**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, financial or housing concerns. 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 support you may wish to receive could include:**

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| * help to identify training programme or learning opportunities | * support 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 services may be of interest to you:**

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| **National Careers Service**  Offers free and impartial IAG to help you make decisions about careers, course and work.  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/) | **School and community based hubs**  Delivering in local schools and community hubs, our Family Learning Team offers free courses including qualifications in English and maths. They also offer a Level 2 qualification in Supporting Teaching and Learning in Schools (Teaching Assistant).  [**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 THAT YOU MAY NEED SOME HELP WITH EMPLOYMENT, LEARNING OR ANY OHER AREA OF YOUR LIFE, PLEASE SPEAK TO YOUR TUTOR OR MENTOR**