

ACL



CAREER PASSPORT

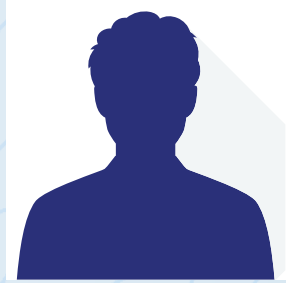


Digital and
Computing



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 digital and computing related careers and select any that may be of interest.

App Developer

An app developer designs, builds and maintains mobile or web applications to meet the users needs and specifications.

Computer Games Developer

An computer games designer creates and develops computer games, including coding, designing and testing the game features.

Computer Games Tester

A computer games tester plays and tests computer games to find bug, glitches and other issues, making sure that the game functions as intended.

Cyber Intelligence Officer

A cyber intelligence officer monitors and analyses cyber threats, providing insights and strategies to protect and organisations systems.

Data Scientist

A data scientist analyses complex data, finding actionable insights. They use statistical methods, algorithms and machine learning.

Database Administrator

A database administrator manages and maintains and organisations databases ensuring security.

Digital Delivery Manager

A digital delivery manager oversees the delivery of digital products and services, making sure that they meet the requirements, timelines and budget.

Digital Product Owner

A digital product owner defines the vision for a digital product including the features and functionality, ensuring it is good value and meets user needs.

Forensic Computer Analyst

An forensic computer analyst investigates and analyses digital evidence to support legal cases and cyber security.

IT Support Technician

An IT support technician provides technical assistance and support to users and troubleshoots hardware and software issues.

Network Engineer

A network engineer designs, implements and maintains computer networks to make sure that they are reliable and have secure connectivity.

Social Media Manager

A social media manager develops and executes social media strategies to engage audiences and promote a brand or organisation.

Solutions Architect

A solutions architect designs and oversees the implementation of complex IT systems and solutions, ensuring that they meet business needs.



To learn more visit www.aclessex.com/pathways

WHERE WILL YOU GO?

Level 1 Introduction to Programming

Suitable for those who are looking to learn the basic skills needed to build a computer programme.

Microsoft Office

These courses aim to support you to develop your skills using Microsoft Office applications.

Level 1 Award in Web Design

Suitable for those who are looking to learn the basic skills needed to build a functional website.

GCSE Computer Science

This fast-paced course will enable you to achieve a GCSE in Computer Science.

OTHER DESTINATIONS

- English, Maths and Digital
- AI and Machine Learning
- Cyber Security 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:

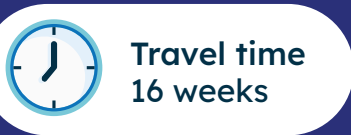
- Turn on and use controls on a device
- Connect to a WiFi network and use the internet
- Store personal information securely
- Make use of accessibility tools
- Use Microsoft Office applications
- Communicate online

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 





Travel time
16 weeks

Introduction to Programming Level 1

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.

Topics include:

- An introduction to various programming languages
- Graphic based programming skills
- Computational logic and logic gates
- Designing, developing and testing a computer programme
- Reviewing a computer programme



Travel time
16 weeks

Award in Web Design Level 1

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.

Topics include:

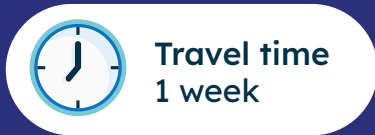
- Planning and designing a website
- Tools and techniques to add functionality
- Navigation buttons and hyperlinks
- Reviewing a website
- Making suggestions for improvement

**CONTINUE ON
YOUR JOURNEY?**

Congratulations on achieving your chosen qualification. You have already developed lots of skills employers are looking for.

Continue adventure 

**Step
Complete**

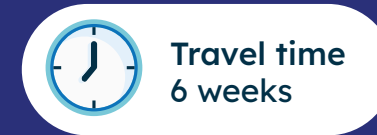


Introduction to AI

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.

Topics include:

- The different types of artificial intelligence
- The uses and benefits of AI
- The ethical challenges and risks of AI
- AI tools to use in life and at work



AI and Machine Learning

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.

Topics include:

- The social and ethical implications of AI developments
- What machine learning models are
- How machine learning models work
- How to create your own machine learning models

**CONTINUE ON
YOUR JOURNEY?**

Congratulations on achieving your chosen qualification. You have already developed lots of skills employers are looking for.

