

Introduction to the Careers Service

Colette McGlade
Careers Adviser



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AIM OF TALK

- **Introduce the Careers Service**
- **To explain the role of the Careers Adviser**
- **What to expect in Year 12**
- **Get you thinking!**



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THE CAREERS SERVICE



- Part of Department for The Economy (DFE)
- Located throughout NI
- Deliver careers information, advice and guidance
- All age guidance service



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WHERE TO FIND US



- 56 Ann Street
Belfast
BT1 4EG

Tel: 0300 200 7820

- Website: www.nidirect.gov.uk/careers
- colette.mcglade@economy-ni.gov.uk
- Mr O'Hara, Mr McFarland and Colette McGlade your Careers Adviser will inform you when your careers interview will be

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ROLE OF THE CAREERS ADVISER



- We provide information, advice and guidance to help individuals make informed decisions about their future options regarding:-
 - Education
 - Training
 - Employment
- We deliver an impartial careers information, advice and guidance programme to complement your careers education in school

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YEAR 12 PROGRAMME

- Complete your Application for Careers Guidance form (this must be completed before your interview will take place)
- Telephone Careers Guidance Interviews
- Until further notice



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SKILLS
TO SUCCEED

CAREERS SERVICE

Department for the
Economy
www.economy-ni.gov.uk

Application for Careers Guidance - Online Form

- During Year 12 you will be offered at least one careers guidance interview with Colette a professional careers adviser. The purpose of the careers guidance interview is to help you consider your career options and make informed, suitable and achievable career decisions.
- Before the interview you will need to complete an Application for Careers Guidance form. You can access this form by clicking the link sent to you and you can complete the form on a PC, laptop, iPad/tablet or smartphone
- The application form helps you to think about the things that are important when planning your future career. The information will be used by Colette your careers adviser in the careers guidance interview to help you plan your next steps.
- Before completing the form, you may wish to discuss your career plans with your parents/guardians or your careers teacher in school.
- You can get further information about the Careers Service and your career options by downloading: **The Careers Service – A Young Person's Guide** at:
- <https://www.economy-ni.gov.uk/publications/careers-service-young-persons-guide>
- Or visiting our website at: www.nidirect.gov.uk/careers
- If at any other time you or your parents/guardians wish to speak with a careers adviser about career planning then you/they can arrange a meeting by contacting **0300 200 7820**.

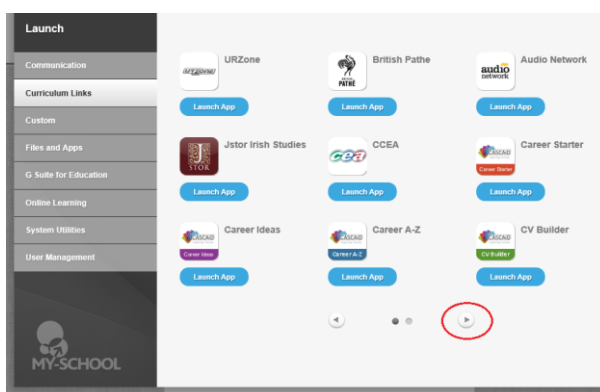
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On line Careers application form will need to be completed before your interview

- Ensure you complete it properly with your details as telephone numbers are essential for contacting you for your interview
- The Careers Online Form works best using the Google Chrome browser.
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- Open MySchool by typing <https://www.c2kschools.net> into Google Chrome and entering your C2k login details.
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- Within the MySchool Launch Panel, click on ***View All:***

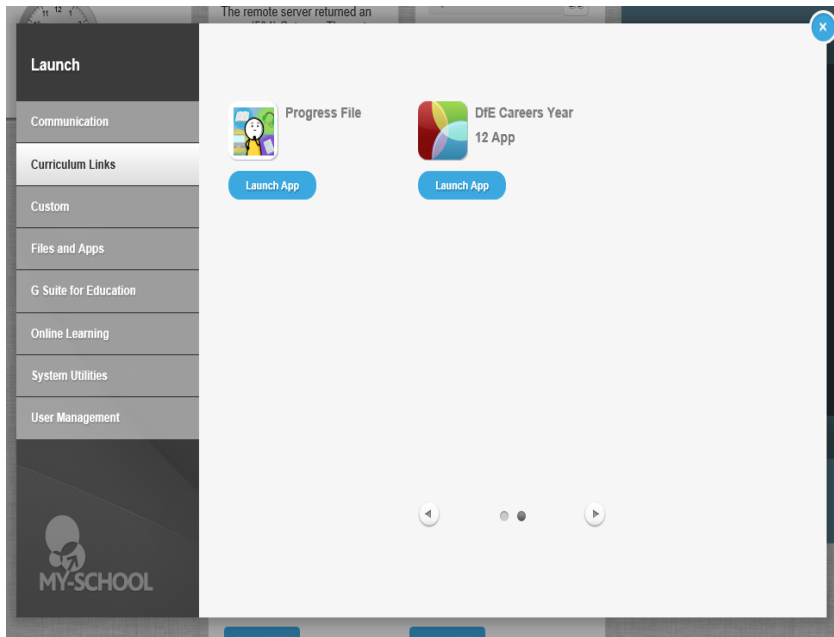
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- Then click on ***Curriculum links.***
- To access the second page please click on the right arrow highlighted:



