

# CAREERS GUIDANCE AT LINCOLN COLLEGE



Lincoln  
College



# INTRODUCTION

Lincoln College believes it is vitally important that all learners have access to high quality careers guidance. Good careers guidance raises learners' aspirations, and helps them make well informed decisions whenever opportunities are available to them and supports them in successful progression pathways.



As a student at Lincoln College there will be particular focus on developing your personal and professional development through:

- Helping identify your key transferable skills
- Developing your employability skills
- Investigating your academic and career progression opportunities
- Exploring key local labour market information within your chosen field
- Supporting you to develop to your full potential.

Lincoln College have events occurring throughout the academic year which you will be encouraged to participate in, events such as:

- Career activities
- Employability weeks
- National Citizen Service
- Apprenticeship week
- Employer visits
- Guest speakers.

## What the College can provide

Careers Guidance is readily available in many forms throughout the College including:

- Fully qualified, professional Careers Advisers who can offer one-to-one support to explain and help you explore possible progression routes when you've finished your course
- A range of professionals to help you realise your career goals and aspirations including Careers Advisers, Tutors, Progression Coaches and Learning Support staff
- Impartial, relevant and effective careers information on specific industries
- Information and advice to current and potential learners about training and education, including courses and opportunities available across our three sites at Lincoln, Newark and Gainsborough
- Advice on eligibility for Home Student or Overseas Student status
- Career and Progression events
- Work-related education activities
- Enterprise and Work Experience opportunities
- Support throughout the University application process

- Guidance on student finance and courses fees
- Access to a modern Library with extensive careers and guidance information
- Access to other useful resources including websites and independent materials.

Whether you're unsure about future career or course options or want advice on planning a gap year, there's a lot of support available and we're happy to help.

## Impartial Career Guidance Appointments

An impartial guidance appointment will last for a minimum of half an hour (further sessions can be arranged as necessary) and will be conducted by one of our fully qualified professional careers advisers in a friendly and courteous manner. An Action Plan will be created during the meeting as a summary of the information and advice given including advice on what to do next. Of course, we will endeavour to provide you with the most appropriate advice and information for you. If we feel college is not the best option for you at this time we can discuss other options and make referrals to more suitable organisations (such as other training providers).

## Who can use the service?

Our service is offered for free to all – you don't even have to be a student at the College. Perhaps you are a school leaver, employed or unemployed. Perhaps you are looking at getting back into education or employment. Perhaps you are an asylum seeker or refugee – whatever your situation we are here to help, for free. At busy times, priority appointments may be given to current and prospective Lincoln College students.

## Where are we?

Our service is available all year round across our three centres:

- Lincoln College – Monday to Friday  
Call us on 01522 876000  
or email [guidanceteam@lincolncollege.ac.uk](mailto:guidanceteam@lincolncollege.ac.uk)
- Newark College – Monday, Wednesday to Friday  
Call us on 01636 680680  
or email [guidanceteam@lincolncollege.ac.uk](mailto:guidanceteam@lincolncollege.ac.uk)
- Gainsborough College – Monday to Wednesday  
Call us on 01427 617471  
or email [guidanceteam@lincolncollege.ac.uk](mailto:guidanceteam@lincolncollege.ac.uk)

Visit our Careers and Course Information Office at Lincoln College and find out how we can help you. We provide a drop-in service located at the Main College Reception from 09.00-17.00 Monday to Thursday and 09.00-16.00 on a Friday.

If you have a query about courses, our Information Officers will be able to provide information and advice about what we offer. The Information Officers will also be able to refer you to a specialist careers adviser for further guidance. You can contact the Careers and Course Information Office by calling 030 030 32435, or you can email us at [enquiries@lincolncollege.ac.uk](mailto:enquiries@lincolncollege.ac.uk) and a member of the team will get back to you.

### What can you expect from us?

- Provide a free and friendly service
- Equip you with information, advice and guidance that is impartial and relevant to you
- Ensure that you are provided with equality of opportunity, treatment and respect
- Professionalism and confidentiality – All of our guidance interviews are conducted by qualified staff
- Transparent communication – we will endeavour to be open, honest and constructive about the options available to you at all times.

### What do we expect from you?

If you are unable to attend an appointment please inform us beforehand. We would also ask that you treat staff and other users of the service with respect. We're always looking to improve our service, so we may ask for you to complete an online questionnaire about us. These questionnaires are 100% confidential. Alternatively, if you have a compliment, suggestion or a complaint, you can write to the Quality Improvement Team at Lincoln College to tell us what you think.

### Our Quality Commitment

Our service is committed to promoting equality of opportunity, challenging stereotypes and combating unlawful discrimination of any kind. We operate within all College Policies and Procedures, and Student Service Confidentiality Policy. Our service has achieved the prestigious national Information Advice and Guidance Matrix Quality Standard Award. Please let us know beforehand if you have any special requirements – we will make every effort to meet them.



The  
**Lincoln College**  
Group

 @lincoln\_college

 lincolncollegeuk

 030 030 32435

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