

ACL



CAREER PASSPORT

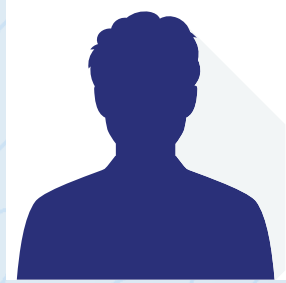


**Business and
Management**



Pathways

About You



Name:

Location:

Current employment status: **Employed** **Unemployed**

I hope to develop the following soft skills on my journey:

Communication

Team Work

Creativity

Problem Solving

Leadership

Time Management

Adaptability

Decision Making

What is your ultimate goal?

YOUR FINAL DESTINATION

Before you start on your journey, you may find it useful to have a final destination in mind. Take a look at the list of business related careers and select any that may be of interest.

Project Manager

A project manager oversees and coordinates all the parts of a project ensuring it meets the project objectives, stays in the budget and is completed by the deadline.

Admin Assistant

An admin assistant provides administrative support to make sure the office runs smoothly, they may deal with enquiries, schedule meetings and maintain records.

Charity Fundraiser

A charity fundraiser plans, develops and puts into place strategies that will raise funds for a charity. This is often through events and campaigns.

Data Entry Clerk

A data entry clerk inputs and updates data on a computer system or database making sure the data is accurate.

Business Development Manager

A business development manager identifies and goes after new business opportunities that will support with business growth and increase income.

Marketing Assistant

A marketing assistant supports the marketing team in carrying out campaigns, completing market research and creating promotional materials.

Marketing Manager

A marketing manager plans, directs and coordinates marketing activities, working out the amount of demand there is for the products or services offered.

Mortgage Adviser

An mortgage advisor provides advice and guidance for customers on the options they have for their mortgage.

School Business Manager

A school business manager manages the administrative, financial and operational areas of a school, ensuring it runs smoothly and follows regulations.

Human Resources Officer

A human resources officer manages the recruitment, employee relations and benefits in an organisation. They also ensure laws are followed.

Office Manager

An office manager oversees the administrative tasks of an office, making sure that they are efficient and effective.

School Secretary

A school secretary manages the administrative tasks in a school, this may include, maintaining records, taking notes in meeting and producing documents.

Team Leader

A team leader supervises and motivates a team, supporting them to achieve goals, ensuring productivity and making sure work is of a good standard.



To learn more visit www.aclessex.com/pathways

WHERE WILL YOU GO?

Starting Your Own Business

These workshops are perfect for new and aspiring business owners looking for information on how to set up a business.

Information, Advice and Guidance Level 2

Learn the principles of information, advice and guidance and how to deliver effective advice and guidance.

Level 2 Principles of Business Administration

Learn the underpinning knowledge that is required by employees to work in a range of business admin roles.

Digital Marketing Skills Bootcamp

Learn a variety of skills relating to a digital marketing role. Suitable for those unemployed, self-employed and employed.

OTHER DESTINATIONS

- English, Maths and Digital
- Business Improvement Techniques Level 2
- Team Leading Level 2

- Leadership and Management Level 3
- Team Leader Apprenticeship Level 3
- Coaching Professional Apprenticeship Level 5
- Operations or Departmental Manager Apprenticeship Level 5
- And many more!





Do you need to improve your essential skills?

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

English:

- Verbal communication and presentation skills
- Communicating information, ideas and opinions clearly
- Read and understand different types of text
- Organise writing for different purposes
- Punctuate and use grammar correctly
- Construct sentences consistently and accurately

Maths:

- Fractions
- Percentages

Maths continued:

- Decimals
- Graphs & Charts
- Shapes
- Ratio

Digital:

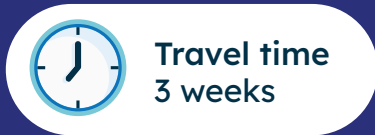
- Turn on and use controls on a device
- Connect to a WiFi network and use the internet
- Store personal information securely
- Make use of accessibility tools
- Use Microsoft Office applications
- Communicate online

CONTINUE ON YOUR JOURNEY?

