

# 121's

*Approx. 1 hour of impartial and dedicated information advice and guidance*

This will take place with a **qualified careers adviser** which means real expertise. They utilise many tools to truly guide and support

This could consist of the following;

- Information advice and guidance
- Career Route ways , structure and planning
- Looking at transferable skills and stepping stone positions
- Careers review including Mid – Life career review and Training skill analysis
- Creating/updating/ review of a CV
- Interview Skills , preparation for an interview and Mock interviews
- Job applications, exploration of the hidden job market
- Application forms advice and guidance
- Finding a job using LMI, volunteering, apprenticeships and work placements
- Entering the world of employment – Work ethics , budgeting and the way starting a new role will make you feel
- Career progression
- Offer of training and support throughout
- Spec letters
- Using Universal job match and other search engines
- Self-employment – benefits and support
- Further education

This list can be adapted for any 121 advice and guidance needed for our customers