

Career Foundations



Shape your pathway to success.

Employability and personal Development.

- Tell us all about you.
- Understand your aspirations.
- Outline what you want from the programme.
- Explore what the rest of the programme looks like.

Team work and stages of team development

- Understand the essence of teamwork and how to implement it
- Understand key skills and behaviours to work in a team.

Life skills managing money

- Understanding the benefits of budgeting your money.
- Balancing disposable income with required payments.
- Tracking your finance.
- Tips on saving towards your goals.

Solving work related problems

- Recognising conflict.
- Identify & understand triggers.
- Resolving & deescalating conflict.
- Managing your emotions.

Self-management

- Develop skills to manage thoughts, feelings and behaviours.
- Managing your wellbeing.
- Time management.
- Setting and achieving objectives.
- Understand the importance of sleep.

Employment rights

- Understanding employment rights.
- Knowing your holiday entitlement.
- Understanding conditions of employment.
- Understanding equal opportunities.
- Know what to look for on your payslip.

Customer Service

- Understanding your audience.
- Identifying the needs of the customer.
- Customer characteristics.
- Developing questioning, problem-solving and communication skills.
- Building resilience

Showcasing your skills

- Understanding the importance of a good CV.
- Know the key components for a good CV.
- Developing your CV
 - structure
 - Content

Overcome setbacks and finding work

- Building confidence & resilience on dealing with knock backs.
- How to react to constructive criticism.
- Develop a clear sense of perspective.

Succeeding with job applications

- Know how to effectively complete job application.
- How to best showcase yourself.
- Tips for maximising success.

Coping with stress and anxiety

- How to identify stress and anxiety.
- Understanding physical and mental effects of stress.
- Develop ways to manage stress and anxiety.

Life skills food and nutrition

- Know the effects on mental health and well being.
- Know the Importance of nutrition, avoiding life changing diseases.

Preparing for an interview

- How best to prepare.
- Know the benefits of research.
- What questions may be asked.
- What questions to ask the employer.

Staying safe in the workplace

- Identifying risks in the workplace.
- Know how hazards are reduced.
- Know your responsibilities to maintain a safe environment.

Preparing for Group interviews

- Know what a group interview is.
- Potential scenarios of group interviews.
- Understand what skills are being assessed.

Final summary of key learnings

- Summarise everything learnt across all other units.
- Revisit any topics.