



the training
& learning co.



CAREER ADVICE CURRICULUM



INTRODUCTION

TLC is committed to providing learners with high-quality and effective careers advice and guidance. Our curriculum has been designed to meet the needs of adult learners, who are seeking to make informed decisions about their careers and to develop the skills and knowledge they need to succeed. The curriculum is compliant with Ofsted standards and has been developed to provide learners with comprehensive and impartial careers education, information, advice, and guidance (CEIAG).

Purpose

The purpose of the TLC Careers Advice and Guidance Curriculum is to support learners in making informed decisions about their future careers. The curriculum will provide learners with the skills, knowledge, and experience they need to succeed in the competitive and rapidly changing world of work. Learners will have access to a range of resources and support, including guidance from experienced careers advisors, online resources, and employer engagement opportunities.

Approach

TLC's approach to careers advice and guidance is practical and experiential. Our curriculum is designed to provide learners with hands-on learning experiences, including opportunities to engage with employers and to explore different career options. Our aim is to provide learners with a comprehensive and impartial view of the world of work, including information about education and training pathways, and the skills and qualities employers are looking for.

Benefits

The benefits of the TLC Careers Advice and Guidance Curriculum are many and varied. Learners will have access to a range of resources and support, including guidance from experienced careers advisors, online resources, and employer engagement opportunities. The curriculum will provide learners with the skills, knowledge, and experience they need to succeed in the competitive and rapidly changing world of work. Learners will also have the opportunity to develop their personal and professional skills, and to gain a deeper understanding of the world of work.

Commitment

TLC is committed to providing learners with the highest-quality careers advice and guidance. Our curriculum is designed to meet the needs of adult learners and to provide them with the skills, knowledge, and experience they need to succeed. Our experienced and knowledgeable careers advisors will be available to support learners throughout their studies, and our approach to learning is practical and experiential.

GOALS & OUTCOMES

The goals of the TLC Careers Advice and Guidance Curriculum are to provide adult learners with the knowledge, skills, and experience they need to succeed in the world of work. Our goal is to help learners make informed decisions about their careers, and to provide them with the tools and resources they need to achieve their career goals.

Upon completion of the curriculum, learners can expect to:

- Have a clear understanding of the different education and training pathways available, including apprenticeships, further education, and higher education.
- Develop a range of transferable skills, such as communication, teamwork, and problem-solving, that are essential for success in the world of work.
- Gain valuable experience of employer engagement and work-based learning, including the opportunity to network and gain insight into different career paths.
- Have a clear career plan, including goals and the steps required to achieve these goals.
- Be well-prepared for the job search process, including writing a strong CV, preparing for interviews, and networking effectively.
- Have a good understanding of the opportunities for career progression and development, including the importance of continuous learning and professional development.
- Have the skills and knowledge they need to succeed in their chosen careers, and to continue their professional development throughout their working lives.

These outcomes will be achieved through a combination of practical activities, written assignments, formative assessments, and summative assessments. Our experienced and knowledgeable careers advisors will be available to support learners throughout their studies, and to help them to achieve their career goals.

Upon completion of the TLC Careers Advice and Guidance Curriculum, learners will have developed a range of skills and knowledge, including:

- An understanding of the world of work, including the different career options available and the skills and qualities employers are looking for.
- A knowledge of education and training pathways, including how to access further education and training opportunities.
- An understanding of the skills and qualities required to succeed in the competitive world of work.
- An appreciation of the importance of employer engagement and the benefits of networking and work experience.
- The ability to develop a career plan and to make informed decisions about their future careers.
- An understanding of the opportunities for career progression and how to achieve their goals.
- Improved personal and professional skills, including effective communication, networking, and job search strategies.

MODULES

The careers advice and guidance curriculum developed by TLC provides a comprehensive and structured approach to preparing learners for the world of work. Our curriculum is based on the principles of self-discovery and empowerment, and is designed to help learners develop the skills, knowledge, and confidence required to succeed in their chosen careers.

At the heart of our curriculum are seven modules, each of which has been designed to help learners achieve specific learning outcomes and to support their ongoing career development. Our modules are based on the latest best practices in careers education, and are informed by the latest research and insights from the world of work.

