



Careers Programme

Empowering You to Create Your Future

Welcome to our Careers Programme. At KEITS, we are committed to supporting you at every stage of your journey, whether you are exploring career options, developing practical skills, seeking your first job, or looking for a career change.

Our Careers Programme is structured to provide you with the confidence to make informed decisions about your future. We aim to give you the tools and opportunities you need to thrive in today's dynamic job market.

Key Objectives:

- **Informed Decision-Making:** Empowering you to understand your strengths, interests, and options so you can make choices that align with your ambitions.
- **Skills Development:** Enhance your employability through improved application form and CV building skills, confidence in interviews and enhanced knowledge.
- **Personalised Support from your Training Consultant or Tutor:** Provide tailored guidance for each learner, recognising that no two journeys are the same.
- **Access to Opportunities:** Connect you with resources for information on apprenticeships, further or higher education, or starting your own business.
- **Lifelong Learning:** Encourage you to take ownership of your personal and professional development, now and in the future.

Programme Structure

Our careers advice programme is delivered throughout your apprenticeship or programme and is designed to support you with your future choices.

Initial Assessment & Career Planning

Each learner journey begins with a self-assessment to assess current skills and knowledge, interests, and goals. This will ensure that, with our support, you develop a tailored five-year action plan, identifying short-term objectives and long-term aspirations. This assessment includes:

- Skills scans
- Review of qualifications and experiences
- Your future aspirations

Exploring Careers and Pathways

Our programme introduces you to a wide variety of career pathways across a range of industries, including resources and opportunities to explore alternative roles in your sector. This includes:

- Access to labour market information
- Diary of careers events
- Online resources to support you in exploring further opportunities

Skills for Employment

We will equip you with the essential technical and 'soft' skills that employers value. During your apprenticeship or programme, you will have opportunities to practise and develop:

- CV and cover letter writing
- Interview preparation and practice
- Communication, teamwork, and leadership skills
- Literacy, numeracy and IT skills
- Time management and organisational skills
- Taking responsibility for planning and managing your own CPD

Work Experience & Employer Engagement

Connecting theory to practice is at the heart of our programme. We aim to support you to build confidence, develop transferable skills, and expand your professional network. We support you by:

- Recognising job shadowing opportunities
- Finding opportunities for volunteering and community engagement
- Exploring different career pathways

Apprenticeships & Further Study

For learners considering further education or training, we offer:

- Information and signposting on apprenticeships and higher education options
- Application support for university, college, or specialist training programmes, if required
- Signposting for funding, bursaries, and financial planning

One-to-One Support & Guidance

Throughout your programme, you will have access to a dedicated Training Consultant, who will be your careers adviser for ongoing support, including:

- Regular check-ins to review progress and update your action plan
- Personalised advice for job applications and interviews
- Support with overcoming barriers to employment, such as confidence-building and wellbeing resources

Monitoring, Feedback, and Continuous Improvement

We value your feedback and use it continually to enhance our Careers Programme. After each stage, we encourage you to share your thoughts through:

- Feedback forms and surveys
- Open-door policy with your Training Consultant

Your input helps us ensure our offer remains relevant, engaging, and effective.

Resources include:

- Section on our website with job search tools, CV templates and building guidance, and interview tips
- Library of sector profiles, career trees & virtual experiences
- Quarterly newsletter with opportunities and success stories
- Quarterly careers blog including labour market intelligence updates
- Online careers course with links to the National Careers Service
- Online diary showing external careers fairs, relevant progression events, and other useful events.

Our Commitment to Inclusivity

We believe everyone deserves the opportunity to reach their full potential, regardless of background or circumstance. Our Careers Programme is designed to be inclusive and offer:

- Support for learners with additional needs and reasonable adjustments
- Guidance for care leavers, young parents, and those facing barriers to employment

Measuring Success

We are dedicated to helping you achieve your goals, and success looks different for everyone. We track and celebrate achievements such as:

- Learner of the month
- Successful job progressions or achievements
- Progression into further or higher education
- Development of new skills and confidence

Get Started with Us

Ready to shape your future? Whether you're just beginning to explore your options or know exactly where you're headed, our Careers Programme is here to support you every step of the way.

Empower your future with KEITS, your journey starts here.

Location	Title	Responsibility	Date Created	Version/updated	Review Date
Doc Con/Docs/All Company Policies/ Careers	Careers Programme	LWP	Apr'26	2 / Jul'26	Oct'28