

Defining career and labour market information

CV or Curriculum Vitae. A CV is a document that you use to communicate your skills, qualifications and experiences to potential employers. The term comes from Curriculum Vitae which is Latin for 'the course of my life'. It is sometimes known as a resumé.

Employment is a relationship between two parties (an employer and an employee). In it the employee agrees to give up their time to do something that the employer wants done in exchange for money. Where someone wants to work but cannot find an employer they become **unemployed**. However, if you are able to earn money without an employer, for example by selling services direct to customers, then you are **self-employed**.

Labour market. The world of work can be thought of as a marketplace in which some people (employers) are buying and others (employees) are selling their time and effort (labour).

Occupation. An occupation describes a type of job or a series of closely related jobs. It describes what someone does but doesn't describe where someone works (see *sector* below) So computer programmer is an occupation but the IT industry is a sector.

Recruitment is the process of finding employees to fill vacant job opportunities.

Salary is a regular payment made to someone for the work that they do. It is usually described in job adverts as an annual figure. However, this annual figure will normally be described as a **gross** figure (the whole amount paid by the employer) rather than as a **net** figure (the amount that the employee actually takes home after they have paid taxes, pensions and other deductions).

Sector is the type of organisation that you work for. It doesn't describe the jobs that individual workers do. So, a university is in the education section, but it will employ accountants, cleaners, managers and security guards as well as educators.

STEM. The term STEM describes qualifications and jobs that relate to Science, Technology, Engineering and Mathematics. This is a very broad category, but it is important because lots of commentators argue that we don't have enough workers with STEM qualifications.

Trends. Economists look at what has happened in the past to make a guess about what might happen in the future. For example, they might look at how many agricultural workers are about to retire and how many are being trained to suggest whether there is going to be a need for more agricultural workers in the future. Such information is based on careful analysis, but is best seen as an informed guess rather than a fact.

Work describes anything that an individual does which takes their time and energy. It is different from *employment* as we are not always paid for work. So work can include volunteer work and work that people might do towards a future career e.g. an aspiring artist who paints a picture.

So career and labour market information covers not only the nature of jobs, qualifications and training, pay levels and so on but also details about the employers and organisations providing the jobs and information about the wider economy. Such information should cover all forms of work, including paid employment (full-time and part-time), self-employment and voluntary work.

