

Key terms for careers education and guidance

Source: adapted from *The Real Game: DfES and Prospects, and Careers Education and Guidance and Work-related Learning – a brief guide for teachers in initial training*. <http://www.cegnet.co.uk>

<p>Job</p>	<p>One distinct position with specific duties and responsibilities in a particular place. For example: portrait photographer in a large department store on Oxford Street in London; geography teacher at St Mildred’s School, Coventry.</p> <p>Jobs may be permanent, full-time, part-time, or temporary. Increasingly, people are working full-time by holding two or more part-time jobs with different employers.</p>
<p>Occupation</p>	<p>A cluster of jobs with common characteristics and requiring similar skills, for example: teacher, photographer.</p>
<p>Career</p>	<p>A person’s pathway through learning and work.</p>
<p>Careers education</p>	<p>Learning activities that help all students gain the knowledge and skills they need to plan their future and manage their career.</p> <p>In schools, this is provided in lessons, and separately-timetabled activities, such as work experience and industry days.</p>

Careers guidance	<p>Small group or one-to-one activity that enables individuals to use the knowledge and skills acquired in careers education to make decisions about learning and work that are right for them.</p> <p>In schools, this activity can be provided at a basic level by school staff in their roles as subject teachers, form tutors, learning mentors, learning support assistants etc. Specialist careers guidance is provided by personal advisers from the Connexions service who have up-to-date knowledge of the opportunities available to students.</p>
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