



**National  
Careers  
Service**

Helping you take  
the next step

# Careers advice and guidance

**Whatever the stage of your  
career, we are here to help**

The National Careers Service provides free, expert, impartial information, advice and guidance on careers, skills and the labour market in England.



# How can we help you

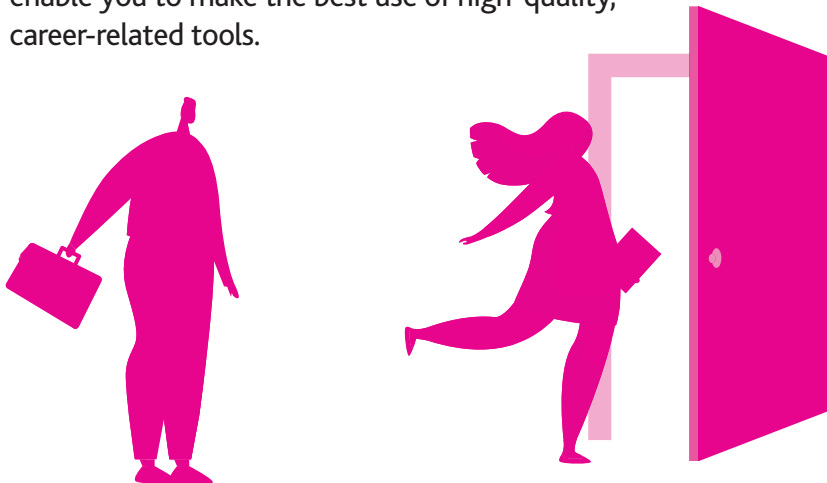
The National Careers Service offers you free, impartial advice and guidance to help make career decisions, achieve your goals and to develop the skills you need to find a job.

To make decisions about your future, it's important to know what's out there and what's right for you. Whatever stage you are at in your career, we can help you understand what your skills are and what skills you might need to adapt to new jobs, circumstances and opportunities.

There are many options open to you when thinking about your next steps, and we provide information, advice and guidance to help you make the best decisions on learning, training and work.

We'll help you to:

- explore different careers – our website has information on many different job roles with sections and covers how to get the job, what you'll do, career paths, progression, and training opportunities
- review your skills and develop new goals
- feel motivated to implement your plan of action
- enable you to make the best use of high-quality, career-related tools.



# Career Management

Career management is a series of steps that can help you towards your goal – whether that's a career change or to progress in the job you're doing. It's about believing you have the ability to influence how your career turns out.

## Is career management important?

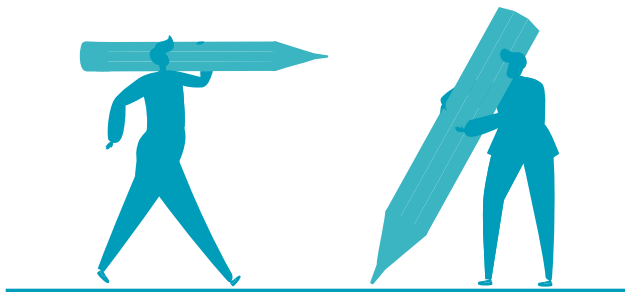
Managing your career will help you to make better career decisions. Creating a plan can break things down into smaller tasks and make you aware of the skills and knowledge you need to achieve your goals.

## How do I start?

Start by looking at your current situation, and identify your skills and goals. The next step is to set short, medium and long-term goals. Once you know what your goals are, you can work out the steps that will help you get there.

## How often should you review?

Career management is an ongoing process, so it's important to regularly review your career planning. It will give you direction and help to make it clear where you see yourself in the future.







## Discover your skills and careers

In less than 10 minutes, our 'discover your skills and careers' tool can help you understand which jobs might be suited to your personal characteristics and preferences.

Using the tool, you'll be given a series of statements to agree or disagree with. Using your responses, we'll tell you your strongest traits and the types of jobs you might enjoy, for example 'retail and sales' or 'creative and media'.

If you like, you can then choose one or more of those job categories, and answer between 2 and 4 questions relating to

each one. With this information, we'll tell you specific job roles you might be well-suited to, for example, 'personal shopper' or 'digital marketer'.

The tool links directly into our job profiles, so you can find out how much you might earn in a specific role, what qualifications or experience you might need, and what a typical day in that role looks like.

You can save your progress and come back to your results at any time without needing to create an account. If you want to talk to anyone about your results, you can share them using a unique reference.

Remember, you can contact us at any time for additional support.

Visit <https://nationalcareers.service.gov.uk/skills-assessment>



## Find a course

You can use our course search to look for different types of learning opportunities including apprenticeships.

You can search for courses in a particular location or by the course name or subject. If you're struggling to find the right course for you, just contact one of our advisers.

Visit <https://nationalcareers.service.gov.uk/find-a-course>



# Funding your learning

We can provide you with information and advice on how to pay for learning and tell you about what support might be available.

There are different types of funding you might be eligible for, such as:

- grants and bursaries that don't have to be paid back
- learner support, if you're aged 19 or over, to help pay for accommodation, travel or childcare
- advanced learner loans, if you're 19 or over (24 or over if your course started before 1 August 2016), to help pay for courses at college or training providers in England
- loans for work-related training from your employer, which you can ask your employer about



## Useful links:

<https://nationalcareers.service.gov.uk/>

[www.gov.uk/career-skills-and-training](http://www.gov.uk/career-skills-and-training)

[www.moneyadvice.service.org.uk](http://www.moneyadvice.service.org.uk)


## Explore careers

We have created guides for many different career routes you can follow. You can explore different job categories on our website and find out about which role might be right for you.

You can discover the average salary and typical working hours for different roles. You can also find out how to get the job, what you'll do, career paths, progression and relevant training opportunities.



Visit <https://nationalcareers.service.gov.uk/explore-careers>



If you want any support, just get in touch with one of our advisers. Our advisers can:

- discuss your strengths, skills and ambitions
- help you consider your options
- suggest different steps you could take
- give you information about your local labour market

Call our helpline to speak to an adviser on **0800 100 900**





Whether you want to talk to someone  
in person, over the phone or online,  
there are many ways to get in touch.

# How you can contact us

## Online message

Send us an online message to ask an adviser a question, report a technical issue or tell us what you think about our service:

<https://nationalcareers.service.gov.uk/contact-us/select-option>

## Visit our website

<https://nationalcareers.service.gov.uk>

## Follow us on social media

[www.linkedin.com/company/national-careers](http://www.linkedin.com/company/national-careers)

[www.facebook.com/NationalCareersService/](http://www.facebook.com/NationalCareersService/)

## Twitter @NationalCareers

We have a careers adviser online every Wednesday between 6pm and 9pm to answer your questions live. You can join the conversation using

[#AskNationalCareers](#)

## Webchat

You can talk to an adviser via webchat on our website between 8am and 10pm, 7 days a week.

## Phone

Give us a call on **0800 100 900**. Lines are open from 8am to 10pm, 7 days a week. Calls are free from landlines and most mobile numbers.

## Text

Text your name and the word **ADVICE** to **07766 413219** and an adviser will call you back for free. You can also text to ask for information like telephone numbers and addresses.

## Face-to-face advice

Call **0800 100 900** to find out if you're eligible for a face-to-face appointment with an adviser.





