

Client Services and Terms of Business – Schools

Fees

My daily rate is £230 (and £130 for a half day). I will invoice at the end of each month. Payment is due within 30 days of the date of issue of the invoice.

Bookings

Please email me at careerclarityuk@gmail.com or call me on 07939 505405 to book my services.

Personal and Small Group Guidance – What to Expect

I provide impartial, independent personal guidance meetings (or if appropriate small group guidance – up to 4 students) for students from Year 9 to Year 13 at key transition points, helping to fulfil statutory requirements and to meet Gatsby Benchmarks 3 and 8. In providing these services, I follow the CDI's recommendations and the Careers and Enterprise Company's guidelines on best practice:

- https://www.thecdi.net/write/Personal_Guidance_and_Group_Careers_Guidance_-_CDI_recommendation.pdf
- https://www.careersandenterprise.co.uk/sites/default/files/uploaded/1146_what_works_-_personal_guidance_digital_2_13-11-2018.pdf

Each session will offer an opportunity for self-exploration, evaluation of career ideas, a chance to consider the implications of decisions and agreement of next steps. Each student receives guidance notes and an action plan in a format and manner agreed in advance in consultation with the school. These notes may include additional websites for research and signposting to other organisations. Students should be offered both the chance to prepare for these meetings and time to review, reflect and take action (as outlined in the guidelines above).

Apart from in exceptional cases, I can see a maximum of 6 students in a school day, with sessions lasting ideally up to 40 minutes, with a 5 minute break between each session and a morning and lunch break as appropriate. Remote sessions, if necessary due to Covid restrictions, would be conducted via a suitable platform organised by the school. In my remote work I will endeavour to adhere to the guidelines outlined in the CDI's position paper in terms of how I manage the meetings and expectations of student behaviour and attire:

- https://www.thecdi.net/write/CDI-Position-Paper_on_safe_and_ethical_virtual_meetings_V4.0.pdf

At all times I will comply with both the School's Safeguarding Policy and Procedures and my own (copies available on request).

Standard and Ethics

I strive to offer the highest quality service. I adhere to my profession's ethical code of conduct: https://www.thecdi.net/write/Documents/Code_of_Ethics_update_2018-web.pdf) and as a condition of my membership of the Career Development Institute (CDI), commit to undertake regular Continuing Professional Development (CPD).

Insurance

I hold public liability and professional indemnity insurance provided by Hiscox Underwriting.

Confidentiality and Safeguarding

As stated in the CDI's ethical code (above) my duty is to keep the content of our discussions and any guidance notes produced entirely confidential. I will seek permission from the student to share these notes with the school. However, if the student discloses anything that may suggest that they or others are in danger of harm or abuse I will immediately alert the Designated Safeguarding Lead at the School (or person nominated in the absence of the DSL). See also my Safeguarding Policy and Procedures (copies available on request).

Data Protection

In accordance with the GDPR, I will not share personal data with any third party without consent, unless required by law. Please see the Privacy Policy on my website for more information.

Guidance notes will be shared with the student or school (with permission) using encrypted email (or other secure method previously agreed). No personal data will be kept by me unless express permission has been sought in order to keep notes for a possible follow up session, referral or other signposting. In such cases notes will be stored securely on a password protected device for a period up to 6 months. Students and the school can write to me at any time if they require this data to be deleted.

I am not responsible for any third party organisations, services or websites that I may direct students to as part of the guidance work.

Law

These terms will be governed by and constructed in all respects in accordance with English Law

Liz Taylor BA (Hons) MSc QCG
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Chartered MCIPD

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