

How to deliver Careers Advice when you are not a Careers Adviser

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HELOA

CCH CENTRAL
CAREERS HUB

Agenda

- Setting the scene
- Using the Careers Strategy to inform your work
- Careers Advice – what's achievable?

Take the poll - [www.sli.do #P031](https://www.sli.do/#P031)

In your interactions with possible applicants, what do you do most of?

- Short conversations at HE Fairs
- One-to-one personal statement reviews
- Group presentations on How to choose your course/UCAS
- Group presentations on writing your personal statement
- I do all of the above, all of the time
- Something else

Terminology

Careers Advice

Careers Guidance

Careers Education

Personal Guidance

.....and what is your place in all of this?

What does a Careers Adviser do?

The careers officers' work is basically concerned with the wise choice of employment and with the continued education and /or choice of training which may be involved

Catherine Avent, *Careering Along* 1975

Defining Terminology

Dr S.Neary 2018

https://www.careersandenterprise.co.uk/sites/default/files/uploaded/1146_what_works_-_personal_guidance_digital_15-11-2018.pdf

Term	Meaning
Careers guidance	To include all those activities intended to assist young people in making decisions about future education, training and jobs. The linking of different activities together to form a coherent whole.
Personal guidance	A one to one interview with a careers adviser. This might be a member or staff or someone external to the school.
Gatsby Benchmarks	A judgement of what 'good' looks like. These judgements are in the form of eight benchmarks, identifying different dimensions of good career guidance.

Using the Careers Strategy
(Gatsby Benchmarks) to inform
your work

Gatsby Benchmarks – throughout all 7 years

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further, higher education and apprenticeships
8. Personal guidance All major Careers Strategy documents are at:

<https://www.centralcareershub.co.uk/gatsby-benchmark-downloads/>

Learning from career and labour market information

What is labour market information?

What Rouseal degrees do you do?

Do you really know all the services that your Careers and Employability Service offers?

What is Labour Market Information?

Labour Market Information is any information to do with the world of work. It can be:

- Very local i.e. Ealing
- Regional – London
- National – other parts of the country
- Global – other parts of the world
- **technical – supply and demand, statistics, graphs, tables, reports**
- **About the jobs, skills and qualifications employers are looking for**
- **About vacancy opportunities and numbers of opportunities**
- **About apprenticeship opportunities, where they are and how to apply**
- Job and industry trends and developments e.g. technology, which jobs are expanding, which are disappearing
- **Which industries / sectors / businesses are recruiting and where they are**
- Information about salary levels, job recruitment methods
- **About levels of self employment**
- About travel to work patterns
- About gender / ethnicity / disability / age profile of people in the workforce
- **Thanks to Hilary Nickell Career Companion**

Prospects.ac.uk: Job Profiles

Prospects Ltd [GB] | <https://www.prospects.ac.uk/job-profiles/mental-health-nurse>



Responsibilities

As a mental health nurse, you'll need to:

- assess and talk to patients about their problems and discuss the best way to plan and deliver their care
- build relationships with patients to encourage trust, while listening to and interpreting their needs and concerns
- ensure the correct administration of medication, including injections, and monitor the results of treatment
- respond to distressed patients in a non-threatening manner and attempt to understand the source of their discomfort
- help patients manage their emotions through de-escalation techniques
- prepare and participate in group and/or one-to-one therapy sessions, both individually and with other health professionals
- provide evidence-based individual therapy, such as cognitive behaviour therapy for depression and anxiety
- organise social events aimed at developing patients' social skills and help to reduce their feelings of isolation
- prepare and maintain patient records and produce care plans and risk assessments
- make sure that the legal requirements appropriate to a particular setting or group of patients are observed
- work with patients' families and carers, to help to educate them and the patient about their mental health problems.

Job profile

Mental health nurse

- ▼ Responsibilities
- ▼ Salary
- ▼ Qualifications

[View all healthcare vacancies](#)

[Add to favourites](#)



See how well you match this job profile and over 400 others.

[Try Career Planner](#)

What Ronseal Degrees do you ? Such as.....

- Nursing
- Allied Health Professions
- Surveying
- Hospitality Management
- Building Services Engineering
- Computing?????

What about Music, Sociology etc?

