Smarter Intelligence for better job advice

USING REAL LMI TO INFORM CAREER DECISIONS

Agenda

- What is LMI
- The benefits of using LMI
- Issues with current sources
- Key trends affecting labour market
- Towards a smarter model

WHAT IS LABOUR MARKET INFORMATION?

What is Labour Market Information?

Labour market information tells you about:

- Jobs and salaries
- Industry sectors
- Cities and communities
- Future trends and conditions
- Statistics

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Labour market information tells you:

- What jobs and skills employers are looking for

- Which industries are hiring

- Where to find employers who are hiring

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Labour market information tells you:

- What working conditions are like for specific industries

- What education /training is needed for specific job

- What factors can stop clients from getting a job

- Which job areas are growing in the future

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Why do I need this information?

- LMI can help you to help your clients make good decisions when they are looking for a job.

- Help clients decide what training is most likely to help them get a job/is the best investment.

- It can help you to tailor your advice based on the location in which you are working with clients.

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Aspiration gap

- The gap between what people want or intend to do and what the labour market needs

- Our latest data report http://www.cascaid.co.uk/news/product_news/career-aspirations-report/

- Top careers that adults are exploring: Counsellor and Teaching Assistant

- How many jobs are available in these careers?

ISSUES WITH CURRENT SOURCES OF LMI

REAL v NOT REAL

Really mean STATIC v LIVE

What is really going on v what we think is going on

Characteristics

STATIC

- Annual surveys
- Limited sample sizes
- Imperfect classification systems
- Aggregation & Extrapolation
- Rational models
- Rules of thumb
- Using past trends to predict the future
- Dated information

LIVE

- Real job vacancies
- Real salaries
- Real job titles
- Real locations
- Real skills
- Real qualifications
- Real time

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Why does it matter?

LMI should be about
connecting demand with supply

Matching individuals with opportunities (work,
training and education)

Why does it matter?

Identifying the gap between
where I am now in relation to the market

&

Where I want to be or

Where the opportunities are:
jobs, skills, progression, training, qualifications

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Why does it matter?

Vital that the information used to inform choices is:

Accurate

Relevant

In real-time

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ISSUES WITH LMI

What's on offer?

ons.gov.uk

NOMIS

LMI for all

ONS / NOMIS

Good high level / background macro stuff

Time to trawl through spreadsheets

Not a lot of granularity from an individual's point of view

Static

Not user friendly

LMI for all

"an online data portal ….developed by the UKCES to bring together existing sources of LMI that can inform people's decisions about their careers."

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LMI for all

"...will put people in touch with some of the most robust LMI from our national surveys / sources therefore providing a common and consistent baseline for people to use alongside wider intelligence."

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LMI for all: data

1. Employment, projected employment and replacement demands from **Working Futures**
2. Pay and earnings based on the **Annual Survey of Hours and Earnings and the Labour Force Survey**
3. Hours based on the Annual Survey of Hours and Earnings
4. Unemployment rates based on the **Labour Force Survey**
5. Skills shortage vacancies based on the **Employer Skills Survey**
6. Skills, Abilities and Interests based on the **US O*NET system**
7. Occupational descriptions from the **ONS Standard Occupational Classifications**
8. Current vacancies available from **Universal JobMatch**
9. Higher education destinations data from **HESA**

LMI for all: "known quality issues"

Estimation & extrapolation

Rounding and the application of economic "rules of thumb" and assumptions

Annual / cross sectional surveys of employers

Data is dated (2011, 2012, 2013)

4 UK Countries and 9 English Regions

LMI for all: vacancy data

Limited to Universal Jobsmatch

The limitation for vacancy data retrieval is 50 and the postcode filter is hard-set to 50 miles

No SOC code or other form of categorisation e.g SIC and the only filter that can be allowed to this API call is 'keyword'

Lack of other information (which may be scrambled in the description) Salary, Skills and Qualifications

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LMI for all: vacancy data

Hard to form a picture of what types of jobs are in which areas of the UK

There is no form of live data we are given access to

Due to the limitation of the SOC code on each vacancy no form of meaningful analysis can be done on the data

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ONS Standard Occupational Classification (SOC)

Used as a classification method in many products

Limitations for careers

Major Group (1 digit)	Sub-Major Group (2 digit)	Minor Group (3 digit)	Unit Group (4 digit)	Group Title
1				**MANAGERS, DIRECTORS AND SENIOR OFFICIALS**
	11			**CORPORATE MANAGERS AND DIRECTORS**
		111		**Chief Executives and Senior Officials**
			1115	Chief executives and senior officials
			1116	Elected officers and representatives
		112		**Production Managers and Directors**
			1121	Production managers and directors in manufacturing
			1122	Production managers and directors in construction
			1123	Production managers and directors in mining and energy
		113		**Functional Managers and Directors**
			1131	Financial managers and directors
			1132	Marketing and sales directors
			1133	Purchasing managers and directors
			1134	Advertising and public relations directors
			1135	Human resource managers and directors
			1136	Information technology and telecommunications directors
			1139	Functional managers and directors n.e.c.

ONS Standard Occupational Classification (SOC)

"Job" titles at the 4th digit level very generic and high level - is it really reflective of what is going on in the real economy when based on survey data?

Results in aggregated data for salaries / hours / future predictions / opportunities

Have to decide what 4 digit code to apply to a job or apply a catch all – n.e.c

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The problem of economic assumptions

What goes for the national economy does not necessarily go for the regional economy;

What goes for the regional economy does not necessarily go for the county/unitary level economy;

What goes for the county/unitary level does not necessarily go for the local authority level economy

It would be extremely unwise to base our assumptions of what is going on at the lowest geographic levels on what is going on in the higher levels

Economies don't always (if ever) work in this way.

What does it add up to?

Known flaws in the data
+
Static data
+
Economic assumptions
+
Limited and dated surveys
+
Uninformed users / advisers
=
LMI for who? What?

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EXEMPLARS

Bee Keeper

What is a Beekeeper?

A beekeeper is a person who keeps honey bees in boxes or hives. Bees produce honey, sold. A beekeeper will also provide services to vegetable and fruit farmers for pollination to maintain healthy bees, prepare colonies for production, inspect colonies for any sign also need to follow food safety guidelines when harvesting and processing the honey.

Bee keeper

How much could I earn?

Average salary

£23,920

Example: Agricultural and fishing trades n.e.c., 2012

Aggregated to the sector level in a catch all class: n.e.c

Bee Keeper

One click down

Hours

Hours: variable hours per week

Most beekeepers (or apiarists, or even apiculturists if you're feeling fancy) do it as a hobby but even owning a couple of hives means having to devote an hour or so to looking after the hives on a regular basis. Hobby beekeepers often do most of the work at the weekend.

A real opportunity?

Accurate salary?

As of Sunday NO Beekeeper vacancies in a 300 mile radius of my house since beginning of the year

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Software Developer

What is a Software Developer?

A software developer writes, designs and develops computer software. They normally have an IT-related degree or a foundation degree, or a BTEC HNC/HND. Software developers have an analytical approach to the work they do and are a great problem-solvers.

Software Developer

How much could I earn?

Average salary

£34,320

Example: Special needs education teaching professionals, 2012

?????

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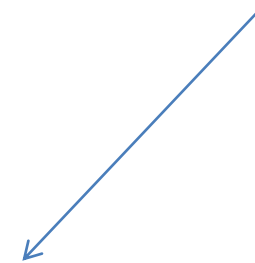
A different tool

" our data is the hub around which all our tools and services are built, and so one of our most vital tasks **is to make sure our data is up-to-date** and that it takes into account any new datasets that would give our customers an even better insight into their local labour market than they are currently getting."

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…"Our data is updated annually."

