

National Careers Service

Aristea Stathopoulou

Careers Adviser

Who we are

The National Careers Service is committed to helping people realise their potential and to develop skills they need to get on in life and work.

It provides a **FREE**, impartial, confidential and high-quality professional careers advice and guidance service to those who need it.

The National Careers Service is available to every adult and young person (aged 18 NEET years old and over) living in England.

First Point of Contact : **0800 100 900**

Website: <https://nationalcareers.service.gov.uk>

What is the National Career Service?



A FREE Careers Service for all adults supporting people at various stages of their life to progress



The service is available across England and your customer can access at any point of their journey with DWP



Telephone or Face to Face appointments



Careers Advisers also deliver Careers Workshops some that are asked for by your Jobcentres for example to support a local employer who is recruiting and others which are open to all – some are online

Ways we can help....



Exploring career options, skills and different professions



Understanding the local job market especially now with changing career opportunities



Developing or enhancing your CV and Covering Letters to find work

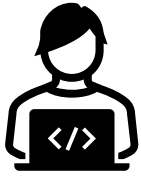


Improving your confidence at interview and support understanding of the different types of assessment



Developing your job searching skills

Ways we can help....



Job application advice especially if customers have a particular employer in mind e.g. NHS, Local Councils or Civil Service Jobs



Advice on networking and social media platforms for job searching – Hidden jobs market



Identifying the right course if the customer has skills gaps or training needs

Check if international Qualifications are recognised in theUK



Our LMI Team provide up to date information on job opportunities we share with customers



Applications for funding for courses for those affected by redundancy

It is different for everyone.....

Customer who has no idea of what career they would like – they are in need of careers guidance to determine what work would suit them and to plan how to achieve this aim.

Customer returning to work after recent health issues and needing to do work with less lifting. Booked for support with CV and also to explore career change options, as he can no longer work in previous sector.

Customer wanting a job they can do whilst looking after a young family. Considering working part time so wanting to explore options locally to work and raise a family. Also exploring whether any further courses are needed.

Customer who has limited work experience and qualifications but knows what they want to do – exploring routes including apprenticeship opportunities, volunteering and vocational training to plan their career path

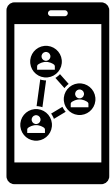
What to expect: Careers Guidance Appointment

Your appointment whether phone or face to face is generally between 45 minute to an hour

After the appointment:

- The Adviser will send customer a copy of their agreed Action Plan
- Customer is able to contact their Adviser after their appointment by email, text or phone for queries
- The Adviser will keep in touch, and will send customer useful information to help them progress
- We encourage customers to let us know how they get on

What to expect: Careers Workshop examples



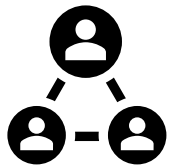
INTERVIEW SKILLS

Build your confidence prior to an interview. Develop interview knowledge and skills. As a result of COVID employers are utilising some types of recruitment and selection more frequently such as telephone and video based methods. Increase your understanding of these so you are able to prepare effectively and with confidence.



DIGITAL JOBSEARCH & THE HIDDEN JOBS MARKET

Support to understand how to use social media effectively to find work. Build confidence and skills. Are you using all the digital job search methods available to you? Explore the hidden jobs market including identifying jobs which are not advertised. Make sure you are using all possible avenues available to you in order to find the right opportunity.



The National Careers Service

- Telephone
0800 100 900
- Website
<https://nationalcareers.service.gov.uk/>
- One-to-one or group workshops with a careers adviser

Any questions?

