



Careers Guidance Appointments - Supporting you with your progression pathways.

All students have the opportunity for a careers guidance appointment. This is an impartial, one-to-one meeting between yourself and a **Careers Adviser**. The guidance interview usually lasts about **40** mins. A careers guidance appointment is **not** like a job interview - there are no right or wrong answers. It is your opportunity to discuss your ideas, explore career options and consider your next steps and start planning for the end of Y11. **Remember the government requires all young people to do one of the following until they are 18 years old:**

- stay in full-time education, for example attend a college
- you can choose to study A levels or a vocational course called T-Levels or BTECs
- start an apprenticeship or traineeships
- spend 20 hrs or more a week working or volunteering, while in part-time education/training

What will be discussed in a careers guidance appointment?

The aim of the guidance appointment is to help you focus on your future, this may include help with:

- identifying your personal qualities, strengths and skills
- exploring your interests, likes and dislikes, influences and any potential barriers
- exploring potential options post 16 years
- exploring current and future job opportunities
- understanding the process of job search, writing a CV, interviews, thinking about your employability skills, and reflecting on your work experience

What will you get from the appointment?

- accurate and up-to-date careers information
- alternative sources of information, advice and guidance if required
- increased self-awareness, motivation and self confidence
- a copy of your employer report from your work experience (if received)
- action points to help you plan for your future

How do you prepare for the career guidance appointment?

Preparation is key, before your interview think about:

- Your current situation – What do you enjoy doing now? What are your favourite subjects?
- How do you like to learn? Are you happy in an academic environment or do you prefer more practical vocational type learning?

- Your work experience, what did you learn? How has this informed your future choices?
- The range of qualifications and experience required for any careers you are interested in
- Research, for ideas visit the National Careers Website, UCAS or look on Accessit (internal LRC online resources) for careers information
- Visiting local colleges, attend open evenings and find out about different courses

How do you arrange a careers appointment?

You will be invited by email to a scheduled careers appointment. Appointments will take place during lesson time. Teachers are aware that you will need to leave your lesson to attend your appointment. It is your responsibility to catch up on missed work.

The Prospect Trust Careers Services Team September 2023