

Building A Personal Career Portfolio

Introduction

This course pulls together what you have learnt so far and shows you how to present it as an impressive portfolio of evidence. This will include a personal CV highlighting your main achievements and qualities. You will revisit your goals and see how the portfolio can support you to achieve them, by demonstrating your readiness for the next step at work and in education.

What will you learn?

By the end of the course you should be able to:

- Recognise your own skills, abilities, experience, knowledge and personal qualities
- Assess the potential of these to contribute to future opportunities and goals
- Know and understand how different types of information can be used to evidence learning outcomes 1 and 2
- Build a portfolio of information to evidence achievements and qualities
- Know and understand what needs to be included in a curriculum vitae (CV)
- Understand the value of a portfolio in personal, educational and career development
- Identify personal goals and the actions required to achieve these

Who is this course aimed at?

Employability courses at Fircroft College are aimed at helping you to enter and succeed in the world of work. They are suitable for anyone who wants to return to work, change jobs or seek promotion. We will show you how to make the most of the experience you have already and how to plan for the future. You can develop the teamwork, customer service and problem solving skills that employers in every sector say they are looking for. We can also help you with your performance in interviews.

What are the entry requirements? (If applicable)

There are no formal entry requirements for this course. However, this course is most suitable for people without any qualifications at level 2 or above (the equivalent of GCSE grade A-C).

How it is taught?

What skills and interests can you show in your portfolio? Throughout the course you will be developing and finding out information for your Personal Career Portfolio. Group exercises, work in pairs and individual activities will help you build your confidence, review your skills and set personal goals in a supportive group. There is time to develop a C.V. or improve an existing one, if you have an old one which needs updating. Our information, advice and guidance officer will also be on-hand to support you in meeting your aspirations.

How will you be assessed?

In the Building a Personal Career Portfolio course you are assessed by the work you do to review your skills and plan your goals, develop or improve a curriculum vitae, and develop a personal career portfolio containing information on your skills, interests and qualifications.

What will you achieve?

If you complete the course successfully you will achieve 3 Open College Network (OCN) Credits at Level 1 or 2. The OCN Credits you achieve are part of a national system for recognising and accrediting the learning you have undertaken on this course. Once you complete this course you can build the number of credits you have achieved by undertaking further short courses as detailed below.

If you successfully complete all seven courses within the Employability Pathway you will achieve an NOCN Progression Certificate, a qualification recognised by all employers.

What can you do after this?

We strongly recommend that you take all seven courses in the Employability Pathway – the other six courses are Teamwork and Communication, Customer Service Skills, Problem Solving at Work, Fairness at Work, Personal Career Planning and Preparing for a Recruitment Interview.

Following a Pathway will help you get the most out of coming to Fircroft College. What you learn on one course will help you on the next. Your tutor will get to know you better and be able to give you more appropriate support and advice. You will also gain a NOCN Progression Certificate if you successfully complete all seven courses.

Who are the tutors?

This course is run by Helen Thompson or Pauline Rolf.

When does it run?

This is a three day course which includes two nights residency at the College. Courses start at 5.30pm on the first day and finish between 3pm and 4pm on the third day. Please check our website or short course guide for course dates. Alternatively you can contact our Short Course office.

Is there a cost?

This course is free if you are claiming certain types of benefits. Otherwise it is £40. All accommodation, food, teaching & course materials costs are included.

How can you apply?

For more information please contact the short course office on 0121 472 0116 or email shortcourses@fircroft.ac.uk. You can apply online at www.fircroft.ac.uk, by post or in person.

