

# PROFESSIONAL DEVELOPMENT PLAN



Ready to take the next stride  
in your career?



# Introduction

Welcome to your Professional Development Plan.

It is our aim to support all staff who work in the British horseracing industry to continue to develop so that they can enjoy a long and successful career in Racing. CATS recognises that Racing employs people in a wide variety of roles and settings with a range of skills and knowledge that are quite specialist, yet transferable.

This document will allow you to reflect on the skills and knowledge that you already have and use in your current role. It will help you to focus on where you want your career path to go in Racing, and plan steps that will help you to get there.

Your professional development plan can be used from the start of, and throughout, your career in Racing.

Name:

Date:

# Personal Details

Name:	<input type="text"/>
Address:	<input type="text"/>
Known as:	<input type="text"/>
Mobile:	<input type="text"/>
Email:	<input type="text"/>
Age:	<input type="text"/>
Date of Birth:	<input type="text"/>
Preferred method of contact:	<input type="text"/>

Currently studying:	<input type="text"/>
Qualifications: (NVQ/diploma, GCSE, A-level, degree etc.)	<input type="text"/>
Path into Racing:	<input type="text"/>
Length of time in Racing:	<input type="text"/>

# My Support Team

Employer:	
Training staff: (Mentors, Roving Assessors, Coach, NARS tutors etc.)	
CATS: (CATS advisors, Racing Welfare Officers, etc.)	
Family:	
Colleagues:	
Partner:	
Others:	



# Career Planning Process



# Where am I now?

Does your current work inspire you?	Y	N
Are your talents and skills fully used in your work?	Y	N
Are you reaching your full potential at work?	Y	N

## My Work

What inspires and motivates you?

What is important to you in your career?

What kind of work do you enjoy?

What kind of environment do you prefer to work in? *(E.g. indoors, outdoors, quiet, bustling etc.)*

## My Preferences

What valuable experience do you have? (E.g. supervising others, dealing with visitors to site, equine etc.)

What transferrable skills and knowledge do you have? (E.g. people skills, specialist Racing knowledge, equine etc.)

### My Strengths



Choose 10 words from the list below that describe you the best and circle them.

Adventurous 	Ambitious 	Calm 	Caring 
Considerate 	Constructive 	Cooperative 	Copes with change 
Determined 	Disciplined 	Imaginative 	Enthusiastic 
Finishes things 	Focused 	Friendly 	Hard working 
Sociable 	Helpful 	Optimistic 	Tidy 
Methodical 	Persistent 	Self-confident 	Practical 
Realistic 	Reliable 	Resourceful 	Self-disciplined 
Motivated 	Inventive 	Idealistic 	

Count how many of your chosen 10 words fall into each category below and write the total in the boxes:

					

Find the categories that have the highest numbers and then read their definitions below. How does this compare with how you would describe yourself? Consider the results to understand your strengths and areas that you may wish to develop in the future.

-  **Goal-orientated** Work hard to achieve good results in the tasks that you have been given and the things you hope to achieve.
-  **People person** Particularly good at interacting with others and enjoy company.
-  **Team worker** Willingness to achieve a common goal within a group of people.
-  **Problem solving** Overcome challenges and life experiences, explore options and gather information.
-  **Organised** Work within a structure and plan efficiently and effectively.
-  **Creative** Grow opportunity and display an open mind, sensitivity and imagination.

# Where do I want to be?

## My Options

What would your role in Racing be if you knew that you couldn't fail?

Is there anything holding you back and if so, how could you change this?

What other options are there?

What do I need to find out about?

Not sure what career and training options are available to you in Racing? Speak to a **CATS Advisor** on **0800 6300 443**. Visit [www.careersinracing.com](http://www.careersinracing.com) for information on Racing careers and training.

# How am I going to get there?



What activities are you going to plan in order to work towards your career goals? (*circle*)

networking

social media

shadowing roles

research training

call CATS for advice

research jobs

create / update CV

apply for jobs

attend workshops

check eligibility for funding towards training

volunteering

ideas from careers map

others (list)

**My Actions**



## **CATS Team**

The British horseracing industry has its own Careers Advice and Training Service (CATS), funded by The Racing Foundation and developed in collaboration with Careers in Racing. Support through the CATS service is tailored to each individual. The degree of support could mean anything from simply answering a question or providing information, through to careers coaching sessions. Support may include assistance with job applications and job searches, advice on CV writing, and interview skills. You may be eligible for funding towards training, for example via the National Trainers Federation Charitable Trust (NTFCT), and CATS can assist you with this.

## **Careers Map**

Unsure of where your role could lead, or what skills, knowledge and training is needed for a particular occupation? Visit <https://www.careersinracing.com/careermap/> and use the Careers Map for ideas.

## **Networking**

Networking is a good way of getting to know others professionally, and for others to get to know you. You don't have to attend formal 'networking' events to do this. Look out for Racing events and Racing charity events, short courses and workshops in your area. Meeting new people at events can give you an opportunity to introduce yourself and allows others to get to know you. Join groups and share ideas.

Using your social media effectively is another good way to network successfully. Make sure your profile is up-to-date and professional. Connect with people in your area of interest in the Racing industry. Follow Racing organisations on social media. Make yourself known as a 'resource' by helping others out. Keep sharing relevant content, answer questions and offer support in a professional manner.

## **Shadowing**

Shadowing is a good way to see how a particular role works in practice and will give you a better idea of whether or not the role is for you. You could get tips and advice about how to progress towards gaining a similar role, if it is for you.

## **Volunteering**

Volunteering is a good way to gain new skills and knowledge as well as meet people with similar interests, whilst giving back to the Racing community. Visit <https://horseracing.do-it.org/> to find volunteering opportunities in the horseracing industry.

## **Training**

The horseracing industry offers lots of training, from bite-sized skills courses, through to the Thoroughbred Horseracing Industries MBA. You might even be eligible for funding towards training through National Trainers Federation Charitable Trust (NTFCT) or CATS. Get in touch with CATS to find out.

## **Create / Update CV**

The purpose of a Curriculum Vitae (CV) is to give potential employers an overview of your work and training history, and get a sense of your work ethic. What drives you? How have you made a difference in your current and past employment? What are your ambitions? It is important that your CV is current and updated each time you complete training or start a new job.

## **Apply for Jobs**

A great place to start, when looking for a new job in Racing, is the **jobs board**, on the Careers in Racing website. You can set up an account which will allow you to set your preferences and receive job alerts. Many employers in the Racing industry will list their vacancies on the Careers in Racing website. Other useful places to keep an eye out for vacancies in Racing include:

- The Jockey Club website - register for an account
- Websites of individual organisations
- Racing Post
- Careers in Racing's Facebook, Twitter and Instagram accounts

## **Contacting Others in Your Support Network**

Are there other contacts that would be helpful, people who you know that could help? If so, get in touch to find out about opportunities / support in your chosen area.

# Take action and review

Goals	Action What do I need to do?	Date to complete by	Date completed	Review How did it go? What are my next steps?
1				
2				
3				
4				
5				
6				

# Your Careers and Training Supporters



[careersinracing.com](http://careersinracing.com)



THE NATIONAL STUD

Part of The Jockey Club



