

**Want to Become a Careers Champion?**

*Please read the information below and, if you'd like to become a Careers Champion, register by completing the on-line registration form using the link at the end of this document.*

The Careers Champions scheme puts foundation and specialty trainees in contact with more senior trainees in all specialties. As a Careers Champion you will provide unique and valuable insights into the recruitment processes and working life in your specialty, particularly for trainees who don't already have contacts. We are recruiting Careers Champions to help trainees as they explore options and plan their next career steps.

**What is a Careers Champion?**

Careers Champions have an interest in providing careers information and advice. To be eligible you need to be part of a training programme in the East Midlands and be at least ST1 or CT1 level. As a Careers Champion you can provide real-life information and advice about your specialty to those who enquire. Conversations are informal and Careers Champions draw on their own career development experiences to provide information and advice. When registering with the service, Champions are asked if they work (or have worked) less than full time (LTFT), have been out of programme (OOP), worked abroad or taken a career break. Trainees looking to take these career opportunities are able to access these Champions for advice regardless of specialty.

**What the scheme is**

The scheme provides those wishing to develop their career in a specific area with the opportunity to have informal discussions with more experienced professionals working in areas they're interested in developing as a career. It also provides an opportunity for Champions to support and help junior trainees by sharing their experiences and perspectives on a particular specialty.

**What the scheme isn't**

It's not a mentoring scheme, nor is it careers guidance. However, you might find yourself providing careers information and advice.

**The basics**

After completing the registration form your details will be made available via the list on the VLE (<http://www.vle.eastmidlandsdeanery.nhs.uk/course/view.php?id=1032#section-7>). Foundation trainees will then be able to search or browse for your details and contact you by email. After an initial email contact you are welcome to continue your discussions in-person, by email, or by telephone, skype or IM, etc. Whatever works best for you both!

At the end of the year (usually July-August), we will send you a certificate to thank you for participating and give you an opportunity to update your information.

**Additional details**

1. Your contact details will be made available to all East Midlands Trainees, Educators and staff via the VLE. This will ensure your details are in a secure password protected environment and only available to other registered users of the system. Please note that by volunteering to join the scheme, you agree to your details being used in this way. You can withdraw from the scheme at any time by contacting the careers team: [careers.em@hee.nhs.uk](mailto:careers.em@hee.nhs.uk)
2. Some specialties may have more Champions than others. If you happen to be in a specialty that is heavily represented, even though you're a willing Champion, you might not receive any contact from anybody. If you are being contacted a lot or do not wish to be contacted again we can temporarily remove you from the list.
3. We will seek anonymous feedback from end-users of the scheme at the end of the training year. We will summarise this and circulate it at the end of July, for your interest.
4. We will also be asking Champions how useful they've found the scheme, so please expect an e-mail from us around June asking for your feedback. It's not compulsory, but we'll try to incorporate what we learn for next time.

**Definitions of careers information, advice, and guidance**

Information, advice and guidance in a careers context can be described as follows:

- **Information:** this is general information not tailored to a specific person. It could be application deadlines, information about a role e.g. about the daily life of a clinician in the specialty, eligibility criteria, person specifications, labour market statistics, and other facts or figures. The most important thing in giving careers information is that it is accurate. It is important to remember that recruitment processes are updated each year and may have changed significantly from when you applied!
- **Advice:** this is information which has been tailored to suit a specific individual. This could include reviewing CVs and portfolios, practising interview techniques or identifying the individual's skills, attributes and experience and aligning them to a person specification. In the context of the scheme, this might include advice on how to become a competitive candidate when it comes to interviews and selection centres.
- **Guidance:** *This is not something you as a Careers Champion would be expected to provide.* This is more in-depth support to help individuals who are struggling to make a career decision or are facing other career related difficulties. It could involve help with decision making, choosing between specialties or considering options outside medicine. This may be a longer process involving self-reflection and working through a career planning model. *As a champion you can encourage trainees to access Careers support services through their Educational Supervisor or via the East Midlands careers team if you feel they might benefit from this kind of in depth guidance support.*

**Registration Form:**

To sign-up for the Careers Champions scheme please complete the form at:

<https://admin.onlinesurveys.ac.uk/account/healtheducationyh/survey/edit/302188>

Your contact details will be made available to all East Midlands Trainees, Educators and staff via the VLE. This will ensure your details are in a secure password protected environment and only available to other registered users of the system. Please note that by completing the registration form to join the scheme you agree to your details being used in this way.