



Career Guidance

Looking into the future can be exciting, scary and confusing, possibly all combined! Really wanting to make a good choice, and knowing how to do this, can make students feel much better. You can't decide for them, but you can help them to spot anything that's getting in their way, look at ways of improving how they're going about it, and give them the encouragement they need. We all make decisions everyday. Some seem easier than others, and it's often only when we get stuck that we stop to think about it. Making the students think it through for themselves and then discussing their answers with you and a career adviser will ensure they get the help they need. These notes intend to raise your awareness about career guidance available in your organisation.

CAREER GUIDANCE

A service offering career guidance is available in most colleges and universities and can be offered to all students. Typically, these services include:

- Career guidance discussions with students to assess options beyond their studies
- Career information about jobs, further study options, employers, voluntary opportunities and labour market information
- Advice to students looking for job placements
- Advice to students looking for help with CV or job applications

- Advice to students looking to prepare for job interviews

CAREERS SCOTLAND

Careers Scotland is a national careers advice service with over 75 centres across the country, all based in the local community. Staff at the centres can help students explore job, education and training options and provide them with access to a full range of careers and occupational information. For further information see www.careers-scotland.org.uk.

IN YOUR AREA....

- Can your organisation offer career guidance? List options.
- What other organisations can offer this service in your area?

FURTHER INFORMATION

- Local information
- Your organisation
- [Careers Scotland](http://www.careers-scotland.org.uk)
- [Learn Direct](http://www.learn-direct.org.uk)