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| **Intro to Career Planning leading to**  **Ascentis Level 1 Award in Understanding Career Planning and Development**  (Courses are offered subject to viable numbers.) | |
| This course is for: | Adult learners who:   * Would like to research potential career paths * Want to identify their own skills and qualities and possibly explore other career paths than the one they are on now * Would like to develop a long-term action plan with step-by-step targets to reach their goals   **The programme is split into two parts, the first part is an introductory workshop, that leads to a Level 1 qualification course to extend your skills and knowledge** |
| What will I learn: | Course content below is subject to change based on prior knowledge and skills of each cohort.   * Identify existing skills, personal preferences, values and personal interests to help plan a career path * Match career opportunities suitable for your personal attributes and preferences * Explore own capabilities to meet a future career choice * Identify areas for personal and career development * Explore your own long and short-term career goals * Identify and plan career development activities to achieve these career goals * Create a career action plan * Learn how to carry out search techniques to determine job or further learning opportunities. * Learn how to work with application documents to secure work or further learning * Discover how to make a positive image at interviews   You will have the opportunity to discuss and set your individual learning targets with your tutor and discuss the support you might need to ensure you have an enjoyable and meaningful learning experience |
| Knowledge and skills needed: | **This is a course for complete beginners and no prior subject knowledge or skills are required. A basic level of literacy needed (E3 - L1)**  On this course you will need to:   * follow verbal and written instructions and work through them at your own pace * listen and join in group discussions * jot down notes to record relevant information * keep your work organised in a file * use a PC/laptop or tablet for research or to present your work and to access learning sites/platforms * have some dexterity using your hands |
| Materials needed: | At enrolment, you will need your NI number and proof of benefits (if applicable).  Your tutor will provide many of the learning resources, but you will need to come prepared to the lessons with an A4 pad; pen and folder or file to keep your work organised.  It will be an advantage, but not essential, if you have access to the internet at home to extend your learning. If needed, your tutor will be able to support you with IT skills required for your course. |
| How will I learn: | Each session will consist of a dynamic tutor presentation followed by a range of interactive activities.  There will be plenty of revision and consolidation and learning will build on previous learning.  Your progress will be monitored by informal assessment tasks, and you will receive verbal and written feedback from the tutor to help you make good progress.  Introductory course leads to a formal qualification awarded by Ascentis. For the qualification you will be formally assessed through the building up of a portfolio of course work. The portfolio will be assessed, by the tutor, against a given set of criteria, which learners have to satisfy before passing the course.  The portfolios are then subject to SCLS internal quality assurance process before being submitted to the awarding body (Ascentis) for certification. |
| Progression routes: | On completion of this course, you can progress to:     * Courses highlighted in your development/action plan – this will depend on your chosen career path * Digital skills courses – Sefton Community Learning Services – 0151 934 4546 * Health & Social Care Courses – SCLS and [www.hughbaird.ac.uk](http://www.hughbaird.ac.uk) * Further Employability Courses – SCLS * English or Maths Functional Skills Courses - SCLS   Ask your tutor for advice and a copy of the progression ladder.  SCLS offers a range of Functional Skills courses from Entry 1 up to Level 2 if you need to brush up your maths and English skills or require a qualification to support you with your career path.  Sefton @ Work will be able to provide independent information, advice, and guidance to support you making informed choices for progression into further education, volunteering, or employment. |

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