

Statement of Service

Careers Education, Information, Advice and Guidance (CEIAG)

Welcome to the Careers Team. We offer a range of impartial, confidential guidance and services, following safeguarding and equality and diversity, to enrolled and potential learners to increase their employability skills. These services aim to ensure that learners and potential learners have the skills and support needed to identify, secure and maintain career opportunities which meet their needs, abilities and interests.

What we offer:

We are pleased to offer the following services:

- 1:1 career education, information, advice and guidance.
- Employability skills embedded into the curriculum offer.
- Access to work experience.
- Access to Industry Mentors.
- Access to industry visits.
- Access to networking, confidence building opportunities and careers focussed events.
- Access to University support and visits.
- Support with progression opportunities.
- Curriculum delivery from guest lecturers and other industry professionals.
- Provision of up to date labour market information.
- A planned programme of CEIAG activities.

What you can expect from us:

- You will receive a friendly and professional service.
- You will be treated with respect.
- We will comply with General Data Protection Regulations to ensure your data is protected.
- We will respond to your requests within 5 working days.
- You will have access to qualified, impartial careers, information, advice and guidance.
- We will develop the service from the feedback that you give us.

What we expect from you:

- You will engage proactively with our services.
- You will engage proactively with College events such as, but not limited to, College Open Events.
- You will treat us with respect.
- You will respond to our queries and requests in a timely manner.
- You will attend appointments with us and inform us if you are unable to attend in good time.
- You will tell us what we do well and where we need to improve.
- You will attend careers and employability events.
- You will engage proactively to record careers, information, advice and guidance as needed or requested.

How to access the service:

You can contact the Careers Team using a range of methods:

- Via email to a member of the Careers Team
- Via Canvas email to a member of the Careers Team
- Via telephone to a member of the Careers Team
- In person to the Careers Team located in the Learner Experience Team offices at Birmingham and Doncaster campus.
- The Reception team, any member of the Curriculum Team or any other College staff can also signpost you to the Careers Team.

Contact Us:

If you want to contact the Careers Team, have any queries or want to offer feedback:

Emma Nettleship; QTS; Careers and Employability Officer;
emma.nettleship@nchsr.ac.uk; 01302 540259 (Doncaster)

Paula Bailey; Work Experience Officer; paula.bailey@nchsr.ac.uk; 0121 2954857
(Birmingham)