Sources of data: LMI for all and ONS

Information Technology or Telecommunications Director
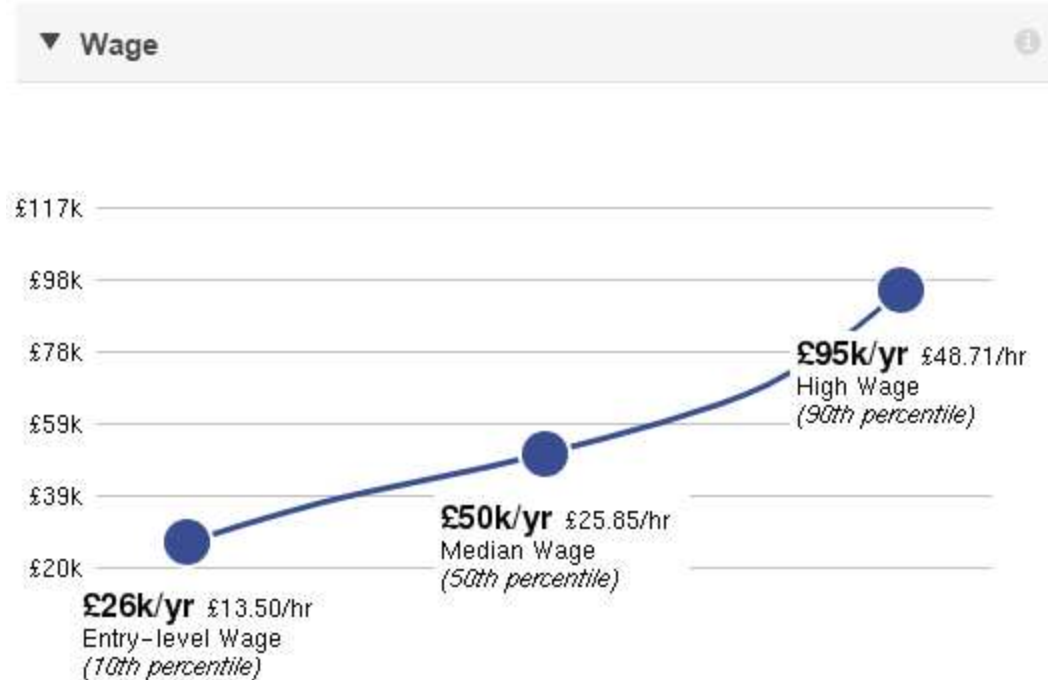
▼ Wage

£117k
£98k
£78k
£59k
£39k
£20k

£95k/yr £48.71/hr
High Wage
(90th percentile)

£50k/yr £25.85/hr
Median Wage
(50th percentile)

£26k/yr £13.50/hr
Entry-level Wage
(10th percentile)

232 Information technology and telecommunications directors are employed. This number is expected to **decrease by 2.6%** over the next four years.

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Information Technology or Telecommunications Director

Aggregated to the 4th digit soc

Encompasses a wide range of jobs and job titles from entry to senior

Accuracy and precise nature of numbers, based on the data sources used?

Information Technology or Telecommunications Director
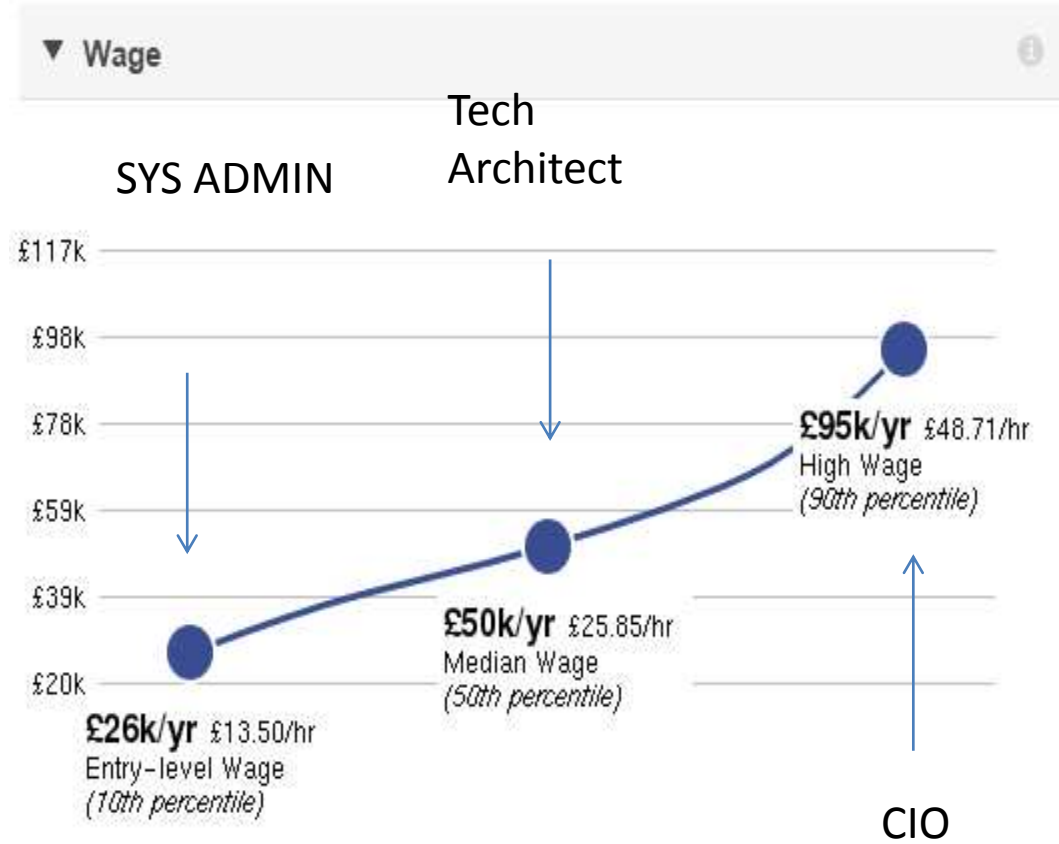
▼ Wage

SYS ADMIN

Tech Architect

CIO

£117k
£98k
£78k
£59k
£39k
£20k

£95k/yr £48.71/hr
High Wage
(90th percentile)

£50k/yr £25.85/hr
Median Wage
(50th percentile)

£26k/yr £13.50/hr
Entry-level Wage
(10th percentile)

232 Information technology and telecommunications directors are employed. This number is expected to **decrease by 2.6%** over the next four years.

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Forecasting the future

Just one of many

Train & Tram Drivers

For many children becoming a train driver is their first career aspiration. For those who turn their childhood dream into reality, the lure of the railways still holds a special place – and it's a job that shows no signs of going out of fashion just yet.

For school leaver-aged students the 18 months they'll need to qualify will take most up to the minimum driver age. The testing period will comprise 200–300 hours of driving skills tests, meaning willingness to acquire new skills is vital. Applicants will also need to pass a rigorous medical which will test fitness levels, eyesight, colour vision and hearing.

Train drivers need the mental toughness to work alone and

Train Driver

Job openings:
12,000
(2012–2022)

Employment change:
Stable
(2012–2022)

No vacancies in 300 mile radius of my house since beginning of year

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'Driverless' Tube trains: See inside TfL's new fleet for London Underground

Trains will be first 'walk-through, air-cooled' carriages on deep-level lines

LOULLA-MAE ELEFTHERIOU-SMITH | Thursday 09 October 2014

Source: The Independent

From the main report (p7)

"We don't **pretend** to be able to predict the future, but we can get an idea of longer term job prospects based on **past trends**. We think this is a good basis for thinking about the future."

Kodak v Instagram

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From the foreword (of the background report)

"**Robust** business and labour market research to inform choice, practice and policy"

"Access to **high quality** intelligence about the world of work is also critical for individuals"

"...for the **specific purpose** of supporting individual career choices."

Issues & consequences

Misleading information
+
Lack of transparency
+
Presentation as fact
+
Possible lack of mediation and support

=

Risk of ill-informed decisions

Is it intentional?

