

APPRENTICESHIP WORKFORCE DEVELOPMENT PROGRAMME

**Enhancing the Provision of Careers Advice and
Guidance within the Apprenticeship Journey**

Wigan and Leigh College

TRAINER ASSESSOR CPD TIMETABLE

Trainer Assessor CPD

Time	Session title	PowerPoint pages.	Who's delivering it
9.00-9.15	Course introduction from Sarah session aims and objectives	1-3	SB
9.15-9.45	Background information, statistic for applying for job, rejection rate, the local labour market	4-15	DC
9.45- 10.00	What OFSTEAD have to say	16-18	BH
10.00-10.45	Gatsby Bench marks	19-20	AL
10.45-11.00	Morning break		
11.00-12.00	What does being employable mean, what are the common skills required? how can they be developed?	21-37	DC
12.20-12.30	Qualifications get you a job, your attitude often losses it.	38	DC
12.30-1.15	Lunch		
1.15-1.45	VLE & Careers coach demo (contact Kathryn FAB futures)		Fab Futures
1.45- 2.10	What works in careers?	39-50	BH
2.10-2.45	Expectations vs reality and Career pathways	51-54	DC
2.45-3.00	Afternoon Break		
2.45-3.15	Coaching techniques	55-68	AL
3.15 – 3.30	Action planning and barriers to goals	69-73	BH
3.30-3.40	Assignment brief/ideas	75-76	DC
3.40- 4.30	Team time, Thought shower	77	DC,AL,BH

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APPRENTICESHIP WORKFORCE DEVELOPMENT IS DELIVERED BY:



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