

Careers Glossary of Terms

Some of the terms used in career support are understood in various ways; here are the definitions we use in HEE NW Careers:

Career Management

A proactive process to career development, career exploration, career decision making and personal learning which may be facilitated by a range of processes and activities

Career Management Skills

The skills used in managing an individual's career.

Career Support

The provision of information, advice, guidance and resources to support an individual's career management and their development of career management skills.

Career Information

The provision of information that is accurate, up to date, accessible, objective, relevant and available in a variety of formats.

Career Advice

The provision of support, usually on a one-to-one or small group basis, whereby individuals are able to understand and interpret career information in their personal situation.

Career Guidance

The provision of specific activities targeted to the particular needs and concerns of an individual whose career expectations are significantly altered.

Career Coaching

A process for supporting career difficulties and decisions that focuses on achieving specific career goals and while doing so, ensures that the individual retains responsibility for their own career.

Career Resources

Resources that can be used to explore awareness, both in terms of personal awareness and awareness of career options and their pros and cons so that the consequences of career decisions can be realistically appraised.