

Back on Track Guidance Services

Want to talk about.....

For more information, contact

Angela Lyst
Guidance & Mentoring Coordinator

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Opening Times:

Monday – Friday

10am – 4pm

your skills?

courses?

jobs

writing a CV?

voluntary work?

Disclosing
convictions

job searching

your options?

Aim of the service:

The service aims to provide information, advice and guidance to Back on Track learners on issues relating to education, training, voluntary work and employment.

The Guidance service promise:

The guidance service promises to:

- Be friendly and welcoming
- Honest
- Provide independent and impartial information, advice and guidance
- Provide accurate and up to date information and resources
- Ensure confidentiality

Services available:

Guidance Drop In

Thursday 10:00 – 12:00

You can come along to this session without an appointment to chat with our guidance worker and/or use the internet/telephones to look into opportunities.

Guidance Plus:

Wednesday 1:15 – 3:15

You can book further sessions with our guidance worker to discuss progress and for additional guidance and support

Practical Guidance:

Each term, our Guidance worker will run one off group sessions to give practical information and advice.

Information, advice and guidance available:

Working with you one to one, our guidance worker can:

- Discuss your goals
- Support you to use tools to identify your skills and qualities
- Help you to match your skills to jobs/volunteer opportunities
- Give you information about different jobs/volunteer opportunities
- Help you to recognise the skills/qualifications you need to work towards your chosen job
- Help you to find courses
- Offer you practical support to build a CV, complete application forms, write letters and prepare for interviews
- Talk to you about disclosing convictions
- Give you information about/refer you to other local services

What we expect from you

We ask all guidance clients to:

- Follow the Back on Track Code of Behaviour
- Inform us if you are unable to attend an appointment
- Attend your appointment on time