No

Well intended

Poorly executed

Not putting the user first

CURRENT TRENDS AFFECTING THE WORLD OF WORK

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Five key drivers of change

- Digital and Information Technology
- Demographics
- Advances in science and scientific knowledge
- Pace of change
- Globalisation

Extraordinary times
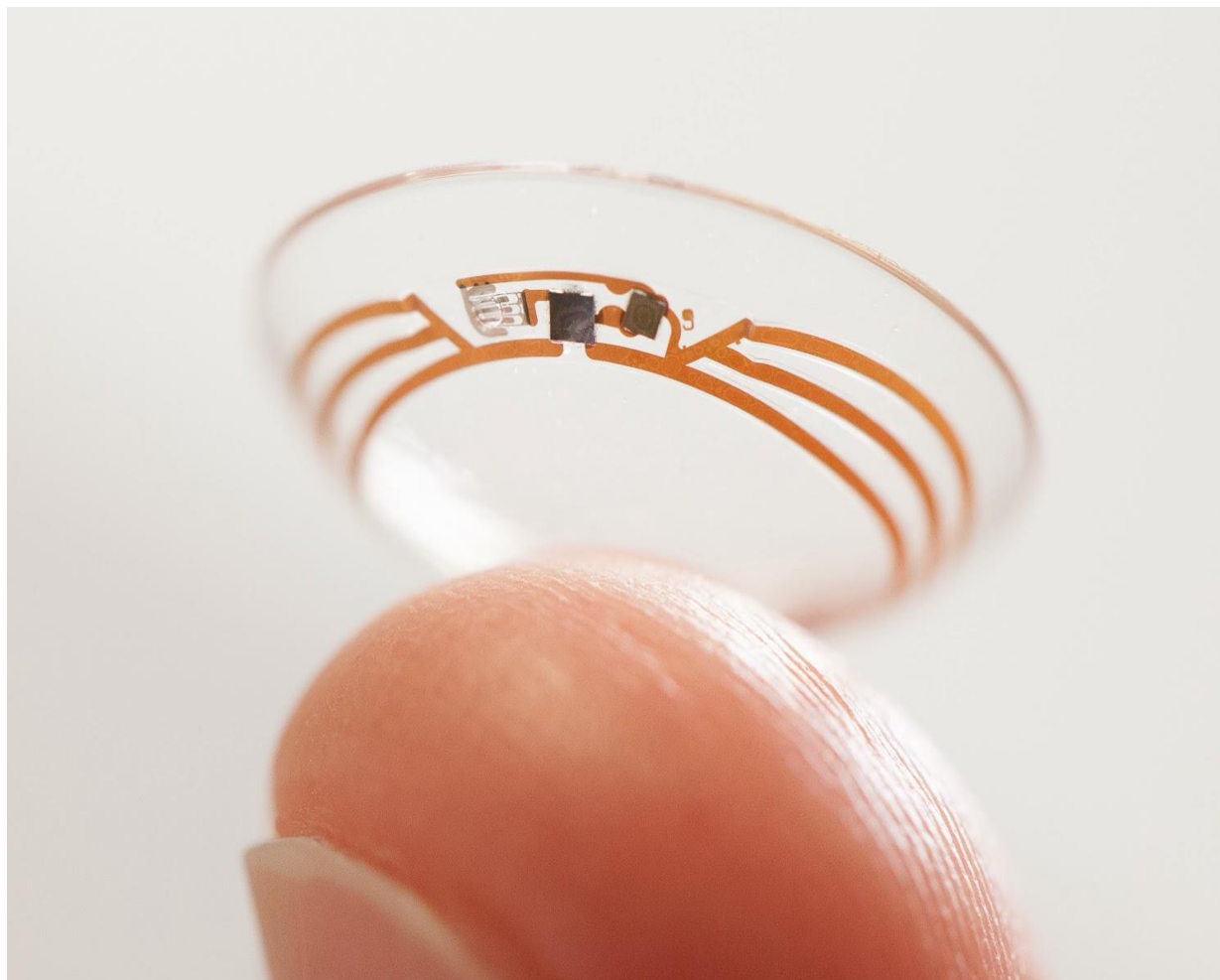
FUTURE LMI

Future LMI

Traditional sources of labour market intelligence are inherently limited

Census and survey data on employment take months or longer to collect, compile, and publish

Conditions and trends they describe may already have shifted

Future LMI

Dynamic nature of the 21st century labour market

Can't afford a time lag

First career choices
Re-employment
Workforce development
Business growth

Key Concept

Real time insights from online job postings

Possess rich potential to provide actionable intelligence

Employers expressing their actual demand for workers

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What if we could do this?

A summary of real time labour market analysis for the past 90 days across the county of Cambridgeshire indicates:

- The total number of new job postings totalled 19,267 for the county
- The industry with the most job postings was Food and Beverage Service Activities (13.6%) including employers such as JD Wetherspoon.
- The top three occupations with the highest number of job postings were IT Business Analysts, Architects and Systems Designers, Programmers and Software Development Professionals and Nurses.
- More than two thirds (63%) of job postings advertising academic qualifications requested the need for a Bachelors Degree
- The town with the most job postings was Cambridge (67%) in the county

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Or this?

2 Cambridgeshire Top Industry Postings

Top Industry Postings		
SIC	Industries with top postings	Number of job ads
56	Food and beverage service activities	1,137
86	Human health activities	1,040
10	Manufacture of food products	985
85	Education	624
82	Office administrative, office support and other business support activities	372
47	Retail trade, except of motor vehicles and motorcycles	329
55	Accommodation	311
72	Scientific research and development	292
64	Financial service activities, except insurance and pension funding	285
88	Social work activities without accommodation	282

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Analysis

- Job function

- Employer industry

- Location

- Educational requirement

- Source

- Common and Specialised Skills

- Duration and level of experience

- Plurality (i.e. does this represent just one job?)

- Normalised salary

- Intermediation (i.e. was this posted by a recruiter?)

- Required certifications or licenses

Not guessing or forecasts

3 Cambridgeshire Top Occupations

Top Occupations		
SOC	Description	Job Openings
2135	It Business Analysts, Architects And Systems Designers	1,306
2136	Programmers And Software Development Professionals	716
2231	Nurses	532
2122	Mechanical Engineers	435
3131	It Operations Technicians	362
3132	It User Support Technicians	344
6145	Care Workers And Home Carers	298
3562	Human Resources And Industrial Relations Officers	293
4122	Book-Keepers, Payroll Managers And Wages Clerks	292
2421	Chartered And Certified Accountants	290

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Real Labour Market Intelligence

What is *actually* happening

What has *actually* happened

Trends – local, regional, national but not forecasts

Not limited samples or subjective extrapolations

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There were **1,306 new job** postings for **IT Business Analysts, Architects and Systems Designers** in the last 90 days.

- Preferred skills include:
    - Software engineering, C++, software development, linux, javascript

- Preferred majors include:
    - Computer science, computer engineering, electrical and electronic engineering, maths

- Top Employers included:
    - Arm Ltd, Thales Group, Akamai Technologies, OHO

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And what if we could do this?

5 Cambridgeshire Top Basic Skills

Top Basic Skills Description	Job Openings
Communication Skills	3,417
Training	2,985
Management	1,967
Organisational Skills	1,668
Project Management	1,334
Leadership	1,272
Customer Service	1,167
Writing	1,145
Planning	1,095
Teaching	1,092

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How useful would it be?

Individual

Advisers

Businesses

Strategic Planning Bodies

Education Institutions

Connect talent with opportunity

What if we had a large user base with CV / profiles?

What if we did deep analysis of skills, quals and experience?

