

Sparking Potential - Supporting Your Career Journey

At Cambridge Spark we are passionate about helping all our apprentices progress in positive and rewarding roles in their chosen sector.

Apprentices benefit from tailored programmes, aligned to their career aims, with strong employer links, and dedicated tailored support.

Cambridge Spark is committed to achieving the Gatsby benchmarks for high quality careers education and are proud to be Matrix accredited.

Please also refer to our Information, Advice and Guidance policy.

Before you join us...



Personalised 1:1 Guidance: Get one-on-one advice to select the ideal learning and training solution that aligns with your needs, interests, and life circumstances.



Tailored Support: We'll help identify your specific requirements, and if needed, connect you with alternative services that are a perfect fit.



Seamless Onboarding: Receive dedicated support to ensure a smooth and successful application and onboarding experience.



Real-World Insights: Gain valuable perspectives into apprenticeship programmes, helping you understand the practical benefits from the outset.

Whilst you are with us...



Holistic Support System: Benefit from our unique model of information, advice, and guidance, delivered by experienced learner success coaches, data/AI mentors, and technical trainers. They're here to help you reach your full potential and cultivate your future career.



Professional Skill Development: Acquire essential professional skills crucial for workplace success and sustained career growth.



Dynamic Career Exploration: Explore diverse career paths through engaging master classes, guest speaker sessions, insightful industry discussions, and practical applications directly within your programme.



Regular Progress Reviews: Every 8-12 weeks, you'll have personalised advice and guidance to discuss your goals, aspirations, and the support you need to excel.



Strategic Progression Guidance: Receive impartial information, advice, and guidance on various career progression routes, empowering you to make informed decisions for your future, tailored to your individual needs and interests.

After you successfully achieve your programmes with us...



Join Our Alumni Network: Become part of the thriving Cambridge Spark alumni community, connecting with a valuable network of peers.



Exclusive Networking Opportunities: Access insights and opportunities to expand your professional network at our dedicated celebration events.



Clear Path to Your Next Role: Receive continued support in navigating your career and exploring exciting new opportunities.

(1) Cambridge Sparks Careers Education and IAG Programme

Activity	What's involved	Who is this for	Who's involved	Where delivered	How	When
Pre-Enrolment						
Apprenticeship general information advice and guidance	Information and advice on Apprenticeships and what this involves.	Employers Employee applicants	Marketing team	Remote on-line	Through website information Linkedin to sign up to Data and AI insights Webinars and Blogs	Throughout the year
Direct email contact for enquiries about Apprenticeships	Dedicated enquiries mailbox providing information and advice on apprenticeships.	Employers Employee applicants	Marketing team	Remote on-line	Through the website and through telephone calls	Throughout the year
Role specific information, advice and guidance	Information and advice on Apprenticeship programmes and how this can support your business or career goals.	Employers Employee applicants	Marketing team	Remote on-line	Programme specific Webinars conducted online/recorded	Throughout the year
Employer bespoke information advice and guidance events	Insight sessions with Information on Apprenticeship opportunities, what is involved and allowing employees to register interest on the night.	Employers Employee applicants	Account Managers	Remote group sessions	Through personalised group sessions conducted online through Zoom meetings	Throughout the year
Impartial pre-entry information advice and guidance (3) (8)	Provide Information and advice to employees about the chosen apprenticeship in line with eligibility, needs and aspirations. The Learning Support Lead offers specialist advice and guidance to ensure that learners are supported in their needs.	Employer Line manager Employee applicants	Customer Solutions Advisors Learner Support Lead.	Remote 1:1 calls	Through personalised 1-2-1 conducted online through Gong/Teams Calls	Throughout the year

Internal progression	Information and advice on programme opportunities for learners already studying through Cambridge Spark.	Learners	Learner Success Coaches Data and AI Mentors	Remote on-line	Programme specific Webinars 1:1 Review meetings	Throughout the year
Onboarding information advice and guidance (3) (6)	Information and advice during the initial assessment and onboarding stage of the programme.	Learners Employer	Operations Team	Remote		Throughout the year
On programme						
Kick Off session (8)	Provides introductions to the team and information about the programme and support learners will receive.	Learners Line Managers	Delivery Team Service Delivery Managers Learner Success Coaches Data and AI Mentors	Remote on-line	Live session on teams and recorded in EDUKATE AI	At the start of the apprenticeship
Induction Modules (8)	Provides Information on the support and opportunities available and programme.	Learners		Remote on-line self study	Through on-line Kick Off and programme guide modules on EDUKATE AI	Month 1 of apprenticeship Programme
Meet Your Coach (3) (6) (8)	Introduction to your coach. IAG support during programme and from Kick off meeting Discussing individual role exposure to develop occupational competencies.	Learners	Learner Success Coaches	Remote on-line	Through personalised 1-2-1 meeting conducted online on Teams	Month 1 of apprenticeship Programme
Initial progress Review (3)(8)	Initial review with your coach and line manager to identify your Career aspirations and longer term goals are discussed and agreed . Any Individual learning needs and	Learners Line Managers	Learner Success Coaches Employer	Remote on-line	Through personalised 1-2-1 meeting conducted online on Teams	Month 2 of apprenticeship Programme