Congratulations on improving your essential skills. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Starting Your Own Business

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

These workshops are perfect for new and aspiring business owners who are looking for information about how to set up, run and market a business.

Setting up a business topics include:

The legal structure of a business

HMRC

Business finance

Working for yourself

Employing staff

Running a business topics include:

Record keeping

Bookkeeping

Finances and technology

Working from home

Marketing a business topics include:

Funding

Market research

Competition

Planning

Digital media

**CONTINUE ON
YOUR JOURNEY?**

Congratulations on learning to set up, run and market your own business. You have already developed a variety of useful skills and knowledge.

Continue adventure 





Principles of Business Administration Level 2

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This qualification aims to provide you with the underpinning knowledge that is required by employees to work in a range of different environments in a business administration role.

This is a flexible learning course which means that you can study at any time that suits you.

Mandatory units:

- Providing administrative services
- Document production and information management
- Communication in a business environment
- Employer organisations
- Developing working relationships with colleagues

Optional units include:

- How to carry out business administration tasks
- How to provide administrative support for meetings
- How to prepare text
- How to store, retrieve and archive information
- The administration of human resource records
- How to use and maintain supplies and office equipment
- How to publish, integrate and share using social media
- Customer service
- Equality and diversity in the workplace
- Marketing theory

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving the principles of business administration level 2 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Understanding Business Improvement Techniques Level 2

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This qualification aims to provide you with knowledge and understanding of business improvement techniques, which can be applied across many different sectors.

The qualification is designed for those who wish to learn about lean business improvement techniques, those with responsibility for improving business performance and those who are looking for a career change or wish to learn new skills.

This is a flexible learning course which means that you can study at any time that suits you.

Mandatory units:

Safe and effective team working

Mandatory units continued:

Workplace organisation

Continuous improvement (Kaizen)

Visual management systems

Problem solving

Flow process analysis

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving the understanding business improvement techniques level 2 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Information, Advice and Guidance Level 2

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This qualification is designed for those people who work in, or are looking to work in a role where they give information, advice or guidance to others.

This is a flexible learning course which means that you can study at any time that suits you.

Mandatory units:

Information, advice or guidance in practice

Interaction skills for information, advice or guidance

Optional units:

Signposting and referral

Optional units continued:

Information, advice or guidance context

Skills for advice providers

Benefits advice work - practice

Managing information

Information, advice or guidance work with groups

Operating within networks

Specialist advice work in practice:

Housing

Employment

Schools and colleges

Refugee, immigrant or asylum seeker

Debt

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving an information, advice and guidance level 2 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure





Digital Marketing Skills Bootcamp

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

Skills Bootcamps are free flexible courses of up to 16 weeks for people looking for a new role or job opportunity. On completion, you will be provided with advice and guidance in ascertaining an interview with a potential employer.

If you're self-employed, you'll be able to use the training to seek new opportunities for your business.

If you're being supported by your current employer to complete the Skills Bootcamp, then you'll be offered a new role or new responsibilities.

Course topics include:

Planning and creating a marketing campaign

Process theory, concepts, and tools

Course topics continued:

SWOT, PESTLE, project management and Gantt charts

Microsoft Teams and SharePoint

Google Analytics

Research and competitor analysis

Branding theory

Regulatory legislative requirements

Content creation and editing

Search Engine Optimisation

Evaluating marketing activity

Presentation skills

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a digital marketing skills bootcamp qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Construction Project Management Skills Bootcamp

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

Skills Bootcamps are free flexible courses of up to 16 weeks for people looking for a new role or job opportunity. On completion, you will be provided with advice and guidance in ascertaining an interview with a potential employer.

If you're self-employed, you'll be able to use the training to seek new opportunities for your business.

If you're being supported by your current employer to complete the Skills Bootcamp, then you'll be offered a new role or new responsibilities.