We could match individual to live labour market opportunities

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Connect talent with opportunity

We could match to training and skills development opportunities

We could do matching, exploration, and referral activities that analyses, and catalogues information directly from CVs and job postings

We would have a real time understanding of skills gaps across the economy – locally, regionally, nationally

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Cambridgeshire Advertised Education Skills

- Higher National Certificate / Diploma 0.2%
- A-Levels / Highers 7%
- Postgraduate Diplomas / Degrees 12%
- GCSEs / Standard Grades 18%
- Bachelors and Honours Degrees 63%

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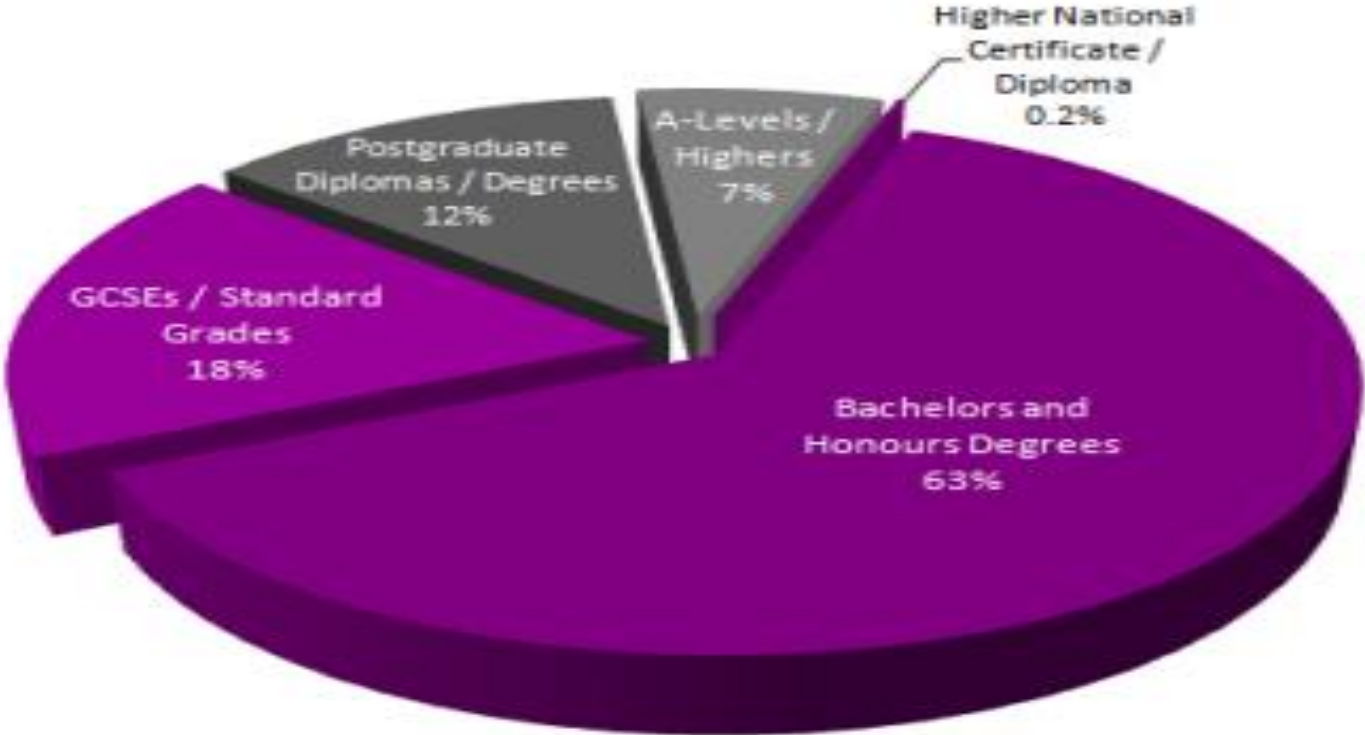
Lifelong

Lifelong SATNAV for earning and learning

Career management tools

Help me understand where I am in the labour market, what opportunities are available to me: SWOT

What opportunities could be available to me if I did this?

Available now - WorkTrack

- Take a client CV or create a profile
- Analyse their experience and skills
- Analyse the experience and skills employers are advertising for now
- Match skills and experience to live vacancies
- Find out what LMI is relevant to your local area
- Help people make better decisions.

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Job stats

☐ Use specific location

Job titles: [   ]

(separate multiple job titles with a comma)

Sector: [▼]

Age of vacancy: [All jobs   ▼]

[Update]

Total jobs: 664702   Breakdown by hours:
Number of apprenticeships: 35687   Number of full-time jobs: 618747
Number of voluntary jobs: 1612   Number of part-time jobs: 45955

Breakdown by job board:		Breakdown by SOC code:	
jobsearch.direct.gov.uk/sales	41528	Software professionals (2132)	31625
jobsearch.direct.gov.uk/building	35796	Marketing and sales managers (1132)	27945
jobsearch.direct.gov.uk/it	35710	Sales representatives (3542)	22272
jobsearch.direct.gov.uk/medical	29581	Chefs, cooks (5434)	20737
jobsearch.direct.gov.uk/engineering	27297	Accounts and wages clerks, book-keepers, other financial clerks (4122)	18244
jobsearch.direct.gov.uk/production	24626	Care assistants and home carers (6115)	18028
jobsearch.direct.gov.uk/customersupport	23015	Sales and retail assistants (7111)	17893
jobsearch.direct.gov.uk/admin	22524	Nurses (3211)	16793
www.cv-library.co.uk	22153	General office assistants/clerks (4150)	16353
jobsearch.direct.gov.uk/accounting	21448	Customer care occupations (7212)	15473
jobsearch.direct.gov.uk/training	20608	Retail and wholesale managers (1163)	15438
jobsearch.direct.gov.uk/transport	17875	Personnel and industrial relations officers (3562)	14782
jobsearch.direct.gov.uk/maintenance	17457	Marketing associate professionals (3543)	13650
jobsearch.direct.gov.uk/food	16731	Information and communication technology managers (1136)	12439
www.findapprenticeship.service.gov.uk	14852	Cleaners, domestics (9233)	11916

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Adult Directions

- Identify careers that suit an individual

- Make informed decision about career choices

- Job search

- Find out whether there are vacancies nearby

- Evaluate the value of training – are there local opportunities if I complete this training?

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LMI Tool

Visualised Vacancy Data

LMI Explorer

Where?

Group By Location

| 🌐 Country | 🌐 Region | 🌐 County |

Countries

All ▼

Regions

All ▼

When?

Group By Time

| 📅 Year | 📅 Quarter | 📅 Month |

Start Date

01/01/2014

End Date

01/07/2015

What?

