



**TOTAL PEOPLE**  
LEADERS IN LEARNING®

**CAREERS  
EDUCATION,  
INFORMATION,  
ADVICE AND  
GUIDANCE  
MANAGEMENT**

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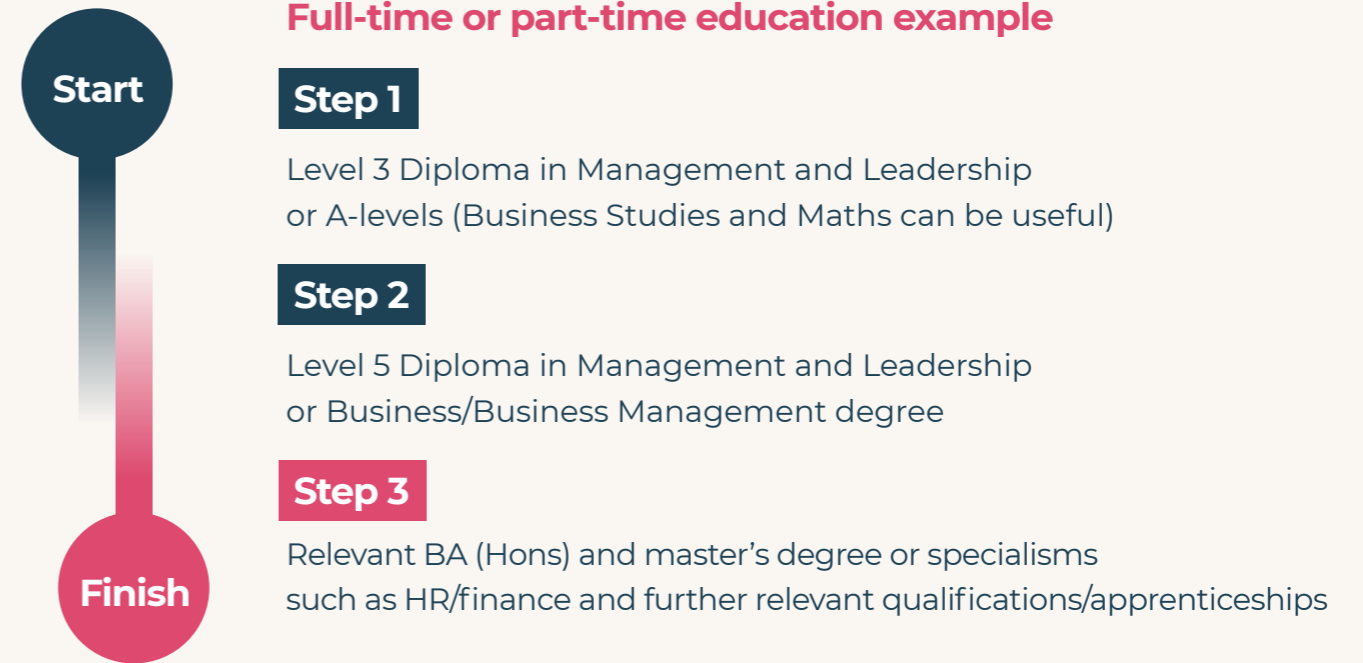
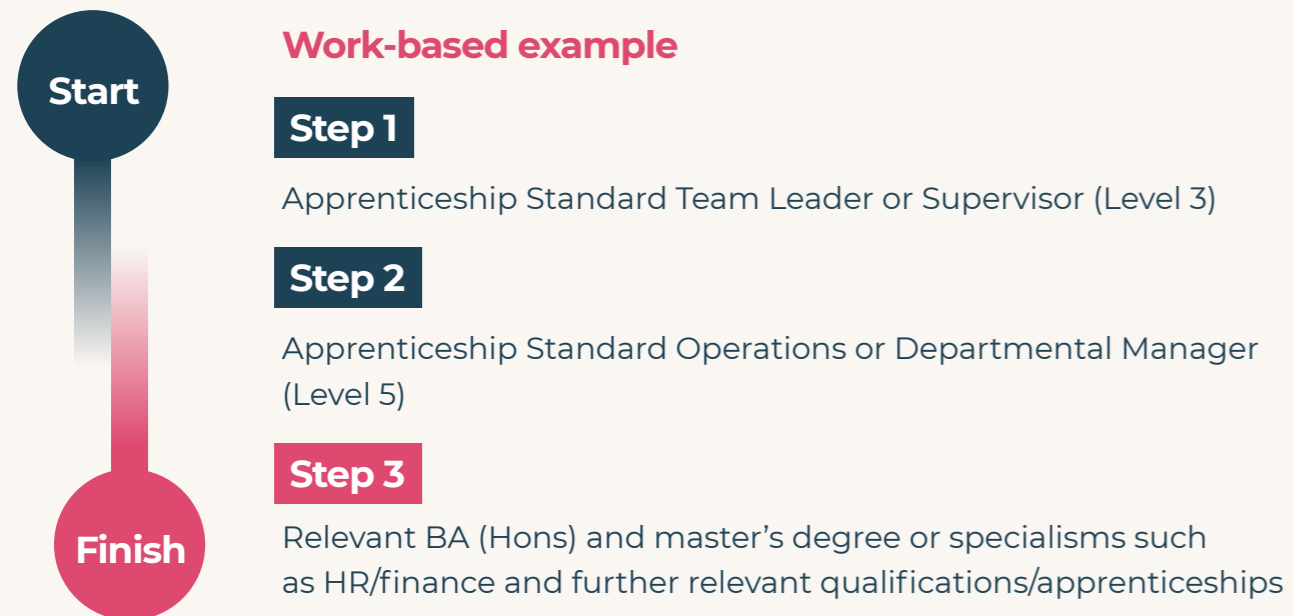
# QUALIFICATIONS