Continue adventure 





Are you looking to develop your skills in Microsoft Office?

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.

Our programmes:

Developing Microsoft Office Skills (6 weeks)

Advanced Microsoft Office Skills for Work (6 weeks)

Level 2 Award in Word and Spreadsheets (16 weeks)

Level 3 ICDL (35 weeks)

Depending on the course level, you may learn:

Excel: Use formulas and perform calculations

Excel: Produce reports

Excel: Create charts and graphs

PowerPoint: Plan and design presentations

PowerPoint: Produce advanced presentation outputs

Access: Plan, create and modify databases

Access: Use a database to organise information

Word: Create a range of documents

Word: Adjust style of documents

Word: Use features such as mail merge and linking

Outlook: Sending, receiving and organising emails

Outlook: Using a calendar and creating appointments

Teams: Joining video calls and using the features

Teams: Instant messaging

CONTINUE ON YOUR JOURNEY?

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

Continue adventure 





Cyber Security 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 a key starting point for anyone looking to begin their career in cyber security. In an increasingly digital world, cyber security is fast becoming a main concern for many organisations.

With complex online scams and cybercrime, it's essential that organisations have an understanding of preventative measures to maintain cyber security, including techniques and security checks needed to store data securely.

This course is suitable for all and no previous experience is necessary.

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

Units:

Introduction to cyber security

Understand terminology used in cyber security

Understand legal and ethical aspects of cyber security

Understand common threats to cyber security

Understand methods of maintaining cyber security

Working with others in cyber security

CONTINUE ON YOUR JOURNEY?

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

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

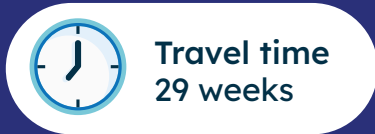
For those who would like to learn the techniques to manage their resilience more effectively and successfully whilst developing their current skill set.

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.



GCSE Computer Science

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 fast-paced course will enable you to achieve a GCSE in Computer Science. It will support you to improve your career prospects and also allow you to build up your own personal skills.

Topics include:

- Fundamentals of algorithms
- Searching and sorting algorithms
- Programming languages
- Fundamentals of data representation
- Systems architecture

Topics include continued:

- Fundamentals of computer networks
- Network topologies, protocols and layers
- Fundamentals of cyber security
- Environmental impacts of digital technology
- Ethical impacts of digital technology
- Legal impacts of digital technology
- Computer systems

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving a GCSE in computer science. 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 



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?

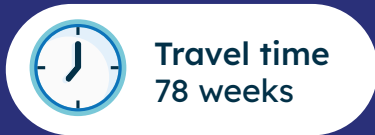
- Communication
- Team Work
- Creativity
- Problem Solving
- Leadership
- Time Management
- Adaptability
- Decision Making

As you continue, would you do anything differently?

Any other thoughts:

Continue adventure 





Travel time
78 weeks

IT Solutions Technician 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:

I.T Solutions Technicians develop, implement, and maintain complete I.T solutions, including their hardware infrastructure (such as servers and networks) and software (such as operating systems, middleware, and applications).

Knowledge includes:

- The stages within the overall solution lifecycle
- The aims and benefits of DevOps approaches
- The principles of Solution Architecture
- Functional and non-functional testing
- How the end-user context influences the solution

Skills include:

- Applies a professional methodology for tasks
- Executes appropriate due diligence
- Applies a range of technical IT skills
- Operates in line with organisational policies
- Identifies appropriate technical solutions

Behaviours include:

- Works professionally and independently
- Demonstrates standard business courtesies
- Demonstrates a productive and organised approach
- Works effectively with customers, clients and users

CONTINUE ON YOUR JOURNEY?

Congratulations on achieving an IT solutions technician level 3 apprenticeship. You have already developed the knowledge, skills and behaviours needed for a range of careers.

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

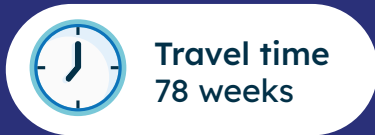
Understanding Leadership

**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

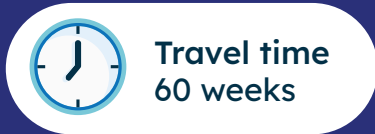
If you're in higher education or work: please tell us more about what you're currently studying or the job you are in, and your career/learning aspirations?

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!





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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