



The  
Opportunity  
Provider  
Since 2006

# TOP Future First Careers Programme

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The TOP Future First Careers Programme equips every learner with the tools, insight, and confidence to build a long-term career. We focus on sustainable employment, higher-level training, and continuous progression, helping learners thrive long after completing their qualification. From Level 1 entry routes through to Level 7 degree apprenticeships and chartered status, we support individuals in mapping out their ideal next steps.

## Tailored Guidance for Every Learner

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Delivered by independent specialists, our programme adapts to each learner's unique goals and starting point. Supported by dedicated sector advisors and specialist SENDCo expertise, we ensure our guidance is practical, inclusive, and accessible to all.

Our curriculum stays relevant by directly reflecting regional employer demands, emerging industry trends, and ongoing feedback from our learners. We teach what matters and what will make a difference.



# Our curriculum includes training opportunities for:

## Personal Growth & Mindset

- ▶ Self-awareness and professional identity
- ▶ Work-Life Balance
- ▶ Building a growth mindset
- ▶ Uncovering motivation
- ▶ Navigating the modern world of work

## Workplace Readiness

- ▶ Workplace integrity
- ▶ Workplace professionalism
- ▶ Understanding employment rights and responsibilities
- ▶ Coping with change in the workplace
- ▶ Essential digital literacy for work
- ▶ A guide to mentoring others
- ▶ Professional communication skills
- ▶ Advanced problem solving

## Career Progression & Next Steps

- ▶ Building a high-impact CV and professional profile
- ▶ Interview techniques and presentation confidence
- ▶ Exploring local industries and regional career pathways
- ▶ Creating a Personal Brand
- ▶ Entrepreneurship and Innovation
- ▶ Applying to university

## Life & Wellbeing Skills

- ▶ Basics of Managing Stress
- ▶ 5 Day Challenge
- ▶ Effective time and task management
- ▶ Practical financial literacy and budgeting



Our careers team uses regional data to pinpoint local sector needs, job opportunities, and skill shortages. This ensures the guidance we give every learner is meaningful, practical, and aligned with real prospects in their local area.

Where learners and employers wish to explore new job roles or different departments, we work together to arrange meaningful employer encounters and virtual work experience opportunities.

Parents and carers are a valued part of the apprenticeship journey, and we welcome their involvement at every stage. Careers sessions offer a brilliant opportunity for parents to understand how best to support their young person. Parents are welcome to join sessions alongside their child or book separate 1-to-1 discussions to explore potential opportunities together.

Our programme fully satisfies the Gatsby Benchmarks, the Matrix Standard, DfE guidelines, the Ofsted Inspection Framework, and Provider Access Legislation (PAL). We deliver this work alongside the Careers & Enterprise Company (CEC) and the Career Development Institute (CDI).

### **Careers Leader:**

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## **Measuring Impact & Quality Assurance**



Measuring impact is essential to delivering an exceptional careers programme. While we conduct a formal self-assessment annually, we monitor our provision year-round through robust quality assurance activities. This includes regular learning walks, work sampling, learner check-in calls, and dedicated parent feedback sessions.

To continuously improve our outcomes, we track apprentice destination data alongside feedback from learners, employers, and alumni. Any identified areas for growth are immediately fed into and managed through our Quality Improvement Plan (QIP), ensuring our careers strategy remains responsive, effective, and high quality.