

# Career Education Standard 3 – 18

## Learning Resource 4: Introduction to My World of Work



# My World of Work

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## Purpose

This is the fourth in a suite of learning resources which provides support to develop practice related to the Career Education Standard (CES). This resource offers an introduction to Skills Development Scotland's careers web service My World of Work and how you can use it to help learners to make informed choices about their future careers.

## Learning outcomes

As a result of engaging with this learning you will have an awareness of how My World of Work can help you to:

- build your own knowledge of labour market information;
- facilitate learners' development of career management skills;
- help young people connect learning to the world of work and possible career pathways;
- signpost parents/carers to useful careers information to support their child
- embed the use of My World of Work into your practice to assist you with implementation of the Career Education Standard (CES).

## Who is this learning for?

This resource has been developed to contribute to professional learning for practitioners working with children and young people in the following sectors:

- secondary schools;
- colleges and independent training providers;
- third sector providers, social work, and community learning and development and
- other specialist learning providers may also find some of the resources useful, including secure and residential settings, primary schools and special schools.

This resource is structured to begin to inform and help you reflect on your existing practice. It can be used flexibly in relation to your current context and levels of existing knowledge and understanding.

## The learning resource relates directly to the following expectations<sup>1</sup>:

- engage children and young people in meaningful discussion about their skills development and assist them in profiling to support their career journeys;
- through professional learning and having access to up-to-date resources, develop and maintain an awareness of the opportunities in the labour market and the attributes and skills needed to take advantage of these;
- relate relevant learning experiences and skills development to the labour market and employment opportunities including entrepreneurship and self-employment;
- develop children and young people's understanding of the responsibilities and duties placed on employees and employers;
- make use of relevant digital and online resources, in particular My World of Work;
- encourage diverse thinking in children and young people to consider a broader view of subject choices, career options and job opportunities;
- facilitate young people's learning and their ability to engage with a rapidly developing landscape of work/career and learning opportunities;
- take account of individual needs when planning to support children and young people with career information, advice and guidance (CIAG) and draw on the expertise and support of partners as appropriate.

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<sup>1</sup> [The Career Education Standard \(3-18\)](#), page 10

## My World of Work – An introduction

### What is My World of Work?

My World of Work is Skills Development Scotland's award-winning career information and advice web service, providing trustworthy, expert information and advice for people at any stage in their education or career.

It is designed to support the development of [career management skills](#) and to empower users to make informed, confident decisions about their future.

### Who is it for?

To make big decisions about their careers, people need to understand what's out there, and what's right for them. And with the world changing fast, they need the skills to adapt to new jobs, circumstances and opportunities.

By creating an account young people can use the online tools to understand their skills, strengths and interests. They can then explore the world of work and different routes and pathways to get into different careers. They can discover industries and related careers, watch videos of jobs in action, build a CV and explore employment and training opportunities that are best suited to them. They can continue to use the service throughout their education and working life.

The dedicated partners and parents sections are packed with information and resources to help anyone involved in career education to support young people through career decisions and transitions.

### How do I access My World of Work?

The My World of Work web service can be accessed from <https://www.myworldofwork.co.uk/>



#### ACTION

- Watch the short video: [My World of Work for teachers](#)
- Register and/or log-in to your account on [myworldofwork.co.uk](https://www.myworldofwork.co.uk)
- If not already registered as a partner go to settings then tick the "Partner" box. to get access to the dedicated [partner resources](#).

The CES "recognises that all young people will not progress in the same way" and that "not all face the same challenges and will require appropriate support and interventions as required." The expectation is that Teachers/Practitioners will:

- take account of individual needs when planning to support children and young people with career information, advice and guidance (CIAG) and draw on the expertise and support of partners as appropriate.

By registering and building up their profile of interests, skills, strengths, education and experience in their My World of Work account, learners are provided with a more personalised service which provides career suggestions tailored to the individual and signposts to other useful resources. Depending on the individual learner's needs, they can access these resources as and when required. My World of Work also complements other support services provided by the SDS Careers Adviser.

## My World of Work – At a glance

My World of Work has three main sections as follows:

### 1 - My career options

Resources to learn more about yourself, explore options and find the career that's right for you.

