



Kudos

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A User's Guide

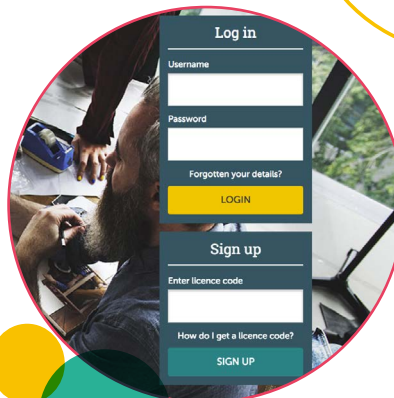
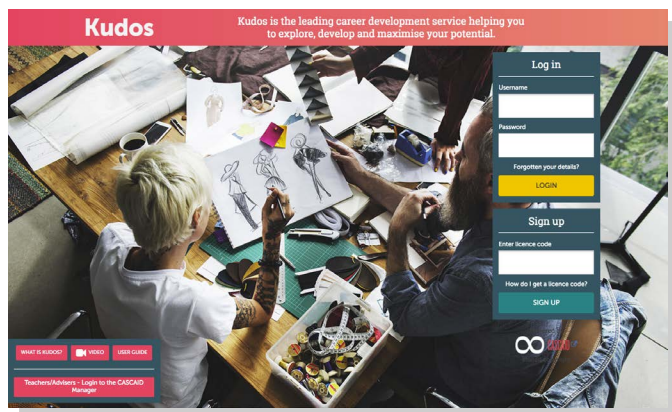
Kudos is designed to help you explore your possible career directions and learn about your future options. This guide will help you find your way around Kudos.

Logging in

Go to www.cascaid.co.uk/kudos

If you have a username and password, enter it in the '**Log in**' section.

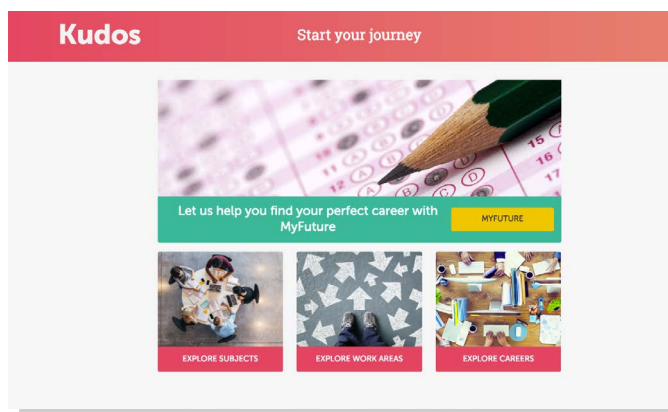
If your teacher/adviser has given you a licence code, enter it in the '**Sign up**' section. This will allow you to create your own username and password.



Starting Points

There are four main routes through Kudos which are divided into four starting points. These are:

1. Take the test to find your perfect career
2. Explore subjects
3. Explore work areas
4. Explore careers



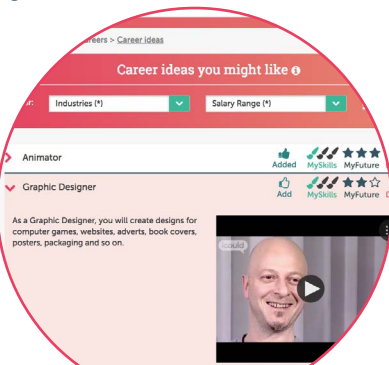
1 Take the test to find your perfect career

Answer the Likes and Dislikes questions to help Kudos give you a personalised list of career ideas you might like. This assessment is referred to in Kudos as MyFuture.

A screenshot of the MyFuture assessment interface. At the top, there are three smiley face icons: a sad face, a neutral face, and a happy face. Below this, the header says 'MyFuture'. The main section is titled 'How do you feel about...' and contains five rows of questions. Each row has five buttons: 'Dislike Very Much', 'Dislike', 'Does Not Matter', 'Like', and 'Like Very Much'. The questions are: 'Helping people who have personal or social problems', 'Being responsible for controlling or adjusting equipment', 'Understanding how businesses and organisations work', 'Organising or supervising people', and 'Teaching or training'. At the bottom, there is a 'Focus mode' toggle, a progress bar showing '40% completed', and a 'FINISH LATER' button.

