

Making the most of your time with a Careers Adviser

The 2018 Government's Careers Statutory Guidance states that students are entitled to impartial Careers Advice. As part of the BCCS Careers Programme all Year 11 and Post 16 students will receive a one to one personal guidance meeting with a qualified Careers Adviser. This guide is designed to help gain the most benefit from that meeting.

What can I expect when I see a careers adviser?

A careers interview is a conversation with a purpose which is agreed with you from the start. It is a confidential one-to-one discussion with a careers adviser who is here to help you. Whatever you wish to discuss, you can be sure that the adviser will be objective and impartial, supportive and non-judgmental. During the meeting, the adviser will listen carefully to you and will offer guidance by asking questions, making notes, challenging ideas, giving advice and recommending useful resources. These appointments generate an electronic summary and agreed action plan which is accessible by you. Drop in sessions for quick queries are only suitable for quick questions and initial information and advice, detailed and confidential careers discussions can only occur during the pre-booked longer appointments.

What sorts of topics are often discussed?

Some students have specific questions to ask but many wish to talk through ideas and concerns which may include:

- I don't know what to do next. Can you help me?
- How can I find more information relating to my interests and make good use of it?
- I've looked into job ideas but don't know which way to go.
- My CV needs checking – and how do I write a covering letter to go with it?
- I am not sure this course is the right one for me.
- How can I gain some relevant work experience?

What is the careers adviser's role?

Our careers advisers are experienced professionals who provide focused and specialist guidance in relation to your career planning and decision making.

During a careers interview the adviser will:

- Negotiate and agree with you the structure of the interview
- Focus on your needs and particular requirements
- Help you to recognise what stage you are at in your decision making
- Provide practical feedback and encouragement
- Refer you to specialist information or services if appropriate

Careers advisers will not:

- Tell you what to do with your life
- Offer a 'quick fix' solution to your future
- Judge you or your ideas
- Find a job for you
- Make decisions for you
- Rewrite CVs, letters and applications on your behalf
- Provide a spelling/grammar check service (although they will mention if there are errors)

How can you prepare yourself before seeing a careers adviser?

By thinking about what you wish to gain from your career discussion before it takes place, you can greatly increase the benefits of the time spent with the adviser. By taking part in and committing to your own career planning, you are beginning to manage your future and take control.

Try one or more of the following activities:

- Complete the Personal Guidance meeting initial questionnaire.
- Be on time – why miss out on 5 minutes of your meeting?
- Read the school careers webpage for further information.
- Ask yourself: 'What am I hoping to get from this discussion?' Make a note.

Further questions/queries regarding Careers Personal Guidance meeting should be directed to Mr Mann, Careers & Employability Lead, pmann@bristolcathedral.org.uk.