



# Your Careers Interview at Barnwood Park

Miss Dallimore – Careers Lead, will work with you, your Head of year and your tutor to make sure you feel supported with important decisions about moving towards a career. This includes a meeting with a qualified Careers Adviser.

Mrs Balgarnie is the Careers Adviser and will be in school every Tuesday.

## **When and how will I know about my Careers Interview?**

Year 11 students will be informed by their tutors on the morning of their interview.

You are welcome to tell your tutor or Miss Dallimore that you would like an interview and your request will be taken into consideration for the next session listings.

## **Where will they take place and for how long?**

Unless told otherwise by your tutor, these will take place in the Careers Office and last for 30 minutes. You are requested to attend promptly at your appointment time ensuring you knock first. You must then return to your normal lesson as soon as they finish. A member of staff will collect you if you fail to arrive.

## **What is the Careers Interview about?**

The meeting is designed to help you understand the pathways possible in learning and work and to plan the steps necessary to reach your goals?

## **What if I don't know what I want to do?**

That is perfectly ok - many people do not know very accurately or at all. Mrs Balgarnie will help you explore ideas and suggest things to assist. Sometimes this can take more than one meeting but each one is a step forward.

## **What will happen in the meeting?**

The meeting will take place in private to make sure anything said remains confidential as far as the law allows but someone will always be close by to help you feel safe. Mrs Balgarnie will encourage you to talk about yourself - interests, school, career ideas, other people who can support you, etc. You are always welcome to ask questions at any point.

## **What will happen after?**

Mrs Balgarnie will provide a few notes in a document called a Careers Action Plan which will record broadly what you have discussed, including your aims, what you need to achieve these and the steps you can take towards them. This will be emailed to you, your Tutor and your parent/carer and held in school to share with others who can help you.

**Careers Interviews belong to you - they are friendly and helpful.**