Highlights in the [My career options](#) section include:

- ✓ Information and tools to help young people identify [interests](#), [strengths](#) and [skills](#).
- ✓ A section on [choosing my subjects](#), with a tool to explore careers based on different combinations of subject choices.
- ✓ [Job profiles](#) with an overview of the role, working conditions, average salary range and career outlook, plus links to related careers and [industries](#).
- ✓ Information is provided on different [employment options](#) including different working patterns, [apprenticeships](#) and [enterprise/entrepreneurship](#).

"I can identify my interests, strengths and skills and use them to make informed choices."

"I can assess the opportunities and challenges that entrepreneurship/self-employment can provide as a career option including financial and legal aspects."

### 2 - Learn and train

Guide to training and studying – from college and university to volunteering, picking the right course and advice on funding. Highlights in the [Learn and train](#) section include:

"I can confidently access and interpret the information I need to make well informed choices about my learning options, pathways and how these relate to possible future careers."

- ✓ A [search](#) tool for courses and volunteering opportunities.
- ✓ Details on courses as well as how to apply.
- ✓ Advice on [learning options](#), [qualifications](#), [applying for courses](#) and [funding](#).
- ✓ Articles on how to [write a personal statement for a UCAS/college application](#) or [nail your college interview](#).
- ✓ Information on options like the [certificate of work readiness for 16-19 year olds](#) and [volunteering](#).

### 3 - Getting a job

Help to find and apply for jobs – from creating the perfect CV to giving a great interview. Highlights in the [Getting a job](#) section include:

- ✓ A search tool to explore current job vacancies.
- ✓ Resources include: [how to search for jobs](#), [CVs and applications](#), [apprenticeships](#), [interviews](#), [work experience](#) and [your rights in work](#).
- ✓ Useful tips on [job hunting](#), [job fairs](#) and [networking](#).
- ✓ Advice on [finding work experience](#) and [how work experience can help you get a job](#).
- ✓ Help for [personal statements](#) and [writing your first CV](#), including examples.
- ✓ An interactive [interview tool](#) to practice a mock interview online, [employer advice on interviews](#) and tips on using the [STAR technique](#) to prepare for interviews.

"I can describe the rights and responsibilities placed on employers and employees and how these relate to creating a positive, productive and sustainable work environment."

"I can draw appropriately on evidence from my skills profile to help me complete application forms, create CVs and when practising interview techniques."

## Why do I need to know about My World of Work?

The introduction of the CES highlighted the responsibility for all practitioners to think about:

- how they are helping young people develop skills which prepare them for their future career pathways and the world of work;
- how they design and implement learning experiences that help young people make the connection between day to day learning experiences and the world of work.

My World of Work offers a way for practitioners to engage in meaningful employability related activity with young people and combine learning with development of career management skills. By knowing what's available on My World of Work you can more easily signpost young people and parents/carers to the information they need, when they need it.

Using and promoting the regular use of My World of Work will enable you to:

- relate relevant curriculum content appropriately to the world of work;
- raise the aspirations and broaden the horizons of young people, making their learning more relevant to their interests, skills, strengths and career ambitions;
- provide opportunities to incorporate practical and real-life contexts to learning activities, including real people stories and videos, which relate directly to learners' experiences, and serve to enhance their motivation and engagement;
- challenge traditional perceptions and stereotypes in careers, and widen learners' horizons regarding career choices.

Incorporating My World of Work into your practice can complement action plans around:

- the Career Education Standard (3-18) implementation;
- the Developing the Young Workforce recommendations;
- the development of skills for learning, life and work (Building the Curriculum 4);
- self-evaluation and reflection based on How Good Is Our School 4? (HGIOS4).



### CONSIDER

- How can I use My World of Work to complement my current plans and relate it to the implementation of the Career Education Standard (3-18)?



### RECORD

## Ideas to embed My World of Work within everyday practice

My World of Work has a wealth of resources to help practitioners make that important connection between learning and the world of work, without the need to be a careers expert. All the information you need is available online and free to access at any time to suit you, your learners and their parents/carers. Here are a few ways you can incorporate the use of My World of Work into your everyday practice:

### 1 - Help connect learning to careers using My World of Work Lesson Inserts

Lesson inserts are a really simple way of linking learning to careers using resources found on My World of Work.

