College and Career Readiness

(For Myanmar Youth)

By

Prospect Burma

Your Journey,
Planned Step by Step

A Companion Workbook of 5 Practical Worksheets

Foundation Programmes • University Selection • Career Planning • Transferable Skills • Employment Search

⬇ ***Please read the instructions on the next page before you begin*** ⬇

How to Use This Workbook

This workbook contains five worksheets, each designed as a hands-on companion to one of the five case studies in the online course. Follow these steps to get the most out of it:

- **Download or print this workbook before you start — you'll be filling it in as you go, so having your own copy (digital or paper) makes the process much easier.**
- Read the matching case study first. Each worksheet begins with the name of its companion case study — read that case study in full before attempting the activity.
- Work through the worksheets in order. They are sequenced to build on one another, from foundation preparation through to employment search.
- Be honest and specific. Vague answers lead to vague plans — use real examples, real numbers, and real names wherever you can.
- Take your time. Some worksheets (like Application Quality Practice) are detailed by design — you don't need to finish everything in one sitting.
- Revisit your answers. Your first attempt won't be your final answer — come back and refine your responses as you learn more.

TIP ***Keep a saved digital copy of your completed workbook — it will become a valuable source of material for personal statements, CVs, and interview preparation.***

Contents

1. **Foundation Programme Preparation**
   Companion to: Yamin's Transition from Myanmar to UK Higher Education

2. **Selecting Universities and Programmes**
   Companion to: Selecting Universities and Programmes

3. **Build Your Inverted Pyramid**
   Companion to: Career Planning Strategy

4. **Practice the CAR Method**
   Companion to: Developing Transferable Skills

5. **Application Quality Practice**
   Companion to: Employment Search

WORKSHEET 1

Foundation Programme Preparation

Companion to case study:

Yamin's Transition from Myanmar to UK Higher Education

Use this worksheet to work out whether you need a foundation or bridging programme before starting your degree, and to plan how you'll prepare.

Foundation Programme Preparation

CONSIDER YOUR PREPARATION NEEDS

Do you need a foundation or bridging programme? (Yes / No):

If yes, where will you study it and why?

List 3 online courses you could take now in your intended subject:

How many hours per week can you realistically dedicate to study?:

What resources can you access for academic writing support?

TIP *Foundation and bridging programmes exist to close specific gaps — language, subject knowledge, or study skills. Be precise about which gap applies to you.*



WORKSHEET 2

Selecting Universities and Programmes

Companion to case study:

Selecting Universities and Programmes

Use this worksheet to compare countries, rank what matters most to you, and build a balanced shortlist of dream and insurance universities.

Selecting Universities and Programmes

STEP 1 — YOUR TWO COUNTRY CHOICES

Dream country: _____

Backup country: _____

STEP 2 — RANK THESE FACTORS BY IMPORTANCE (1 = MOST IMPORTANT, 9 = LEAST IMPORTANT)

Factor	Your Ranking (1–9)
Subject ranking	
Global ranking	
Employability rates	
Placement programmes	
Location	
Cost of living	
Safety	
Tuition fees	
Scholarship availability	

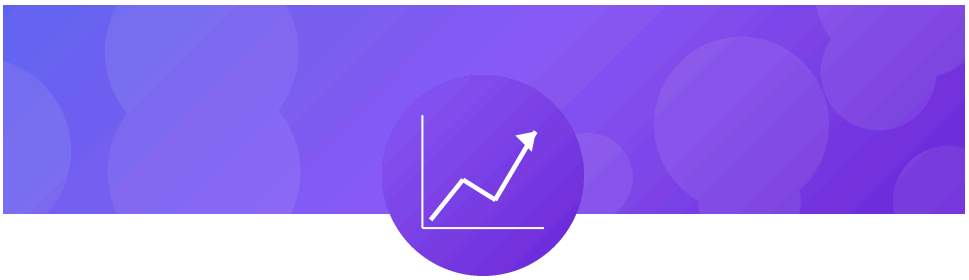
STEP 3 — LIST UNIVERSITIES TO RESEARCH

Dream universities (5):

Insurance universities (5):

STEP 4 — IDENTIFY 3 CURRENT STUDENTS OR ALUMNI TO CONTACT ON LINKEDIN

TIP *Aim for a genuinely balanced list: at least 2 dream universities and 2 insurance universities where you comfortably meet the entry requirements.*



WORKSHEET 3

Build Your Inverted Pyramid

Companion to case study:

Career Planning Strategy

Work from the big picture down to today's actions: your strengths, a 5-year vision, the skills that vision needs, and what you'll start now.

