

DkIT Careers & Employability Centre – Careers Guidance Contract

The below document sets the conditions for the one-to-one Careers Guidance Appointment

If you have any queries / are unsure about this contract please email careers@dkit.ie, and we will respond.

Career Guidance Role

Guidance professionals facilitate a process which aims to enable clients to make sense of their current situations and work towards decisions to support their career potential. Careers Advisers at DkIT are qualified guidance professionals, and work to support their clients in the exploring and the decision making process of careers development and job search.

Personal problems cannot be separated from careers concerns and therefore discussion about personal circumstances may arise.

Appointment Details:

A Careers Appointment will last 30 minutes maximum. At the outset the Careers Adviser will establish their role and agree the discussion areas with the client. If the allotted time is not sufficient to address the query an additional meeting will be scheduled.

Confidentiality and Records

The content of the sessions are confidential to you and the Careers Adviser.

If the Careers Adviser discovers there is a need to communicate with other professionals, you will be informed of this in advance. Brief notes will be made after each session, as this helps the Careers Adviser monitor their work.

If the Careers Adviser believes that the client will cause harm to themselves or another person then they will not be able to retain confidentiality and will need to inform the appropriate professionals. The DkIT Careers Service complies fully with the Data Protection requirements, in respect to the storing, management and access of information.

Referrals

If the Careers Adviser considers that the support required by the client is beyond their professional expertise they will refer the client on to the appropriate support (within DkIT, or external to DkIT).

This contract is built into the DkIT Careers Connect Appointment Booking Form, where clients are asked to provide their agreement to the above contract prior to attending the appointment.