



# RINTELN CAREERS CENTRE

## Guide to Using the Careers Service

### Your Careers Personal Adviser is

# MARTINE GILLARD

### WHO IS THE SERVICE FOR?

Young People (dependants) aged between 11 and 25 are able to access the centre for information and advice. Young people (dependants) aged between 13 and 25 and parents can make appointments for specific guidance with the Careers Personal Adviser, Martine Gillard

### CAREERS GUIDANCE

A careers interview gives you the opportunity to speak with a

Careers Personal Adviser in some detail about your career options, further and higher education, training and apprenticeships, detailed job search, CVs and applications, job interviews, university, graduate and Armed Forces selection testing. Parents/carers are welcome to request and/or attend guidance interviews with consent from their child. Action plans are produced following initial guidance interviews and if consent given from client then a copy will be sent to parents/carers. All guidance interviews are confidential as far as the law allows.

### SUPPORT & SERVICES FOR PRS CAREERS PROGRAMME

**Yr 9:** Industry day, options information, advice and guidance, group work, careers software session, individual interviews if requested.

**Yr 10:** Work experience, options information advice, and guidance, group work, careers software session, CV workshop, individual interviews if requested.

**Yr 11:** Important and vital work begins for this year group looking at Further education, training, apprenticeship, and employment in Germany and the UK. Pre-booked guidance interview with action plan. Follow up interviews to check progress and September guarantee.

**Yr 12:** Work experience and residential. Individual interviews if requested. University preparation presentation. CV workshop.

**Yr 13:** Pre-booked individual guidance interviews helping young people prepare and plan to leave PRS. University group work on Personal Statements and Finances.

**16–25:** Not in education employment or training? Then contact the centre to book an individual guidance interview to consider your future options.

### Daily Drop-In Advice Sessions

Drop-in advice sessions are for quick careers enquiries, using the guidance software and careers resources. Drop-in sessions cover the lunch period and Tuesday late bus night. There is no need to make an appointment for the lunch time session but if you are not a boarder then you do need to sign up for the late bus. So feel free to pop in and visit us.

### WHAT CAN I DO IN THE CENTRE?



Use the careers guidance software or surf the web to access the huge amount of resources and up to date information available to you.



Watch films from our video and DVD library to help you with your choices



Browse our extensive library which provides a broad range of up to date information and resources to help you, including issues covered in Every Child Matters. assist you.



You are always welcome so come in, chat with Martine, discuss, and explore any career issues.

### WHERE TO FIND US

**Rinteln Careers Centre**  
**Prince Rupert School**  
**Rinteln**  
**BFPO 31**

### HOW TO CONTACT US

**Tel/Fax: Civ: (0049) 5751 970372**  
**Mil: 84 2372**  
**Email: careers.prs@scschools.com**

### USEFUL WEBSITES

[www.connexions-direct.com](http://www.connexions-direct.com)

[www.dfes.gov.uk/14-19/index](http://www.dfes.gov.uk/14-19/index)

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

[www.direct.gov.uk](http://www.direct.gov.uk)