TALNOVA

EDUCATION THAT ELEVATES

CAREER *PROGRESSION*



DISCOVER YOUR PASSION.
EXPLORE THE POSSIBILITIES.
EMBRACE OPPORTUNITIES.

Know your strengths. Explore your options. Plan your next step.

Your learning can open new opportunities. Whether you are starting out, changing direction or developing in your current role, take an active part in planning your future.

01 KNOW YOURSELF

Start with your strengths and goals.

- Identify what you enjoy, what you do well and the skills you want to develop.
- Consider your values, circumstances and the kind of work that suits you.

Try: Write down three strengths and one area for growth.

02 EXPLORE YOUR OPTIONS

Look beyond the first job title.

- Research roles and entry requirements. Explore
- further study, apprenticeships, professional qualifications and development at work.
- Compare reliable information.

Ask: What skills and experience would this next step require?

03 BUILD TRANSFERABLE SKILLS

Skills travel with you.

- Communication, teamwork, problem solving, digital skills, English, maths and managing time support many careers.
- Use learning and work tasks to practise them.

Try: Collect an example of a skill you have improved this month.

04 SHOW WHAT YOU CAN DO

Turn experience into evidence.

- Keep your CV up to date and record achievements.
- Use specific examples of what you did and the result.
- Practise applications and interviews. Ask for feedback.
- Share work examples only when permitted, respecting confidentiality and personal data.

05 PLAN WITH YOUR TUTOR

Make progression part of reviews.

- Discuss your ambitions during learning reviews.
- Identify skill gaps and agree achievable actions.
- If you are employed, involve your manager where
- appropriate.

Plan: One goal, one action, a target date and the support you need.

06 GET INFORMED ADVICE

You do not have to decide alone.

- Ask your tutor about progression options and careers guidance.
- Use the National Careers Service for free, impartial information and advice.
- Explore job profiles and skills assessments.
- Choose a route that fits your interests and circumstances; opportunities individual.

Support is available.

Tell your tutor where you want to go next. Review your options, agree an action and track your progress.

National Careers Service: 0800 100 900



Explore roles and get advice: nationalcareers.service.gov.uk
Speak with your tutor, student services or email support@talnova.com.

Brighter futures together.