



Edinburgh's Telford College strives to be an inclusive College that welcomes and supports learners from all age and ethnic groups, genders, abilities, sexual orientations, cultural and religious backgrounds.

The College has developed policies to ensure that unfair discrimination does not occur and is ethically and legally committed to equal opportunity in all institutional areas of activity. Appropriate remedial and, if necessary, disciplinary action will be taken in order to eliminate discrimination wherever it occurs. Telford is founded on the principles of creating an inclusive College, one College for all.



Course Hotline:

0131 559 4000
www.ed-coll.ac.uk

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CAREERS GUIDANCE



STUDENT SERVICES



2008-2009

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CAREERS GUIDANCE

WOULD YOU LIKE TO SPEAK TO A CAREERS ADVISER?

Career Planning is a skill you will use again and again...**Careers Scotland** can help develop that skill.

Edinburgh's Telford College works in co-operation with **Careers Scotland**. The Careers Adviser can help you at all stages of your College education with **impartial and professional advice**. Here is a brief outline of the services that are available.

- If you are clear about what you need, you can help yourself to a range of materials in our **resource area** in Student Services or visit the Careers Scotland website: **www.careers-scotland.org.uk**
- If you need some assistance to help you on your way, you can come along to the **drop-ins** listed below

If you need more **in-depth guidance** you can make an appointment to see the Careers Adviser.

PRE-ENTRY GUIDANCE

The Careers Adviser can give you advice if you're thinking about taking a course at College. For example, it might be some time since you were last at school or college and you might be unsure about which direction to take. You might need advice about the best starting point for you to progress in your studies and chosen career. Talking things over with the Careers Adviser can help you with these important decisions.

ON COURSE GUIDANCE

If you are a student at the College, the Careers Adviser can help with all aspects of career choice, such as:

- guidance about your future career direction
- advice on further courses at College
- providing information about job opportunities and self employment
- information and advice about progressing to degree level study
- use of computerised careers guides to help you develop job ideas

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CAREERS GUIDANCE

PRE-EXIT GUIDANCE

JOB SEEKING SKILLS

If you are **looking for employment**, the Careers Adviser can help with **job seeking skills**:

- writing a curriculum vitae (CV)
- advice about job opportunities
- developing interview skills
- arranging employer visits to College
- career planning and learning about job seeking strategies

The Careers Adviser can also help you to access advice about becoming self employed.

UCAS INFORMATION SESSIONS

Applying for a degree course through UCAS will be less complicated if you take advantage of the University Application Guidance programme. **UCAS information sessions** will be arranged throughout October and November 2008. **More Details later in the year.**

YOU CAN SPEAK TO THE CAREERS ADVISER

By Appointment - Appointments are available Monday to Friday and can be made by calling in to Student Services or phoning: **0131 559 4243**

Evening appointments are also available.

At Drop-in Times

You can also see the Careers Adviser at the following times:

Day	Time	Location	Campus
Tuesday CV Doctor	12.00 - 13.30	Student Services	Ground Floor
Wednesday	13.30 - 14.30	Student Services	Ground Floor
Friday	14.00 - 16.00	Student Services	Ground Floor

EVENING AND OPEN LEARNING STUDENTS

If you're an **evening class** student or if you study by **open learning**, you can still ask for advice from the Careers Adviser.

To discuss your plans telephone or make an appointment please call 0131 559 4243.

The help and advice available from the Careers Adviser is part of the service provided by **Student Services**.

Please let the College know if you require this information in an alternative format.

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