- Click on ***DfE Careers Year 12 App*** to get access to the Careers Online Form:

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WHAT to think about when you're in year 12.

- **What are the choices?**
- Continuing with Education – A Levels, Vocational & Applied A Levels, National Diplomas / school/ alternative school / college
- Getting some Training- Traineeships / Apprenticeships
- Getting a Job ?

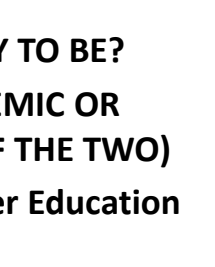


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DECIDING ON THE BEST OPTION



- **YOURSELF**
 - *Your Strengths / weaknesses*
 - **WHAT YOU HOPE TO ACHIEVE IN THE SHORT/ LONG TERM**
 - **WHAT ARE YOUR GCSE RESULTS LIKELY TO BE?**
 - **WHETHER YOUR SKILLS ARE IN ACADEMIC OR PRACTICAL AREAS (OR A MIXTURE OF THE TWO)**
 - **Are you considering university / Higher Education longer term?**
- 

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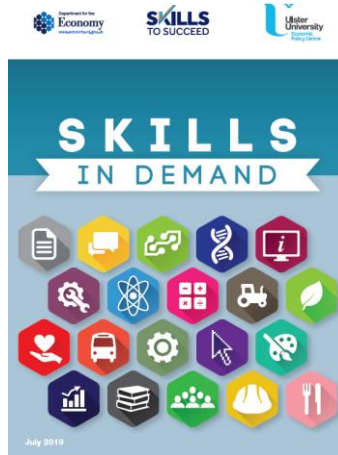
<https://www.economy-ni.gov.uk/publications/ni-skills-barometer>

NORTHERN IRELAND SKILLS BAROMETER

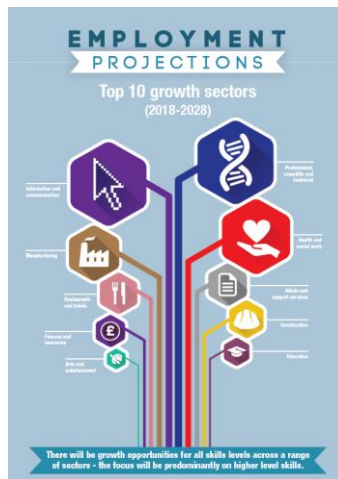


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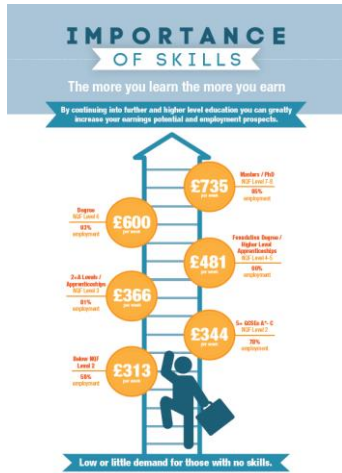
TOP 10 GROWTH SECTORS 2018 - 2028



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WIDER SKILLS REQUIRED

Wider employability skills are essential to securing employment

Employability skills which employers will require:

Work experience, placements and internships are vital for increasing your chances of being offered a job.