Course topics include:

Project life-cycles

Roles and responsibilities

Course topics continued:

Development of business cases

Effective stakeholder engagement

Project documentation

Effective communication planning

Risk and issue management

Construction regulations

Quality and performance management

Quality and performance monitoring

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a digital marketing skills bootcamp qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Travel time
52 weeks

Business Administration Apprenticeship Level 3

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This programme will help you to develop these.

Knowledge includes:

- Organisational purpose, activities, aims, values and vision
- Organisational structure
- Managing stakeholders and their relationships to a business
- Laws and regulations that apply to your role
- Organisation's internal policies and key business policies
- Business principles e.g. managing change and finances

Skills include:

- Using multiple IT packages and systems
- Producing accurate records and documents
- Making effective decisions based on sound reasoning
- Maintaining positive relationships
- Taking responsibility for initiating and completing tasks

Behaviours include:

- Taking responsibility for your own work
- Able to accept and deal with changing priorities
- Accepts feedback in a positive way
- Behaves in a professional way

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a business administration level 3 apprenticeship. You have already developed the knowledge, skills and behaviours needed for a range of careers.

Continue adventure 



DAY TRIPS

Before, during or after your journey, you may decide to go on some day trips. These are short (mostly one day) courses which can help you to further develop your skills. Check them off as you attend the sessions.

What Other Job Can I Do?

For those in between jobs or considering a career change who want to increase their ability to think wider in the scope of employment opportunities available.

Confidence Building

For those who would like to build their confidence on a personal level and develop their skills, to enhance their opportunities to gain employment.



Stepping Up Your Motivation

For anyone in between jobs or who is looking for new work or volunteering opportunities, who finds it challenging to keep motivated.

Procrastination and Time Management

For or anyone who struggles with procrastination and organising their time effectively whether at home or work or those who want to increase productivity.

Managing Your Resilience

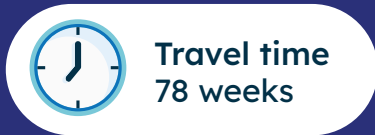
For those who would like to learn the techniques to manage their resilience more effectively and successfully whilst developing their current skill set.

Assertiveness Skills For Work

For those who have had or is experiencing challenges in the work place with keeping assertive, confident and communicating openly and honestly about their needs.

Proactive Job Searching Skills

For those who are actively seeking work and would like to build their confidence and refresh their job searching skills, to increase their chances in gaining an interview.



Travel time
78 weeks

School Business Professional Apprenticeship Level 4

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This apprenticeship is designed for individuals that are working within a school and hold a School Business Manager or Office Manager position.

Knowledge includes:

- Understands the educational funding streams available
- School procurement regulations and requirements
- How to manage collaborative processes with other schools
- Staff contracts, terms & conditions and payroll
- The impact of educational policies at an operational level
- How marketing can be used to underpin school funding

Skills include:

- Manages strategies and drafts budgets that reflect them
- Plans, organises and manages processes to ensure value
- Embraces change in a school and influences others
- Works constructively within a team environment
- Communicates effectively with a range of stakeholders

Behaviours include:

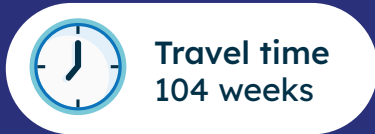
- Keeps up to date with educational policies
- Demonstrates a confident approach to decision-making
- Open, approachable and is able to build trust with others
- Behaves in a collaborative way with other stakeholders

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a school business professional level 4 apprenticeship. You have already developed the knowledge, skills and behaviours needed for a range of careers.

Continue adventure 





Travel time
104 weeks

Associate Project Manager Apprenticeship Level 4

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This apprenticeship is designed for individuals that work within a project-based job role and wish to develop their project management skills.

