CAREER CO-PILOT · MEMBER GUIDE

How to Use Your Platform

Everything you need to get the most from your Career Co-Pilot membership

GETTING STARTED

Welcome to Career Co-Pilot

Career Co-Pilot is an intelligence platform built for NHS non-clinical and digital health professionals. It combines live NHS job pack data, career tools, and AI-powered intelligence to help you close your skills gap, find the right roles, and progress to your target band. This guide explains how to get set up and get the most from your membership.

> *"The platform is organised around five tabs. Each tab has a clear purpose. Once you know what lives where, everything becomes intuitive."*

STEP 1

Set Up Your Profile and Domains

Your profile is the foundation of everything on Career Co-Pilot. The more accurately you complete it, the more personalised your experience becomes. Go to the Me tab and tap Profile to complete your setup.

What you find here	What it does
Current band	Select your current AfC band. This sets your starting point for readiness scoring and salary calculations.
Target band	Select the band you are working towards. The platform will show you the gap between where you are and where you want to be.
Target domains	Select up to 3 NHS non-clinical domains you work in or are targeting. Jobs, intelligence cards and reports will be filtered to these domains.
Upload your CV	Upload your CV in PDF or Word format. The platform uses it to match your current skills against domain requirements.
Add certifications	Add any certifications you already hold. This is the fastest way to increase your readiness score.

Tip Completing your profile takes about 5 minutes and immediately personalises your jobs feed, readiness score, and intelligence cards.

STEP 2

Understand Your Readiness Score

Your readiness score is a percentage that shows how prepared you are for your target band in your chosen domains. It is calculated from five components and updates automatically as you take action on the platform.

What you find here	What it does
Skills match	How many of the skills required for your target band you already have on your CV.
Profile completeness	Whether your band, domains, CV and target are all set up.
Certifications	Whether you hold certifications that appear in NHS job packs for your target band.
Simulations	Whether you have completed simulation scenarios in your target domains.
Activity	How recently and consistently you have engaged with the platform.

How to improve Adding one relevant certification is typically the fastest way to move your score. Go to Skills tab → Certifications and filter by your target band.

Your score is shown on the Today tab every time you log in, and in full detail on the Skills tab. Tap "See what moves this" on the Today tab to see a breakdown of exactly what would increase your score.

STEP 3

Know Your Five Tabs

Career Co-Pilot is organised into five tabs at the bottom of the screen. Each tab has a single, clear purpose. Nothing is hidden — every tool and feature lives in a logical home across these five tabs.

TAB 1 — TODAY

Your personalised daily brief

What you find here	What it does
Priority action	The one most impactful thing you can do today to move your readiness score.
Closing soon alert	Jobs in your domains that are closing within the next 7 days.
New intelligence	The latest cards and reports published for your domains.
Readiness ring	Your current score and what moves it. Updates daily.

TAB 2 — JOBS

Live NHS roles in your domains

What you find here	What it does
Live roles	NHS jobs currently open in your tracked domains. Filtered automatically.
Search & filter	Search by keyword. Filter by band, location, closing date, and sponsor licence.
Sponsor licence filter	Filter to only show organisations that hold a sponsor licence for skilled worker visas.
Internships & Fellowships	NHS digital fellowships and apprenticeship programmes open for applications.

TAB 3 — INSIGHTS

Intelligence cards, reports and briefs

What you find here	What it does
Intelligence cards	Domain-specific cards covering skills, employers, certifications and trends. Filtered to your domains.
Domain reports	Downloadable PDF reports: domain deep dives, quarterly reviews, annual outlook.
Briefs	Written intelligence articles on specific skills, roles and NHS hiring patterns.

Domain filter	Tap a domain pill at the top to switch between your tracked domains.

TAB 4 ■ SKILLS — Tools to close your gap and build capability

What you find here	What it does
Skills Gap Analyser	See exactly which skills are missing for your target band. Prioritised by frequency in NHS job packs.
Certifications	Browse certifications that appear in NHS job packs for your target band. Ranked by frequency.
Simulation Lab	35 NHS scenario cases covering EPR, WannaCry, CQC audits and more. Practice before interview.
Interview Prep	AI-powered follow-up questions based on your target role and domain.
AFC Financial Modeller	Calculate the salary difference between your current and target band. Updated annually.
Career Fit Finder	Upload your CV and see which domains and roles you are best positioned for.
QIP Co-Pilot	Structure and write your Quality Improvement Project with guided prompts.
App Tracker	Track every application: saved, applied, interview, offer, rejected.
Application Checker	Paste your supporting statement and get feedback on strength and gaps.

