



What can a career review do for you and your employees?

The UK workforce is ageing and will continue to do so for at least the next 20 years. A quarter of our workforce is already aged over 50. The UK Commission for Employment and Skills estimates that the shortage of young people to replace retiring workers will leave 5 million unfilled vacancies in the next 10 years. In some sectors, business critical expertise is held only by a generation approaching retirement age.

Help you to understand your workforce

Studies have shown that employers who introduced Career Reviews in the workplace found that they gained a more detailed understanding of the needs, interest and aspirations of their employees.

Career reviews can increase productivity and motivation

By giving workers access to specialist career guidance and advice, they're able to review their professional aspirations, take on training and learning opportunities and make informed decisions about their futures. The result is employees who are encouraged to remain in work longer and be more productive whilst there. Employers have reported higher engagement and motivation amongst staff who had taken part in a Career Review.

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Increased loyalty and retention – reduced recruitment costs

By allowing employees the time to reflect on their own role, skills and circumstances and undertaking training you are demonstrating that you value them and in turn they are more likely to feel committed to you as an employer. This will reduce your attrition rates and therefore recruitment costs.

Identify and realise the full potential of your employees

Career reviews can provide valuable insights into the potential of older workers and help to identify underutilised knowledge and skills in your workforce or training opportunities to upskill your employees. An age diverse workplace benefits from the range of experiences, ideas and ways of thinking.

National Careers Service will:

- Conduct in-depth career reviews with your employees at a time that is convenient to all. These can be completed face to face on an individual or group basis or over the telephone with a trained careers adviser.
- Provide access to consultancy support for employers to assist with a training needs analysis (TNA) to help with succession planning, reviewing your current and future skill requirements and how to develop a workforce development strategy.
- Advice and guidance to employees could include:
 - Mid-life career review to explore options
 - Skills health check
 - Information about short courses and training
 - Information about Apprenticeships including Higher Apprenticeships

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