



# Careers Service Northern Ireland

Information, advice and guidance



Careers Advisers provide professional and impartial all age careers information, advice and guidance throughout Northern Ireland. They can help you make informed and appropriate career choices at key stages throughout your life and career.

This can help you make the move towards education, training and employment.



## How it works



Our service is delivered by professionally qualified Careers Advisers based in Careers Resource Centres/Offices, JobCentres and Jobs & Benefits offices throughout Northern Ireland.

Careers Advisers also work with young people in schools, further education colleges and training providers. Young people are initially introduced to the Careers Service in their school, where Careers Advisers provide advice on all of the options available.

Careers Advisers provide a service tailored to clients needs and facilitate decision making towards:

- Education
- Employment
- Training
- Career change

In addition, Labour Market Information is available to help identify future opportunities and requirements.

## Who would benefit?



Everyone – we are an all age guidance service with a key role to play in supporting the career decision making process of every individual.

## How do I contact a Careers Adviser?

To find your local careers office log on to [www.nidirect.gov.uk/careers](http://www.nidirect.gov.uk/careers) or telephone **0300 200 7820**.

The Careers Service has a number of Careers Resource Centres which are open from 9am to 5pm – Monday to Friday. Clients are encouraged to drop-in and avail of resources to research careers options using a range of publications and free public internet access. Careers staff are on hand to provide support and one-to-one guidance if required.

## FAQ

### What does the Careers Service offer?

- Support in career decision making;
- Support with subject choice in school (e.g. GCSE/AS/A Levels);
- Support in choosing post school options (e.g. Further/Higher Education, Training/Apprenticeships);
- Help with finding work;
- Exploring self-employment options;
- Exploring a gap year/voluntary work opportunities;
- Career guidance interviews;
- Psychometric testing;
- Job matching;
- Labour Market Information – Industry Fact Sheets;
- Careers Service website – [www.nidirect.gov.uk/careers](http://www.nidirect.gov.uk/careers)

## Your next steps

Visit the Careers Service website at [www.nidirect.gov.uk/careers](http://www.nidirect.gov.uk/careers) where you will find further information relating to careers. If you have a query, you can contact the Careers Service directly via e-mail at [csni@delni.gov.uk](mailto:csni@delni.gov.uk) or by telephone at **0300 200 7820**. All queries will be responded to within two working days.

One-to-one career guidance interviews can be arranged with a Careers Adviser. During this interview, the Careers Adviser will help you explore the various career options available, help you identify which options are best suited to you, and aid you in drafting an action plan aimed at realising your full potential.

## Information available

Careers Advisers can provide information relating to a range of education and training programmes and employment options. These include:

- Courses in Colleges and Universities;
- Training for Success;
- Apprenticeships;
- Government supported initiatives, e.g. Bring It On Campaign.

### Industry Fact Sheets

In addition, the Careers Service produce a series of Industry Fact Sheets providing information on job prospects, relevant skills, entry requirements, current and future vacancies and skill shortages across a range of occupational areas. The Fact Sheets aim to assist clients or their parents or guardians in making informed and appropriate career decisions. These will provide invaluable support in the current economic climate.

To view the Industry Fact Sheets go to [www.nidirect.gov.uk/careers](http://www.nidirect.gov.uk/careers) - Plan your career - Labour Market Information - Industry Fact Sheets. Taking time now to fully explore all options will pay dividends in the future.

Career planning underpins long term career success.