The seven modules of our careers advice and guidance curriculum are:

1. **Self-awareness and personal development:** This module helps learners to understand their own strengths, weaknesses, values, and interests, and how these can inform their career choices. Activities may include self-reflection, personality tests, and skill assessments, as well as guidance on setting personal and career goals.
2. **The world of work:** This module provides an overview of the different industries, sectors, and job roles available, and helps learners understand the skills, qualifications, and experience required for different careers. It may also include information on career trends, job market analysis, and the importance of ongoing professional development.
3. **Career exploration and research:** This module equips learners with the skills and knowledge required to research different careers and to make informed decisions about their future. Activities may include job shadowing, attending industry events, and conducting informational interviews with professionals in their chosen field.
4. **Application and interview skills:** This module focuses on developing the skills and knowledge required to successfully apply for jobs and to perform well in job interviews. It may include guidance on writing effective CVs and cover letters, preparing for interview questions, and understanding the importance of body language and communication skills.
5. **Work experience and placements:** This module provides opportunities for learners to gain valuable work-based experience, build their skills and knowledge, and make industry contacts. It may include work placements, apprenticeships, internships, or other work-based learning opportunities.
6. **Career planning and goal setting:** This module helps learners to identify their career goals, create a clear career plan, and develop the skills and knowledge required to achieve these goals. It may include guidance on creating a personal development plan, networking, and continuing professional development.
7. **Ongoing support and guidance:** This module provides ongoing support and guidance to learners as they progress through their careers, helping them to overcome any challenges and stay on track towards achieving their goals. It may include mentorship, coaching, and access to career resources and support services.

At TLC, we are committed to providing high-quality, practical, and engaging learning experiences that support learners as they navigate the world of work. Our careers advice and guidance curriculum is designed to help learners achieve their career goals and to equip them with the skills, knowledge, and confidence required to succeed in their chosen careers.



Career Advice Curriculum

TEACHING & LEARNING

At TLC, our teaching and learning methodology for career advice and guidance is designed to help learners explore their career options, make informed decisions, and build the skills and knowledge they need to succeed in their chosen careers.

Our approach is tailored to meet the unique needs of each learner and is based on the latest best practices in careers education.

Our curriculum includes a range of teaching and learning methods, including:

1. **One-to-one career guidance:** Our experienced and qualified career advisors provide learners with personalized, tailored career advice and guidance, helping them to explore their options, develop their employability skills, and make informed decisions about their future careers.
2. **Career workshops and seminars:** Our curriculum includes a range of career-focused workshops and seminars, designed to help learners explore different industries, understand key employment trends, and build their knowledge of the world of work.
3. **Real-world scenario simulations:** Our curriculum includes a range of real-world scenario simulations, designed to help learners experience different career paths, develop their problem-solving skills, and build their confidence in making career-related decisions.
4. **Industry guest speaker sessions:** Our curriculum includes a range of guest speaker sessions, where learners have the opportunity to hear from industry experts, learn about different career paths, and gain valuable insights into the world of work.
5. **Online career resources:** Our online learning platform provides learners with access to a wealth of career-focused resources, including videos, podcasts, articles, and discussion forums, helping them to deepen their understanding and build their skills.

At TLC, we believe that career advice and guidance should be personalized, engaging, and relevant, and we are committed to providing learners with the best possible learning experiences.

Our teaching and learning methodology for career advice and guidance is designed to help learners achieve their career goals and to equip them with the skills, knowledge, and confidence required to succeed in the world of work.



Career Advice Curriculum

MONITORING & EVALUATION

At TLC, we believe that monitoring and evaluation is essential to ensuring that our career advice and guidance curriculum is effective and delivers meaningful outcomes for learners.

Our approach to monitoring and evaluation is designed to provide ongoing feedback and to help us continuously improve the quality of our curriculum and our teaching and learning methodology.