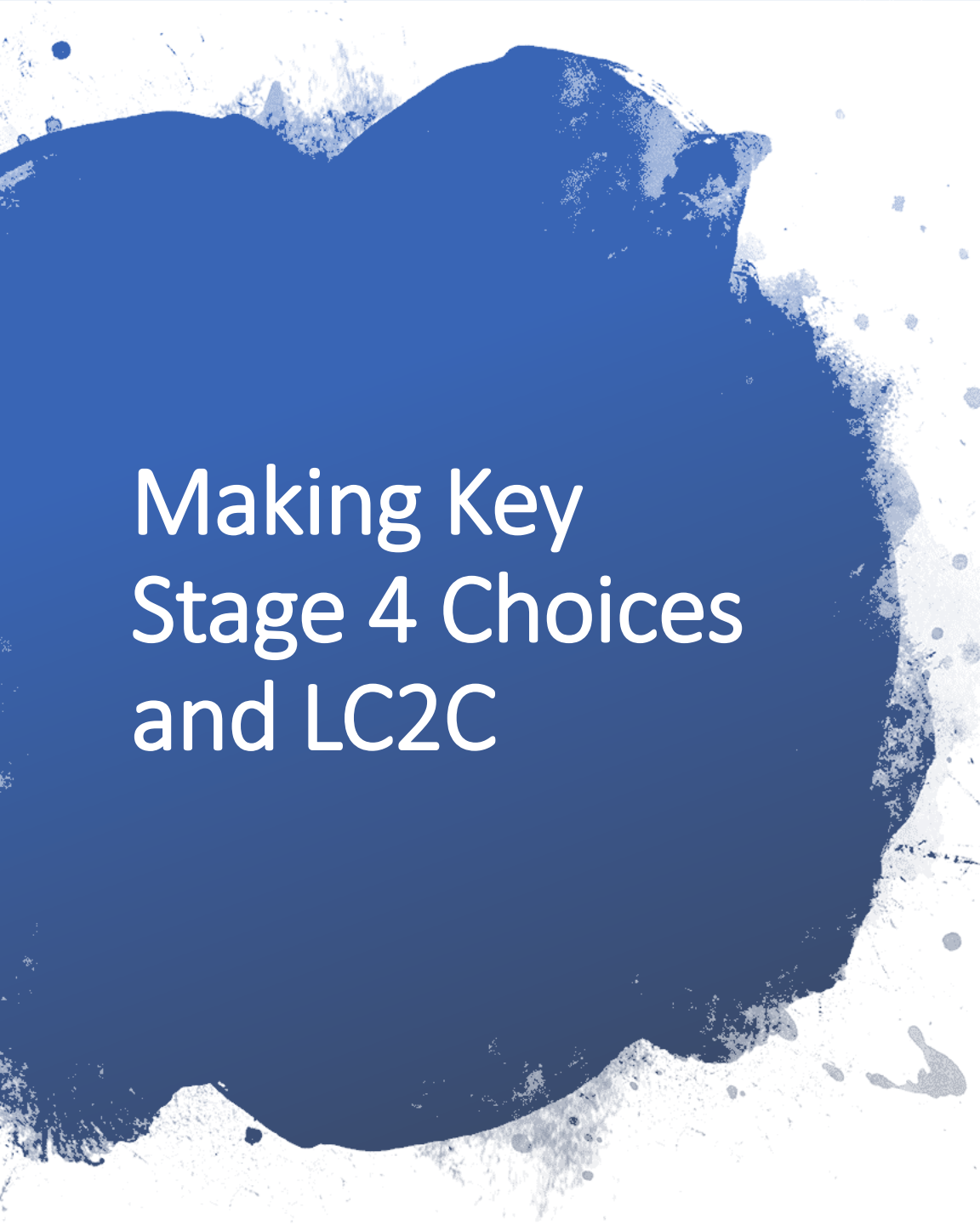
Careers and Employability at Roehampton

- You will be enrolled onto Careerlink, our fantastic online careers resource exclusively for Roehampton students and graduates, giving you access to a CV builder, interactive mock job interviews, volunteering and jobs directories, online skills courses and much more.
- You can also join our Career Mentoring Scheme, which links students with an experienced Roehampton graduate.
- We've got an onsite recruitment agency, URJobs, to help you find part-time work while you are studying with us, and full-time placements afterwards.
- We also organise practical workshops covering CV writing, making job applications and more. We provide drop-in sessions in our Careers Service, if you want one-to-one support.

Linking careers to the curriculum

Key stage 4

Key stage 5



Making Key Stage 4 Choices and LC2C

- 16+ Choices – the first major choices!
- Things can now start to get messy! Job choices or University course choices.
- Overwhelming importance of getting maths and English language at grade 4 or above:
 - Sixth Form and College entry
 - Apprenticeship entry
 - Death by Maths and English retake
- Relevant grades for A levels e.g. for Chemistry, Economics

Key stage 5 LC2C issues

- The age when the students themselves will be most interested!!!
- LC2C will help massively with personal statements
- LC2C will help with university choices
- Things that have been covered in curriculum may help with interviews
- Things that have been covered in curriculum may help with assessment days
- Things that have been covered in curriculum may help with psychometric tests.

What's the Point?

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We are going to look at how 2 different History skills can be used in 2 different jobs

- Then, what qualifications/experience/skills you might need to get into these jobs?
- Then, how many of these jobs are out there?
- And finally what can you earn in these jobs and where they are?

Today in History we compared two sources from the Great fire of London

In History you learn how different types of historical sources are used rigorously to make historical claims and discern how and why contrasting arguments and interpretations of the past have been constructed. These are really useful skills for a:

Solicitor



Solicitors – What they do and how do you get in?