My World of Work has job profiles, real people stories and videos that you can insert into your lesson to answer that question that many young people ask “Why are we doing this?” They can help you highlight that what they are learning today will help prepare them in choosing and following a career path in the future.

Examples of lesson inserts that have been created by subject teachers can be found in the [partner resources](#) area of My World of Work. If you have an idea for a lesson insert you can contact your local SDS PD&I Executive for support (see appendix for contact details).



#### ACTION

- Have a look at the blog post: '[Helping you to help pupils make subject to career connections](#)'.
- Go to the [subject choice tool](#) and pick a subject to research.
- Have a look at the results page for job profiles, industries, real people stories and videos related to the subject you have chosen.



#### CONSIDER

- What links to My World of Work could I insert into my lessons to help pupils make connections between the subjects they are learning and the world of work?
- To what extent do the learning experiences I provide for young people support their wider career education and related subject choices?



#### RECORD

## 2 - Ask learners to volunteer as My World of Work Ambassadors

My World of Work Ambassadors are volunteers who promote the careers web service to peers, parents and practitioners while gaining valuable experience and skills that are transferable to the world of work. Ambassadors do this by:

- working as part of a team to raise the profile of My World of Work;
- planning and organising events to demonstrate the features and benefits;
- communicating with people to encourage them to use it;
- finding solutions to problems to ensure events are delivered successfully;
- taking the lead on project tasks that match their skills, strengths and interests.

Ambassadors around Scotland have been busy networking and demonstrating My World of Work at sessions such as:

- pupil classroom sessions or school assemblies;
- careers events;
- parents evenings or information sessions;
- parent/Teacher council meetings;
- teacher CLPL events or in-service days;
- primary cluster meetings or P7 transition events.

Downloadable resources for the programme are available on the [partners area](#) of My World of Work. You can also contact your local SDS PD&I Executive for a more detailed overview on the project and how it could work for your setting (see appendix for contact details).



### ACTION

- Have a look at the blog post: [‘My World of Work Ambassador programme’](#).
- Read the story about a former Ambassador here: [‘How volunteering helped me get a modern apprenticeship’](#).



### CONSIDER

- Where could the My World of Work Ambassadors programme support the implementation of my current DYW action plans?
- How can I make this work most effectively?



### RECORD



### 3 - Help parents/carers find information and advice on My World of Work

Knowing what is available on My World of Work can help you engage with parents and carers at individual meetings, parents information sessions, parent/teacher council meetings as well as through newsletters and online links on your website or social media pages.

You can help signpost them to relevant information and advice including:

- making [subject choices](#);
- finding the right career;
- jobs and skills in demand;
- [course choices](#) and [funding](#);
- [helping your child make the most of work experience](#);
- information on [volunteering](#);
- [how to help your child when they receive exam results](#);
- options on [leaving school](#) including [apprenticeships](#);
- [making UCAS and course applications](#);
- building a CV, [helping with application forms](#) and [preparing your child for an interview](#);
- help for those with additional support needs in [in learning](#) and [in work](#).



#### ACTION

- Have a look at the case study: '[Parents get labour market lowdown](#)'.
- Have a look at the parents section: [myworldofwork.co.uk/parents](http://myworldofwork.co.uk/parents).
- Consider the key messages contained within the various 'Nutshell' guides for parents on the National Parent Forum of Scotland's website e.g. [Career education - a world of possibilities](#) or [Career conversations in a nutshell](#).



#### CONSIDER

- Where could I promote My World of Work to parents to encourage them to help prepare their child for their future career decisions?
- How could My World of Work Ambassadors support the promotion of My World of Work to parents?



#### RECORD

## 4 - Work in partnership with Skills Development Scotland (SDS)

The CES states that "The ambition for children and young people set out in this standard will be achieved by real and effective partnership working between parents/carers, local authorities, teachers/practitioners, SDS, employers and others"

There are many opportunities for teachers and other practitioners to work in partnership with SDS to incorporate My World of Work into your practice. For example:

- tell us what you think of My World of Work using the feedback tool on the site;
- try out the partner resources and tell us what works or suggest improvements;
- work with us to further develop the partner resources;
- develop lesson inserts for your subject area and share them on My World of Work;
- participate in the My World of Work Ambassador programme and share your experience through news articles, social media or case studies;
- work with us to create case studies on how you have used My World of Work;
- add useful links to My World of Work on your school or college website to help raise awareness of the resources available for learners, teachers, parents and carers.



