FAQs for the Career Coaching programme.

• **What is The Career Coaching Programme?**
  The Programme covers a series of up to 6 FREE 1 hour career coaching sessions with a Careers Coach to help you gain clarity and focus in your career development and enable you to start to define where you want to go, what it is you want and how you can make it happen.

  The aim of the programme is to allow you to explore concerns on a one to one basis and find your own solutions in a safe non-judgemental environment.

• **Who is eligible to apply for the Career Coaching Programme?**
  Students who are currently enrolled on any of our courses and have not participated on the Programme before are eligible to apply.
  Please note that you will need to be enrolled for the duration of the Coaching Sessions.

• **How do I know if Career Coaching is appropriate for me?**
  Coaching may be appropriate for you if:

  o You are feeling lost about your career development.
  o You need help recognising what motivates you, what your skills and values are and where you function at your best.
  o You want to explore issues that could be having an impact on your work life.

  If you are looking for Personal Counselling, this programme is not for you. If you feel you would benefit from counselling there are a number of ways in which the service can support you. You can reach out to our Counselling Service by emailing them at: counselling-services@bbk.ac.uk

• **What the programme does not cover**
  This is not Personal Counselling; the focus will be on your career concerns and not your personal concerns although they often impact one another.

  The Career Coaching sessions are not advice and guidance sessions in the sense that the coach will not tell you the answers or tell you what career you should follow. They will work with you at a deeper level to enable you to start asking yourself the right kinds of questions to gain clarity about your career development.

  For information about the many other ways we can support you which may be more appropriate to your needs, contact the Careers & Employability Service at employability@bbk.ac.uk

• **What actually happens in the Coaching sessions?**
  Before any Coaching is delivered, the coach will draw up an agreement with you as a client so you have a clear understanding of what will happen in the sessions.

  Sessions last 1 hour

  The coach will work with you to identify negative thought and behaviours patterns which are blocking your career development so you can address them.
Each session will be an active two way process. The Coach may use various tools - exercises that focus discussion around a particular aspect of career and personal development for highlighting values, skills, and identifying interests, blocks and bridges.

You may be asked to complete small assignments between sessions. You will be encouraged to reflect and use this as a basis for understanding and action in your career coaching.

The sessions are not prescriptive in the sense that the relationship and framework for the sessions will be individual to each coach and client.

- **Who are the Coaches?**
  Coaches on the programme have substantial professional work experience within a wide range of industries and sectors, and are using their skillset in a coaching environment.

  All the coaches on this programme are also completing a Masters in Career Management & Coaching at Birkbeck College which, when completed, will meet the qualification requirements for entry to the UK Register of Career Development Professionals. This Register is the sector equivalent of Chartered Status.

  The Coaches we work with receive regular professional supervision at Birkbeck.

- **Where will the Coaching takes place?**
  All Coaching sessions are delivered on-site at Birkbeck College, Malet St.

  Sessions are not delivered remotely by Skype or any other means of online video chat services.

- **When is Coaching available?**
  The schedule for sessions is worked out by the coach and the client depending on their mutual availability.

  Currently, sessions are delivered during term time on Mondays, Wednesdays, and Fridays. Some Saturdays are possible but this depends on the Coach’s availability. We confirm the availability each term to ensure we offer the best possible flexibility for our students.

- **How do I get to see a Coach?**
  To apply, you need to download this [application form](mailto:career-coaching@bbk.ac.uk) and return it to: career-coaching@bbk.ac.uk

- **Is Coaching Confidential?**
  Coaches on the coaching programme offer the highest possible levels of confidentiality in order to respect the client’s privacy and create the necessary trust for coaching.

  The client’s consent to collect and record information in obtained in line with Data Protection legislation.

  The following laws limit the extent to which confidentiality can always be maintained:

  The Prevention of Terrorism Act 2005

  The Proceeds of Crime Act 2002

  The Children Act 2007
Further information about these legal restrictions can be found at www.legislation.gov.uk