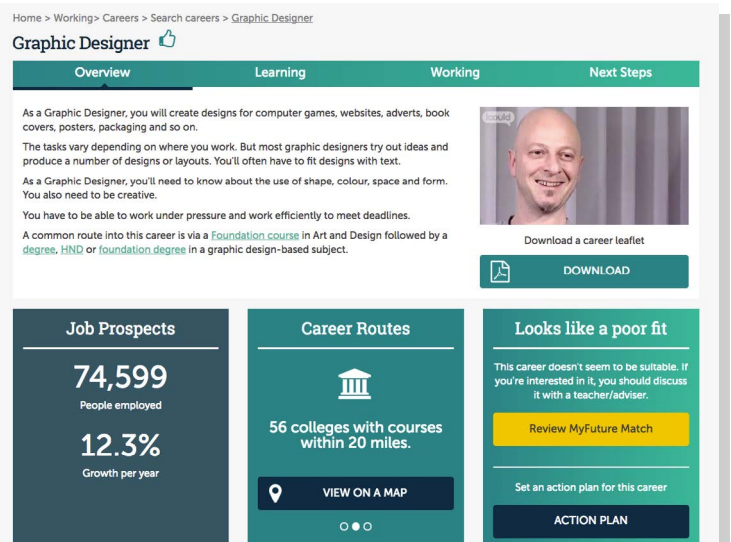
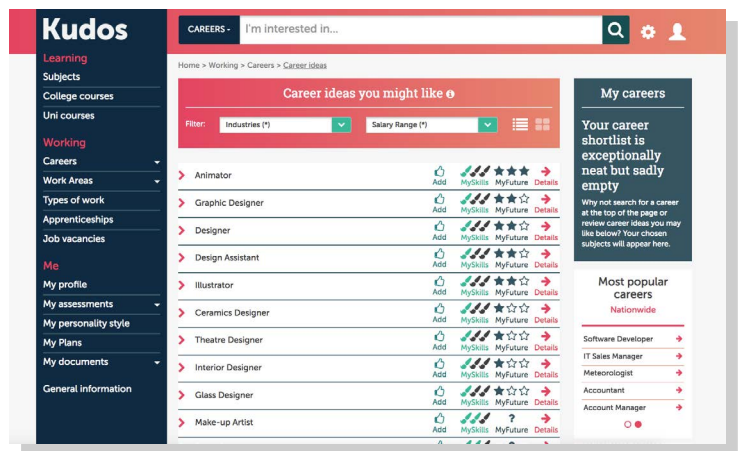
Career ideas

Kudos creates a personalised list of careers that you might like based on the information you have given so far.

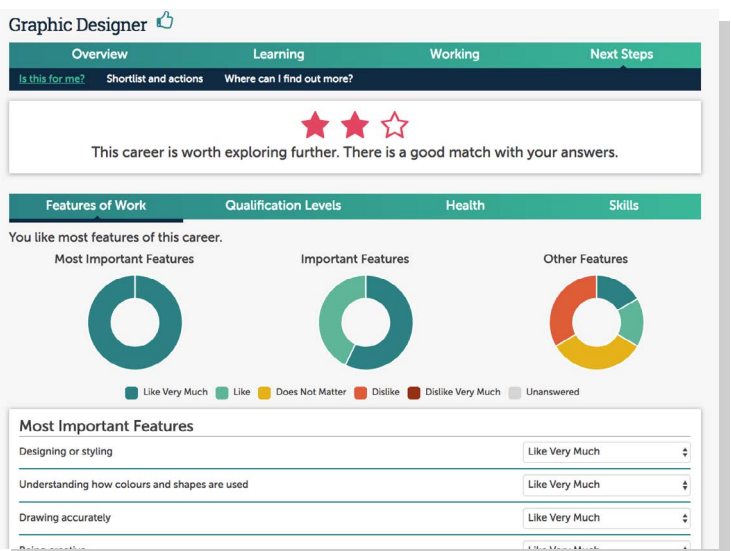


Click on the career title to view a summary including a video (most careers have a video). You then have the option of selecting **'Details'** to discover more about the career including:

- An introduction to the career
- Job prospects – is it a good career to be considering?
- Pay & Opportunities – what salary can you expect to earn?
- How do I become – what is the best way or ways to get into this career?
- What will I do? – what will be your day-to-day tasks?
- What subjects will you need to study?
- Job prospects



You can see exactly why a career has been suggested and also review and maybe change the answers you have given Kudos.