Group By Soc Level

| 📄 One | 📄 Two | 📄 Three | 📄 Four |

Soc Codes

Pick one of these

Update

Reset

Map displaying **job counts** for the **countries** in **United Kingdom.** The data has been grouped by **months** between Jan 2014 and Jul 2015.
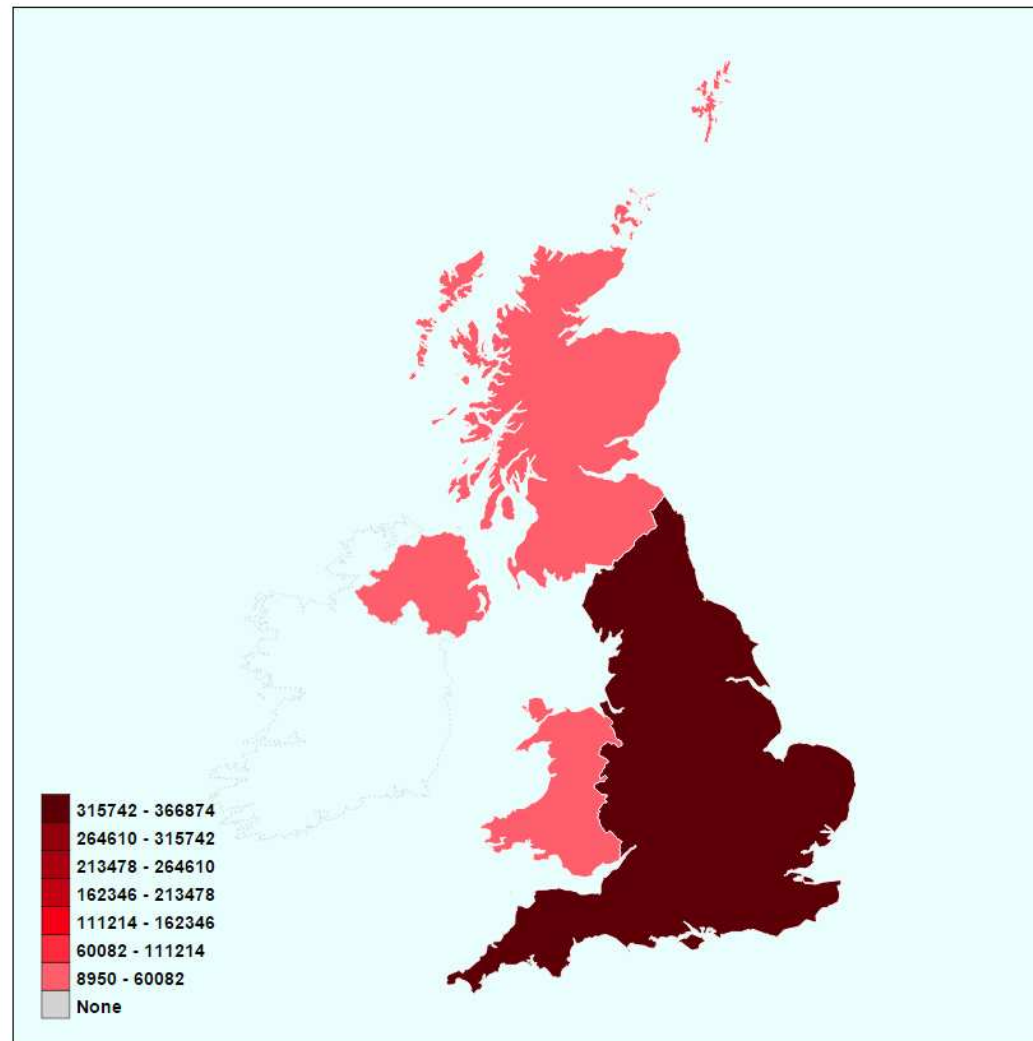
■	315742 - 366874
■	264610 - 315742
■	213478 - 264610
■	162346 - 213478
■	111214 - 162346
■	60082 - 111214
■	8950 - 60082
■	None

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Where?

Group By Location

| Country | Region | County |

Countries

All ▼

Regions

All ▼

When?

Group By Time

| Year | Quarter | Month |

Start Date

01/01/2014

End Date

01/07/2015

What?

Group By Soc Level

| One | Two | Three | Four |

Soc Codes

Pick one of these

Soccs

Directors and chief executives of major organisations	✕
Information and communication technology managers	✕
Conference and exhibition managers	✕
Restaurant and catering managers	✕

Metrics ▾

- debu

Counts

Counts Per Capita

Salaries

Salaries Per Capita

Advertised Job Durations

Advertised Job Durations Per Capita

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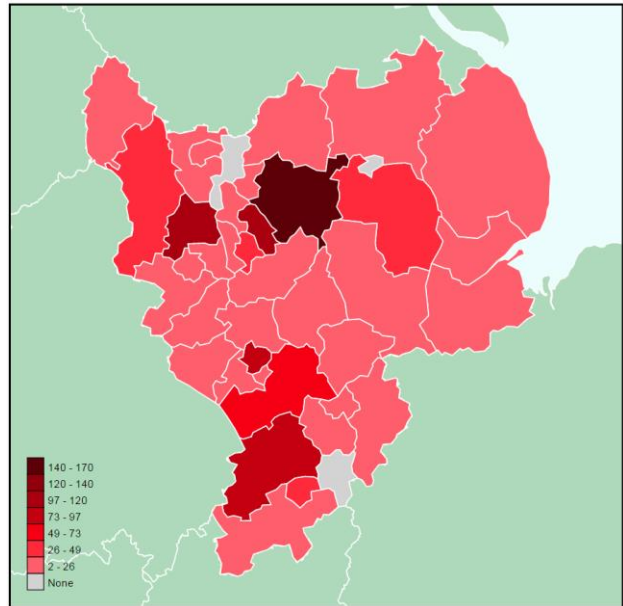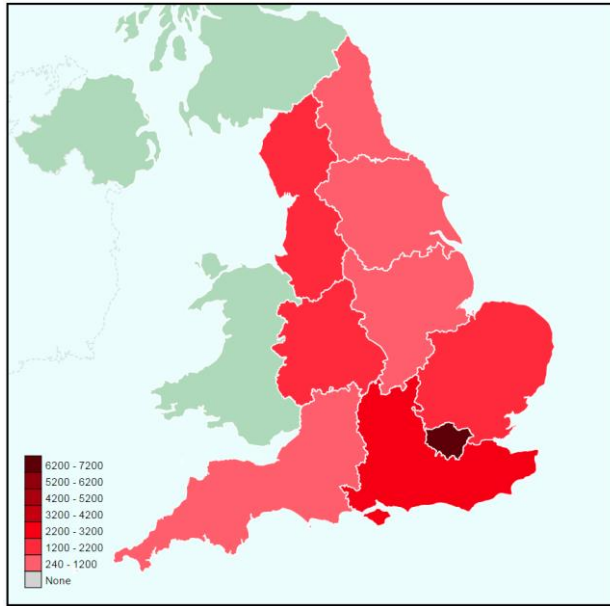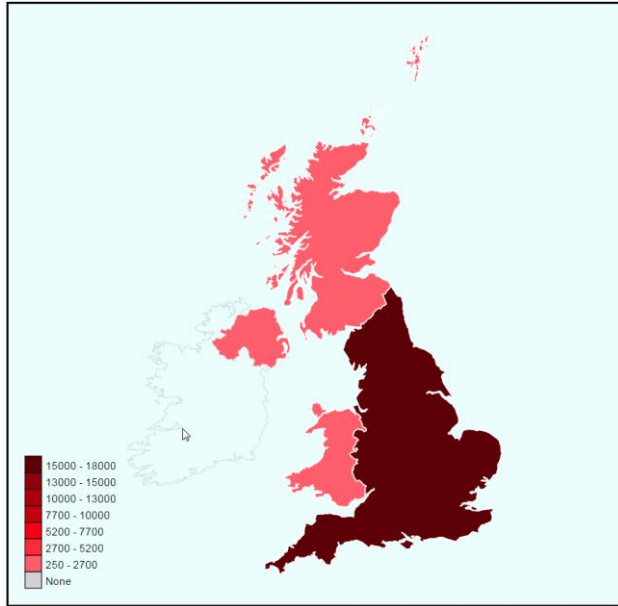
Comprehensive statistics for Tewkesbury

