**A group of people standing next to a computer

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**Course Outline**

Inspection regimes want apprentices to develop personal skills and receive good careers guidance. Employers want to retain their talent. Apprentices want to be engaged, fulfilled and succeed. **And the learning provider wants all of these**!

This course demonstrates that those needs are complementary, not contradictory. Start with the Apprentice and the rest will more likely follow. The course supports the apprentice to explore their personal development and career aspirations. It encourages apprentices to ask how to get the best out of themselves, their apprenticeship and their employment.

The course comes in two parts.

* The first part consists of and introduction and seven modules and is well suited to early or new apprentices.
* The second part consists of two modules and is well suited to apprentices nearing completion and End Point Assessment.

Each module presents a short video, followed by a series of questions that support the apprentice to explore their own career goals.

*The course outline below is written from the perspective of the apprentice as audience.*

**Part One**

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| **Module** | **Content** |
| **Introduction** | This course focuses on you, your aspirations, your personal and professional development. Your training provider will have resources that show you career routes in your chosen field. This course underpins that and helps you uncover who you are in the middle of all your choices.  In this course, you will discover:   * What success means to you. * What you are good at. * What you love doing. * What impact you want to make. * Where and how you do your best work.   You will use this self-insight to create your own personal and unique career statement. This will be your guide when assessing options as your apprenticeship and career evolve. |
| **Module One**  **Success** | How will you know that you have succeeded in your own terms? |
| **Module Two**  **Your Skills** | What skills do you bring with you? |
| **Module Three**  **Your Passions** | What do you love to do? |
| **Module four**  **Your Impact** | What kind of difference do you want to make? |
| **Module five**  **Your environment** | What kind of culture / space / environment you do your best work in? |
| **Module six**  **The edit** | The Edit |
| **Module seven**  **Your career statement** | Create your own unique career statement based on your reflections. |

**Part Two**

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| **Introduction** | In this part of the course, you will revisit:   * What success means to you. * What you are good at. * What you love doing. * What impact you want to make. * Where and how you do your best work.   Check to see how you and circumstances have changed. As you get to End Point Assessment, make sure your training provider and employer know how to get the best out of you. |
| **Module One**  **Revisit your priorities** | A reminder of the elements of your career statement from Part One of the course |
| **Module Two**  **Revised career statement** | Revise your career statement with your updated reflections on who you are and how and where you do your best work.  It may be the same or like the one you created when you started your apprenticeship, or it may have changed. |
| **Next steps** | Your training provider and employer will have resources that will guide you through progression routes in your industry. Use these and your career statement as material to discuss at your reviews. This enables your employer to know how to engage, enhance and retain your skills. |