Knowledge includes:

- The differences between projects and business as usual
- Interdependencies between project, programme & portfolio
- Techniques used to understand the project context
- Methods to define, record, integrate, and manage scope
- Techniques for managing conflict and negotiation
- Principles of project risk and issue management

Skills include:

- Using project monitoring and reporting techniques
- Managing and engaging with stakeholders
- Adapting communications to different stakeholders
- Monitoring and analysing project budgets
- Apply change control processes

Behaviours include:

- Works flexibly and adapts to circumstances
- Works collaboratively and builds strong relationships
- Has accountability and ownership of their tasks
- Operates professionally with integrity and confidentiality

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving an associate project manager level 4 apprenticeship. You have already developed the knowledge, skills and behaviours needed for a range of careers.

Continue adventure 



TRAVEL LOG



Before you continue on your journey, you might like to spend some time thinking about where you started, where you have gone and where you would like to go next. You can use these pages to explore this.

At the beginning of your journey, you decided on an ultimate goal. Have you made any progress towards this yet?

Has your goal or the skills you want to develop changed at all?

Where would you like to go next on your journey and why?

Do you feel like you have made good progress?

Yes

No

I'm not sure

Which of the below skills have you developed so far?

Communication

Team Work

Creativity

Problem Solving

Leadership

Time Management

Adaptability

Decision Making

As you continue, would you do anything differently?

Any other thoughts:

Continue adventure 





Principles of Team Leading Level 2

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This qualification is designed for those who want to gain the knowledge and understanding required to successfully lead a team. It will focus on leading a team in a business environment.

This is a flexible learning course which means that you can study at any time that suits you.

Mandatory units:

- Principles of team leading
- Understanding business
- How to communicate work-related information

Optional units:

- Understanding customers
- How to deliver customer service and resolve problems
- Equality and diversity in the workplace
- Health and safety procedures in the workplace
- How to develop and deliver a presentation
- Introduction to coaching
- Introduction to mentoring
- Understanding personal development
- How to manage performance and conflict

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a principles of team leading level 2 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Principles of Leadership and management Level 3

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This qualification is for new and aspiring junior managers. Pick up the skills and understanding you need to deal with management responsibilities.

This is a flexible learning course which means that you can study at any time that suits you.

Mandatory units:

Solving Problems and Making Decisions

Optional units include:

Innovation and Change in an Organisation

Planning Change in the Workplace

Leading and Motivating a Team Effectively

Planning and Allocating Work

Innovation and Creativity in the Workplace

Conflict Management in the Workplace

How to Motivate to Improve Performance

Stress Management in the Workplace

Discipline in the Workplace

Recruitment and Selection of New Staff

The Induction of New Staff in the Workplace

Setting Team Objectives in the Workplace

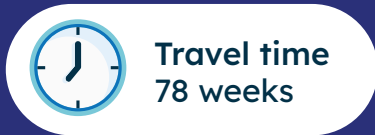
Understanding Leadership

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a principles of leadership and management level 3 qualification. You have already developed lots of skills and knowledge that employers are looking for.

Continue adventure 





Travel time
78 weeks

Team Leader Apprenticeship Level 3

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This is an ideal programme for professionals who are new to management, or for those looking to develop their leadership skills to improve their performance.

Knowledge includes:

- Different leadership styles and the benefits of coaching
- Organisational cultures, equality, diversity & inclusion
- People and team management models
- HR systems and performance management techniques
- How to chair meetings and hold challenging conversations
- How organisational strategy is developed

Skills include:

- Communicate organisation strategy and team purpose
- Support the development of the team
- Build a high-performing team by supporting individuals
- Use effective negotiation and influencing skills
- Manage resources and risk and monitor progress

Behaviours include:

- Determination when managing difficult situations
- Able to build trust with others
- Operates within organisational values
- Demonstrates resilience and accountability

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a team leading level 3 apprenticeship. You have already developed the knowledge, skills and behaviours needed for a range of careers.

Continue adventure 



SEND US A POSTCARD

We would love it if you would send us a postcard to let us know all about your journey and the adventures you have been on. We would like to share your story with others to inspire them to start their own journey.

