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**Career Journal**

**Your Bootcamp Journey**

**Welcome to your Career Journal!**

Throughout your bootcamp, you will have opportunities to reflect upon your knowledge and skills. This will allow you to progress to your desired goal. It is important to reflect throughout your journey, so that you can track your progression and measure your achievements. This document will show your bootcamp progression from week 1 to week 14.

You will be allotted time to complete the following document throughout your programme of study. You will see that this journal has allocated set weeks. You should make sure you complete these in order and don’t work ahead. Each week, you will be asked to upload your journal, so that your tutor can track your progress and your next section of study can be unlocked.

Try to complete the tasks as thoroughly and as honestly as possible, using complete sentences and correct grammar. This will be good practice for your assessments.

**Week 1**

Reflection is something that you will be asked to do throughout your bootcamp journey. It allows you to ‘stand back from the event’ and ask important questions that might help you understand why certain aspects happened. It can also allow you to consider positives where you might think there are none. Because you are at the start of your bootcamp journey, the following task is the perfect thing to begin with. Below, you will find **six boxes** that refer to the Gibbs (1988) model.

Complete the following in relation to starting your studies on bootcamp. The first box has been filled in for you. For the rest of the boxes, you should try to be as descriptive as possible.

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| **Description (What is the thing you want to reflect on?)** |
| The start of my bootcamp journey. |
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| **Feelings (How are you feeling about it?)** |
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|  |
| **Evaluation and analysis (How do you think the experience will be? What obstacles might you come across?)** |
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|  |
| **Action plan (How will you tackle obstacles moving forward, what will  you do, etc.?)** |
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**Week 2**

Every individual who is studying a bootcamp will have different reasons for doing it. You may want to further your career in a different sector, you may want to further your portfolio of clients, or you may want to start a brand new career path.

For this week’s journal, after you have completed the bootcamp, you should go to your favourite job search engine and explore different opportunities that are there for you. If you are searching for new opportunities for employment, you should write down **three** jobs or opportunities that you would be tempted to apply for once you have completed your bootcamp. These jobs should match your future career goals.

If you are looking to build your self-employed portfolio, you should research **three** companies that you would like to collaborate with in the future. Within the boxes below, write about each opportunity you have found. You should also include where you found the opportunity.

For Our Co-funded Individuals who are supported by their employers you should identify **three** roles in your current business which you would like to progress on to. Make this specific to you and the company you currently work for.

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| **Opportunity 1** |
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| **Opportunity 2** |
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| **Opportunity 3** |
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**Week 3**

By now, you will have completed your first unit of bootcamp. You should be very proud of yourself for that. For this week’s journal entry, you should choose one of the opportunities that you identified in the previous week.

Look at the table below and write down **10 characteristics** that you would need to achieve success in that position. You should also reflect on how you would achieve each characteristic. If you already have a characteristic, reflect on what you could do to elevate it. You should also think of a realistic time scale for when you would achieve each characteristic.

For our Co-funded and self employed learners please refer to the week two task and identify the characteristics you will need to achieve your careers goals.

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| **Job from previous week:** | | |
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|  | | |
| **Characteristic** | **How will you achieve it? How will you elevate it?** | **Realistic time scale** |
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**Week 4**

Continuing from your ideas in the previous week, you should think about how you would approach a company or opportunity. Using the same opportunity that you identified previously, write an application cover letter or enquiry email to this company. You should highlight why you feel you are suitable for the position and write the letter or email as if you are applying for the job.

If you are self-employed, you should write a prospective enquiry letter or email, enquiring about possible projects or collaboration opportunities.

Co- Funded learner will be required to write a cover letter for why you would be the best candidate to get the promotion.

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**Week 5**

Think about the following scenario: You have been offered an interview to discuss the opportunity that you enquired about/applied for. Consider how you would prepare for the interview. What questions would you ask the company to gain more information from them? How would you travel to the interview? (Consider directions, public transport, parking, etc.) You could even research some possible questions they may ask and write your responses.

If you are self-employed, think about the questions you would need to ask to understand how a partnership/contract with them might work, how you would discuss budgets, timescales and potential fees.

Co-funded learners if you were to be offered an interview for a promotion think about how you would prepare for this, what internal research would you do/who would you speak to/what questions would you prepare?

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**Week 6**

Congratulations! You are now approaching the halfway point of the bootcamp. Here would be a perfect opportunity to reflect on what you have learnt so far. Complete the reflection task below.

