

"Growth is a direction, not a destination – so follow it ruthlessly; give yourself permission to be who you have always wanted to be."
Bianca Sparacino

Introduction

West Suffolk College's Apprenticeships are designed to concentrate on **you**, allowing you to pursue your goals whilst demonstrating the values and behaviours associated with long-term career success. We do this by focusing on your **Personal Development** that underpins the skills, knowledge and behaviours required in work and that will stand you in good stead for the rest of your life.

Employers tell us that they want employees who not only have the necessary technical competence but a breadth of qualities and capabilities. We have designed a programme that we feel focuses on the very best **character attributes** and **skills** that will strengthen your quest in becoming everything that you are capable of becoming – 'My Skills for Success'.

Personal Development

The first step is to determine what your **starting point** is. You will achieve this through self-assessment, pinpointing the skills you do have and where you have areas for improvement. You will score yourself against each of the character attributes and skills, recognising that it is unlikely for you to be starting from zero.

Next you will set **goals** for yourself based on where you would like to be. These goals will be realistic and achievable. Your goals and needs within Personal Development will change and evolve with time and it is important to remember that this is a journey that never ends – you won't need to get to expert level by the end of your programme. The purpose of setting goals is to focus your journey and ignite your passion for personal growth, recognising your journey will **continue beyond** your programme of study.

Get started! We will support you with resources, coaching and mentoring to help you reach your goals. It is then over to you to work towards your goals.

Keeping track - You will keep track of your progress via Onefile and regular reviews will help to reset targets and celebrate your successes.

At the end of your programme of study you can look back at all of your achievements, be proud of your accomplishments and have plans for the **next stage** of your learning and development journey.

Course Content

You will have the **strength of character** to stand out above the rest, living and working as independent thinkers, confident in your choices and your actions. We will help you to develop a **growth mindset** with skills that are transferable to wherever your career path takes you. These transferrable skills combined with your technical understanding and subject knowledge will equip you with the tools you need to carry out your role to the **best of your ability**.

- You will learn how to recognise your own character strengths and how these will help you progress in work and in life
- You will learn how to recognise and celebrate the benefits of diversity, respecting others; contributing to wider society and life in modern Britain
- You will learn techniques for keeping yourself healthy, both emotionally and physically and how to keep yourself safe at work and online
- You will have clear choices about the next stage of your education, employment or training
- You will demonstrate good transferable study skills to help you to progress into other education or training.

My Skills for Success

Resilience	To rise above difficulties and achieve. To be knocked down and get up again
Curiosity	To want to find out more or learn more about something
Optimism	To look on the positive side of events and situations and expect the best of something or someone
Ambition	A strong desire to do or achieve something
Ownership	To take responsibility and control of something
Professionalism	To be able demonstrate emotions and behaviour, even when pushed or under pressure, that are appropriate for the situation
Respect	To show self-respect as well as mindfulness of others. To show positive feelings of admiration for another person or group that you believe has good ideas or qualities
Confidence	Being certain of your abilities, have a sense of self-worth
Communication and Interpersonal Skills	Explaining what is meant in a clear and concise way through written and spoken means at all levels. Actively listening and relating to others. Acting upon key information/instruction
Problem Solving	Understanding a problem by breaking it down and identifying key issues, implications and then identifying solutions. Applying knowledge from many different areas to solving a task
Using your initiative and being self-motivated	Personal drive and not waiting for instruction. Recognising what needs to be done and taking the necessary steps to make this happen
Working Under Pressure	Coping with stressful deadlines and how to recognise and improve your own response in such situations
Time Management Skills	Being organised and methodical: planning your workload and prioritising to ensure you meet deadlines and targets - whilst at work, in college and with homework
Team working	Working well with others from your own and different teams, backgrounds and expertise to complete a task or goal. Form collaborative relationships, resolving issues to reach agreed outcomes
Self-management	Organising yourself, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement
Reflective learning	Evaluating your own strengths and limitations, setting realistic goals with criteria for success. Monitor own performance and progress, inviting feedback from others and making changes to further your learning

Ability to learn and adapt	Enthusiasm for learning and work: identifying ways to learn from mistakes and continually improve. Actively embrace change, respond positively to new priorities, cope with challenges and look for new opportunities
Maths and English	Recognising where the functional use of maths and English fits in your work and life. Accurate spelling, grammar and punctuation and functional application of maths.
Digital Skills	Living in an online world – IT for business, social media, analytics, search engines, personal assistants, artificial intelligence, mobile technology and the future of the digital landscape
Valuing Diversity and Difference	Knowing the value of diversity and what it can bring. Considering the different needs of different individuals and recognising that others have different beliefs and attitudes
Effective participation	Actively engaging with issues that affect you and those around you. Play a full part in the life of your workplace or wider communities by taking responsible action to bring improvements for others as well as yourself
Negotiation Skills	Taking on board others' feelings and expressing requirements in an unemotional clear fashion to achieve mutual success.
Independent enquiry	Generate and explore ideas, making original connections. Try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value
Creative thinking	Evaluating situations or problems from a fresh perspective to conceive ideas that are new or original
Referencing and evaluating sources of information	How to avoid unintentional plagiarism. Why and how to use referencing – bibliographies, citing sources and the use of Harvard Referencing system. Evaluate sources of information for, relevance, currency, accuracy and bias
Critical Thinking	Taking a critical approach to your studies and professional development
Extended Writing	Best practice in extended writing – projects, reports and/or dissertations
Revision exam techniques	Revision planning: Coping with anxiety, panic and other emotional impacts. Tips for before, during and during an exam or End Point Assessment
My Health and Wellbeing	How to keep yourself healthy, emotionally and physically, including through exercising and healthy eating
Keeping myself safe	Explore ways to keep yourself safe from risks such as abuse, sexual exploitation and extremism, including when using the internet and social media
Wider society and life in modern Britain	How to contribute to the wider society and life in modern Britain. Show tolerance and a commitment to democracy and Rule of Law (covering PREVENT and British values)
My next steps	Choices and preparation for the next stage in education, employment or self-employment

References

<https://www.skillsyouneed.com/ps/personal-development.html>

<https://www.stem.org.uk/resources/elibrary/resource/418157/top-ten-employability-skills>

<https://thoughtcatalog.com/bianca-sparacino/>