



Individual Career Plan

LEARNER DETAILS

NAME:	XXXXX		
PROGRAMME:	Entry to Employment		
START DATE:		END DATE:	

QUALIFICATIONS:

NOCN LEVEL 1	ART AND DESIGN
NOCN LEVEL 1	AWARD FOR PROGRESSION
CITY AND GUILDS LEVEL 1	LITERACY
CITY AND GUILDS LEVEL 1	NUMERACY

ASSESSMENT

CAREERS ASSESSMENT	SKILLS AND INTERESTS ASSESSMENT
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CAREER AIM (Discussed at Interview)	Youth Work
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Week	Plan
1	Programme Start
2	Review 1 – Careers Introduction. What do you plan to do after BCTS? PSD – Skills Self Assessment Connexions meeting
3	PSD – Choices at 16+ (What are your options?)
4	Careers Assessment – Skills and Interest Assessment PSD – Employability booklet Connexions meeting
5	
6	Review 2 - Careers Assessment Results – Discussion PSD – Next Steps Action Plan (Sports PSD Group)] Connexions meeting
7	Monday 15 th March – Pippa to talk Apprenticeships 11.15 (PSD Sports Group) <u>Complete application form for Tots to Teens programme.</u> Tuesday 16 th March – St Ed’s 11.15 (Sports PSD Session) Easton College Information Session Saturday 20 th March 10-1 PSD – Life Map/my life (short term goals)
8	PSD – Transferable skills activity Connexions meeting
9	Tuesday 30 th March – Visit to Access to Music Ian

	<p>Johnston (Music PSD Session) 10.00am. Staff to go are Tom and Dave Tuesday 30th March 11.15 Army – John Richmond 01603 624616 Sgt Major Senior Recruiter (PSD Sports Session)</p>
10	<p>Review 3 Tuesday 13th April – BITC – 11.15am in PSD Sports Session Friday 16th April – Job Club @ OPEN Connexions. 11.00-12.30 All E2Es PSD – The Good, Bad and Ugly – CV activity Start buildings days up to 4/5 with work experience in a childcare/youth work setting. Connexions meeting</p>
11	<p>Norwich City College Open Day Friday 23rd April 10am-7pm PSD – DVD on interviews do's and don'ts PSD – CV Planner</p>
12	<p>PSD – CV Planner Connexions meeting</p>
13	<p>PSD – CV Writing/ Job & course search</p>
14	<p>Review 4 PSD – CV Writing/Job& course search Connexions meeting</p>
15	<p>PSD – Job & course search/speculative letters</p>
16	<p>BITC Training Days – Tues 25 & Weds 26 May PSD – Job search/ speculative letters Connexions meeting</p>
17	<p>Easton College Open Day (Sunday 6th June 10am-4pm) BITC Placement begins Monday 31st May PSD – Job search/speculative letters</p>
18	<p>Exit and progression review. BITC Placement ends Friday 11th June Connexions meeting</p>

Action Summary

xxxxx is interested in a career in Youth Work. She is working towards a NOCN Level One in Art and design as well as the Award for Progression. xxxxx is working towards Level One in Literacy and Numeracy.

She has undertaken a Skills and Interests assessment which matches her skills with job roles that may suit her. Her main skill outcome was SOCIAL interests. This indicates that activities involving people are of strong interest to her.

During the E2E programme we have tailored some activities to suit xxxxx career aims in order to help her progress onto a Level Two qualification or employment: Business in the community (chance for placements), City College open day and Job Club at OPEN connexions.

xxxxx has been given the opportunity to apply for the Tots to Teens Holiday Activities programme. She has had a positive work experience placement at BCTS supporting tutors and learners during sessions which will help to support her applications in the future. xxxxx is involved in PSD sessions which promote progression throughout the 18 week period. These sessions work on a number of skills to aid progression such as: Skills self assessment, Next Step Action Plans, Short Term Goal plans, Transferable skills activity, CV planning and writing, Interview techniques and job/course searching. PSD also works towards increasing confidence, team building and leadership skills.

xxxxx has agreed the above individual career plan and is aware we can incorporate any interests she has to widen her opportunities. Connexions visit every 2 weeks to support learner's individual needs. This is a one to one appointment with Keely and a Connexions advisor to discuss options.

xxxxx progress is monitored on a monthly basis with a review meeting. This is a time to discuss progress, issues and set smart targets. These targets will relate to xxxxx interests as well as focusing on soft and hard progression outcomes.