RAEBURN
GROUP

FURTHER EDUCATION / T LEVELS / EARLY CAREERS

Work ready.
Beyond job ready.

Professional skills, workplace confidence and a practical plan for becoming an effective member of a real team.



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Student workbook + six-session programme + mentor toolkit

Illustrative photography | Proposed programme for institution review

01 / ABOUT THIS PROGRAMME

Real teams.
Real readiness.

A practical programme for students entering T Level industry placements, FE work experience, early-career projects and supervised team roles.

WHAT THIS IS

Six structured workshops with realistic exercises, optional sector challenges, a student evidence pack and a mentor assessment process. Designed to complement, not replace, college teaching, individual learning goals or placement induction.

STUDENTS WILL PRACTISE

- Turning an unclear request into a workable plan.
- Communicating confidently in person, online and in writing.
- Working well with different people and asking for support.
- Handling feedback and reporting progress.
- Protecting information, including when using AI tools.

COLLEGES AND MENTORS RECEIVE

- A flexible six-session delivery sequence.
- Simple and observable skills criteria.
- Workplace scenarios across Raeburn divisions.
- Student reflection and development templates.
- Space for reasonable adjustments and support planning.

OUR APPROACH

The goal is progress with meaningful support. No student is expected to arrive knowing workplace conventions, and a self-assessment score is not a placement pass/fail decision.

02 / HOW IT WORKS

Six workshops.
One real-world outcome.

Suggested model: six 75-minute facilitated sessions, supported by short practice tasks and individual feedback. Institutions can rearrange the sequence.

WEEK 01

Professional foundations

Expectations, boundaries and reliability

WEEK 02

Communication

Clear updates, meetings and written messages

WEEK 03

Teams & inclusion

Collaboration, respect and conflict

WEEK 04

Ownership & planning

Tasks, priorities, time and escalation

WEEK 05

Judgement & value

Problem-solving and commercial awareness

WEEK 06

Trustworthy digital work

Privacy, security, responsible AI

EVERY WEEK PRODUCES EVIDENCE

A short artefact, peer or mentor observation, and one reflection: what worked, what changed, and what happens next.