

CAREERS CONTRACT

Please read the following information before your appointment:



If you can't make your appointment, [let us know](#) as soon as possible so we can offer your slot to someone else. Less than 24 hours' notice to cancel means you will lose one of your sessions.



Your appointment will take place over the telephone, so please make sure you are ready to take the call at the agreed time. If the Coach cannot get through to you within 3 attempts, this will count as a missed session.



Make sure you're in a quiet, confidential place for your appointment. E.g. It would not be appropriate to take the call whilst driving, or in a public place. If you're not in a suitable environment, the appointment may not go ahead.



The Career Coach can: help you to reflect on your current situation and explore any underlying reasons behind a desired change in career path. They can also offer practical guidance on improving your employability skills.



The Career Coach cannot: influence or dictate your decisions. They can't tell you what job to do or which course to take, but will work collaboratively with you to guide you to take the next steps. If you require career information as opposed to career coaching, please see [online advice](#).



Appointments last up to 1 hour, and you're entitled to have up to 3 appointments per 6 month period.



We have a wide range of online career resources which may help with your career planning – take a look beforehand at www.rcn.org.uk/careers



If your careers appointment is for **Interview Coaching**, please email the job description and person specification to career.service@rcn.org.uk prior to your appointment.



Confidentiality – The Careers Service holds brief notes in accordance with GDPR and the DPA 2018. They may discuss their cases during supervision. However overall client confidentiality is protected as personal identifying information (e.g. name, address) will not be revealed.

If you have any questions, please get in touch at career.service@rcn.org.uk