



Careers Guidance Service – Statement of Service

The aim of the service is to help inspire students to make informed decisions about the opportunities available to them and to maximise their chances of success enabling progression to further learning, training, higher education and employment.

Service Users:

We offer free, impartial, high quality careers advice and guidance on further learning, employment, apprenticeships and higher education to:

- All College students on full-time, part-time courses and apprenticeships
- Prospective student and their parents or guardians
- Former students

Planning your next move, whether it is higher education or employment, can be confusing. Our careers advisers are here to equip you with the right skills and information that is person centred and helps you to make informed, realistic decisions about your future plans.

Careers Advice and Guidance:

You can arrange to meet one of our professionally qualified Careers Advisers for our UCAS advice service or careers guidance appointments. These be booked via our online booking system in leaner portal or by getting in touch with the careers guidance service

We promise to help with:

- A welcome and friendly service
- Understand academic and vocational routes into your chosen career
- Research careers options using LMI on expected salaries, skills and qualifications
- Finding the information, you need to plan your next steps
- Feel more confident and readier to perform at interview
- Understand UCAS - what to include in a personal statement if applying to university
- Write a professional CV that helps you stand out from the crowd

Together we will:

- Identify your needs
- Explore your strengths, skills and interests
- Explore relevant information on learning and work
- Provide information materials and templates for you to take away and work on in your own time

In return we expect you to:

- Bring as much relevant information as you can to enable respond to your query fully e.g. evidence of previous qualifications, your CV
- Think about ideas you already have and what you want to find out, bring a list of questions if necessary
- Attend appointments on time
- Treat members of staff and other students/clients with respect and politeness
- Let us know if you need to cancel/ re-schedule an appointment
- Let us know how the service was by giving us feedback



Limitations of service we are not able to:

- We do not write CVs, complete job application forms, write covering letters or UCAS personal statements for you. We can provide you with templates and support to enable you to do this for yourself
- We can't tell you which career, learning opportunity or business is the right one for you, but we can help you assess what might be best for you

We will:

- Follow the Careers Development Institute (CDI) Code of Ethics and fulfil our commitment to Equality, Diversity and Inclusion
- Respect confidentiality
- Provide relevant contacts or refer you to another organisation if we cannot help you
- Adhere to the principles of the Matrix Quality Standard and Gatsby Benchmarks for good career guidance

How you can help us improve our service

We welcome feedback in order to improve our service. We will ask you to complete an online feedback form, we also welcome your comments on anything you have found helpful or suggestions for things we can improve to a member of the Careers Guidance Service.

CGS Contact Details:

- CGS, Gateshead College, Baltic Business Quarter, Quarryfield Road, Gateshead NE83BE
- 0191 4902216 or career.guidance@gateshead.ac.uk
- Visit our website on <https://www.gateshead.ac.uk/careers>

