

# Your careers guide

Whatever the stage of your career,  
we are here to help

The National Careers Service provides free, up to date, impartial information, advice and guidance on careers, skills and the labour market in England.



**National  
Careers  
Service**

Helping you take  
the next step



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# How we can help you

Everyone has the ability and potential to develop and grow in their life and career but sometimes things can get in the way and could hold you back.

The National Careers Service aims to:

- help you plan your career
- support you to review your skills and develop new goals
- motivate you to implement your plan of action
- enable you to make the best use of high quality career related tools.

Whatever your situation, we're here to help you achieve your goals and reach your potential. ■

## Ways to get in touch

We have many ways for you to get in touch. Check out our contact details to choose the best way to talk to us.

Careers advisers are available 8am to 10pm, seven days a week.



07766413219



0800 100 900



Chat online



Online email form



[nationalcareersservice.direct.gov.uk](https://nationalcareersservice.direct.gov.uk)

# Career Management

Career Management is a series of steps that can help you towards your goal, whether your goal is to get a new job, or improve the job you are in.

## Who creates a career management plan?

You can draw up your own plan or you can ask one of our advisers to help you make one.

## Why is career management important?

It will help you to work towards your target and stay on track. Creating a plan can break things down into smaller tasks and make you aware of the skills and knowledge that are required to achieve your goals.

## Where do I start?

Firstly, look at your current situation. This will help you identify your skills and goals. Secondly, set a long-term goal and maybe some short-term goals too. Lastly, work out the steps that will get you there.

## How often should you review?

Career management is an ongoing process and it is important to regularly review your career planning as it gives you direction and helps to make it clear where you see yourself in the future. ■



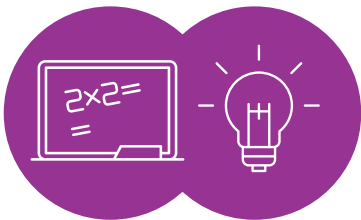


## Skills health check

On our website you will find the skills health check. It's a set of quizzes and activities designed to help you explore your skills, interests and motivations.

Working through the skills health check can help you decide what kind of jobs might be right for you.

You'll be able to download your report once you've completed at least one assessment. ■



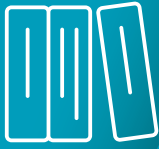
Take an assessment



View your  
report



Talk to us



## Get on course – find the right course

**You can use the course search section of our website to look for different types of learning opportunities.**

You can search for a course by entering a relevant keyword or phrase into the search box - as you type, suggestions for common search terms will appear in a drop-down menu.

To search for courses in a particular location you can enter a place name, a full postcode or a partial postcode to bring up courses. You can also search for an apprenticeship. ■

# Funding your learning

We can provide you with information and advice on how to pay for learning and tell you about what support might be available.



Funding for courses and training could be:

- a bursary, scholarship or grant, which you don't have to pay back
- a loan, which you do have to pay back
- other financial help towards fees or day-to-day living costs.

If you're aged 19 or above, you may be able to get an Advanced Learner Loan to pay for some course fees, check if you are eligible using the link below.

If you want help with course fees for work-related learning, you might be eligible for a Professional and Career Development Loan – find out more using the link below.

If you are thinking of doing a higher education course, there is plenty of information about financial help online. You can speak to the Money Advice Service for free and independent advice on managing your money. ■

## Useful links:

[www.gov.uk/advanced-learner-loan/overview](http://www.gov.uk/advanced-learner-loan/overview)

[www.gov.uk/career-development-loans](http://www.gov.uk/career-development-loans)

[Moneyadviceservice.org.uk](http://Moneyadviceservice.org.uk)

# Jobs

We have job profiles on over 800 different types of job, from archivist to zoologist on our website. Here you can find out what a job involves and if it might suit you.



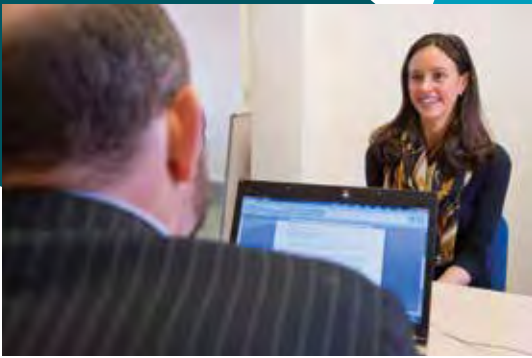
Each one explains:

- the skills and qualifications needed to get into that job
- what the work would be like
- the pay you could expect
- what the career prospects are.

[nationalcareersservice.direct.gov.uk/job-profiles](http://nationalcareersservice.direct.gov.uk/job-profiles) ■







## Your job search

**There are many places to look for work.**

We can give you hints and tips on how to get the best out of recruitment websites. So whether you're new to online job hunting or an experienced internet jobseeker, contact us to see how the web can help you into work.

In addition to the internet, newspapers, Jobcentres and trade magazines are just some of the other places employers advertise their job vacancies. Searching through advertised vacancies is also a great way to get ideas for jobs that might suit you, and to get a feel for the local labour market.

Recruitment agencies can take the hard work out of job searching, especially if you have skills local employers are looking for. Agencies can specialise in temporary work, permanent work or specific sectors. ■



## Your CV and covering letter

**A CV is your chance to show an employer that you've got the skills and experience that they need.**

How you write your CV and covering letter is up to you, but there are some basic rules to follow if you want to create the best impression:

- Your CV should be tailored for the job you're applying for
- Include a personal statement
- Keep it current and do not leave gaps
- Tell the truth
- Your CV should be no more than two pages long and have line spaces between each section.

To create a good first impression, make sure your covering letter:

- is well written
- doesn't contain any spelling mistakes or bad grammar
- supports what's in your CV.

A good covering letter will show that you've done your research, you know what the job involves and what the employer's looking for. ■



# Interviews

It's normal to feel nervous when you have an interview because you want to do your best.

Some questions come up time and time again. Usually about you, your experience and the job itself.

## Hints and tips

- Know your strengths, and mention ones that are relevant to the job you're being interviewed for
- Dress smartly and speak clearly and confidently. First impressions really do count
- Look at the person specification and your CV/application form, and think about what type of questions they will ask you
- Take your time when answering the questions
- Prepare some questions to ask at the end of the interview
- Keep your answers focused on what you can do for the employer, not what they can do for you. ■



**For more information, visit**

[nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk) or call  
a professional careers adviser on **0800 100 900**  
(8am - 10pm daily).

To book an appointment in London call, **020 3714 8350**  
(9am - 6pm, Mon - Fri).

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Skills Funding Agency.



**Skills Funding  
Agency**