TAB 5 ■ ME — Your profile, community and support

What you find here	What it does
Mentors & Peers	Connect with a mentor or find an accountability partner in a similar role.
Become an Ambassador	Represent Career Co-Pilot in your organisation and earn recognition.
Learning Academy	Structured learning paths and courses for NHS non-clinical careers.
Jargon Buster	156 NHS terms explained in plain language. Searchable.
Resources	Guides, podcasts, transition stories and career reading.
Member Requests	Ask the platform for data, a custom tool, or a direct answer. Fulfilled within 48 hours.
Settings	Edit your profile, update your domains, manage notifications.

STEP 4

How to Find and Apply for Jobs

The Jobs tab shows live NHS roles in your tracked domains, updated continuously from our pipeline. Every role links directly to the NHS Jobs application page.

1. Check Today tab first

The Today tab shows jobs closing in the next 7 days in your domains. These are the most time-sensitive opportunities.

2. Go to Jobs tab

The full jobs board shows all live roles. Tap any role to see the full job description and apply.

3. Use filters

Filter by band, location, closing date, or tap the Sponsor licence filter to see only roles from sponsoring organisations.

4. Track your applications

Once you apply, add it to App Tracker in the Skills tab. Track status from saved through to offer.

5. Prepare with Simulation Lab

Before your interview, complete a simulation scenario in your target domain. Available in the Skills tab.

Sponsor licence	If you need visa sponsorship, always use the Sponsor licence filter in the Jobs tab. Only organisations with an active sponsor licence will appear.

STEP 5

How the Insights Hub Works

The Insights Hub is where Career Co-Pilot publishes its intelligence. Everything here is generated from real NHS job pack data — not generic career advice. Content is filtered to your tracked domains and updated monthly.

What you find here	What it does
Intelligence cards	Short-form data cards covering skills maps, employer leagues, certification ROI, band comparisons and more. Tap to read in full.
Domain deep dives	Quarterly PDF reports covering one domain in depth — band distribution, top employers, geography and career implications.
Quarterly reports	Cross-domain analysis of all roles tracked in the previous quarter. Includes trend analysis and career implications.
Intelligence briefs	Written articles on specific topics such as "The Skills NHS Project Managers Need Right Now". Free to read and download.
Annual outlook	The Career Navigator Annual Report — a comprehensive look at NHS non-clinical hiring trends. Members only.

Domain filter Tap any domain pill at the top of the Insights Hub to filter cards and reports to that specific domain. Your tracked domains appear first.

When new intelligence is published for your domains, you will see a notification badge on the Insights tab in the tab bar. The badge clears when you visit the hub and reappears when new content is published.

STEP 6

How to Make a Member Request

Member Requests is one of the most powerful features on the platform. If you need specific intelligence, a custom tool, or a direct answer that the platform does not already provide, you can request it directly. Requests are reviewed and fulfilled within 48 hours.

What you find here	What it does
Domain comparison	Ask for a comparison of two domains side by side — skills overlap, band distribution, top employers.
Trust deep dive	Request a detailed profile of a specific NHS trust — their hiring patterns, bands they recruit at, and domains they cover.
JD analysis	Paste a job description and ask for analysis — skills match, gaps, and application advice.
CV reframe	Ask the platform to reframe your CV experience for a specific role or domain.
Interview prep pack	Request a custom interview preparation pack for a specific role, band and domain.
Data question	Ask any question about NHS hiring data — e.g. "Which trust hired the most Band 7 project managers in Q4 2025?"

How to access Go to Me tab → Member Requests → New Request. Describe what you need in plain language. The more specific you are, the better the output.

QUICK REFERENCE

Everything in One Place

What do I need?	Where to go
See my readiness score	**Today tab → top of screen**
Find jobs in my domain	**Jobs tab → filtered to your domains**
Filter by sponsor licence	**Jobs tab → Sponsor licence filter pill**
Read intelligence cards	**Insights tab → Cards section**
Download a domain report	**Insights tab → Reports section**
See my skills gap	**Skills tab → Skills Gap Analyser**
Browse certifications	**Skills tab → Certifications**
Practice for interview	**Skills tab → Simulation Lab**
Calculate salary uplift	**Skills tab → AFC Financial Modeller**
Track an application	**Skills tab → App Tracker**
Find a mentor	**Me tab → Mentors & Peers**
Update my domains	**Me tab → Settings**
Ask a data question	**Me tab → Member Requests**
Read NHS terms explained	**Me tab → Jargon Buster**

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Questions? Go to Me tab → Member Requests and we will get back to you within 48 hours.