Relevant work experience is one of the most important factors looked for in job applicants by employers

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Everyone needs skills to succeed in life and work. Skills will help you succeed in your chosen career. Get the skills to succeed and change your world!



nidirect.gov.uk/skills

To speak to a careers adviser phone: **0300 200 7920** or to chat with a careers adviser online visit: nidirect.gov.uk/careers

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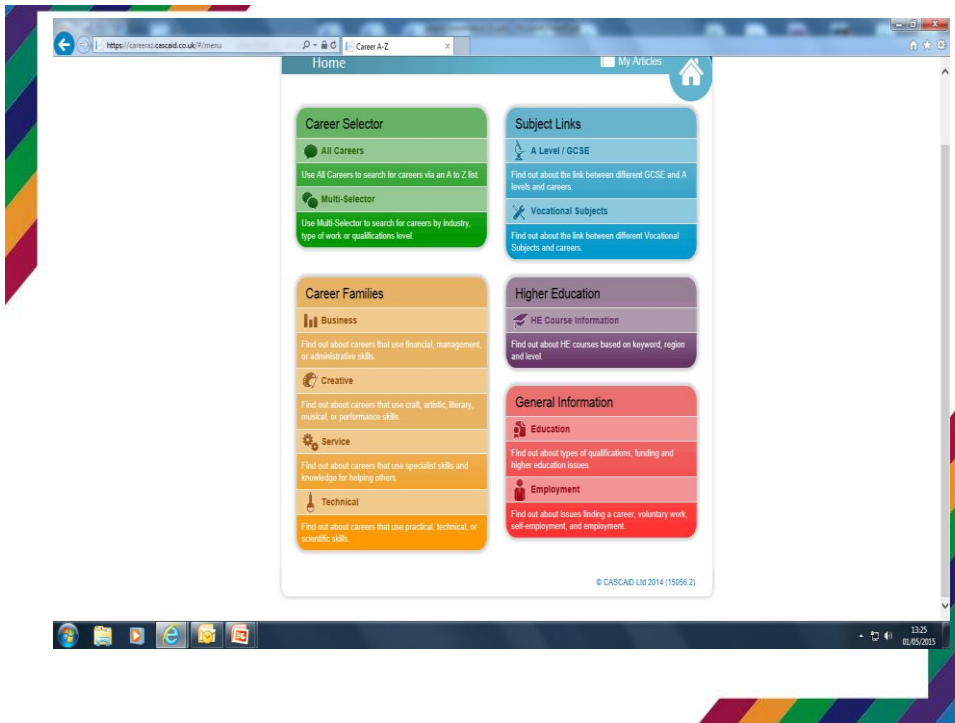
Top 10 Growth Sectors

- Professional, Scientific & Technical
- ICT
- Admin & Support Services
- Health & Social Work
- Manufacturing
- Construction
- Restaurants & hotels
- Arts & Entertainment
- Finance & Insurance
- Transport & Storage

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The screenshot shows the 'Careers | ndirect' website. The browser address bar displays 'http://www.ndirect.gov.uk/careers'. The main content area is titled 'Try our tools' and features three primary sections: 'Career Ideas' (with sub-sections for '11 to 13 year olds', '14 to 18 year olds', and 'Adult'), 'Careers A-Z' (described as exploring 1,800 careers), and 'CV Builder' (described as help with creating a CV). Below these are three buttons: '11 to 13 year olds', 'Careers A-Z', and 'CV Builder'. Further down, there are sections for 'Plan your career' (including 'Choosing a career', 'Choices after you graduate', and 'Looking for a new career'), 'How to get a job' (including 'Looking for work', 'Job application forms and letters', and 'Job interviews'), 'Education and training' (including 'Still at school', 'Higher education', 'Further education', and 'Training programmes'), and 'Career events' (described as finding out about career events and training opportunities). A 'Features' section highlights 'Find out more about jobs in the Food and Drink Industry' with a 'Contact a careers adviser' button. The footer includes a 'BACK TO TOP' link and a system tray showing the time '13:22' and date '01/05/2015'.

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Need more information




- Use your careers library in school
- Speak to family and friends
- Speak to your Careers Adviser and Careers Teacher
- Do research on the internet:
- Attend open days (VIRTUAL)

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LINKS



- [*More information about professional careers and training can be found on the following websites*](#)
- www.nidirect.gov.uk/campaigns/careers
- www.totalprofessions.com
- www.prospects.ac.uk
- www.qub.ac.uk/Discover/Visit-Us
- www.ulster.ac.uk

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LINKS



- If you have some career ideas already, you should check entry requirements in related degree subjects on the **UCAS Website** in the **Course Search Section**. See also the **Best Course 4 Me website** for advice on careers and university courses.
- www.nidirect.gov.uk/skills
- [**Northern Ireland Skills Barometer - "Skills in Demand ...**](#)
- <https://www.economy-ni.gov.uk/publications/ni-skills-barometer>

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NEXT STEPS

Get your
thinking
hats on



Plan
ahead

Research
your
options

Use the
resources
available

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QUESTIONS...



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THANK YOU