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| **What did you know before starting the bootcamp?** |
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| **What have you learnt so far?** |
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| **Have you come across any challenges? How have you overcome them?** |
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| **What do you hope to learn more about in the next six weeks?** |
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**Week 7**

Within your life, you will have come across the term ‘soft skills’. These are the skills that help you to perform well in the working world. They are the sort of things that employers look for when they are recruiting new hires/promoting individuals or business they wish to collaborate with. Below are some of the skills that employers would most like their employees to have. These skills will help you to stand out from the crowd in any future opportunities that may come your way. In this next task, write a brief explanation of what each of these ‘soft skills’ mean to you.

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| **Skill** | **What it means** |
| **Integrity (honesty)** |  |
| **Teamwork** |  |
| **Initiative** |  |
| **Problem solving** |  |
| **Communication (written, verbal and non-verbal)** |  |
| **Time management** |  |
| **Organisation** |  |

**Week 8**

During your working life, you will have faced some challenging times and may have had to take some risks to solve problems. ‘Positive thinking’ is an intervention looking at different aspects or challenges in a more positive way. It can allow you to have a more creative approach and gain a greater understanding of planning and weighing up positive risks. It can also help to develop your problem-solving skills, which is a great attribute to have within employment.

Complete the following task linked to ‘positive thinking’. In the table below, write down a list of things that you want to achieve or want to be able to do. This might be in your personal life, academic life or employment. You should consider the skills that you already have, which will help you to achieve those goals. Also consider the necessary skills that you don’t already possess.

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| **What I want to achieve/be able to do** | **Skills I have/need that can help me achieve this** |
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**Week 9**

Throughout your bootcamp journey, you will have come across ‘confidence in abilities’. When you are confident in your abilities, you have self-belief, particularly in what you know that you can do and are capable of. However, there might be some points where you question yourself and may doubt your abilities to succeed.

Visualisation involves using your imagination. There are many different visualisation techniques that can help you to focus on mental images of confidence. You can visualise any activity or situation, and anyone in that activity or situation.

In this next activity, you will explore the idea of role models. Often you will find that role models can inspire and motivate you, but they can also help you to understand how certain behaviours and actions can lead to success. Having a role model allows you to compare your own behaviours, thoughts and feelings, and enable you to adapt and take on some of the successful traits that have helped your role model. You can test these out and see what works for you.

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| **What goal would you like to achieve from completing the bootcamp?** |
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| **Who do you class as a role model that might inspire you to achieve  this goal?** |
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| **Imagine your role model taking part in achieving your goal. What do you see them doing/saying? What would their behaviours, thoughts and feelings be?** |
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| **How can you use the actions, feelings and thoughts of your role model to help you achieve your goal?** |
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**Week 10**

Within your bootcamp, you will have come across different employment legislation that is important to the subject you are studying. For this week of journaling, you should research **five** pieces of legislation and reflect on how they impact the sector. You should consider how they protect yourself and others.

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| **Legislation** | **Brief explanation** | **Reflection** |
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**Week 11**

Within your bootcamp, you may have come across language or vocabulary that you are unfamiliar with. You can use language to stimulate your brain, and to improve your concentration and attention control. Through research, we understand that many areas of the brain are involved in the activity of speaking.

Think of the instances throughout your bootcamp where you came across words that you had never seen before. They could be terminology or general words that aren’t in your everyday vocabulary. In the table below, write the unfamiliar words in the first column. Then, research their meaning in a dictionary or what they mean in terms of the sector and write your findings in the middle column. Complete the table by writing the word in a sentence within the third column.

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| **Word** | **Meaning** | **Used within a sentence** |
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**Week 12**

Congratulations on reaching week 12 on your Skills bootcamp journey! You should be incredibly proud of this achievement. For your final journaling task, you should complete the boxes below to reflect on your journey so far. Remember to be as descriptive and honest as possible.

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| **Description (What is the thing you want to reflect on?)** |
| The end of my bootcamp journey. |
|  |
| **Feelings (How are you feeling about it?)** |
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|  |
| **Evaluation and analysis (How was your experience? What obstacles did you come across?)** |
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|  |
| **Action plan (What will you do with the skills and knowledge you have learnt from your bootcamp?)** |
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**Week 13 and 14**

The final two weeks of your Skills Bootcamp journey involve an Industry Project and a Careers week.

Please complete the boxes below to reflect on these final two weeks.

You could include a list of what you learned, how you felt, who you interacted with and what actions you will now take as a result?

You do not need to send these sections in to your tutor, but it is important to reflect on your experience so remember to be as descriptive and honest as possible.

**Reflection of week 13**

**Reflection of week 14**

Congratulations, you have now completed your Skills Bootcamp course and with this Careers Journal have a great record of your journey towards your next career move.

Remember our Careers and Progressions team will continue to support you over the next 6 months and will be in touch with you to agree next steps.

Please remember to let them know if you see a job you would like to apply for, need support with an application, are invited to interview, offered a new job, secure promotion or, if you are self-employed, secure new business.