

# Personal Career Planning

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## Introduction

This course starts on a positive note, identifying your strengths, qualities, skills and abilities. We'll try matching these against any ideas you have in terms of career. If there's a gap, we'll talk about how to manage this and improve any areas of weakness. A qualified advice and guidance worker will contribute to the course. We'll also point you in the direction of other sources of information and show you how to evaluate them. You will come away with a detailed Career Action Plan for the next stage of your journey.

## What will you learn?

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

- Understand your strengths, qualities, skills, abilities and weaknesses
- Investigate and understand relevant sources of information, advice and guidance in relation to career management
- Relate your abilities to your preferred learning or career choice
- Plan for transition to the next stage of education, training or work

## 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 is it taught?

The course is taught by an experienced tutor who will guide you through the learning in a supportive and encouraging way. Group exercises, work in pairs and individual activities give you the chance to identify your skills and what you would like to achieve. You are introduced to paper-based and on-line resources which can help you consider your next steps. Discussions with other students and the tutor, throughout the course, will help you build your confidence and develop your Career Action Plan.

## How will you be assessed?

The Personal Career Planning course uses a number of different assessment methods including; written work to reflect on your learning and developing plans, tutor observation and preparation of a Career Action Plan.

If you have any concerns about your skills or confidence in writing, talking or anything else please talk to the staff in the short course office. They can answer many of your questions or will ask the tutor to get in touch with you before the course starts to discuss your needs.

### **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, Building a Personal Career Portfolio 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.

### **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](mailto:shortcourses@fircroft.ac.uk). You can apply online at [www.fircroft.ac.uk](http://www.fircroft.ac.uk), by post or in person.

