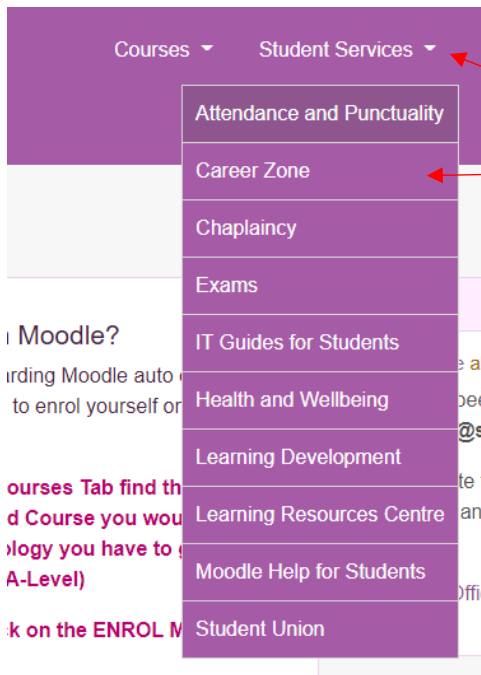


Welcome to the step by step guide on how to book an appointment for the Careers Zone in St Brendan's Sixth Form College.

First, go to Moodle.



Then, select **Student Services** and **Career Zone**.

Scroll down the page and select **Careers Appointments**.



Select **Booking Form**.

**CAREERS APPOINTMENTS**

[How to Use the Career Zone Service](#)

We offer a range of ways to discuss your future plans and options with us!

If you'd like to book an uninterrupted 30 minute 1-1 guidance appointment with one of our qualified careers advisers, you can choose to meet us face-to-face if you are in college, or over Microsoft Teams if you are at home or wish to maintain physical distance.

To book one of these appointments, please click into our **Booking Form**.

**Drop ins**

If you have a quick question about something specific (10 minutes max), you can drop into our office in Cafe Max during break or lunchtimes every day of the week EXCEPT Wednesday mornings. You do not need to book a drop in slot. **ONE PERSON MAXIMUM AT ANY TIME.**

**Guidance appointments**- need to be booked **using the scheduler linked above**, may be helpful if you need support in relation to your options after college including course choices or career goals. **30 minute slots**. Please arrive on time for your appointment and ensure that you notify us or cancel the booking if you are not able to make your appointment so we can offer it to other students.

EMPLOYABILITY <https://successatschool.org/> volunteer retail sort room assistant - British

**ST BRENDAN'S SIXTH FORM COLLEGE**

## Careers Appointments

Select service

Face-Face Work Exp. Appt. 30 minutes Free	(i)	Face - Face Career Guidance - Laura 30 minutes Free	(i)
Face-Face Career Guidance - Julie 30 minutes Free	(i)	MS Teams Career Guidance - Julie 30 minutes Free	(i) (globe)
MS Teams Career Guidance - Laura 30 minutes Free	(i) (globe)	MS Teams Course Change 15 minutes Free	(i) (globe)
MS Teams Course Change 15 minutes Free	(i) (globe)	MS Teams Work Exp. Appt. 30 minutes Free	(i) (globe)

You will be redirected to the booking page.

Here you can see the names of the different appointments.

**Globe** means it is an online meeting via MS Teams.

**(i)** Stands for more information

It will pop-up offering more information about the appointment

MS Teams Course Change



Duration: 15 minutes  
Price: Free

After you have spoken to your Academic Mentor you will need to speak to a careers adviser via MS Teams to ensure that your new course choice is appropriate to your future plans.

OK

MS Teams Career Guidance - Laura  
30 minutes  
Free

MS Teams Course Change  
15 minutes  
Free

MS Teams Course Change  
15 minutes  
Free

MS Teams Work Exp. Appt.  
30 minutes  
Free

Please, select which appointment you want to book.

September 24

< > September 2020

Su	Mo	Tu	We	Th	Fr	Sa	8:35 am	8:50 am	9:05 am
		1	2	3	4	5	9:20 am	9:35 am	9:50 am
6	7	8	9	10	11	12	10:05 am	10:20 am	10:35 am
13	14	15	16	17	18	19	10:50 am	11:05 am	11:20 am
20	21	22	23	24	25	26	11:35 am	11:50 am	12:05 pm
27	28	29	30				12:20 pm	12:35 pm	12:50 pm

① All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Then, select the day available for booking. The **available** days will appear in **colour black**.

**Grey** ones means they are **not available**.

Then **choose** which **time** suits you the best.

① All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Add your details

Name

Email

Phone number

Address (optional)

Please let us know if you have any special requests. Thank you.

Notes (optional)

Book

Scroll down to put in the **required information**. Make sure you provide all of the details to make a booking.

You can **add some notes** if you like. For example, what you would like to discuss in the meeting.

When you're done press **Book**

Thank you for booking with us!

Look in your email for confirmation.

You will get a confirmation message in email shortly



OK

You can manage your booking through the confirmation letter in your emails. Please, see below.



Confirmed booking for  
**Liepa TEST**

MS Teams Course Change  
Free



Thursday, September 24, 2020  
11:35 AM - 11:50 AM  
(UTC+00:00) Dublin, Edinburgh, Lisbon, London



Career Zone

**Join your appointment**

via Microsoft Teams

Have a conflict?

[Change your appointment](#)

Careers Appointments

To Reschedule or Cancel booking please, press **Change your appointment**.

If it opens the window on Internet Explorer and you can't log in then **copy the hyper link and paste it in the Google Chrome or other search engine**.

MS Teams Course Change  
Free



Thursday, September 24, 2020  
11:35 am (15 minutes)



Career Zone

All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Reschedule

Cancel booking

New booking

**That's it! You are now ready to book your appointments! If you have any questions you can email us on [ceiag@stbrn.ac.uk](mailto:ceiag@stbrn.ac.uk)**