



# Information Advice & Guidance



East Berkshire College

# Information Advice & Guidance

The College offers a free, impartial and confidential careers and course advice service. Our advisers are located in Student Services at our campuses in Langley and Windsor.

## **Our advisers can help you with:**

- Information, advice and guidance on courses and careers
- Applying for Higher Education
- Job search skills
- Advice on financial support
- Support with personal issues
- Access to relevant resources
- Information on College activities and events

## **Information, advice and guidance**

If you are not sure what career path to follow or course to do next, or if you're thinking of returning to learning after a long absence, then why not call in and see an adviser? East Berkshire College provides a fully accredited

Advice & Guidance Service which offers free, impartial and confidential information, advice and guidance on a wide range of careers and learning opportunities in the area. Drop in or telephone to arrange an appointment. Should you need more specialised or in-depth guidance, we can put you in touch with one of our partner organisations. When booking your appointment please let us know if you have any particular needs e.g. access requirements, language or sensory needs, or if you require an appointment outside office hours.

## **Resources**

Both campuses have a resources library situated in Student Services which contains information on careers and job hunting skills, plus prospectuses for universities and local colleges. You can access IT resources including a range of online tools such as careers software to help you match your skills with relevant careers and courses. Our advisors can help you to access these resources either in Student Services or remotely via the Learner Services pages on the College's virtual learning environment.

### **Applying for Higher Education**

If you are considering studying a Higher Education course, our advisers can help you with your application. They can advise on how to choose an appropriate course at university or college, give you guidance on writing your personal statement and completing your electronic UCAS application.

### **Job search skills**

We can provide help with reviewing and updating your CV, improving your job search skills, completing application forms and advice on preparing for interviews.

### **NUS**

The National Union of Students is the national body which represents and campaigns on behalf of students. Get your free NUS democracy card from Student Services. The NUS also provide discount cards which cost £10 and can be applied for online and by post.

### **Advice on financial support**

We can advise you on the funding to which you may be entitled whether studying on Further or Higher Education courses. We can also help with completion of funding applications.

### **Support with personal issues**

If you have a problem that is affecting your studies we can try and help you resolve it or refer you to the appropriate person. A Counsellor is available if you need to discuss personal problems in more depth.

### **Our Student Advisers**

Our advisers are trained and competent to deliver information, advice and guidance to national quality standards and work within the Guidance Council's Code of Practice, a copy of which is available on request. Student Advisers will treat any personal information you give them as confidential, in line with the Data Protection Act. We work to deliver fair and equal services to all. Copies of our Diversity and Equality Statements are available on request.

## How to contact us

### Langley Campus

Station Road

Langley

Berkshire

SL3 8BY

Tel: 01753 793271/793337

### Opening Hours

Mon - Thu: 8.30am - 5pm

Tue: 8.30am - 7pm

Fri: 8.30am - 4.30pm

Appointments are available outside standard opening hours on request.

[click.eastberks.ac.uk](http://click.eastberks.ac.uk)



**East Berkshire College**

### Windsor Campus

St Leonards Road

Windsor

Berkshire

SL4 3AZ

Tel: 01753 793110/793124

### Opening Hours

Mon: 8.30am - 7pm

Tue - Thu: 8.30am - 5pm

Fri: 8.30am - 4.30pm

Appointments are available outside standard opening hours on request.

