.</p> <p>Example: Click on the corresponding “√” symbol for “Late Day” preference.</p> <p>The additional details are displayed.</p>	

5. To view your other preferences, select the “Other Preferences” tab and click on a preference to view the details.
Example: Click on the corresponding “v” symbol for “Open Learning” preference.

The screenshot displays the 'Other Preferences' section of the MySkillsFuture Student Portal. At the top, there are two tabs: 'Preferences Most Important to You' and 'Other Preferences', with the latter being selected. Below the tabs, a message states: 'These are areas where you show no strong preference.'

The preferences listed are:

- Needs Motivation:** Score 56. Description: 'You are a learner who sometimes needs external motivation. You may find learning difficult at times. It's important to note that self-motivation is critical to your future success -- in school, your career and your personal life. You can grow from being motivated by others to being self-motivated, if you work at it.'
- Open Learning:** Score 55. Description: 'You have a moderate preference for open-ended learning. You like to work out the details for lessons and assignments yourself and not be restricted by specific guidelines. You probably like to take an exploratory approach to learning: you prefer to learn about topics as they come up rather than stick to one topic identified in the lesson. You like to choose your own methods and organise projects yourself. That kind of independence is good, but take care not to overlook any details your teachers require.' This preference is highlighted with a red circle and a 'v' icon.
- Visual:** Score 46. Description: 'You moderately prefer visual learning and have a good memory for information you have seen in textbooks and other print materials.'
- Kinaesthetic:** Score 44. Description: 'You have a moderate preference kinaesthetic learning. You like to be active and you learn more effectively from movement-based activities.'
- Needs Focus:** Score 32. Description: 'You are a learner who needs a little more focus. You may get distracted easily and not finish your assigned tasks or assignments on time. You also may not properly prepare for tests and assessments. You can develop your level of focus. Doing so will significantly improve your chances for success at school, your career, and in your personal life.'
- Independent:** Score 26. Description: 'You have a moderate preference for learning independently. There are times when you find it'

A red box highlights a note: 'Some students prefer highly structured learning: step-by-step instructions for how to complete tasks, details of what resources to use, and specific guidelines for what their work should look like. Other students prefer learning to open-ended: have choices about what steps to take, what resources to use, what sequence to learn things, and what their work should look like. Even though you prefer less structure and enjoy the freedom to be creative, be sure to follow the guidelines for assignments. Understand that sometimes things must be done according to detailed instructions -- such as preparing tax returns, managing personal finances, completing certain employment tasks, complying with airline security, and so on. If you would like to do an assignment differently, talk to your teacher. There may be room for some flexibility as long as you cover the main objectives of the assignment.'

1.5 MY REFLECTIONS (KNOW YOURSELF)

Record your thoughts on **Know Yourself** via **My Reflections**.

<p>1.</p>	<p>Click View My Reflections.</p>	
<p>2.</p>	<p>Record your thoughts by answering the questions.</p>	