Soc/Month	Jan 2014	Apr 2014	Jul 2014	Oct 2014	Jan 2015	Apr 2015
5499	0	0	1	0	0	0
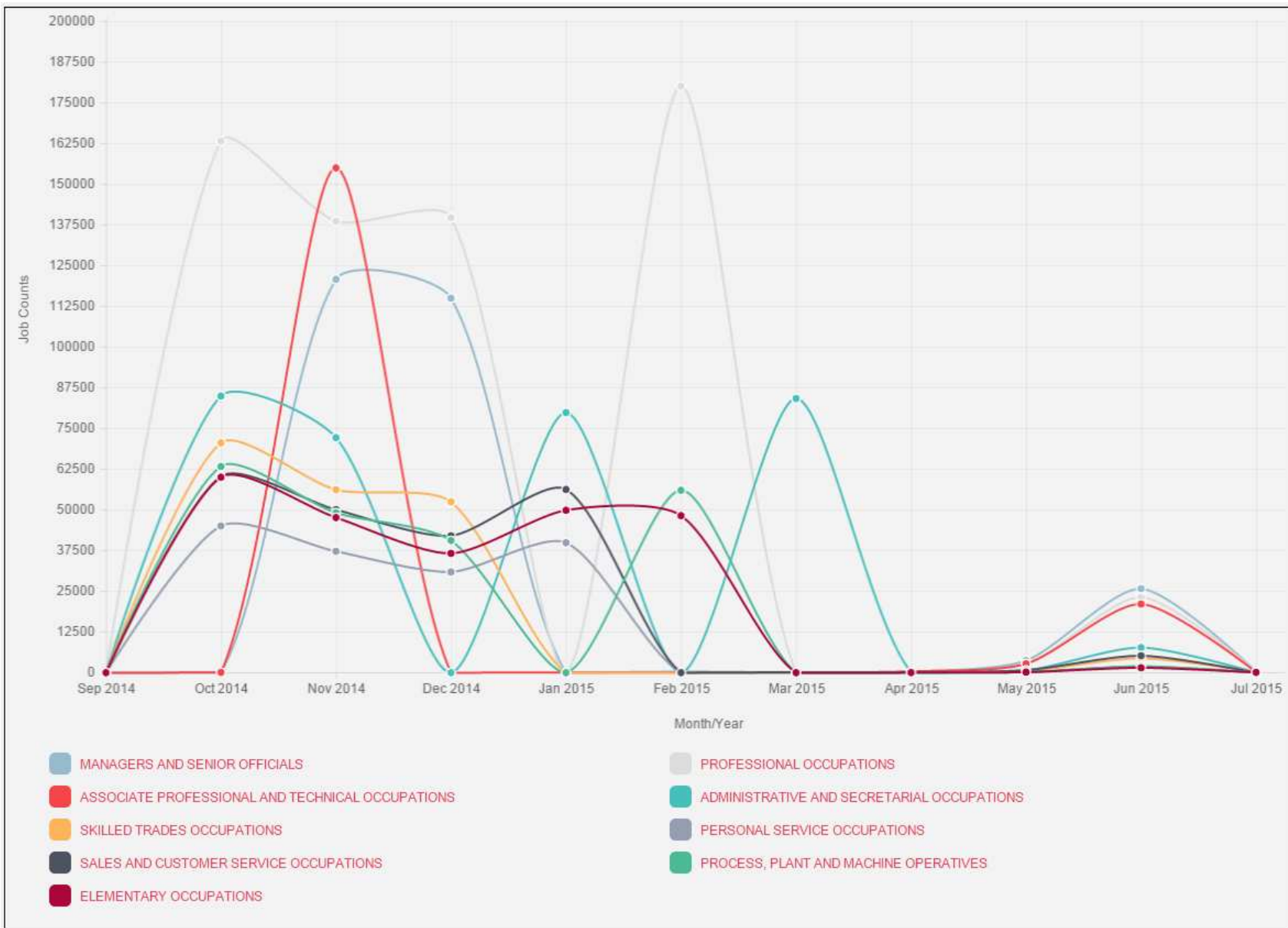
Beta testing

- If you want to help evolve the tool
- Sign up to beta test
- We will send you a link
- You can play and explore
- Feedback what works, what doesn't
- We can improve for final launch

Thank you

What do you want to see in an LMI tool?

Let us know

rharrison@cascaid.co.uk

worktrack

Advisor's jobseekers

12 jobseekers found

Filter by surname: [   ] **Login status:** (All) ▼ [Filter]   **Order by:** Surname (A-Z) ▼

	Name	Centre	Last login	Matches	Saved	Declined	Applications	Placed?	At risk?	Actions				
	Anu Bhat	Cascaid	02 Jun 2014 08:22	98	15 (9)	1 (1)	3 (1)	No	No	Log in as	History	Move	Remove	Notes
	Ray Chesterton	Cascaid	02 Jun 2014 08:23	169	3 (2)	1 (1)	4 (1)	No	No	Log in as	History	Move	Remove	Notes
	Gemma Faser	Cascaid	02 Jun 2014 08:23	133	2 (0)	8 (5)	3 (0)	No	No	Log in as	History	Move	Remove	Notes
	Graham Fisher	Cascaid	29 May 2014 08:19	21	2 (2)	0 (0)	2 (2)	No	No	Log in as	History	Move	Remove	Notes
	Julie Foster	Cascaid	29 May 2014 08:21	396	2 (4)	0 (0)	0 (0)	No	No	Log in as	History	Move	Remove	Notes
	Lauren Harris	Cascaid	02 Jun 2014 08:24	23	1 (2)	0 (1)	10 (2)	No	No	Log in as	History	Move	Remove	Notes
	Tammy Harvey	Cascaid	29 May 2014 08:21	188	0 (0)	0 (0)	0 (0)	No	No	Log in as	History	Move	Remove	Notes
	Andrew Jones	Cascaid	29 May 2014 08:22	487	2 (2)	0 (0)	3 (0)	No	No	Log in as	History	Move	Remove	Notes
	James Porter	Cascaid	29 May 2014 08:22	96	0 (1)	0 (0)	0 (0)	No	No	Log in as	History	Move	Remove	Notes
	John Smith	Cascaid	20 May 2014 10:34	43	0 (0)	0 (0)	2 (0)	No	No	Log in as	History	Move	Remove	Notes
	Ma Trenetta	Cascaid	02 Jun 2014 08:23	81	0 (0)	0 (0)	13 (4)	No	No	Log in as	History	Move	Remove	Notes

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Applications for Ma Trenetta

Back to jobseekers

Showing applications for the last 30 days

Start Date: 05/05/2014   **End Date:** 04/06/2014   [Filter]

Job title	Date	Application status	Approval status	Compatibility	
Service and Safety Assistant	29 May 2014, 08:24:38	Interview Arranged	Approved	64%	View application
Administrator	29 May 2014, 08:24:14	Shortlisted	Approved	68%	View application
Part Time Administrator	29 May 2014, 08:23:57	Applied	Approved	69%	View application
Telesales Advisors	29 May 2014, 08:23:34	Interview Arranged	Approved	82%	View application
Service Delivery Advisor	19 May 2014, 20:25:41	Applied	Approved	64%	View application
Quotations Administrator	19 May 2014, 20:24:51	Interview Arranged	Approved	72%	View application
Part Time Customer Services	19 May 2014, 20:24:29	Applied	Approved	72%	View application
Field Sales Account Manager	6 May 2014, 08:49:39	Interview Arranged	Approved	63%	View application
Service Sales Executive - Leicester	6 May 2014, 08:49:21	Applied	Approved	65%	View application
Sales Representative	6 May 2014, 08:48:43	Applied	Approved	66%	View application
Account Manager	6 May 2014, 08:48:28	Applied	Approved	66%	View application
Customer Service Agent	6 May 2014, 08:48:07	Interview Arranged	Approved	70%	View application
Part Time Customer Services	6 May 2014, 08:47:39	Interview Arranged	Approved	72%	View application

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View Declined jobs

Declined jobs for jobseeker Gemma Faser

Job Title	Salary	Location	Declined at
Customer services officer –	Competitive salary	Manchester	28 Mar 2014 13:46:52
Don't want to work for this type of company			
Customer Sales Manager		Stockport	9 Apr 2014 08:59:38
don't want to work for this company			
Sales Assistant Ladies Department	NMW plus bonus	Stockport	19 May 2014 20:14:59
Hours unsuitable for me			
Sales - Start now		Manchester, Greater Manchester	19 May 2014 20:15:21
Can't get to location			
Weekend Showroom Host	Up to £7 per hour	Crown Royal Ind Park, Stockport (SK1), SK1 4AH	28 May 2014 11:10:15
Cannot work weekends			
Customer Service Order Processor	15,500.00 - 17,500.00 per year	Stockport	29 May 2014 08:09:40
Cannot get to location on public transport			
RETAIL SALES ASSISTANT	Not disclosed	Lancashire	29 May 2014 08:09:56
Haven't got NVQ level 3			
Assistant Store Manager Designate		Manchester Area, Greater Manchester	29 May 2014 08:10:53
Don't want to work for this company			

