

# Careers Advice

## *A Step by Step Guide for Learners*

1. You can be referred for careers advice either by yourself, your tutor or other services (ie. JCP, Futures etc.). The Careers Adviser may also recommend a 1:1 session during one of the college information and enrolment mornings you might be attending.

2. Your careers advice appointment will be booked into the electronic diary by a member of staff. You will be asked for some information about yourself such as your contact details and your date of birth. You will also be asked the reason for booking the appointment so the Careers Adviser can research and prepare in advance where necessary.

3. You will attend your initial careers advice appointment. The Careers Adviser will outline the terms and conditions of the session and if you are happy an agreement is signed.

4. During the session a mutually agreed action plan is drawn up. This clearly identifies goals and targets that are realistic and achievable in accordance with the SMART principle. The plan ensures that you and the Careers Adviser are clear as to which actions they are responsible for.

5. Towards the end of the session the action plan is summarised and the Careers Adviser checks you are in agreement. Once everything is agreed and you are satisfied an electronic version of the plan is then emailed to you. Another electronic copy is stored securely by the Careers Adviser.

6. At the end of the session the Careers Adviser will discuss a follow up/review session with you. This may be another 1:1 session to review and update the plan or you may communicate via email or telephone depending on your needs.

7. Your details are added to an electronic tracker where a summary of your careers advice is recorded. This is updated regularly with progress, achievements and reviews throughout the careers advice process. Please keep your Adviser up to date with any developments.

8. You will be sent a feedback form at a stage when the Careers Adviser feels is appropriate, depending on the stage of action that you are currently at. Your feedback is so important to us so we can keep doing what we do well and make improvements in areas that need it.

9. You will be contacted by the Careers Adviser 3-6 months after the final meeting to discuss where you are now, what you have achieved and if you need and further assistance. All information about you is kept confidential and is stored securely.