	support requirements.					
Initial Mentor Review (3)(8)	Introduction to your mentor. Identifying your current role workplace project opportunities to apply knowledge, skills and behaviours.	Learners	Data and AI Mentors	Remote on-line	Through personalised 1-2-1 meeting conducted online on Teams	Month 2 of apprentices hip Programme
Live workshops, master classes and seminars and self study (4) (5)	Connecting workshops and online knowledge to real-world practices, careers and sectors. Showing relevance of education for future emerging jobs and roles.	Learners	Trainers Tutors Guest visiting speakers	Remote on-line	Through on-line curriculum modules on EDUKATE AI	Throughout the programme
Regular one-to-one Progress Reviews (3) (4) (5) (6) (8)	Regular reviews with your Coach and Line Manager every 2 - 3 months during your apprenticeship to assess progress on your apprenticeship and towards meeting your long-term career goal.	Learners Line Managers	Learner Success Coaches Employer	Remote on-line	Through personalised 1-2-1 meetings conducted online on Teams	Every 2-3 months during the practical period of the programm e
Office Hours Drop - in sessions Knowledge Base and AI chatbot (3) (4) (8)	Weekly Information and advice drop-in sessions on apprenticeships topics of learning. Be able to ask questions on subjects of learning for peers, AI chatbot or Trainers to respond.	Learners	Trainers	Remote on-line	Group or individual sessions through EDUKATE AI	Weekly
Off the job learning in the workplace (5) (6)	Reflective logging of shadowing, learning off the job through mentoring reviewed by	Employer	Learner Success Coaches	In the workplace	Through competencies and Off the Job training logs in EDUKATE AI	Throughout the programme

	coaches and discussed in progress reviews					
Regular one-to-one Mentor support reviews (3) (4) (8)	<p>Preparing students for various career pathways including the occupational standard.</p> <p>Mentors support on applying knowledge and skills learning in workplaces/sectors and effective working practices.</p> <p>Planning work based projects and developing a portfolio of evidence, demonstrating understanding and skills in development.</p>	Learners	Data and AI Mentors	Remote on-line	<p>Through personalised 1-2-1 meetings conducted online on Teams</p> <p>Group End Point Assessment support webinars on Teams</p>	<p>Every 2 months during the practical period of the programme</p>
Personal Careers Development Programme (2) (3) (5) (7) Career Planning Industry insights Progression Opportunities Preparing for next steps	<p>Developing own self awareness around mindset and competence</p> <p>Industry Insights and Lightning Talks - access to online sessions from: Employers into cutting edge to gain insights in technology and organisations. Alumni learners/staff to gain diverse insights into careers and different roles and organisations.</p> <p>Access to options and insights on progression routes.</p> <p>Supporting you to make informed progression decisions of further study options or next steps.</p> <p>Employability Skills to develop skills in applying and interviewing for your next steps.</p>	Learners	<p>Learner Success Coaches</p> <p>Community and Engagement Lead</p>	Remote on-line self study	Through on-line Personal Development modules on EDUKATE AI	<p>At the start of the apprenticeship Months 1-2</p> <p>Throughout the programme</p>

Collaborative projects and Hackthons (6)	Opportunity to work on collaborative projects and real world data sets from industry to apply Knowledge, skills and behaviours in simulated activity for level 4 AITS, DA, 5, 6, and 7	Learners	Trainers Tutors	Remote on-line	Through on-line curriculum modules on EDUKATE AI	Throughout the programme
Mentor EPA Review (4)	Reflecting on projects and evidence of knowledge skills and behaviours developed for occupational duties to demonstrate in the End Point Assessment.	Learners	Data and AI Mentors	Remote on-line	Through personalised 1-2-1 meetings conducted online on Teams	
Gateway Review (3)	A final meeting with the coach and employer to reflect on competencies gained in readiness for the End Point Assessment Discussing learners' intended/immediate progression destination.	Learners	Learner Success Coaches Employer	Remote on-line	Through personalised 1-2-1 meetings conducted online on Teams	At the end of the practical period in the programme
On request						
* Personalised impartial one-to-one advice and guidance (8)	Personalised Information, Advice and Guidance to explore options, agree plans and decision making around Career planning Looking to change their career path/role Progression routes Applying and interviewing for next steps.	Learners	Learner Success Coaches	Remote on-line	Through personalised 1-2-1 meetings conducted online on Teams	As and when required
On completion of programme						
* Celebratory Graduation	Networking opportunities with other learners/employers and	Learners	Learner Success Coaches	In London	Face-Face	Twice yearly

(6)	explore any opportunities with Cambridge spark		Data/ AI Mentors Community and Engagement Lead			
Alumni (5)	Opportunity to join advisory groups/share experiences through industry insights with other learners	Learners	Community and Engagement Lead	Remote on-line	Through scheduled meetings on teams	As and when required
Destination surveys (3)	Capturing learners' development and longer term actual destinations. Opportunity to discuss any further study with Cambridge Spark in line with actual destinations.	Learners	Community and Engagement Lead	Remote	Email survey links	6 and 12 months after programme completion

* Parents welcome to attend where appropriate

The programme may be subject to change.

Type of support key:

- (1) Careers education programme
- (2) Access to career and labour market information
- (3) Addressing learner needs
- (4) Curriculum-to- Careers Link
- (5) Meaningful employer encounters and Insights
- (6) Workplace Experiences and Skills
- (7) Explore further and higher education progression options
- (8) Personal guidance



Additionally, you can leverage the [National Careers Service website](#) for:

- A skills assessment to identify potential career matches.
- Comprehensive career exploration resources.
- Guidance on advancing your career.
- Support during periods of redundancy or job loss

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