



Co-op Academy  
North Manchester

As part of our commitment to preparing you to lead happy and successful lives you are given the opportunity to attend a careers appointment with a trained impartial careers advisor.

Jacquie Dawson and Louise Barnett are the careers advisors for Coop Academy North Manchester.

### What is a Careers guidance interview?

A careers guidance interview is an impartial, one-to-one meeting between yourself and a professionally qualified careers adviser. A guidance interview can last about 45-60 minutes. A careers guidance interview is not like a job interview - there are no right or wrong answers.

### Where will the interview take place?

In Miss Parkinsons office, opposite 2W20

### What will be discussed?

During a guidance interview the careers adviser will help you to:

- identify your personal qualities and skills
- identify the skills you would like to develop
- identify ideas for study and work
- explore specific career areas open to you
- explore current and future job opportunities
- understand the process of job search, writing a CV and going for interviews
- explore your interests, likes and dislikes, family influences, barriers and work experience
- think about how study, work experience, and home-life can all contribute to your employability

### The careers adviser can provide you with:

- accurate and up-to-date information
- alternative sources of information and help if required
- an action plan to help you move forward

### What can you do to prepare for your interview?

Think about:

- complete a pre-interview careers questionnaire in form time. This helps your careers adviser to know more about you.
- your current situation – what planning have you already done, if any?
- qualifications or additional qualifications and experience required for the career you are interested in
- how much control do you feel you have in making choices
- the ideas you already have but don't know how to move forward with or perhaps you have no ideas at all

## Benefits of a guidance interview

- increased motivation and self- confidence
- greater self-awareness
- identification of more achievable aspirations
- enhanced decision-making skills
- increased awareness of opportunities

## How to arrange a careers interview

Your career advisers in school are Jacquie Dawson and Louise Barnett who are in school on Mondays, Wednesday & Fridays, you can drop in morning, break and lunch if they are free. You can also ask your careers teacher (Miss Parkinson) or the Year 11 Pastoral Team to arrange an interview for you

- ask your form tutor to email your careers adviser

[To help prepare you for your careers interview you can use the following links: -](#)

Useful Career Quizzes: <https://icould.com/buzz-quiz/>

Engineering Quiz: [www.mtfy.org.uk](http://www.mtfy.org.uk)

NHS Careers Quiz: <https://www.healthcareers.nhs.uk/findyourcareer>

Skills Assessment: <https://nationalcareers.service.gov.uk/skills-assessment>

eClips – Careers Wizard <https://www.eclips-online.co.uk/career-wizard> (Password M20 6BX)

### General Careers Websites:

The National Careers Service: <https://nationalcareersservice.direct.gov.uk>

Graduate Careers: [www.prospects.ac.uk](http://www.prospects.ac.uk)

University Entrance Requirements: [www.ucas.com](http://www.ucas.com)

Apprenticeship Information: <https://www.gov.uk/apply-apprenticeship>

Not going to Uni: [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)

Jacquie Dawson

Louise Barnett

Careers Adviser

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[www.ourfutures.co.uk](http://www.ourfutures.co.uk)