- Solicitors advise and represent clients in court... or instruct barristers to act for them in criminal cases
- They draft confidential letters and contracts and advise on consumer/property/employment issues
- They draw up Wills, advise on business transactions and the legal issues arising
- **Take a law degree**, then take the Legal Practice Course (LPC) which lasts a year. Then you work as a trainee solicitor before qualifying.
- **Do another degree subject**, then take a conversion course such as the Graduate Diploma in Law (GDL), then do the LPC.
- If you don't want to go full-time university you could get into this job through a trailblazer legal apprenticeship or start as a trainee legal executive.

Today in History we planned a local History study

Exploring local historical questions including some you have framed yourself will develop skills that are used by a:

Management Consultant



Management Consultants – how do I get in?

- Management consultancy is **open to graduates from any degree discipline**, but a degree which is numerical or analytical in nature can be an advantage for some firms
- The **Chartered Management Degree Apprenticeship** could also be a route into Management Consultancy
- The **Digital and Technology Solutions Professional Degree Apprenticeship** is likely to be a route into IT related areas of Management consultancy



Personal Guidance – what is
achievable?



Where to start – what's wrong with this interview?

- General manner
- Counselling skills
- Careers knowledge

Two minutes at HE Fair or 30 minute Personal Statement review

- Decision making spectrum
- Where are we now, where do we want to get to, how are we going to get there?
Egan's Skilled Helper
- FIRST Framework

The Decision Making Spectrum

Sorry I haven't got a clue! <=====→ **Wedding song**
@

Where are you at on the spectrum?

Everything depends on knowing what you want to study!

FIRST Framework Bedford 1982

- **Focus** – to what extent has the student narrowed down their options
- **Information** – how well informed is the student
- **Realism** - Is the student being realistic about the constraints of university entrance
- **Scope** – Is the student aware of the range of options open to them
- **Tactics** – Does the student know how to put their plans into action

Focus - Choose course

Stage 1 WHAT?

A Levels/BTEC

Career Ideas

New Interests

Stage 2 WHERE?

Course Content

Predictions

Ratings

Location

Social Reasons

Focus

2 minutes at HE Fair

“I’m not sure what I want to do?” Subjects studied will normally come from A Levels/BTEC, Career Ideas or New Interests.

“What’s the best university for.....?” The answer will probably be based around a combination of predictions, course content, location, employability etc

The Skilled Helper: A Problem-Management and Opportunity-Development Approach to Helping, Gerard Egan 2001

The Egan model aims to help the speaker address 3 main questions:

1. 'What is going on?'
2. 'What do I want instead?'
3. 'How might I get to what I want?'

Not everyone needs to address all 3 questions, and at times people may move back into previously answered ones. For simplicity, we'll look at the model sequentially. However, the skilled helper will work with the speaker in all or any of the stages, and move back and forward, as appropriate.

Diagram of the Model



In the diagram of the whole model

- Top row: 1a, 2a, 3a expansive, exploratory and creative
- Middle row: 1b, 2b, 3b.... challenging, reality testing, and selecting
- Bottom row: 1c, 2c, 3c.... focussing, committing, moving forward

Remember, it's ok to go back to previous stages when appropriate; the arrows don't have to be followed slavishly!

Information – what am I really applying for?

Law-City University

Year 1

In year one you will study some of the core legal subjects common to all undergraduate law degrees:

- Legal Systems and Skills
- Foundations of Public Law
- Foundations of Contract Law
- Foundations of Criminal Law
- Foundations of Tort Law
- Contract Law and Practice
- Government, Accountability and Administrative Law
- Applied Legal Writing and Research.

Realism – what do I really need to put in my personal statement – Kingston Primary Ed

Additional Requirements:

- 5 GCSEs at grade 4 or above (C or above for examinations taken before 2017) in English, mathematics, science and two other subjects.
 - If you do not have GCSEs in English, mathematics and science, you may take equivalency tests at the School of Education following acceptance of any potential offer given. [View further details >](#)
 - If you are shortlisted you will be invited to a face-to face interview and will be required to undertake numeracy and literacy tests. You will also engage in a group-based discussion and have a formal interview with a university tutor.
- Satisfactory completion of the Professional Skills tests in literacy and numeracy.
 - [View more information >](#)
- Satisfactory DBS check and Occupational Health Clearance (these will be conducted following acceptance of any potential offer given).
- If you're offered a place on a teacher training course, it's recommended that you spend time in a school in your chosen age phase to familiarise yourselves with the demands and expectations of teaching.

Scope – when the personal statement doesn't ring true

- The words on the page do not relate to what they are applying for
- Are they aware of all the options that are available?
- Are they aware of all the options that are available to them at your university, especially the ones that they haven't heard of?

Tactics

What do they have control over?

- **Grades**
- **Course choice**
- **Personal statement**
- **Tests**
- **Interviews**
- **Take advice**

Any questions?

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