



Employability & Personal Development

SureTrax have been working with Novus for some time in developing their digital offer for the Virtual Campus which supports Level 1 Certificate in Self-Marketing and Personal Enterprise (QCF reference 600/8392/X). The course helps people to get to where they want to be. Hundreds, if not thousands, of learners ranging from 14 year olds to 60+ year olds have now used this course and its unique approach and techniques to secure their chosen employment or to start up in the self-employment opportunity that they have identified.

This is an enterprise driven programme that has been developed for people looking for a job, a career change, a promotion, to start a new business or to progress into further or higher education.

Based on proven sales and business enterprise processes, it will show learners how to bring their product 'THEMSELVES', to the market. It will provide learners with the tools and confidence to access a lifetime of opportunities, take ownership of their own destiny and take action to make it happen.

This unique approach is designed to help learners to find out 'what they want to do' and 'how to do it'. The process puts the whole idea of getting on in life into context. It helps learners to break down what might otherwise seem a very difficult process into simple bite size chunks.

The course content and all supporting resources have been developed as a multi-media based sub-platform which has been custom-built and designed to sit seamlessly on the Virtual Campus platform. The content delivers efficient, enjoyable and user friendly positive outcomes from both learner and tutor perspectives to the ultimate benefit of the community as a whole. The system design also incorporates a facility for learners to download and save their personal coursework, have access to course information, videos and quizzes but with due regard to storage constraints in local prison networks.

The SureTrax content will be available on Virtual Campus January 2017 for all providers to use. Please ask your VC Champion for a demo.

SureTrax
Securing a lifetime of opportunities

SELF MARKETING AND PERSONAL ENTERPRISE
Qualification Reference Number: 600/8392/X

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Introduction

1	GET ORGANISED Planning for Success in the Employment Market Unit Reference Number: T/504/8816	>
2	GET THE INTERVIEW Selling Yourself in the Employment Market Unit Reference Number: A/504/8817	>
3	GOT THE INTERVIEW Business Techniques for Successful Interviews Unit Reference Number: J/504/8819	>
4	GOT THE JOB Preparation for Life & Work Unit Reference Number: J/504/8822	>
5	KEEP THE JOB Developing Attitudes for the Workplace Unit Reference Number: B/504/8824	>
6	MOVE ON Preparing for Progression in the Workplace Unit Reference Number: Y/504/8825	>

SECURING A LIFETIME OF OPPORTUNITIES
The SureTrax Personal Enterprise Programme (PEP) takes the owner through the complexity of career choice, self-development and gaining the right job in an easy to understand six step cycle which becomes a mechanism for accessing a lifetime of opportunities.

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UNIT 1 - GET ORGANISED
Planning for Success in the Employment Market
Unit Reference Number: T/504/8816

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WHAT ARE YOU LOOKING FOR?

1	TUTORIAL	>
2	WORKBOOK	>
3	VIDEOS	>
4	LEARNER RESOURCES	>
5	TUTOR RESOURCES	>

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Tutorial Contents

1	YOU ARE THE BIZ?	>
2	THE ENTREPRENEUR	>
3	TAKE AIM - BULLSEYE	>
4	ADVANCE	>
5	PROVE IT	>
6	MARKET RESEARCH	>
7	BELOW THE SURFACE	>
8	THE SUPPLY CHAIN	>
9	A FULL TIME JOB	>
10	TAKE CONTROL	>
11	GET SMART	>

**UP FOR IT?
THEN, LET'S GET ORGANISED FOR CHANGE.**