



# Job Explorer Database 2022-21

## Getting to know Jed



### Job groups

From the Main menu, select Job groups.

How many different job groups are there? \_\_\_\_\_

Select 'building and construction'.

Check that jobs at all levels are being shown. To do this, look just below the description for this Job group. Jed should tell you that it is 'Showing jobs at all levels'. If it does not, then click on the link and tick all the boxes at the top of the page. Click on OK to return to the job group.

How many sub-groups are there in these Job groups?

Building and construction \_\_\_\_\_

Financial services \_\_\_\_\_

Healthcare \_\_\_\_\_

Media, print and publishing \_\_\_\_\_

How many jobs are listed in the leisure, sport and tourism group? \_\_\_\_\_

At the top of the list click on 'all levels' and at the top of the page uncheck all the levels under 'What level jobs would you like Jed to show' except No-exams level. Click on OK to return to the job group list. How many jobs are now showing? Enter the number in the table below, then repeat for the other levels and complete the table.

<b>Level</b>	<b>Number of jobs in Jed at this level</b>
No-exams	
Foundation	
Intermediate	
Advanced	
Higher certificate	
Degree	

Now repeat the activity for the marketing and advertising job group

<b>Level</b>	<b>Number of jobs in Jed at this level</b>
No-exams	
Foundation	
Intermediate	
Advanced	
Higher certificate	
Degree	

What differences do you notice between the two groups?