

Example Discussion Sheet

Initial meeting

What stage are you at in terms of thinking about and preparing for your future beyond University?

Possible discussion prompts:

- careers of potential interest
- how their motivations and values might link to possible careers
- academic topics they might like to build on
- extracurricular activities
- work or voluntary experience
- awareness of and engagement with the wider careers support systems
- their sense of preparedness for the future
- how confident they feel about preparing for the future

Follow-up meetings

What actions have you taken and what has this achieved in terms of addressing the agreed priority?

This discussion should be based on the student's completed Action Sheet (or where this has not been completed, a verbal report). The advisor should encourage the student to reflect candidly on what has been achieved, whether their implementation strategy has been effective and efficient (for example, has the student made use of relevant resources and support systems) and how they can overcome any obstacles.

Tips for successful conversations

- Acknowledge that making future plans involves difficult decisions and there's no expectation to provide immediate or fixed 'answers'
- Emphasise that they have already taken positive steps (e.g. coming to university)
- Reassure them that having a clearly defined goal isn't necessary as a starting point, taking small steps to broaden their experience can help to generate ideas
- Getting 'future ready' is not just about study, there are many other (fun) experiences students can gain while at university which will help to develop their interests and skills
- There are lots of services and resources around the university that can help – they should access them to discover the support available (see the 'Useful Resources' tab for pointers)
- There might be setbacks along the way, it's important that they keep their options open and think about a plan B

Using the Student Action Sheet

Based on your conversation, agree a **priority** and set a deadline in advance of your next meeting. These should be documented on the Action Sheet - print or email a copy to the student.

The priority should target a reasonably broad focus for development. For students who struggle to identify a priority, suggestions might include:

- investigate different career options
- reflect on interests, skills and aptitudes
- gain experience
- make connections
- prepare for applications

While the advisor and student should work together to agree a priority, it is the student's responsibility to work out what actions they should take in order to address that priority. The advisor should be clear that the student is expected to create and document their implementation plan and to make useful reflections on progress using the Action Sheet, and to then bring this to their next meeting.