



# JOB of the Week



**Job name:** Careers Advisor / Career Consultant / Career Coach

**Job description:** Careers advisors help people make decisions about their education, training and work options.

**Tasks you will undertake in the job:** As a Careers Advisor you'll:

**Day-to-day tasks:** Your day-to-day duties will depend on the people you work with, for example school pupils, undergraduates or unemployed adults. You may:

- work with people individually or in groups
- give advice face-to-face, online through email or webchat, or on the telephone
- explore clients' skills, abilities, interests and achievements and look at how they relate to potential careers
- identify and discuss work experience, learning, training and work opportunities
- help people make decisions, overcome barriers and to make plans of action
- promote equal opportunities and challenge discrimination
- develop relationships with employers, colleges, universities and training providers
- research occupational and labour market information and write careers information
- give talks, update records and meet targets

**Working environment and career progression possibilities**

- You could work in a contact centre, at a university, at a college, at a school, at an outreach centre or from home. You could specialise and work with adults, graduates or young people with special needs.
- With experience, you could become a manager. You could also become self-employed and work as a consultant, researcher or writer. Another option could be to move into industry and provide career management advice for employees of large companies.



prospects

Inspiring People: Developing Potential



**Skills required for this job (core competencies):**

Communication	Resilience	Organisation	Teamwork
Problem Solving	Initiative	Creativity	Digital literacy

**Restrictions and requirements for Careers Advisors:**

You'll need to: pass enhanced background checks, as you may be working with children and vulnerable adults

**Salary:** Careers Advisors are typically paid a starting wage of £21 000, this increases with experience; experienced Careers Advisors can expect to earn approximately £35 000 p.a.



**Working hours:** Working hours are usually around 35-40 hours per week (variable). It is likely that you will work during some evenings and weekends (this could be to produce the paper work / documentation to support learners and job seekers)

## Qualifications to become a Careers Advisor:

You can get into this job through: a university course; an apprenticeship or working towards this role

**University:** You can take either a postgraduate diploma or masters degree in career guidance. These courses lead to the Qualification in Career Development (QCD). Many people apply to do this course after working in teaching, youth and community work or social services. These courses take 1 year full-time or 2 years part-time. Entry requirements: a degree in any subject for a postgraduate course

**Apprenticeship:** You may be able to do a: Level 4 Employability practitioner higher apprenticeship or Level 6 Career development professional higher apprenticeship. Entry requirements: There are no set entry requirements but it may help you to get in if you have: 2 or more GCSEs at grades 9 to 4 (A\* to C), or equivalent, including English and maths

**Working towards this role:** You could start by working as a careers support assistant or youth worker and take further training on the job. Your employer may sponsor you to take work-based qualifications such as: Level 4 Diploma in Advice and Guidance; Level 4 Diploma in Career Information and Advice; Level 6 Diploma in Career Guidance and Development

**Volunteering:** Experience of relevant paid or unpaid work, for example in support, advisory or mentoring roles could help you to gain work in this field.

**Essential skills you need to show:** To succeed as a Careers Advisor, the following personal skills and attributes would give you an advantage:

- counselling skills including active listening and a non-judgemental approach
- knowledge of psychology; sensitivity and understanding; customer service skills
- knowledge of teaching and the ability to design courses
- patience and the ability to remain calm in stressful situations
- the ability to work well with others and understand people's reactions
- to be able to use a computer and the main software packages competently

**This job in the future:** The workforce is projected to grow by 5% over the period to 2027, creating 1,900 jobs. In the same period, 49.8% of the workforce is projected to retire, creating 18,800 job openings.

[www.icould.com](http://www.icould.com)

[www.successatschool.org](http://www.successatschool.org)

[www.nationalcareers.service.gov.uk](http://www.nationalcareers.service.gov.uk)

[www.prospects.ac.uk/jobs-and-work-experience/job-sectors](http://www.prospects.ac.uk/jobs-and-work-experience/job-sectors)

[www.ucas.com/careers-advice](http://www.ucas.com/careers-advice)

[www.kudos/casaid.co.uk/#/](http://www.kudos/casaid.co.uk/#/) (you all have a log on for this service)

[www.careersbox.co.uk](http://www.careersbox.co.uk) (careers videos)

Helpful sites for careers information  
GAT careers links

<http://airhead.io/public/launchpads/XqbuOMJgb0OfqvMPCykZA>

