TITANS CAREERS

TITANS INSIGHTS | FREE WORKBOOK

CHOOSE WITH CONFIDENCE

Your programme decision guide

Choose a course that fits your goals, your time and your budget.

A useful course starts with a clear purpose. This workbook helps you explore the work, compare what a programme actually offers and decide what to do next. Use it for Titans Careers or any other provider.

What you will leave with

A focused shortlist, a course comparison score, a realistic study plan and the right questions to ask before you enrol.

Define your goal and explore your options **02-03**

Try three sample tasks and check your answers **04-05**

Compare teaching, evidence, time and cost **06-08**

Build evidence and plan your next 30 days **09-10**

Complete your decision brief and take the next step **11-12**

How to use it: read in one sitting, then complete the activities at your own pace. You can type into the worksheet fields in a compatible PDF reader, save your copy, or print and write by hand. Score totals are calculated manually.

November 2026 edition | No email required to download

01 / CLARIFY YOUR DIRECTION

Start with the work you want to do

Choose a useful outcome before choosing a course title.

You may be changing careers, developing in your current role or improving a business. Name a task you want to handle more confidently, then identify what would demonstrate that improvement. The National Careers Service suggests reviewing your existing skills alongside the requirements of the work you want to do. [1]

Your purpose	A more useful learning goal
Change career	Produce a clear customer-review case note and explain the evidence behind it.
Develop in a role	Analyse a recurring business report and explain one decision the data supports.
Improve a business	Design and test a supervised process for handling common customer enquiries.

The work or business problem I want to tackle

What I can already do and the evidence I have

Think about work, volunteering, study, caring responsibilities or running a business. [1]

The skill I most need to develop

Set two limits you can realistically keep

Study hours available each week

Maximum total budget in GBP

Your next move: shortlist two directions on page 3. A course should help close a specific gap that matters to you.

02 / EXPLORE YOUR OPTIONS

Match a direction to the task

Look at the work you would practise, then decide which subject deserves a closer look.

These are examples of learning directions within the Titans catalogue, not a promise of a particular job or a confirmed syllabus for every intake. Check the current programme details and entry requirements. [4]

Direction	Work to explore	A useful sample output
AML and KYC	Review customer information and explain risk-related questions.	A reasoned customer-review note.
Data Analysis	Clean information, compare measures and explain a finding.	A spreadsheet or simple dashboard with commentary.
AI and Business Automation	Improve a repeatable process and check the quality of automated output.	A process map and a tested supervised workflow.
Business Analysis and Project Management	Clarify a problem, gather requirements and organise delivery.	A process map, requirements list or project plan.
Cybersecurity	Recognise security risks and practise protective controls in authorised settings.	A training risk review and response checklist.
Data Privacy	Understand how information moves through a process and identify questions to resolve.	A data-flow map with a risk and action log.
Crypto and Digital Assets	Explore how transactions, wallets and records relate.	A documented review of a fictional transaction trail.
Digital Marketing	Plan a campaign, test a message and assess results.	A campaign brief with a measurement plan.
Software Testing	Check a feature against expected behaviour and describe defects.	Test cases and a reproducible bug report.

Validate your shortlist: use two relevant career profiles, then review three current vacancies if employment is your goal. Record the tasks, essential skills and experience requested. For a business goal, identify one recurring problem and how you would measure improvement. Career profiles describe tasks and entry routes; individual employers set their requirements. [2]

Ask yourself: Which task would I be willing to practise every week, including the difficult parts?

03 / PRACTICAL SAMPLER

Try the work before you choose

Try one activity today. Try all three if you are still deciding.

All examples are fictional learning exercises. They offer a taste of different fields; they are not an aptitude test or a statement of the tasks included in a paid course. Allow about 15 minutes per activity.

A AML and KYC

A business sells office equipment and expects monthly receipts of £50,000. Its founder says a £60,000 opening deposit will come from personal savings. The proposed funding schedule instead shows £20,000 from the founder and £40,000 from another company. The founder says the company is helping with the launch; no agreement explains the relationship.

Your task: write three questions you would ask, identify relevant missing evidence and draft a three-sentence case note. Separate what the file says from what you do not yet know.

B Data Analysis

Campaign	Enquiries	Bookings	Advertising cost
A	100	20	£200
B	80	24	£360
C	150	15	£450

Your task: calculate the enquiry-to-booking conversion rate and advertising cost per booking for each campaign. Recommend one next step and state one limitation of the data.

Conversion rate = bookings ÷ enquiries × 100.
Cost per booking = advertising cost ÷ bookings.

C AI and Business Automation

A training business repeatedly receives course enquiries. Staff identify the course, find current information, draft a reply and record the enquiry. Sometimes the course name is unclear or the message is a duplicate.

Your task: design a process that separates fixed rules, AI assistance and human review. State what happens when the request is unclear. Write three test cases using fictional enquiries.

Keep your first attempt. Compare it with page 5, make one improvement and note which activity you most enjoyed.

04 / WORKED EXAMPLES

Check the reasoning in your answer

A useful answer explains its evidence, its limits and the next sensible action.