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Advisor's jobseekers

12 jobseekers found

Filter by surname: [ ] **Login status:** (All) [▼] [Filter] **Order by:** Surname (A-Z) [▼]

	Name	Centre	Last login	Matches	Saved	Declined	Applications	Placed?	At risk?	Actions				
🚦	Anu Bhat	Cascaid	02 Jun 2014 08:22	98	15 (9)	1 (1)	3 (1)	No	No	Log in as	History	Move	Remove	Notes
🚦	Ray Chesterton	Cascaid	02 Jun 2014 08:23	169	3 (2)	1 (1)	4 (1)	No	No	Log in as	History	Move	Remove	Notes
🚦	Gemma Faser	Cascaid	02 Jun 2014 08:23	133	2 (0)	8 (5)	3 (0)	No	No	Log in as	History	Move	Remove	Notes
🚦	Graham Fisher	Cascaid	29 May 2014 08:19	21	2 (2)	0 (0)	2 (2)	No	No	Log in as	History	Move	Remove	Notes
🚦	Julie Foster	Cascaid	29 May 2014 08:21	396	2 (4)	0 (0)	0 (0)	No	No	Log in as	History	Move	Remove	Notes
🚦	Lauren Harris	Cascaid	02 Jun 2014 08:24	23	1 (2)	0 (1)	10 (2)	No	No	Log in as	History	Move	Remove	Notes
🚦	Tammy Harvey	Cascaid	29 May 2014 08:21	188	0 (0)	0 (0)	0 (0)	No	No	Log in as	History	Move	Remove	Notes
🚦	Andrew Jones	Cascaid	29 May 2014 08:22	487	2 (2)	0 (0)	3 (0)	No	No	Log in as	History	Move	Remove	Notes
🚦	James Porter	Cascaid	29 May 2014 08:22	96	0 (1)	0 (0)	0 (0)	No	No	Log in as	History	Move	Remove	Notes
🚦	John Smith	Cascaid	20 May 2014 10:34	43	0 (0)	0 (0)	2 (0)	No	No	Log in as	History	Move	Remove	Notes
🚦	Ma Trenetta	Cascaid	02 Jun 2014 08:23	81	0 (0)	0 (0)	13 (4)	No	No	Log in as	History	Move	Remove	Notes

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Centre management summary report

Current centre: Cascaid ▾ [View advisers]
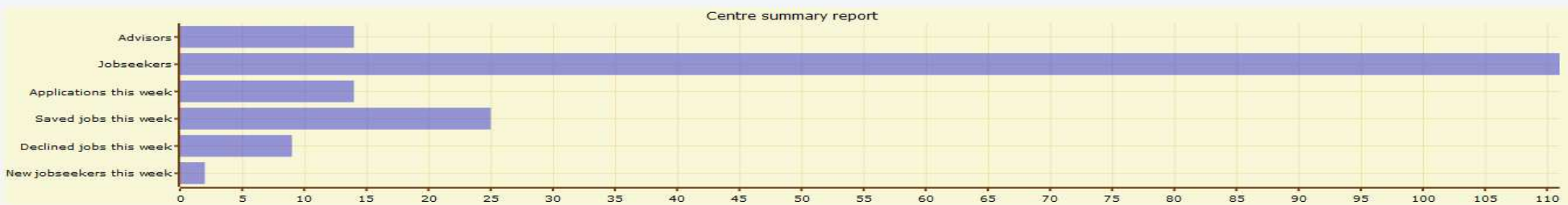
Centre summary report

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What would you like to do?

Please select from the following options described below.

Upload a CV

If you already have one, selecting this option will allow you to upload a CV as a Microsoft Word document, an Adobe Acrobat PDF file, or a text file. We will use the important details and create your profile from it.

Build a CV

If you don't have a CV but have work experience create your profile using the CV builder tool which will capture your work history, skills and qualifications.

Find interesting jobs

If you are unsure about what type of job would suit you then fill in the Interest Profile questionnaire and find jobs that you might like to do.

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Work history

Click the 'Add' button to add work history or the 'Build' button to complete a job questionnaire.

Job Title	Employer	Start Date	End Date		
Marketing & Operations Manager	**Guides R Us Ltd**	**Sep 2007**	**Mar 2012**	Delete	Edit

Of an international training & publishing company specialising in the provision of professional education in finance management and accounting. Key responsibilities included: Strategic planning & implementation of business processes Digital Marketing including, content management, SEO, PPC, social media, and targeted email campaigns Traditional direct & indirect print marketing through mailshots, & print media Key events management including exhibitions to maximise visibility and increase ROI Management and streamlining efficiency of administrative processes E-Commerce implementation to service an international customer base.

placement officer	**London College of Further Education**	**Oct 2004**	**Sep 2007**	Delete	Edit

and trainer (0.5) ESOL Tutor including key skills including English, literacy, numeracy & IT. (0.4) Key responsibilities & achievements included Collaborative involvement with governing bodies, institutions, businesses & individuals. Placement of international students in work experience with local companies and arranging support including language training. Course development planning. Appraise record and monitor progress and development through the use of personal tutoring, assessments, ILP's and SMART targets. Develop training plans and resources and deliver training sessions to improve fellow lecturer's skills in the use IT hardware and software to enhance their teaching skills, e.g. IT Smart boards, voting pads, specialist software, Internet and Intranet. Developing, piloting and delivering a new embedded citizenship course.

Sales Manager	**Kitchens Leicester Ltd**	**Jan 1993**	**Jan 2004**	Delete	Edit

Key responsibilities & achievements included Established a sales network & key account development Built a distribution network from ground up to service sales Established the retail operations including showrooms, & online store. Purchasing & importation of stock including international visits to key suppliers and trade fairs

	Designer Deals	**Apr 1988**	**Nov 1992**	Delete	Edit

Managed commercial ceramic tiling contracts company employing 50+ staff & subcontractors. Tendering for, winning and completing contracts for swimming pools, car showrooms, retails units, hotels, fast food outlets etc. throughout the UK.

Business Development Trainee - Manager	**Circus Construction Ltd**	**Oct 1982**	**Jan 1988**	Delete	Edit

I was employed as a new business development trainee responsible for generating and tendering for new contracts to private clients as well as local authority projects. I successfully learnt, tendered for, and negotiated contracts with local councils and developers and won the company many new contracts which led me to becoming the business development manager.

Add   Build   Previous   Next

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Logged in as: James Porter

Build work history

Job title: Bar Manager

Employer: Crownthorne Hotels

Select known job title: Bar Manager ▼

Select the duties that you performed as part of your job:

☐ Cash handling

☐ Assisting customers/clients

☐ Motivation and management of staff

☐ Budgeting and forecasting

☐ Recruiting/training staff

☐ Overseeing projects/workplace

☐ Making sure the bar area is stocked and well maintained

☐ Running the bar in line with health and safety regulations

☐ Closing at the time specified on the premises licence

☐ Building good relationships with breweries, suppliers and customers

☐ Working long hours

Cancel   OK

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Search results

Back

Found 151 jobs matching your profile

Order by: [Best match ▼]

Assistant Marketing Manager

Location: Bardon Hill, Leicestershire
Distance: 5
Salary: Unknown
Type: Permanent
Date posted: 30 May 2014
Compatibility: 55%

[Add] [View job]

Operations Manager - Apprenticeships

Location: Leicester, Leicestershire
Distance: 5
Salary: £28000 - £32000/annum Benefits
Type: Permanent
Date posted: 9 May 2014
Compatibility: 51%

[Add] [View job]

Business Development Executive - Central East Engl

Location: Leicester
Distance: 7
Salary: Negotiable + Car Allowance + 20% Bonus
Type: Full time
Date posted: 29 May 2014
Compatibility: 46%

UJ *Universal Jobmatch*

[Add] [View job]

Business Analyst

Location: Leicester
Distance: 1
Salary: £16.89 per hour
Type: Temporary, full-time
Date posted: 21 May 2014
Compatibility: 40%

[Add] [View job]

worktrack

Job details

More information on this job

Operations Manager - Apprenticeships

Date posted:	9 May 2014
Job Ref:	200985850
Location:	Leicester, Leicestershire
Salary:	£28000 - £32000/annum Benefits
Type:	Permanent
Work Pattern:	
Hours:	
Employer:	Alderwood Education
Description:	You will ideally have management experience from either a Work-Based Learning OR E-Learning environment. You will be responsible for a team of Desk-Based Assessors working from Leicester.

