

# the career studio

## Our Approach to Career Guidance

**Professional career guidance should provide a positive influence that helps people to take control of their career.**

Good career guidance can unravel the values, goals, decisions and actions required for a successful working life. The Career Studio's guidance approach provides a mix of advice, guidance and counselling that is tailored to support the unique circumstances of every individual we work with. Combine these with your own thoughts and the opinions and advice from friends and family and you create a triangulation of objective and subjective direction that can lead to great career decision making and positive action.

*Triangulation of great career decision making*



**Professional career guidance should provide people with an advantage in the labour market by facilitating personal enterprise and developing career management skills.**

It is our duty to be knowledgeable, enterprising and motivated by the opportunities and life chances of our clients. To do this we need to learn about the dynamics of different sectors and prepare in advance before guidance meetings. We must be skilled in techniques of assessment and communication so that we can provide objective solutions and effective coaching that gives our clients a competitive advantage in whatever they choose to do. We must understand the reality of economic uncertainty and promote an environment for personal enterprise that can enable our clients to grasp the benefits of opportunity and change.

**Professional career guidance should be bound by a code of ethics that provides transparency for clients and a framework to guide all that we do.**

**Equality of Opportunity:** Promotion of equality of opportunity for all and the determination to work towards the removal of the barriers to personal achievement resulting from prejudice, stereotyping and discrimination. **Accessibility:** Promotion of access to users of career guidance services in ways that are appropriate to the individual. **Impartiality:** Precedence of professional objectivity over external pressures and the declaration of any factors that may compromise the impartiality of career guidance offered to the individual. **Confidentiality:** Respect for the privacy of individuals, disclosing confidential information only with informed consent, except where there is clear evidence of serious risk to the client or to the welfare of others. **Responsibility to Clients:** Focus on the needs of the individual recognising his/her rights and responsibilities. **Professional Development:** Practitioners will recognise the limits to their professional competence and engage in continuing professional development (CPD).



**Professional career guidance should be wholly confidential and adhere to the principles laid out in the Data Protection Act 1998.**

Our clients must feel confident they can share their personal information with us and we use that information appropriately. The Career Studio are registered data controllers with the Information Commission Registration Number: Z1017494

