

# Information, Advice & Guidance



## SEEVIC College & New Campus Basildon

Our information, advice and guidance service aims to help prospective, present and past students make informed and effective career decisions.

All our information, advice and guidance services are free to clients and help is impartial and confidential.

### Information

Information is offered on courses and training opportunities at SEEVIC College and New Campus Basildon. If the College does not offer a suitable course, staff will refer clients to other organisations and sources of information.

They may refer clients to teaching staff for course specific information and other specialist staff for information on support for learning, such as financial assistance, welfare issues and help for learners with specific learning difficulties or disabilities.

### Advice

Advice on courses offered at SEEVIC College and New Campus Basildon, along with more general careers information and advice, is available from the careers staff at Benfleet Campus and the Student Advisors at New Campus Basildon. It may be necessary to book an appointment for this service at busy times. Group advice sessions are also provided to clients where appropriate.

Information and advice for potential applicants and employers for apprenticeships and other training programmes is offered by the Client Advisors in the Business Development team.

### Guidance

SEEVIC College employs three Careers Advisors who offer guidance interviews to clients: an opportunity to discuss career options in depth, in a confidential setting.

Clients under 20 years old may book an interview with either the College Careers Advisors or one of the Personal Advisors from the Connexions Service who visit the Colleges on a regular basis.

Clients over 20 years old can book an appointment with SEEVIC College Careers Advisors.

Connexions Advisors and Student Advisors are available on a daily basis at New Campus Basildon and where appropriate an appointment will be made for a specialist careers interview.

Full careers guidance interviews are only available by appointment. Please use contact details overleaf to book an appointment. Hearing impaired clients can book the services of a signer or notetaker if required.

Written records of guidance and advice interviews are kept securely to ensure client confidentiality.

## Careers Resources

Extensive career resources are available for all clients to use in the Careers Centre in the West Building at the Benfleet Campus, with a smaller bank of resources available at New Campus Basildon.

Both sites have access to several online careers programmes for clients to use, with support available if required from trained staff.

## Staff Competence

The Careers Advisors have, or are working towards the Post Graduate Diploma in Careers Guidance and are all very experienced practitioners. A Careers Assistant at the Benfleet Campus and Student Advisors at NCB have attained Information, Advice and Guidance qualifications at level 3. From April 2010 eight Business Development staff will be studying for Information, Advice and Guidance qualifications at level 2 or 3.

All staff regularly undertake both external and internal relevant training in order to maintain, update and improve their skills and knowledge.

## Client Feedback

We welcome comments and suggestions on all aspects of our information, advice and guidance service. We are continuously trying to improve the quality of provision for our clients, so please let either a member of staff know your thoughts and ideas, or if you would prefer to remain anonymous drop a suggestion in the boxes available in the College Reception or in the Careers Centre.

## Contact Us

Initial information on SEEVIC College and New Campus Basildon courses is available from our admissions staff and Student Advisors at New Campus Basildon.

Careers information, advice and guidance services are based on the first floor of the West Building at the Benfleet Campus, where there is also a very well resourced Careers Centre. (Lift access is available for disabled clients.)

To contact admissions staff, visit the Admissions Office between 9.00am and 4.30pm or telephone 01268 756 111

To contact a New Campus Basildon Student Advisor visit New Campus Basildon between 8.00am and 6.00pm or telephone 01268 882 622

To contact the careers staff, call in to the Careers Centre, between 8.30am and 4.30pm or telephone 01268 756 111.

(The careers centre closes every Thursday morning between 9.30-10.30am for a staff meeting and is closed during College holiday periods).

You can also email [careers@seevic-college.ac.uk](mailto:careers@seevic-college.ac.uk) or [questions@ncb.ac.uk](mailto:questions@ncb.ac.uk)

This information can also be accessed on our website [www.seevic-college.ac.uk](http://www.seevic-college.ac.uk) and is available to students on the VLE.

If you require this document in an alternative format, please contact us on 01268 756 111 or email [info@seevic-college.ac.uk](mailto:info@seevic-college.ac.uk)

The information given in this document is believed to be accurate at the time of publication but does not preclude changes being made at a later date. Contact the College for details of the latest developments.