

What is a Careers Appointment?

A one to one meeting lasting up to 40 minutes with a professionally qualified careers advisor. The **aim** is to help you move your **career thinking** forward; make some **decisions** and identify the **actions** you need to take.

It isn't an interview – there are no right or wrong answers. It's about **exploring you and your future!** If you've already started thinking about your career – the appointment will support you in developing your thinking further and taking action. If you haven't, that's fine too as an appointment is good starting point for your career thinking.

What will be discussed?

What you discuss will depend on **where you are in your career thinking** and **what you want to get from the appointment**.

You might:

- Explore your interests, skills, strengths, what's important, your career ideas and aspirations
- Discuss your career ideas or challenge them to ensure you've thought it all through
- Discover the range of options available to you AND alternatives just in case things don't go to plan or you change your mind
- Identify where to look for information to support your decision making
- Consider how to manage difficulties and setbacks you come across when putting your ideas into action
- Identify the skills you want/ need to develop to achieve your career ideas
- Look at how to apply to college or university or for an apprenticeship or work and what it involves
- Develop your understanding of the influences on your thinking
- Think about the barriers and opportunities to achieving your ideas
- Reflect on your employability and how education, work, extra-curricular, your network, friends and family can influence and help you in your journey.

What to expect from the Careers Advisor

They will ask you **lots of questions** so they can think about how best to help you in your career thinking. Don't worry if they challenge your thinking, they just want to make sure **you've fully thought through your ideas**.

They **can't make decisions** for you or tell you what to do or do it for you **BUT** they can **help you explore ideas**, and **next steps**, as well as **signpost** people, resources and information that can help you.

They are **impartial** (helping you to explore all the options objectively), **non-judgemental**, **confidential**, **challenging** (but in a constructive way to make sure you've thought it all through), and **supportive** (appointments are informal and relaxed). They are there to help you **discuss careers honestly and openly** and to enable **you** to make decisions and take appropriate actions.

How to get the most out of your appointment

Think about what you want to get from the appointment and what **questions** you have. You might:

- Make a list of things you are good at, enjoy, interests, hobbies, work and your ideas for your next steps and if you know, where you are aiming for and if you don't, don't worry
- Consider your current situation and what decisions you need to make e.g. What A levels?; Uni or Apprenticeship?
- Think about where you are in your career thinking (Careers Advisors can help at any stage of the process so it is OK if you have ideas and just want to get some advice on how to move forward, **OR** you have no idea)
- Do some exploring – what are the qualifications and experience required for the career (career means more than work or a job - think opportunities in education, employment, voluntary and training). Maybe you want to complete a career profile/ quiz to help your thinking (they won't give you the answer) before the appointment

During your appointment – be **open & honest** with yourself and the Careers Advisor; **receptive to feedback**; **curious** about opportunities and options; have a **willingness to explore** and **access support**; **motivated** to get going and prepared to take **accountability**.

Potential benefits of a Career Appointment

- Exploring what you have to offer and what you want from education, training or employment
- Feeling more motivated and confident about career decisions and actions
- Greater self-awareness
- Identifying achievable career goals
- Understanding what you need to achieve your goals and being prepared
- Increased awareness of opportunities and options
- Awareness of where to find information, people & resources to help