A Resolve the funding mismatch

Ask how the other company is connected to the applicant, whether its contribution is a loan, investment or another arrangement, and which records support that explanation. Depending on the answer and the firm's procedures, useful evidence could include a funding agreement, ownership information and a proportionate payment trail. The explanation may be legitimate; the mismatch needs to be understood. [3]

Example note: The applicant describes the opening funds as personal savings, but the schedule includes £40,000 from another company. The relationship and funding arrangement are not yet evidenced. Request a clear explanation and relevant records, then assess the file under the firm's procedures before finalising the decision.

B Choose the measure that fits the objective

Campaign	Conversion rate	Cost per booking
A	20%	£10
B	30%	£15
C	10%	£30

B converts the highest proportion of enquiries; A has the lowest advertising cost per booking. If reducing that cost is the immediate objective, test a small increase in A's budget and monitor the result. Compare booking value, cancellations and customer quality before a larger decision. These figures do not show profit or prove that performance will continue at a higher budget.

C Design for incomplete information

Fixed rules: check required fields, flag duplicates and retrieve approved course details. **AI assistance:** suggest the category and draft a reply from those details. **Human review:** check the draft, resolve unusual requests and approve sending. An unknown course or missing information should enter a review queue, not trigger an invented answer.

Three tests: a clear enquiry should produce a grounded draft; an unknown course should request review; a duplicate should be flagged for checking. Record the expected and actual result. Use fictional data for this exercise.

Reflect: Did you prefer weighing evidence, explaining numbers or improving a process? Difficulty at the start is useful feedback about what you need to learn.

05 / COMPARE THE LEARNING EXPERIENCE

Ask questions that reveal the value

Use the same questions for every provider, including Titans.

01 What will I be able to produce?

Ask for specific tasks or project outputs, a current syllabus and how the content relates to your goal.

02 Does the starting level suit me?

Check prerequisites, an example beginner task, software familiarity and any preparation expected before week one.

03 Who will teach this cohort?

Ask for the current tutor profile, relevant practical experience and who covers sessions or support if arrangements change.

04 How will I practise and receive feedback?

Find out how often work is reviewed, whether feedback is individual, and whether you can revise and resubmit.

05 What does the timetable really involve?

Confirm live session dates, time zone, independent study hours, attendance expectations and recording-access terms.

06 How is progress assessed?

Request the marking criteria, completion requirements, deadlines, and any resit arrangements or charges.

07 What is included in the full price?

Check tuition, software, assessment, resits, optional extras and whether any quoted prices exclude applicable charges.

08 What does career support include?

Ask for the actual provision: for example CV review, interview practice or portfolio feedback, including its duration and limits.

09 What does the award represent?

Distinguish a provider's completion certificate from an externally awarded qualification. If recognition is claimed, ask who grants it and verify it.

10 What happens if plans change?

Read the written cancellation, refund, deferral and complaints arrangements. Ask what happens if the provider moves or cancels the intake.

Useful wording: Please send the current syllabus, sample assignment, feedback arrangements, full cost, timetable and enrolment terms so I can compare the programme properly.

06 / YOUR COURSE SCORECARD

Compare fit and evidence

Score two programmes against the same criteria, using answers you can verify.

Rating scale: 0 = missing evidence or does not meet your need; 1 = weak fit; 2 = adequate fit; 3 = strong fit supported by clear evidence. This is a decision aid, not an independent quality rating. Adjust the weights before comparing if your priorities differ; keep the total at 100.

Programme A

Programme B

Criterion	Weight	A 0-3	B 0-3
Fit with my target task	25		
Practical work and useful feedback	20		
Appropriate starting level	10		
Delivery and timetable fit	10		
Tutor experience and teaching clarity	10		
Support relevant to my needs	10		
Total cost and clear terms	10		
Accessibility and learning needs	5		

Calculate each total: add weight × rating ÷ 3 for all eight criteria. Round only the final total to a whole number. For example, a rating of 2 on a criterion weighted at 25 contributes 16.67 points. The maximum total is 100.

A total / 100

B total / 100

Resolve the essentials first. A high score does not remove an unaffordable cost, an impossible timetable, an unmet entry requirement or an essential unanswered question. Record the gap and ask for evidence before deciding.

07 / TIME AND BUDGET PLANNER

Make room for the real commitment

Plan the independent work as well as the live sessions.

Use the provider's actual workload estimate. Add preparation, practice, revision and a buffer for a busy week. Check the cost of software, assessments and any other items you will need before committing.

Weekly study plan

Live teaching or recorded lessons		hrs
Practice and assignments		hrs
Reading, revision and a buffer		hrs
Total weekly study hours		

Full course budget

Tuition and required assessment		GBP
Software, equipment and resits		GBP
Travel, childcare and other costs		GBP
Total expected cost		

Worked example: a fictional eight-week course needs two hours of teaching, three hours of practice and one hour of review each week. That is 6 × 8 = 48 study hours. Tuition of £450, required tools of £30 and an assessment fee of £20 total £500. These are illustrative figures, not a Titans quotation.

The study slots I can protect each week

Write specific days and times, and identify one fallback slot.