Our monitoring and evaluation approach includes the following components:

1. **Learner feedback:** Regular surveys and focus groups provide learners with the opportunity to give feedback on the career advice and guidance component of our curriculum, helping us to identify areas of strength and areas for improvement.
2. **Tracking learner outcomes:** We track the outcomes of learners who complete our career advice and guidance curriculum, including employment and further education outcomes, to help us understand the impact of our approach and to inform continuous improvement.
3. **Evaluation of teaching and learning methodology:** Regular evaluations of our teaching and learning methodology, including the quality of our career advisors, the impact of our workshops and seminars, and the effectiveness of our real-world scenario simulations, help us to understand what is working well and what needs to be improved.
4. **Continuous improvement:** Our monitoring and evaluation approach is designed to inform continuous improvement, and we regularly review and update our curriculum and teaching and learning methodology in response to learner feedback and changing employment trends.

At TLC, we are committed to providing learners with the best possible career advice and guidance, and we believe that monitoring and evaluation is essential to achieving this goal.

Our approach to monitoring and evaluation is designed to ensure that our curriculum is effective, engaging, and relevant, and to help learners achieve their career goals and succeed in the world of work.



Career Advice Curriculum

SUPPORTING THE CAREER ADVICE CURRICULUM

The TLC Career Advice and Guidance Curriculum is designed to help learners understand the importance of career planning and development, and equip them with the tools and resources they need to achieve their career goals. The curriculum is based on the latest best practices in career development and is fully compliant with Ofsted standards. The curriculum is structured around seven key modules, which cover topics such as self-assessment, job market research, and career planning.

The curriculum is designed to be engaging and interactive, with a focus on hands-on learning activities and real-world examples. The curriculum includes a mix of theoretical and practical content, and learners will have the opportunity to apply what they have learned in a variety of real-world scenarios. The curriculum is designed to be flexible, and can be tailored to meet the specific needs of individual learners.

The TLC Career Advice and Guidance Curriculum is designed to help learners develop a range of important skills and competencies, including:

- Career planning and development
- Job market research and analysis
- Self-assessment and goal setting
- Networking and job search strategies
- Resume and cover letter writing
- Interview skills and preparation
- Career management and lifelong learning

The TLC Career Advice and Guidance Curriculum is supported by a team of experienced learning coaches, who are dedicated to helping learners achieve their career goals. The learning coaches provide personalized support and guidance, and are available to answer questions and provide feedback throughout the program. In addition, the curriculum is supported by a range of online resources and tools, including videos, articles, and interactive quizzes.

The TLC Career Advice and Guidance Curriculum is designed to help learners achieve their career goals and build successful and fulfilling careers. The curriculum is designed to be flexible and scalable, and can be customized to meet the specific needs of individual learners, learning organizations, and employers. The curriculum is an investment in the future, and provides learners with the knowledge, skills, and resources they need to succeed in the ever-changing job market.



Career Advice Curriculum

EXPECTATIONS OF LEARNING COACHES

As the demand for skilled workers continues to grow, it is increasingly important for individuals to have access to quality career advice and guidance. A learning coach can play a critical role in helping individuals to achieve their career goals by providing personalized support, resources, and tools. By working with a learning coach, individuals can receive the guidance they need to make informed decisions about their career paths and take the steps necessary to achieve their goals. The following is a guide to the support that a learning coach can provide to help individuals succeed in their careers.

1. **Personalized Career Guidance:** A learning coach can provide one-on-one career counseling sessions to help the learner identify their strengths, understand their career options, and develop a plan for achieving their career goals. The learning coach can use various assessment tools and techniques to help the learner understand their skills, interests, and values, and use this information to guide them in selecting a career path that is a good fit.
2. **Career Resource Library:** A learning coach can provide the learner with access to a library of career-related materials, including books, magazines, and online resources, to help them research careers, understand the job market, and develop their skills and knowledge. The learning coach can help the learner understand the different types of resources available, and provide guidance on how to use them effectively.
3. **Skills Development Workshops and Seminars:** A learning coach can offer workshops and seminars designed to provide the learner with practical skills and knowledge that they can use to succeed in their careers. Topics covered in these sessions can include interview skills, job search strategies, and career management skills. The learning coach can tailor the sessions to meet the needs of the learner and provide ongoing feedback and support to help the learner build the skills they need to succeed.
4. **Career Support Network:** A learning coach can provide the learner with access to a career support network, which can provide the learner with opportunities to network, build relationships, and find employment opportunities. The learning coach can help the learner understand the importance of building a support network and provide guidance on how to do so effectively.
5. **On-going Monitoring and Evaluation:** A learning coach can monitor the learner's progress and provide ongoing feedback and support to help the learner stay on track and achieve their career goals. The learning coach can use a variety of tools and techniques to assess the learner's progress, including regular check-ins, skill assessments, and goal setting and tracking. The learning coach can also provide guidance and support to help the learner overcome any obstacles or challenges they may encounter on their career journey.