### ACTION

- Have a look at the case study: '[Whitburn Academy is career pioneer](#)'.



### CONSIDER

- What opportunities exist for me to work in partnership with SDS?
- To what extent have I incorporated the expertise of SDS staff, Careers Advisers and the Partner Development and Integration (PD&I) Executive into my planning?
- Do I signpost the resources available on My World of Work e.g. using useful links on my school or college website?
- What other ideas do I have for embedding My World of Work resources into my everyday practice?



### RECORD

## Action Research / Practitioner Enquiry Activity



### CONSIDER

Having already reflected on how you can use My World of Work and identified areas for potential improvement, consider:

- How can I test my improvement ideas on a small scale and which colleagues or partners could I work with to do this?
- How will I know if it has made a difference?



### RECORD

You may find the table below helpful in planning a 'small test of change.'

You could try with one pupil, one group or one class over the next few weeks. Working with colleagues will help you focus this task and identify measures that will tell you whether it is making a difference for learners. If it works, scale it up. If it doesn't, consider whether it can be refined or try another 'small test of change' before implementation with a bigger group.

What areas have I identified that I want to improve?	What specific action will I take to improve my practice?	Who can support me with this? Who can I partner with in this?	When will I review the impact/outcome of this action?

# APPENDIX - Useful links

## **My World of Work (Skills Development Scotland)**

[myworldofwork.co.uk](http://myworldofwork.co.uk)

## **My World of Work for parents**

[myworldofwork.co.uk/parents](http://myworldofwork.co.uk/parents)

## **My World of Work for partners (eg teachers, practitioners)**

[myworldofwork.co.uk/partners](http://myworldofwork.co.uk/partners)

## **My World of Work for P5-P7 pupils**

[www.myworldofwork.co.uk/primary](http://www.myworldofwork.co.uk/primary)

## **My World of Work videos**

[youtu.be/MyWoW](https://youtu.be/MyWoW) for teachers

[youtube.com/user/myworldofwork](https://youtube.com/user/myworldofwork)

## **My World of Work on social media**

[facebook.com/myworldofwork](https://facebook.com/myworldofwork)

[twitter.com/mywowscotland](https://twitter.com/mywowscotland)

[instagram.com/mywowscotland/](https://instagram.com/mywowscotland/)

[uk.pinterest.com/mywow](https://uk.pinterest.com/mywow)

## **My World of Work Live!**

[myworldofwork.co.uk/live](http://myworldofwork.co.uk/live)

## **Other Skills Development Scotland Websites**

[skillsdevelopmentscotland.co.uk](http://skillsdevelopmentscotland.co.uk)

[apprenticeships.scot](http://apprenticeships.scot)

[ourskillsforce.co.uk](http://ourskillsforce.co.uk)

[digitalworld.net](http://digitalworld.net)

[thebigplus.com/homepage](http://thebigplus.com/homepage)

## **Education Scotland**

[education.gov.scot/parentzone](http://education.gov.scot/parentzone)

[education.gov.scot/improvement](http://education.gov.scot/improvement) hub

[education.gov.scot/improvement/dyw23-career-education-standard-learning-resources](http://education.gov.scot/improvement/dyw23-career-education-standard-learning-resources)

[education.gov.scot/contact-us#](http://education.gov.scot/contact-us#)

## **National parent forum of Scotland**

[pointers for parents and pupils supporting learning and revision](http://pointersforparentsandpupils.org.uk)



