**Information Advice and Guidance (IAG) and Careers Education Guidance (CEG)**

**What is IAG/CEG?**

IAG/CEG is a service that can help you to make informed and realistic decisions about your employment, education and/or training. It can help you overcome barriers that may limit your opportunities such as lack of skills and experience, money and housing. Your right to receive IAG/CEG is very important, and we offer a free, confidential and impartial service throughout your journey with us. We will provide support that is relevant to you personally, even if this means signposting you to somewhere else that can better meet your needs.

**The IAG/CEG support you may receive could include:**

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| * helping to identify training programme or learning opportunities | * supporting with job hunting or looking for volunteering opportunities | * overcoming barriers into learning/work, e.g. transport, childcare |
| * creating SMART goals to help you plan for your future - ***S***pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely | * signposting when you can be better supported elsewhere – e.g. for other courses, housing, benefits advice etc. | * providing interview hints and tips |
| * CV/cover letter advice and support |

**The following organisations can provide useful IAG/CEG:**

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| **National Careers Service**  Offers free and impartial IAG to help you make decisions about careers, course and work.  Explore 800 job descriptions, take a skills assessment, or find a course.  Advice is available in other languages.  Visit the website at: [**https://nationalcareers.service.gov.uk/**](https://nationalcareers.service.gov.uk/)or call 0800 100 900 to speak to an advisor  **Volunteering Opportunities**  To see a range of volunteering placements in your local area, visit: [**www.do-it.org**](http://www.do-it.org) | **Cheshire West and Chester Work Zones**  A free service for unemployed local residents with a wide range of support such as personal skills analysis, goal setting, CV writing, job interview preparation, job hunting, confidence and pre-employment courses, English/maths/ICT qualifications, access to a personal mentor  **Colleges and Training Providers**  There are many providers of adult learning in the Cheshire West and Chester area  For a list of local Work Zones, Colleges and Cheshire West and Chester training providers, visit: [**https://www2.cheshireadultlearning.org/**](https://www2.cheshireadultlearning.org/) | **Family Learning**  Delivering in local schools and training providers, our Family Learning Team offers free qualifications in maths, English, and Supporting Teaching and Learning in Schools (Teaching Assistant). For further information, please contact [**bethan.colburn@cheshirewestandchester.gov.uk**](mailto:bethan.colburn@cheshirewestandchester.gov.uk)  [**www.gov.uk**](http://www.gov.uk)  Is the Government based website where you can find lots of information on guidance on things like:  Benefits; Childcare & Parenting; Citizenship; Disabilities; Education; Housing; Money and Tax, Employment, Jobs and Pensions, and more. |

**IF YOU FEEL YOU WOULD BENEFIT FROM SOME IAG/CEG ABOUT EMPLOYMENT, LEARNING OR ANY OTHER AREA OF YOUR LIFE, PLEASE SPEAK TO YOUR TUTOR OR MENTOR**