

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE AT LINCOLN COLLEGE

17/18



Introduction

Lincoln College believes it is vitally important that all learners have access to high quality Careers Education, Information, Advice and Guidance (CEIAG). High quality CEIAG 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 offer one-to-one support to help you realise your career goals and aspirations
- Explore and explain possible progression routes for you when you've finished your course
- Impartial, relevant, effective careers information on specific industries
- Advice and guidance to current and potential learners
- Advice and information about training and education such as 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
- Enterprise & Employment opportunities
- Support you throughout the University application process
- Guidance on student finance and course fees
- Access to a modern Library
- Access to useful resources such as websites and independent material
- Taking a gap year

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

Impartial Career Guidance Appointments

A guidance interview will last for a minimum of half an hour (however further sessions can be arranged if necessary) and will be impartially 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, which will give you useful information and advice on what to do next. Of course we will endeavour to provide you with the best information possible, but if we are unable to help you further – we can pass on your details to other people who can; 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
- **Newark College** – Monday, Wednesday to Friday
Call us on 01636 680680
or email guidanceteam@lincolncollege.ac.uk
- **Gainsborough College** – Monday to Wednesday
Call us on 01427 617471
or email guidanceteam@lincolncollege.ac.uk

Visit our Information Office and find out how we can help you. At Lincoln College we also provide a drop-in service located in the Main College Reception from 08:30 – 17:30 Monday to Thursday and 08:30 – 16:30 on a Friday.

If you have a quick query, our Information Officers may be able to answer your question quickly, or you can email us at guidanceteam@lincolncollege.ac.uk and a member of the team will get back to you.

What can you expect from us?

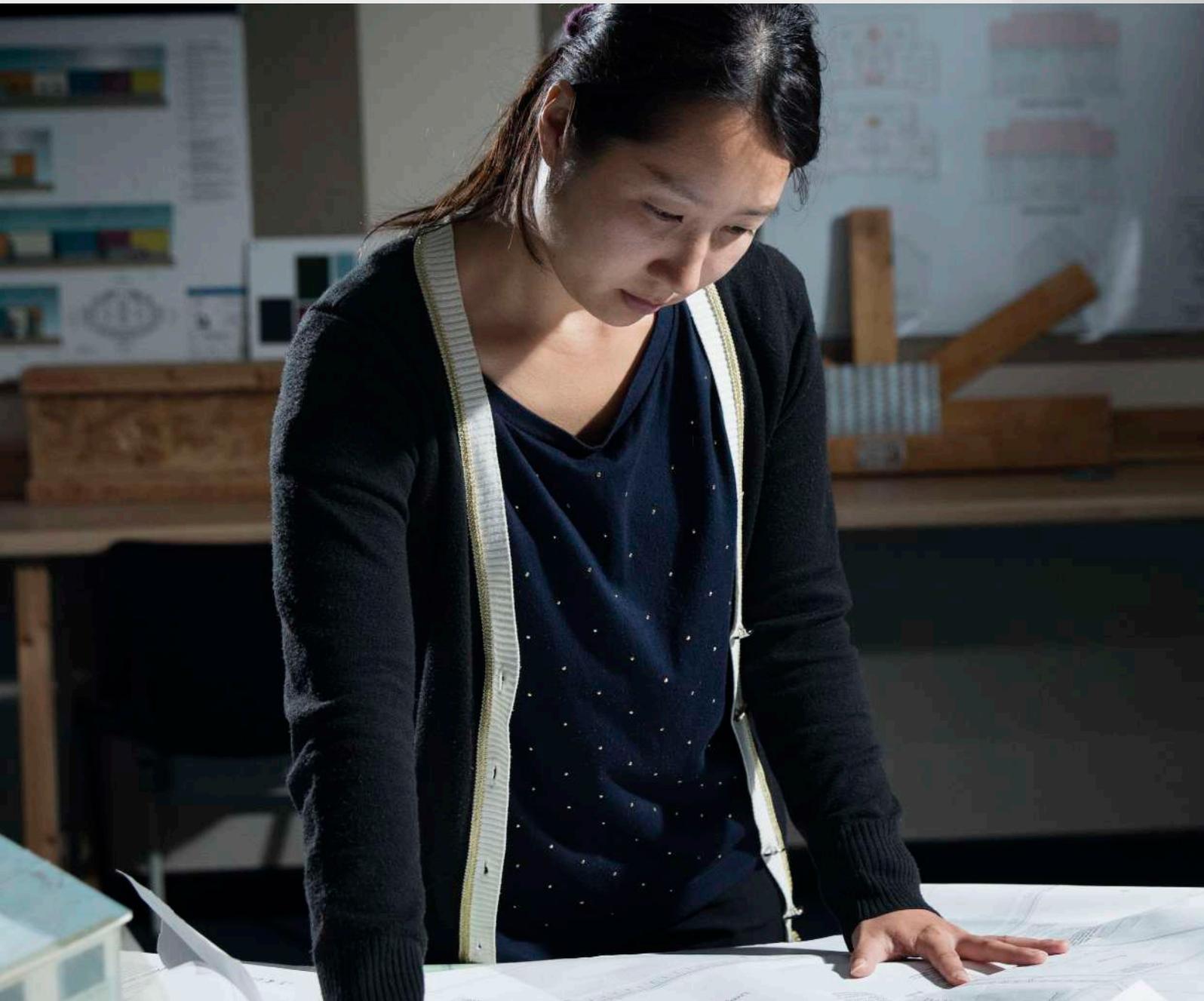
- Provide a free and friendly service
- Equip you with information, advice and guidance that is impartial and relevant to you
- Ensure that you are provided with equality of opportunity, treatment and respect
- Professionalism and confidentiality – All of our guidance interviews are conducted by qualified staff
- Transparent communication – if we have to cancel your appointment due to unforeseen circumstances, we will always tell you before.

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 and 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

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