Top Tip:

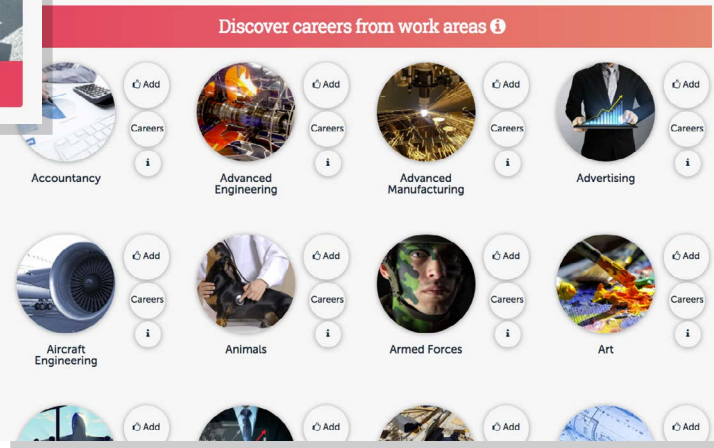
Use the thumbs up to add a career to **'My Careers'**



2 Explore Work Areas



EXPLORE WORK AREAS

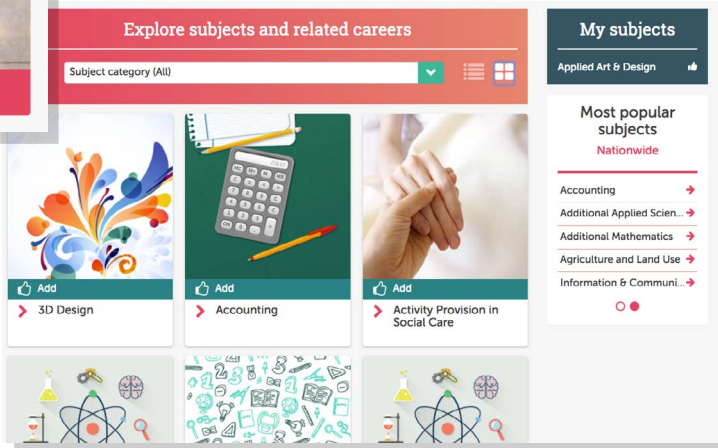


This section allows you to explore the careers available in a particular area of work. For example, you can explore the different career options available if you were interested in design. You can click on the work area you like or the careers circle to view the different careers.

3 Explore Subjects



EXPLORE SUBJECTS



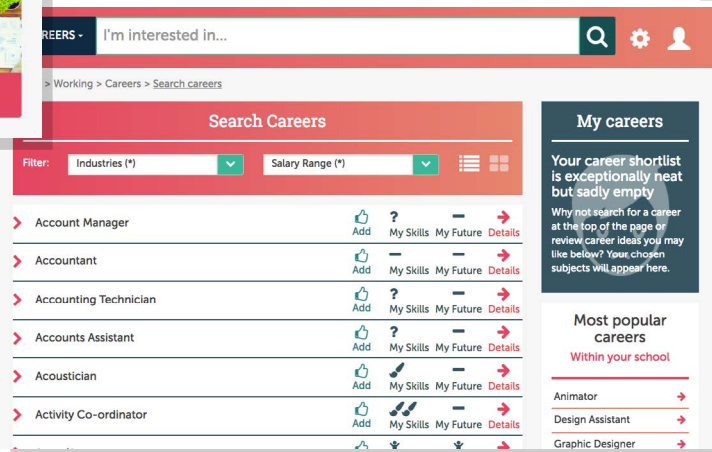
Use this starting point to search for careers according to the subjects you like. For example, you can explore the careers available if you studied applied sciences.

The add icon will allow you to save the subject to **'My Subjects'**.

4 Explore Careers



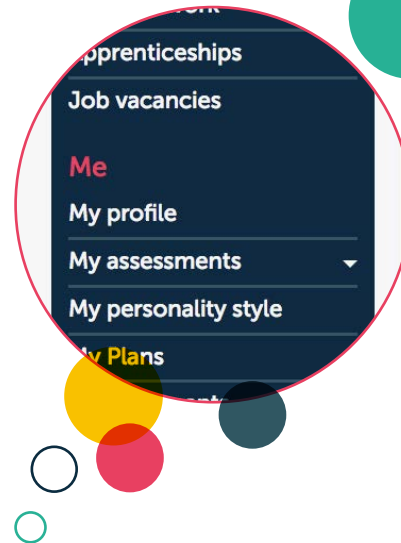
EXPLORE CAREERS



Find a career that you want to know more about by searching here. You can search for the career you have in mind and see whether the career is suitable for you, or if not, then why not. You can also click on **'Details'** to find out more about the career.