If you are happy for us to use this for marketing purposes, please answer the below questions in an email or document and send it to us. We have included some helpful hints below of things you could write about.



TO: The ACL Marketing Team

ACL.Marketing@essex.gov.uk

Please tell us a little bit about yourself

You may wish to include:

- Your interests
- Your learning goals
- Your career/progression goals
- Your family life

Please email us at ACL.Marketing@essex.gov.uk

Why did you decide to enrol on this course?

You may wish to include:

- How it relates to your interests/career goals
- The skills you have/are hoping to develop
- How the qualification will benefit you

If you have not yet progressed into higher education or work: which degree course/other qualifications/career do you aim to progress onto?

You may wish to include:

- Your next steps
- Why you have chosen that progression route
- If/how your course at ACL will help you

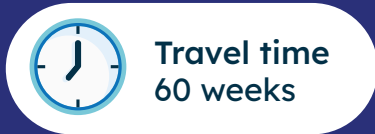
If you're in higher education or work: please tell us more about what you're currently studying or the job you are in, and your career/learning aspirations?

You may wish to include:

- What you're currently doing
- If/how your course at ACL is supporting you
- Any future goals/plans

Anything else you want to tell us!





Travel time
60 weeks

Coaching Professional Apprenticeship Level 5

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

Designed for those who work with a wide range of individuals and teams across organisations, to empower and engage with them, to enhance their professional performance.

Knowledge includes:

- Reflective practice and emotional intelligence
- Diversity, inclusion and bias theories
- Coaching contracting and re-contracting
- Methods of communication
- Differences between coaching, mentoring and training
- The range of coaching models and techniques

Skills include:

- Working with those receiving coaching to set clear goals
- Contracting with all relevant stakeholders
- Stakeholder management inc. challenging and senior people
- Delivering feedback that is useful and non-judgemental
- Questioning techniques to raise self-awareness

Behaviours include:

- Act as an ambassador for a coaching mindset
- Is spontaneous, open and flexible
- Demonstrates respect and engendering trust
- Committed to self-development, including self-reflection

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a coaching level 5 apprenticeship. You have already developed the knowledge, skills and behaviours needed for a range of careers.

Continue adventure 





Travel time
104 weeks

Operations or Departmental Manager Apprenticeship Level 5

Select the skills you feel you already have below. If you have selected most skills you may wish to move straight onto the next adventure.

About the programme:

This programme is suitable for professionals with responsibility for achieving operational or departmental goals and objectives as part of their organisation's strategy.

Knowledge includes:

- Operational management approaches and models
- Setting up and managing a project using techniques
- Managing budgets & financial forecasting
- Different leadership styles
- Developing and managing high performing teams
- Approaches relationship management

Skills include:

- Creating plans in line with organisational objectives
- Support, manage and communicate change effectively
- Plan, organise and manage resources to deliver outcomes
- Support development through coaching and mentoring
- Able to build trust, and use effective negotiation

Behaviours include:

- Drive to achieve in all aspects of work
- Determination when managing difficult situations
- Seeks the views of others and values diversity
- Positive and adaptable, responding well to feedback

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving an operational or departmental manager level 5 apprenticeship. You have already developed the knowledge, skills and behaviours needed for a range of careers.

Continue adventure 



HOW TO ENROL

Once you have chosen your course/s, you can either enrol on our website or by phone.

1. ONLINE

Visit www.aclessex.com and create an account. You can then either search for the course title using the search box or browse our website.

Once the course has been selected, you will be asked to fill out an enrolment form (non-qualification) or asked to enrol onto an assessment session (qualification).

2. PHONE

Call **0345 603 7635** and you will be put through to a member of our customer service team. Before calling, please make a note of the course title or course code.

Our phone lines are open Monday to Friday, from 8:30am to 5pm, unless otherwise stated.



aclessex.com/contact-us



lifelong.learning@essex.gov.uk



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