

Pupil Agreement
Careers Guidance Video Interview
Department for the Economy's Careers Service

Getting started

We appreciate that video interviewing is new for many of our customers. Please do not worry if you have never used video interviewing before, your careers adviser will guide you through the process. The information below is in the interests of ensuring data protection and safeguarding for both you and the Careers Adviser and includes a number of 'ground rules' which should be followed during the video call.

Staying safe

Your Careers Adviser will only undertake video interview communications using Northern Ireland Civil Service hardware. Your Careers Adviser will only use the link provided in their email to you (via your C2K email account) or your careers teacher when arranging your careers interview.

When delivering careers video interviews, your safeguarding and welfare remain our paramount concern.

Any data shared with your Careers Adviser will be used solely for the delivery of careers guidance and will not be shared with any other party, with the exception of those instances outlined in our Privacy Policy. Details of our Privacy Policy can be found on our website [<https://www.economy-ni.gov.uk/publications/privacy-notice-careers-service>].

Ground rules

As the client, you are participating in the video call through choice and you are free to leave the call at any time.

Here are some ground rules which you should follow during the video interview to help you:

- Both the Careers Adviser and the client will behave appropriately during the call – as you would for a face-to-face appointment with a careers adviser.
- As the client you should be located in a safe working space within your school as arranged by your careers teacher.
- Video calling with the Careers Adviser is for careers interviews only and not for other contact e.g. sharing photos or general messaging. Any other communication between the Careers Adviser and the client will be conducted using the Careers Adviser's official Department for the Economy e-mail account and telephone.
- As the client, you have the option to switch your camera off at the start of the call. If you choose to do so, the Careers Advisers can do likewise and switch their camera off.
- You are not permitted to record the Video Call.

*****The Careers Adviser may end the video call if he/she feels any of the ground rules above are not being adhered to.**

Please note, if for any reason, the Careers Adviser is unavailable for the planned careers interview, another careers interview will be rescheduled.