Decision check: if the workload or cost does not fit, ask about preparation, a later intake or a different learning format.

08 / SKILLS YOU CAN EXPLAIN

Turn learning into useful evidence

Create work you can show, discuss and improve.

Keep the original task, your approach, the finished output and a short reflection on what changed after feedback. A small, clearly explained piece of work is more useful than a list of tools you cannot demonstrate.

Existing experience	Evidence you could draw on
Customer service	Accurate records, clear explanations, difficult enquiries and appropriate escalation.
Administration or operations	Checking information, resolving discrepancies and improving repeatable processes.
Legal or research work	Assessing evidence, distinguishing fact from assumption and writing reasoned conclusions.
Running a business	Understanding customer needs, interpreting results and identifying work worth improving.

Build one small portfolio item

AML and KYC: retain your fictional case note, evidence questions and explanation of what remains unknown.
Data Analysis: keep your spreadsheet, formulas, interpretation and limitations.
AI Automation: keep your process map, test cases and results. Describe a design as a design until you have built and tested it.

Describe your work accurately

Put learning projects in a clearly labelled section of your CV or portfolio. Keep your employment titles accurate and distinguish a simulation from live operational work. The National Careers Service recommends updating your CV with both the skill and how you developed it. [1]

Example project statement: Analysed a fictional campaign dataset in a spreadsheet, calculated conversion rates and cost per booking, and explained how missing booking-value information limits the recommendation.

Prepare to explain it in an interview

Answer four questions: What was the task? What did you do yourself? Why did you choose that approach? What did you learn or improve? Use genuine outcomes from work experience; do not invent commercial results for a training exercise.

Your evidence check: can another person follow your reasoning and reproduce the key steps?

09 / YOUR ACTION PLAN

Use the next 30 days deliberately

The goal is a well-supported learning decision and a practical starting point.

DAYS 1-3

Define the outcome

Complete page 2. Choose one work or business problem, write down your current skills and set a realistic study allowance and budget.

Output: A clear goal with limits you can keep.

DAYS 4-10

Experience the work

Complete the three samplers, or begin with the two most relevant. Check your answers, improve one piece and record what interested or frustrated you.

Output: Small pieces of work and honest reflections.

DAYS 11-17

Check the direction

Read relevant career profiles and current job requirements, or examine a real business process. Identify the skill gaps that matter and shortlist two programmes.

Output: A shortlist with reasons and a defined skills gap.

DAYS 18-24

Compare the evidence

Ask the page 6 questions. Review a sample lesson or assignment if available. Complete the scorecard, check total costs and clarify every essential unanswered point.

Output: A comparison based on evidence, not impressions.

DAYS 25-30

Choose the next step

Complete the decision brief. Request a course consultation if it would help. Decide whether to enrol, prepare first, compare further or revisit later. Reserve your study slots.

Output: A decision, a next action and a review date.

Make the plan yours: shorten or extend this schedule to suit your circumstances. Completing it is not a promise of employment or a reason to rush into a purchase.

10 / YOUR ONE-PAGE DECISION

Bring this brief to your consultation

A few clear answers make the conversation more useful.

My preferred programme and the alternative I compared

The outcome I want and why it matters now

Two reasons this programme fits my needs

My main skills gap and the practice I want

The questions I still need answered

My next action and the date I will take it

Choose your current position: ready to enrol / need more information / need preparation / revisit later. An honest decision is more useful than a rushed one.

Before paying: confirm the actual programme, cohort timetable, total price, included support, assessment and written enrolment terms. Keep your confirmation and receipt.

Request a free course consultation or send Titans your questions on WhatsApp.

11 / TALK THROUGH YOUR OPTIONS

Take your next step with Titans

Turn your shortlist into a clear learning plan.

Tell us about your background, the work you want to do and the time you can realistically commit. Request a free course consultation to discuss which Titans programme could fit and what you should confirm before enrolling.

Request a free course consultation

Your request will be reviewed before an appointment is confirmed. Bring your decision brief and the questions you still need answered. [5]

Prefer to message? WhatsApp +44 7539 434403
info@titanscareers.com | Explore Titans programmes

Keep these resources for your next decision

The worksheets and sample exercises in this guide are original Titans Careers learning materials. These resources support the career-planning principles, the AML illustration and the current contact routes. Links checked on 9 November 2026.

[1] National Careers Service | Understand and develop your skills
Reflect on experience, identify gaps and set a manageable plan.

[2] National Careers Service | Explore careers
Check typical tasks and entry routes against your intended direction.

[3] Financial Conduct Authority | Customer due diligence findings
Further reading on understanding customers and documenting decisions.

[4] Titans Careers | Current programmes
Check the latest course information; confirm the detail for your chosen cohort.

[5] Titans Careers | Consultation request
Request a conversation about your goals and programme options.

[6] GOV.UK | Career skills and training
Find the relevant careers service for England, Scotland, Wales or Northern Ireland.

Training supports skills development; employers set their own recruitment requirements. This guide does not promise employment, a salary or an external qualification. Course fees, availability and schedules can change, so confirm them before enrolling.