Build Your Inverted Pyramid

STEP 1 — WHAT ARE YOUR PERSONAL STRENGTHS AND INTERESTS?

STEP 2 — WHICH INDUSTRIES ARE GROWING THAT MATCH YOUR INTERESTS?

STEP 3 — WRITE YOUR 5-YEAR VISION (1–2 SENTENCES)

STEP 4 — WHAT SKILLS WILL YOU NEED TO ACHIEVE THIS VISION?

Skill 1: _____

Skill 2: _____

Skill 3: _____

Skill 4: _____

STEP 5 — WHAT PROGRAMMES OR COURSES SHOULD YOU JOIN NOW?

Action 1: _____

Action 2: _____

Action 3: _____

> **TIP** *An inverted pyramid works top-down: vision first, then skills, then action. If Step 5 feels disconnected from Step 3, revisit your vision.*



WORKSHEET 4

Practice the CAR Method

Companion to case study:

Developing Transferable Skills

Structure your experiences using Context → Action → Result, then map your skills against real examples from your life.

Practice the CAR Method

PRACTICE THE CAR METHOD

Choose three experiences and structure them:

Experience 1

Context: _____

Action: _____

Result: _____

Experience 2

Context: _____

Action: _____

Result: _____

Experience 3

Context: _____

Action: _____

Result: _____

SKILLS SELF-ASSESSMENT

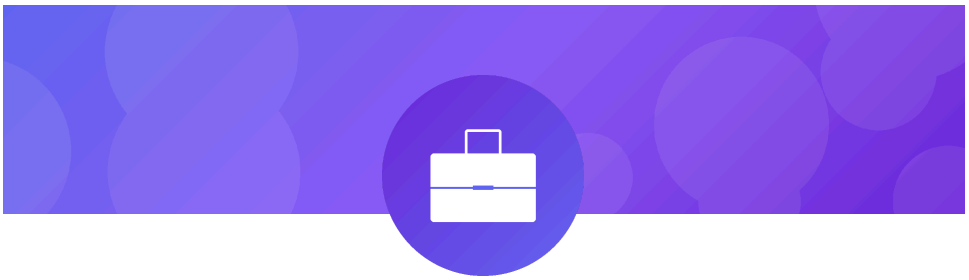
For each skill, write one example from your life:

Skill	Your Example
Written communication	
Verbal communication	
Teamwork	
Problem solving	
Time management	
Proactivity	
Adaptability	
Resilience	

Reflection

Which skills are strongest? Which needs development?

TIP ***Every CAR example doubles as interview material — keep the Result specific and, where possible, measurable (numbers, outcomes, feedback received).***



WORKSHEET 5

Application Quality Practice

Companion to case study:

Employment Search

Build a real target list, sharpen one experience through three drafts, research a company in depth, and plan how you'll network your way in.

Application Quality Practice

PART A — LIST 20 TARGET COMPANIES

1–5:

6–10:

11–15:

16–20:

PART B — REWRITE ONE EXPERIENCE THREE WAYS

❌ Vague version

✅ CAR method version

✅ Tailored version (using job description keywords)

PART C — RESEARCH ONE TARGET COMPANY

Company name: _____

Company values:

_____

Recent projects/news:

_____

Employees to contact on LinkedIn:

_____

Why you specifically (beyond "reputable"):

_____

PART D — PLAN NETWORKING APPROACH

LinkedIn contact to reach out to:

_____

Draft message:

_____

Specific questions to ask:

_____

TIP *Quality beats quantity in Part A too — 20 well-chosen companies you can genuinely tailor an application to will outperform 50 generic applications.*