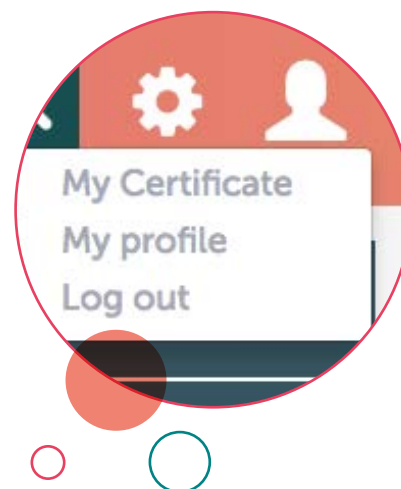
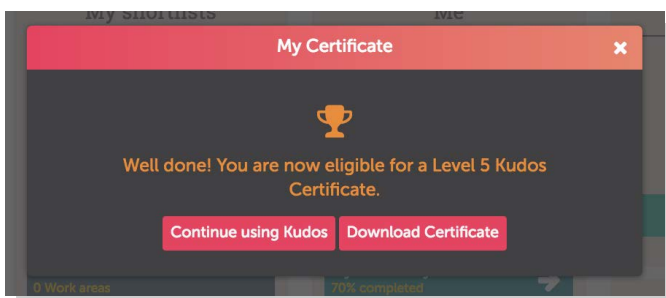
My Profile

Kudos features a central area called **'My profile'** where you can review your activities.



My Certificate

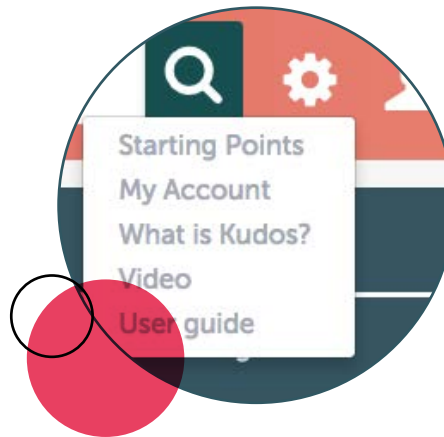
You can download your certificate from the **'My certificate'** button. The more you explore and use Kudos the higher the level you will achieve.



Cog Menu

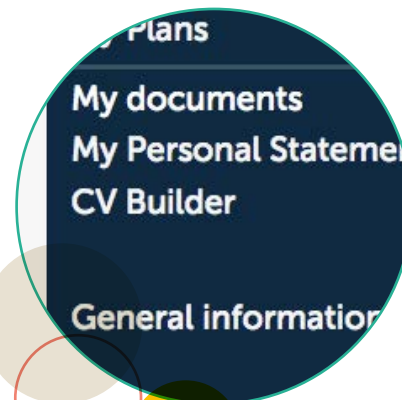
Starting points: this button will take you back to the four starting questions from which you began your journey.

My Account: you will be able to view your account details from here as well as change any information, such as your password.



CV Builder

CV Builder: Kudos contains a structured CV builder to allow you to easily construct your CV. This can be located under 'Me' in 'My documents' on the left menu.

A screenshot of the CV Builder interface. At the top, there is a header with the text 'CV Builder' and three links: 'Download CV (Word)', 'Download CV (PDF)', and 'Preview CV (in Browser)'. Below the header, there is a list of sections: 'Contact Details', 'Profile', 'Skills', 'Work Experience', 'Education & Qualifications', 'Additional Information', 'Hobbies & Interests', and 'References'. Each section has a plus icon on the left.A screenshot of the CV Builder interface, showing the 'Add / Edit your Profile' section. The section has a header 'Add / Edit your Profile' and a sub-header 'Guidance Tips'. Below the sub-header, there is a text input field labeled 'Profile'. At the bottom right of the input field, there are two buttons: 'SAVE' and 'CANCEL'. Below the input field, there is a list of sections: 'Skills', 'Work Experience', and 'Education & Qualifications'. Each section has a plus icon on the left.