

Dear Parent / Guardian

The Department for the Economy's (DfE) Careers Service provides an impartial, careers information, advice and guidance service, to help young people and adults make informed choices about their future career paths.

The Careers Service's, professionally qualified Careers Advisers work with all post primary schools offering all pupils in their final year of compulsory schooling a one to one impartial and personalised careers guidance interview. This is part of an agreed programme of delivery which complements the careers education programme in school. For more information see [Careers Advice in School](#)

#### *Careers Guidance Interview*

Under normal circumstances Careers Advisers undertake this work in school, facilitated by the school Careers Department. However, the decision has been made by DfE with responsibility for staff health and safety that Careers Advisers will continue, for now, to work from home and deliver services via digital access channels to pupils in school i.e. video or telephone call.

Video call, which can be hosted by a Careers Adviser on either the WebEx platform or Microsoft Teams, provides the best alternative to a face to face careers guidance interview. This software facilitates the safe hosting of video call interviews with pupils and allows for the sharing of webpages and other online content, similar to that which would take place in a face to face guidance interview. If this cannot be facilitated by the school, pupils will be offered a careers guidance interview via phone call.

The Careers Adviser for...Blackwater Integrated College ..... is ...Kate Savage

The Careers Adviser will make arrangements with the Careers Teacher Mrs Stott to provide pupils with a careers guidance interview by video or telephone call. Pupils will be notified in advance of the date and time of their interview.

The purpose of the interview is to provide pupils with important information, advice and guidance to help them make informed decisions and choices about their future career paths. The interview usually lasts about 30 minutes and the pupil can continue

to contact their Careers Adviser if they have any further questions. For further information see [Careers Guidance Interview](#)

### *Support to Parents*

Careers Advisers can also provide advice to parents as they support their children and help them make successful career choices. Parents are a key influencer in young people's future study and career choices and parental support and encouragement is very important.

Digital delivery of careers services has proven to provide a more flexible and convenient access channel for parents. The Careers Service welcomes and encourages parental participation in their son/daughters careers guidance interview and is happy to provide advice and information on career options.

In addition, to help parents support their children to make informed career decisions, the Careers Service has produced a parental guide which is available to view or download [Careers Service - a parental guide](#)

Should pupils or parents wish to make direct contact, Careers Advisers can be contacted by telephone on 0300 200 7820, by visiting [www.nidirect.gov.uk/careers](http://www.nidirect.gov.uk/careers) or by chatting to an adviser online at [www.nidirect.gov.uk/chat-with-a-careers-adviser](http://www.nidirect.gov.uk/chat-with-a-careers-adviser).

Yours sincerely

**Kate Savage**

**Downpatrick Careers Service**