## PATHWAYS FOR PROGRESSION

You might not directly follow just one of these pathways but could choose instead to pursue a combination of both routes. For example, you might achieve your A-levels and then secure an apprenticeship position in a leadership role. The job you secure determines which level of apprenticeship you can progress onto. Or you might complete the Level 5 apprenticeship and then choose to specialise, for example, in management of finance or HR. Your job role may then lead to you progressing onto a master's degree or degree-level apprenticeship programme.

You might start your career managing projects and then move to specialising in more general management or vice versa. Examples of project management programmes/qualifications include

- Associate Project Manager Apprenticeship Standard (Level 4)
- Project management qualifications
- Project fundamentals qualifications



## JOB ROLES AND CAREER PROGRESSION OPPORTUNITIES

### INTERMEDIATE

- Supervisor
- Team leader
- Project officer
- Shift supervisor
- Shift manager

### ADVANCED

- Assistant project manager
- Project manager
- Operations manager
- Departmental manager
- Regional manager
- Divisional manager

### SPECIALIST

- Project controls manager
- Risk management lead
- HR manager
- Finance manager

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# TRANSFERABLE SKILLS AND BEHAVIOURS

## INTERMEDIATE

- Effective communication skills, including holding challenging conversations
- Using various approaches to build effective professional relationships
- Decision-making skills
- Managing people and change
- Ability to work flexibly and with agility

## ADVANCED

- Managing finance and budgets
- Managing people
- Change management
- Managing projects
- Managing stakeholder relationships
- Interpersonal skills
- Awareness of and management of self
- Decision-making and problem-solving skills



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# CAREER DEVELOPMENT USING TRANSFERABLE SKILLS

It is important to be able to recognise the skills and behaviours you are gaining at any level, as you will then be able to promote these to current and potential employers, as well as education providers.

People may change career path at any point and the skills and knowledge gained can often be transferred to another role. Communication skills, decision-making skills and interpersonal skills would be valued in any career. Management of budgets and finance could be transferred to a career in accountancy or banking.



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## MATHS AND ENGLISH

These skills will be the foundation of a long and successful career, whichever vocation you choose in the future. Most jobs need people who can read and act on information confidently and communicate effectively with others (whether verbally or in writing). They also require some knowledge of maths for problem solving, whether that's in relation to money, estimating amounts, ordering or time management.

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## WEBSITE AND CAREERS INFORMATION

There are many independent resources available that you can use when making decisions about your career pathway and next steps.

If you are working towards a management apprenticeship or a management qualification, you will receive CMI membership which provides many benefits. You may choose to continue with a CMI membership after your qualifications have finished. If you are working towards a project management qualification or apprenticeship, then membership is also free with APM.

### CMI

For examples of the types of support, advice and guidance available from CMI, [click here](#).

### APM

If you are working in project management or looking to start, you can find more useful information on the Association for Project Management website. [Click here](#) for more information.

### CV building

It is advisable to always maintain a current, up-to-date CV. It is great to capture current qualifications and CPD for your employer and also stands you in great stead when seeking promotion or new opportunities. For more information about how to build a CV, visit the National Careers Service.

[Click here](#) to view.

### UCAS

UCAS provides a wealth of independent careers information, advice and guidance. You can find out about different careers, apprenticeships and courses, as well as support guides that cover many aspects of student life.

[Click here](#) for more information.

### IfATE

The Institute for Apprenticeships and Technical Education (IfATE) provides a range of information, including occupational maps. Visit the site [here](#) and select the occupational route you are interested in.

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Total People is part of LTE group.

LTE group is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