## The CES entitlements for young people and useful links on My World of Work:

<ul style="list-style-type: none"> <li>• Experience a curriculum through which they learn about the world of work and job possibilities and which makes clear the strengths and skills needed to take advantage of these opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">My career options</a></li> <li>• <a href="#">What are my interests?</a></li> <li>• <a href="#">What are my skills?</a></li> <li>• <a href="#">Transferable skills</a></li> <li>• <a href="#">What are my strengths?</a></li> <li>• <a href="#">Job profiles A-Z</a></li> </ul>
<ul style="list-style-type: none"> <li>• Develop skills for learning, life and work as an integral part of their education and be clear about how all their achievements relate to these</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://myworldofwork.co.uk/partners">myworldofwork.co.uk/partners</a></li> <li>• <a href="https://myworldofwork.co.uk/primary">myworldofwork.co.uk/primary</a></li> </ul>
<ul style="list-style-type: none"> <li>• Opportunities to engage in profiling that supports learning and the development of skills for work and future career choices</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">About me quiz</a></li> <li>• <a href="#">Strengths quiz</a></li> <li>• <a href="#">Skills profile</a></li> <li>• <a href="#">Subject choices tool</a></li> <li>• <a href="https://myworldofwork.co.uk/primary">myworldofwork.co.uk/primary</a></li> </ul>
<ul style="list-style-type: none"> <li>• A learning environment that recognises and promotes diversity and supports them to understand that it is everyone's responsibility to challenge discrimination;</li> <li>• Develop understanding of the responsibilities and duties placed on employers and employees</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Your rights at work</a></li> <li>• <a href="#">Career expert - stereotypes and subject choices</a></li> <li>• <a href="#">Additional support needs at work</a></li> </ul>
<ul style="list-style-type: none"> <li>• Develop understanding of enterprise, entrepreneurship and self-employment as a career opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Employment options</a></li> <li>• <a href="#">Enterprise and entrepreneurship</a></li> </ul>
<ul style="list-style-type: none"> <li>• Know where to find information and access support making effective use of online sources such as My World of Work</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://myworldofwork.co.uk">Myworldofwork.co.uk</a></li> <li>• <a href="https://Facebook.com/myworldofwork/">Facebook.com/myworldofwork/</a></li> <li>• <a href="https://Twitter.com/mywowscotland">Twitter.com/mywowscotland</a></li> <li>• <a href="https://Instagram.com/mywowscotland/">Instagram.com/mywowscotland/</a></li> <li>• <a href="https://Uk.pinterest.com/mywow/">Uk.pinterest.com/mywow/</a></li> <li>• <a href="https://myworldofwork.co.uk/live">Myworldofwork.co.uk/live</a></li> <li>• <a href="https://Youtube.com/user/myworldofwork">Youtube.com/user/myworldofwork</a></li> </ul>
<ul style="list-style-type: none"> <li>• Develop CMS as an integral part of their curriculum</li> <li>• Further develop CMS through the involvement of SDS Career Advisers in group and individual sessions as appropriate to personal circumstances and needs</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">What are career management skills and how they can help you?</a></li> <li>• <a href="#">Career progression</a></li> <li>• <a href="#">Career changes</a></li> </ul>
<ul style="list-style-type: none"> <li>• Have access to a broad range of pathways through their senior phase including learning opportunities leading to work-related qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Learning Options</a></li> <li>• <a href="#">Applying for courses</a></li> <li>• <a href="#">Funding</a></li> <li>• <a href="#">Certificate of Work Readiness</a></li> <li>• <a href="#">Apprenticeships</a></li> <li>• <a href="#">Additional support needs in learning</a></li> </ul>

## Contact us: Partner Development and Integration team

If you would like to organise My World of Work training for staff or wish to explore options for embedding My World of Work in your practice, please contact your local Partner Development & Integration (PD&I) Executive. Contact details can be found at [skillsdevelopmentscotland.co.uk/in-your-area](https://skillsdevelopmentscotland.co.uk/in-your-area) or from the list below:

