

If you would like this leaflet in an alternative format, or large text please call 01935 845406. Or you can request a copy from reception, at the main entrance of the College.



Happy with the information supplied? Tell us about it ...

We are always looking for new ways to improve our IAG service. Please share your ideas with us. Or if you have not been satisfied with the service received please email; [info@yeovil.ac.uk](mailto:info@yeovil.ac.uk), or call 01935 845322.



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# Information Advice & Guidance 2009-10

Yeovil College,  
Your College

# OUR SERVICE

## Thinking of learning something new?

## Not sure what to do next?

Don't worry! There are many ways to find out the information you need to choose the best course for you. This leaflet will tell you how we can help and where you can find further information, advice or guidance.

Joining college can be both daunting and exciting for everyone, whether you are leaving school or college, an employee, or returning to education.

Yeovil College offers a range of free information, advice and guidance to help you to make the right choice for you.

## What is available?

**Information on the courses and services we provide can be found in a number of ways;**

Talk to our Customer Liaison and Enrolment team for general impartial information, advice and guidance on our courses and qualifications and how to apply or enrol on a course.

## How?

**In person;** You can drop in to our main reception Monday to Friday between 8.30am and 4.45pm

**By Phone;** Call 01935 423921

**By Email;** [info@yeovil.ac.uk](mailto:info@yeovil.ac.uk)

## Support

We can help with;

- \* Going back to education and training
- \* Advice on financial support for both individuals and businesses
- \* Updating your skills
- \* Explaining the value of your current qualifications
- \* Specialist advice and guidance interviews on education and training opportunities at Yeovil College and the University Centre Yeovil (UCY)
- \* Qualifications and courses offered by the college
- \* Learning and practical support
- \* Starting or continuing professional qualifications
- \* Advice on training for your business
- \* Choosing and applying to higher education
- \* Advice on transport and support services

## What you can expect from us

We offer a friendly and confidential IAG service to support you in making sure you choose the right course and level to support your career or job aspirations

## We will;

- \* Treat all learners with respect
- \* Provide up to date, impartial information on training and learning opportunities available at Yeovil College and The UCY
- \* Provide a confidential service
- \* Refer you to other organisations if we cannot help you
- \* Ensure our staff are experienced and knowledgeable

## Information

Is available in a variety of formats and details on courses, support services and lots more can be found on our websites;

[www.yeovil.ac.uk](http://www.yeovil.ac.uk) or [www.ucy.ac.uk](http://www.ucy.ac.uk)

## What next?

Our Information, advice and guidance service is mainly concerned with the learning opportunities provided by Yeovil College and other organisations we work in partnership with.

If you are looking for specific careers guidance or information on courses that we do not offer, we can give you details of alternative organisations that may be able to help you.

The following sites give a variety of information on courses, careers and skills advice.

## More Information;

**14-19? The Connexions Personal Advisor- Gavin Salter (careers and support) is based in our Learning Centre on Tuesdays and Thursdays all day. You can drop in and visit Gavin, or make an appointment at the Learning Centre Helpdesk. Alternatively you can call Connexions direct to make an appointment on 01935 381800.**

## Or visit the following;

[www.connexions-direct.com](http://www.connexions-direct.com) (under 20's)

[www.nextstepsouthwest.org.uk](http://www.nextstepsouthwest.org.uk) (adults)

[www.careersadvice.direct.gov.uk](http://www.careersadvice.direct.gov.uk)

Call; 0800 100 900

[www.learndirect.gov](http://www.learndirect.gov)

## Higher Education;

[www.prospects.ac.uk](http://www.prospects.ac.uk)

[www.hotcourses.com](http://www.hotcourses.com)

[www.ucas.ac.uk](http://www.ucas.ac.uk)

[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)