

Want to Become a Careers Champion?

Please read the information below, and if you think you're interested in becoming a Careers Champion, please register to join the scheme by completing the booking form 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 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 (further clarification on the definitions is laid out on page 2 of this document).

The basics

1. Trainees interested in becoming Careers Champions should sign up using the form attached.
2. We will arrange for your contact details to be made available via the VLE at:
<http://www.vle.eastmidlandsdeanery.nhs.uk/course/view.php?id=1032#section-7>
3. We will publicise the scheme. This may be through newsletters, e-mails, websites, posters to trusts, etc.

At the end of the year (July), we will send you a **certificate** to thank you for participating. All Champions will receive a certificate whether or not they are contacted. This will be electronic, so you can add it to your e-portfolio or print it if you prefer.

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: heem.careers@nhs.net
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.
- **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 provides individuals who are struggling to make a decision with the tools they need to interpret information or advice. It could involve using psychometric tools to help with decision making or self-reflection, working through a career planning model with them to help shortlist and eliminate job roles, or other more in-depth support. As a champion you can encourage trainees to access Careers services through the East Midlands careers team if you feel they might benefit from more in depth advice or support.

You're invited!



Groups

If you want to join the East Midlands Facebook group as a Careers Champion please join us by searching for HEE East Midlands Careers Team or following the link;

<https://www.facebook.com/groups/HEEEastMidsCareersTeam/>

Careers Champion Sign Up Form

Full name:

Preferred name:

Specialty:

Current Year of Training:

Current Training Location:

Email address:

Career Bio (maximum 50 words):

Have you had any OOP (Out Of Programme) time? Yes No

Please use this space to write a brief summary (Optional):

Have you/do you work less than full time (LTFT)? Yes No

Please use this space to write a brief summary (Optional):

Have you ever taken a career break? Yes No

Please use this space to write a brief summary (Optional):

Have you ever worked abroad (in medicine)? Yes No

Please use this space to write a brief summary (Optional):

Please return this form to heem.careers@nhs.net or by post to Careers Team, Health Education England – East Midlands, 1 Mere Way, Ruddington Business Park, Ruddington, NG11 6JS