This role is offered on a full time, 1 year fixed term contract covering a Maternity Leave.

The online learning centre is open Monday - Friday 9am-9pm and Saturday - Sunday 10am-4pm. Whilst your working week will be predominantly Monday - Friday, flexibility will be required surrounding the opening hours.

Areas or Responsibility:

*Develop and design a customer / learner quality framework which will be effective across arrange of business streams and multi channel delivery

*Design call-plan scripts and training to support continual change improvements and the introduction of new business (where relevant)

*Establish a system to measure customer satisfaction to improve the customer experience

*Consistency and standardisation

*Ensure a high quality of learning support is delivered in a cost effective manner.

*Ensure continuous improvement of products and services from a learner perspective to maximise operational effectiveness (i.e. effectiveness of learning) and portfolio development to drive future sales opportunities and quality.

*Proactively work with teams and teams to engender a common understanding of online learning provision and support; and ensure the support of learning meets best practice pedagogy and hence quality and audit standards..

*Ensure best practice online learning support, quality and audit requirements are reflected in training provision in the Service Centre

*Ensure a high quality of service to enable the centre to gain external recognition and awards (Ofsted, Matrix, Quality & Customer Service Awards, IIP)

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Complete application for 'Operations Manager - Apprenticeships'

Back to results | Back to application | Back to job

Please provide details of how the application was completed (e.g. complete an online application form, sent e-mail to job contact etc.)

Evidence: Registered on website and uploaded CV and covering letter *

Cancel   Complete

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Decline job

You have chosen to decline the position of 'Business Development Executive - Central East Engl' based in 'Leicester'.

Please help us improve the service and tell us why this job was unsuitable.

```
Pattern of hours does not meet my needs - issues with
childcare
```
*

Back   Decline this job

worktrack

Job title(s): | Forklift Driver | | | | *

☐ Show exact matches only

Sector: | [dropdown] |

Location: | LE1 7PA | *

Will travel up to: | [slider] | 10 | miles

Keywords: | |

Minimum salary: | Any ▾ |

Maximum salary: | Any ▾ |

☑ Include jobs where salary is unknown

Job Type: | Any ▾ |

Age of vacancy: | All jobs ▾ |

☐ Include apprenticeships

☐ Include voluntary jobs

[Reset] [Search]

worktrack

Search results

Back

Found 3 jobs matching your search criteria

Save this search criteria   Order by: Best match ▼

Counterbalance and Reach Forklift Drivers

     Location: LEICESTER
     Distance: 6
       Salary: 7.00 - 7.00 per hour
         Type: Full time
Date posted: 31 May 2014

UJ Universal Jobmatch   Add   View job

Counter Balance FLT Driver

     Location: Leicester
     Distance: 1
       Salary: £7.00 per hour
         Type: Permanent, full-time
Date posted: 2 Jun 2014

Add   View job

FLT Driver/Warehouse Operative

     Location: Loughborough
     Distance: 6
       Salary: Unknown
         Type: Full time
Date posted: 4 Jun 2014

UJ Universal Jobmatch   Add   View job

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Interest profile

Current interests and job zone

Interests: Conventional, Social and Enterprising Change interests

Job Zone: Job Zone Three: Medium preparation needed Change job zone

Select one of more job categories that match your interests and job zone

☐ Housing and welfare officers

☐ Civil Service administrative officers and assistants

☐ Occupational hygienists and safety officers (health and safety)

☐ Statutory examiners

☐ Buyers and purchasing officers

☐ Sales representatives

☐ Personnel and industrial relations officers

☐ Credit controllers

☐ Legal secretaries

☐ Personal assistants and other secretaries

☐ Dental nurses

☐ Medical secretaries

☐ Accounts and wages clerks, book-keepers, other financial clerks

☐ Counter clerks

☐ Filing and other records assistants/clerks

☐ Taxation experts

☐ Legal professionals - other

☐ Management consultants, actuaries, economists and statisticians

☐ Chartered surveyors (not quantity surveyors)

☐ Software professionals

☐ Senior officials in local government

☐ Managers in mining and energy

☐ Senior officers in fire, ambulance, prison and related services

☐ Legal associate professionals

☐ Estimators, valuers and assessors

☐ Finance and investment analysts/advisers

☐ Protective service associate professionals - other

☐ Draughtspersons

☐ IT operations technicians

☐ Pharmaceutical dispensers

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Record offline activity

Please tell us the date of the event and what happened

Date of activity: 4 ▾ June ▾ 2014 ▾

Job title: Reception Manager

Company Name: DNH Cars Ltd

Company Contact: James Yates

Company Phone: 01234 56789

Application Type: Curriculum Vitae ▾

Description of activity

Told by a friend that this company is recruiting.
Called to get more information and have now sent
my CV by email to the Director.

1869 characters remaining

Back   Save description

worktrack

Link Account with Universal Jobmatch

Link your account with your Universal Jobmatch account to automatically populate Universal Jobmatch activity history

UJM username: *

UJM password: *

The UJM username is your 12 digit Government Gateway User ID and your UJM password is the one you created when you set up your UJM account. Linking the account will automatically save details of the jobs you apply for via this site and any offline activity you record, to your UJM Activity History

Create

CASCAID

Home | Profile | CV | Cover letter library | Jobs | Messages | Application history | Activity history

Help   Employers

Welcome Annette   Logout

| Job title | | Skills or keywords | in | Postcode or location | | Search ➡ |

Search: **UK** | Europe | International

Browse jobs | Search tips

Resize text: **A** A A

Activity history

Review all job activity, including CV updates and interviews. You can also add your own job search notes in the text box on the right.

To view all applications, access your Application History from the navigation bar above.

11 of 11 Items   📝 My notes

Page: [1] Page 1 of 1

Date	Activity detail
29/05/2014	📝 Applied for job http://jobs.marketingweek.co.uk/apply/473392/senior-digital-marketing-manager/?LinkSource=JobDetails. Called agency and have arranged telephone interview
29/05/2014	📝 Applied for job http://www.exec-appointments.com/job/1372339/channel-optimisation-manager/. Completed online application form and uploaded CV to website
19/05/2014	📝 Applied for job https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=7146861. Emailed cv in application
19/05/2014	📝 Applied for job https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=7470284. Uploaded cv and covering letter to website
06/05/2014	📝 Applied for job https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=7294643. Sent cv and covering letter via email as requested in advert
11/04/2014	📝 Applied for job https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=6910876. Telephoned agency and followed up with CV via email
11/04/2014	📝 Applied for job http://jobs.marketingweek.co.uk/apply/470852/regional-marketing-manager/?LinkSource=JobDetails. Uploaded my CV and a covering letter to the agency website.
28/03/2014	📝 Applied for job http://jobs.telegraph.co.uk/job/4271600/sales-director-/. Emailed CV and covering letter to agency
28/03/2014	📝 Applied for job https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=6435857. I have completed the application form on the website and attached my CV
25/03/2014	📝 Applied for job http://www.onlymarketingjobs.com/apply/1162983/head-of-marketing-and-communications/?LinkSource=JobDetails. uploaded cv

Job search notes

📝 Notes entered below will be recorded in your Activity history.

For example, enter details about following up on a job referral or calling about a job advertised in the newspaper.

250 characters limit

Save ➡