

Liverpool City Region Careers Hub

Benchmark 8 Guide – Personal Guidance

- Every student should have opportunities for guidance interviews with a qualified Careers Adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level.
 - These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.
- Every student should have at least one interview with a qualified careers adviser by the end of year 11, and at least two interviews with a qualified careers adviser by the end of year 13.

Personal Guidance

Personal Careers Guidance is the in-depth one-to-one support provided by qualified careers professionals to help students explore their options and make informed choices that are best for them.

In order to deliver personal guidance, schools and colleges must coordinate the activity of qualified careers advisers – whether internally or externally employed.

Personal guidance interviews typically last 30 minutes, with some Careers Leaders able to allow up to 60 minutes. Good practice (as recommended by the CDI) recommends personal guidance interviews of 45 minutes.

Guidance from the DfE supports the CDI's view that advisors should hold a relevant qualification at QCF Level 6 or above. They should also be able to act impartially and this is a key principle in the CDI's Code of Ethics.

Key Benefits

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

Guides & Reports

Statutory guidance from the Department for Education

Statutory guidance is issued by law. You must follow it unless there is a good reason not to.

It applies to:

- all students in school from year 7 to year 13
- all students in college up to and including the age of 18
- students aged up to 25 with a current education, health and care plan in place

The Gatsby Foundation has published a collection of research on personal guidance [Link](#)

Career Development Institute (CDI) Careers Guidance in Schools and Colleges: A guide to best practice – [Link](#)

Careers & Enterprise Company: Personal Guidance – [Link](#)

Personal guidance is not a stand-alone activity. Rather, it should be integrated into a wider programme of career guidance activities as described by Gatsby.

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Commissioning Careers Guidance

Schools and colleges are free to decide how best to meet the requirement to secure access for students to independent and impartial career guidance.

The Career Development Institute's (CDI) commissioning guide provides practical information and advice to help schools and colleges commission independent careers guidance for students. [Link](#)

As an indicator of quality, schools and colleges can commission personal guidance from both self-employed careers advisers and organisations which hold the matrix Standard.

CDI register

The government recommends that schools source their providers of personal guidance from the UK Register of Career Development Professionals, which is the single national point of reference for ensuring and promoting the professional status of career practitioners across the whole sector. [Link](#)

Local Organisations

[Career Connect](#)

[Careers North](#)

[TAGS - SEND](#)

[Halton Careers Service](#)

[Mploy Solutions](#)

Local Authority Careers Guidance

Local authorities continue to have responsibility for providing support for vulnerable and disadvantaged students: this includes students with special educational needs and disabilities (SEND) up to their 25th birthday and those 16-19 year-olds who are not engaged in employment, education or training (NEET) or at risk of becoming NEET.

The National Careers Service

Consider how the National Careers Service can **supplement** your school offer. [Link](#)

The National Careers Service provides free impartial information, advice and guidance on education, training and work to adults and young people aged 13 years and over.

Individuals can access support through a **website**, **telephone helpline** and **web chat service**.

Advisers can support young people to make informed choices by providing insights into all the different routes including apprenticeships, traineeships, other technical qualifications and academic options.

This can supplement support available to students through the school or college, particularly outside of term time.

Keeping records and evaluation

With individual agreement, integrate records from careers interviews into student reporting systems so that tutors can support ongoing career planning, for example uploading careers interview action plans onto SIMS.

Use destination information gathered from careers interviews and follow ups to populate compass plus software.

Regularly monitor and review the services offered, including gathering feedback from parents and students.

Optimise the impact of personal careers guidance

- 1. Integration.** Personal guidance does not work in isolation. It needs to be integrated into a broader career guidance programme. This programme should be based on Gatsby, be supported by senior leadership and involve all staff.
- 2. Space and time.** Guidance professionals need appropriate spaces to work in and sufficient time with clients to achieve outcomes.
- 3. Preparation and feedback.** Young people need to be prepared for personal guidance sessions and supported to implement the decisions and plans that they have made in these sessions.
- 4. Effective interviews.** The personal guidance interviews themselves need to be well run and make use of evidence-based approaches.
- 5. Professionalism.** Personal guidance is a professional activity which needs to be undertaken by an expert practitioner informed by professional and ethical standards.