



# Personal Career Guidance



Tailored Support to Help You Navigate Your Career  
Path with Confidence

# What is Personal Career Guidance?

## Personal

A confidential and supportive space to talk openly about your ambitions, challenges, and what matters most to you, ensuring the advice you receive is tailored to your individual needs.

## Career

Support to explore a wide range of career pathways, job sectors, and progression routes, based on your interests, skills, and goals for the future.

## Guidance

Trusted, professional advice that helps clarify your options, make informed decisions, and build a clear, realistic plan for your next steps in education, training, or employment.

# Who offers Personal Career Guidance?

Hi, I'm Miss Moon, your school's Careers Adviser. My role is all about helping you explore your future options, whether you already have a clear direction in mind or are still in the process of discovering the path that best suits you.

I really enjoy getting to know students and hearing about your interests, questions, and ambitions. Everyone's journey is different, and it's a privilege to support you as you take the first steps toward shaping your future.

The next few pages will introduce you to what Personal Career Guidance is all about. My hope is that by the time you reach your appointment, you'll feel prepared, supported, and maybe even a little excited to discuss your future.

I looking forward to meeting you!



# Personal Career Guidance offers you a space to...



Reflect on your strengths, values and skills



Identify what inspires and motivates you



Explore available career paths and options



Learn how to make informed and confident choices



Build career management skills to take the next step



Prepare and set clear, achievable career goals

# What should you know before your appointment?

## Time

Your appointment will last approximately 45 – 60 minutes.



## Respect and Inclusion

You can expect a non-judgmental, inclusive, and supportive environment.

## Confidentiality

What you say stays private, unless there's a safety concern or you agree to share it.



## Safeguarding

If you or someone else may be at risk, this will be shared with a member of the safeguarding team to help keep everyone safe.

## Confidentiality



## Qualified and Ethical Practice

Your appointment will be with a qualified Careers Professional who is a member of the Career Development Institute and follows the Code of Ethics.



## Environment

The appointment will take place in a quiet, comfortable environment without distractions.



# What happens after your appointment?



You'll receive an action plan following your appointment, including resources to support your next steps.



It is now your responsibility to complete your action points to begin your career journey!

# How can you get ready for your appointment?



Reflect on your current progress and steps taken so far



Think about key factors which support your career interests



Consider any changes you'd like to make or explore



Think about how confident and in control you feel when making decisions



Consider what you want to achieve from your appointment

## **When will your appointment take place?**

Career guidance is offered at key stages during your school journey.

Year 10 - Spring / Summer term or Year 11 - Autumn / Spring term

Year 12 – Spring / Summer term or Year 13 – Autumn / Spring term

## **What is the location of your appointment?**

Appointments are usually held in the Careers Office in Lower School.

Alternative spaces can be arranged to meet individual needs or preferences.

# Careers Support Drop-in

**Year 7, 8 & 9**

Monday  
Break Time

**Year 10 & 11**

Tuesday  
Break Time

**Year 12 & 13**

Tuesday  
After School

## **Where Is the Drop-In Located?**

The Careers Office - Lower School

## **What Support Is Available At the Drop-In?**

- Guidance on researching and applying for education, training, or career pathways
- Assistance with CVs and interview preparation
- Help with any questions or concerns about planning your next steps

## **Who Will I Be Talking To?**

Miss Moon, Our School Careers Adviser

**No Booking Required!**

# Need Help or Have Questions?

Should you require any further information, please feel free to contact Miss Moon at [y.moon@cfsacademy.org.uk](mailto:y.moon@cfsacademy.org.uk)