Area	PD&I Executive	Email	Phone
Aberdeen City	Elizabeth Dumbell	<a href="mailto:Elizabeth.Dumbell@sds.co.uk">Elizabeth.Dumbell@sds.co.uk</a>	07919212185
Aberdeenshire	Elizabeth Dumbell	<a href="mailto:Elizabeth.Dumbell@sds.co.uk">Elizabeth.Dumbell@sds.co.uk</a>	07919212185
Angus	Karen Watson	<a href="mailto:Karen.Watson@sds.co.uk">Karen.Watson@sds.co.uk</a>	07919 212184
Argyll and Bute	Steve Bone	<a href="mailto:Steven.Bone@sds.co.uk">Steven.Bone@sds.co.uk</a>	07880052970
City of Edinburgh	Alison Eaglesham	<a href="mailto:Alison.Eaglesham@sds.co.uk">Alison.Eaglesham@sds.co.uk</a>	07584 385516
Clackmannanshire	Scott Robison	<a href="mailto:Scott.Robison@sds.co.uk">Scott.Robison@sds.co.uk</a>	07500 761699
Dumfries and Galloway	Susan McLaren	<a href="mailto:Susan.McLaren@sds.co.uk">Susan.McLaren@sds.co.uk</a>	07584 515293
Dundee City	Karen Watson	<a href="mailto:Karen.Watson@sds.co.uk">Karen.Watson@sds.co.uk</a>	07919 212184
East Ayrshire	Susan McLaren	<a href="mailto:Susan.McLaren@sds.co.uk">Susan.McLaren@sds.co.uk</a>	07584 515293
East Dunbartonshire	Ian Fyfe	<a href="mailto:Ian.Fyfe@sds.co.uk">Ian.Fyfe@sds.co.uk</a>	07900 248721
East Lothian	Gordon Craig	<a href="mailto:Gordon.Craig@sds.co.uk">Gordon.Craig@sds.co.uk</a>	07584 516217
East Renfrewshire	Ian Fyfe	<a href="mailto:Ian.Fyfe@sds.co.uk">Ian.Fyfe@sds.co.uk</a>	07900 248721
Falkirk	Sharon O'Rourke	<a href="mailto:Sharon.ORourke@sds.co.uk">Sharon.ORourke@sds.co.uk</a>	07747768921
Fife	Susan Rees	<a href="mailto:Susan.Rees@sds.co.uk">Susan.Rees@sds.co.uk</a>	07789 988780
Glasgow City	Keith Falconer	<a href="mailto:Keith.Falconer@sds.co.uk">Keith.Falconer@sds.co.uk</a>	07833 401230
Highland	Steve Bone	<a href="mailto:Steven.Bone@sds.co.uk">Steven.Bone@sds.co.uk</a>	07880052970
Inverclyde	Ian Fyfe	<a href="mailto:Ian.Fyfe@sds.co.uk">Ian.Fyfe@sds.co.uk</a>	07900 248721
Midlothian	Gordon Craig	<a href="mailto:Gordon.Craig@sds.co.uk">Gordon.Craig@sds.co.uk</a>	07584 516217
Moray	Elizabeth Dumbell	<a href="mailto:Elizabeth.Dumbell@sds.co.uk">Elizabeth.Dumbell@sds.co.uk</a>	07919212185
North Ayrshire	Susan McLaren	<a href="mailto:Susan.McLaren@sds.co.uk">Susan.McLaren@sds.co.uk</a>	07584 515293
North Lanarkshire	Stephen Mann	<a href="mailto:Stephen.Mann@sds.co.uk">Stephen.Mann@sds.co.uk</a>	07919 212182
Orkney Islands	Karen Watson	<a href="mailto:Karen.Watson@sds.co.uk">Karen.Watson@sds.co.uk</a>	07919 212184
Outer Hebrides	Steve Bone	<a href="mailto:Steven.Bone@sds.co.uk">Steven.Bone@sds.co.uk</a>	07880052970
Perth and Kinross	Susan Rees	<a href="mailto:Susan.Rees@sds.co.uk">Susan.Rees@sds.co.uk</a>	07789 988780
Renfrewshire	Ian Fyfe	<a href="mailto:Ian.Fyfe@sds.co.uk">Ian.Fyfe@sds.co.uk</a>	07900 248721
Scottish Borders	Gordon Craig	<a href="mailto:Gordon.Craig@sds.co.uk">Gordon.Craig@sds.co.uk</a>	07584 516217
Shetland Islands	Karen Watson	<a href="mailto:Karen.Watson@sds.co.uk">Karen.Watson@sds.co.uk</a>	07919 212184
South Ayrshire	Susan McLaren	<a href="mailto:Susan.McLaren@sds.co.uk">Susan.McLaren@sds.co.uk</a>	07584 515293
South Lanarkshire	Stephen Mann	<a href="mailto:Stephen.Mann@sds.co.uk">Stephen.Mann@sds.co.uk</a>	07919 212182
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