EXPECTATIONS OF EMPLOYERS

The role of the employer in supporting career development is critical to the success of the TLC Career Advice and Guidance Curriculum. By providing a supportive work environment and a range of resources and opportunities for professional growth, employers can help employees achieve their career goals and build the skills and knowledge they need to succeed in the workforce. In this section, we will explore the various ways in which employers can support the TLC Career Advice and Guidance Curriculum and the benefits of doing so for both the employees and the organization.

An employer can provide support to their employees in several ways, including:

1. Encouraging participation in career development activities: Employers can provide opportunities for their employees to attend career development workshops, conferences, and training programs, either in-person or online. This not only helps employees build their skills and knowledge, but also demonstrates the employer's commitment to their professional growth and development.
2. Providing mentorship and coaching opportunities: Employers can connect employees with experienced mentors or coaches who can provide guidance and support in specific areas of career development. This can be particularly beneficial for employees who are just starting out in their careers, or who are looking to transition into a new role or industry.
3. Offering in-house training and development programs: Employers can design and implement in-house training programs to help employees build specific skills and knowledge relevant to their career goals. These programs can be delivered through workshops, training sessions, and hands-on learning activities.
4. Providing career advancement opportunities: Employers can create opportunities for employees to advance in their careers, such as promotions, job rotations, and cross-functional assignments. This helps employees develop new skills and gain experience in different areas of the organization.
5. Supporting flexible work arrangements: Employers can offer flexible work arrangements, such as telecommuting, flexible schedules, and job sharing, to help employees balance their work and personal responsibilities. This can be particularly beneficial for employees who are pursuing additional education or training programs.
6. Offering career development resources and tools: Employers can provide access to career development resources and tools, such as online career guidance websites, books, and videos, to help employees build their skills and knowledge. This can be a cost-effective way for employers to support their employees' career development goals.

In conclusion, the TLC Career Advice and Guidance Curriculum provides a comprehensive and engaging learning experience for learners, and is supported by a range of resources and tools to help them achieve their career goals. Employers can play a key role in supporting the curriculum by providing opportunities for professional growth and development, and by providing access to resources and tools to help employees build their skills and knowledge.

EMBEDDING INTO THE APPRENTICESHIP

Embedding careers advice into an apprenticeship curriculum is a crucial aspect of ensuring that learners are well-equipped with the knowledge and skills necessary to thrive in their chosen career. This is particularly important for the TLC industry, where apprentices need to acquire both technical and soft skills to excel in their roles.

One way to embed careers advice into the apprenticeship curriculum is to ensure that it is incorporated into each module or unit of study. For instance, during the induction period, learners can be introduced to the various job roles available within the industry, as well as the pathways they can take to achieve their career aspirations.

During the training itself, it is essential to provide learners with information about the different career opportunities within the industry, including the different roles available, the required qualifications, and the various routes to career progression. This information can be delivered through lectures, group discussions, workshops, and even guest speakers from the industry, who can share their experiences and insights with the learners.

It is also crucial to provide apprentices with opportunities to gain practical experience in different roles within the industry. This can be achieved through work placements, job shadowing, or even arranging for learners to undertake specific projects that give them a taste of what it's like to work in different departments.

Additionally, embedding careers advice into the apprenticeship curriculum can be achieved by providing learners with access to resources such as online career guidance tools, industry-specific publications, and networking opportunities. This can help learners stay up-to-date with the latest industry trends, and also give them a better understanding of the skills and qualifications required to progress in their chosen career.

In conclusion, embedding careers advice into an apprenticeship curriculum is essential for the success of the learner, and ultimately, the industry. By providing learners with comprehensive career guidance and practical experience, they can make informed decisions about their future, and build the skills necessary to excel in their chosen career within the TLC industry.