

# Careers

at Barnwood

**PRESENTS:**

## Your Careers Meeting with Mrs Balgarnie Our Independent Careers Advisor

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

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

You are welcome to tell your tutor or Miss Dallimore that you would like a Careers Meeting and your request will be taken into consideration for the next session listings. Year 11 do have priority for these meetings.

### **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 on the door first. You must then return to your normal lesson as soon as you have finished. A member of staff will collect you if you fail to arrive.

### **What is the Careers Meeting 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 are not sure or know at all what they want to do for a career. 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 will always be close by to help you feel safe. If you request it someone can sit in with you. 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, it 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 Meetings belong to you - they are friendly and helpful.**

**Any questions or to book a place Please contact**

**Miss Dallimore - Careers Leader:**

Come and see me in the Careers Office at Break or Lunchtime

Send an Email to: [cdallimore@barnwoodpark.co.uk](mailto:cdallimore@barnwoodpark.co.uk)