

What Next?

You've just completed a training programme with Access, so 'what next?' is a good question. It is a good time to **consider your options** and we would be happy to discuss this with you (and your employer if appropriate).

In considering 'what next' you should **think about your current job, experience, qualifications, skills, ambition**, as well as **potential changes in your job, promotion opportunities and prospects etc.** If possible **discuss this with your employer**. We would also suggest that you revisit and **update your CV** at this point, making sure you add your new qualifications.

It may be that you don't feel ready to launch straight in to something else. If so, we would suggest you put a date in your diary to consider again – New Year is always a good time to make plans for the coming year, while many companies also have a system of staff appraisals that can be very useful in allowing you to discuss your future progression and training needs.



If you need further help in looking at progression opportunities remember we are always happy to help, while **Connexions, Next Steps, Job Centre Plus** and others are also very useful starting points for advice and guidance (numbers will be in the phone book or on the internet, but give us a ring if you have problems).

The following are examples of training you may want to consider when progressing from your training programme (let us know if you have any other ideas and we will try to point you in the right direction):

Progression from : Management NVQ 3 (Advanced Apprenticeship)

- **Management NVQ 4 or Foundation Degrees:** The typical next step is to Level 4 in Management (available through Access) although this often depends on the relevance of your current or planned work role. NVQ 4 is aimed at individuals with more personal responsibility and autonomy in their management role and who have the ability and the opportunity to demonstrate management and leadership skills, for example managing business processes, developing and implementing operational plans, leading, planning and implementing change or managing finance. Foundation Degrees are available in a range of Business and Management subjects and can be offered by local colleges or universities (part time or full time). Your Management NVQ and experience may provide you with necessary entry requirements but you will need to check this with the college / university. Funding may be available via career development or student loans. Visit www.management-standards.org.uk for more advice on qualifications and career routes.
- **Short courses:** You may want to consider short courses delivered by training providers such as Access (these courses are not usually funded). Access offer a range of short courses including Leading a Team, Assertiveness Techniques, Handling Conflict, Mentoring and Coaching for Performance.
- **Other NVQs and Apprenticeships:** For an increasing number of individuals their roles change and develop as they gain more experience and you may wish to consider an NVQ 3 or Advanced Apprenticeship in a new area to reflect your changing role, eg Advice and Guidance, Administration or Customer Service. These may be available through Access or other training providers or colleges. We would be happy to provide you and your employer with a Skills Checklist to map your role against NVQ Standards (to find the best match).

For more information, we would suggest you visit www.direct.gov.uk and check out the 'education and learning section' - lots of advice on skills, qualifications, finding courses and financial support.

Finally, good luck with whatever you choose to do next!

Business Solutions
Apprenticeships
Training

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