**INFORMATION AND ADVICE**

**INCORPORATING CAREERS AND EDUCATION** **GUIDANCE (IAG/CEG)**

**Help with creating SMART goals (Specific, Measurable, Achievable, Realistic, Timely**

**CV advice**

**Interview tips and support**

**Help with writing a cover letter**

**Accessing volunteering opportunities**

**Access to Work Zone support**

**Relevant signposting to specialist services**

**FREE, CONFIDENTIAL and IMPARTIAL support for ALL learners**

**Face to face, online or telephone support**

**National Careers Service**

**Assistance with looking for work**

**Identification of suitable training or courses**

**Funding opportunities for learning**

**Help with overcoming barriers to learning or work**

**I N F O R M A T I O N**

**A D V I C E**

**C A R E E R S**

**E D U C A T I O N**

**G U I D A N C E**

