

Factsheet

Careers

Resources



The IET Benevolent Fund

Managing your career can be a very tricky business. It is easy to slip from one job to another without thinking very much about where you would ultimately like to end up. However, actively managing your career and updating your skills and knowledge will ensure that you fulfil your potential.

Here we have gathered together a selection of different websites and sources of information which might help you think about your professional development and long-term career plans.

Managing your professional development

The [professional development](#) section of the IET website provides advice on structuring your training and professional development to achieve your career goals. It guides you through the process of setting up a development plan and shows you how to use a competence framework.

IET Members can use [Career Manager](#), the IET's online skills development and recording tool. Here you can collate all your careers information, achievements and experience.

Knowledge and training

The IET runs a wide range of [training courses](#) and subject specific [knowledge networks](#) which will enable you to keep up-to-date with news and developments in your particular sector.

If you are unhappy in your job, retraining might enable you to move into a different sector. Learning something new, such as a foreign language or a subject completely unrelated to your job, might also give you the intellectual challenge you need if changing jobs is not an option.

[LearnDirect](#) has a complete database of courses in your local area on a wide range of topics, if you are looking to learn a new skill or update existing ones.

If you are looking to study more formally, you might want to look at the [Open University](#) which offers both undergraduate and postgraduate qualifications on a part-time, distance-learning basis.

Many universities round the country also now have Lifelong Learning Departments offering short courses and day schools.

General careers/jobs information

The IET provides a database of current [engineering and technology jobs](#). You can also post your CV here to be viewed by the top engineering and technology recruiters.

The Guardian newspaper has several sections dedicated to careers and employment. The [work](#) section covers topics such as pay and work-life balance, while the [careers](#) section carries articles on submitting successful applications, negotiating salary and benefits, how to write a successful CV and advice on workplace issues. It also has a comprehensive listing of [jobs](#).

[The Times](#) offers a series of 'How To...' articles including getting a job and answering interview questions. It also has a section on professional development.

There are a series of articles on [Monster.co.uk](#) covering finding a job, changing career, writing a CV, advice for job interviews, starting and leaving jobs, money and salary advice. It also has a database of available job vacancies.

Directgov, the Government resources website, provides over 800 [career profiles](#) including a wide selection of engineering and technology related careers, which might be helpful if you are looking to change direction.

Careers advice

Sometimes it can be useful to speak to someone independent who can give you advice on your situation. This might be a specially-trained careers advisor or someone working in your industry who is further along in their career.

As an IET member, you can apply for an [IET mentor](#). You will be put in touch with a trained mentor, who is a member in your area, who can help you to identify opportunities to advance and develop.

LearnDirect offers free career advice over the phone with one of its specially trained advisors. It's not necessary to make an appointment - just call **0800 100 900** and ask to speak to a Careers Coach. Lines are open 8am to 10pm seven days a week. The advisors will help you to discover what it is you want from your career, identify your options and then help you establish a plan of action. Visit the [LearnDirect website](#) for more information.

Don't forget that most universities have careers services and many of these will give advice, help and support to their alumni.

Resources for students and recent graduates

IET Circuit provides specific information for students and apprentices <http://www.theiet.org/students/index.cfm> with a specific toolkit covering searching for jobs, applying and then moving up the career ladder.

[Prospects](#) is the UK's official graduate careers support service. The site has special sections on engineering and information technology, and provides general careers and jobs advice for recent graduates. It offers CV advice, discussions with careers consultants and case studies.

Resources for women

Engineering and technology have traditionally been male-dominated industries. Various mentoring schemes exist to help women working in engineering and technology. A comprehensive list is available from the [UK Women's Resource Centre](#).

Many women opt to take a career break for various reasons, often to bring up a family. Resuming their careers and getting back into the workplace can present various difficulties. Have a look at IET Connect's Career Break factsheet for more information.

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This information is intended as a guide only. For advice on your specific situation, please phone our helpline. We will then put you in touch with our legal helpline which can provide individual advice on your particular situation.