

The Student Services Team

The Student Services Team provides information, advice, guidance and counselling on a wide range of concerns for all enrolled students at Cambridge Regional College. They can help with:

- **Accommodation**
- **Bullying/Harassment**
- **Careers and Higher Education**
- **Learning & Training Opportunities at Cambridge Regional College**
- **Course Information**
- **Financial Assistance**
- **Personal and Family Problems**
- **Welfare Benefits**

or anything else that is of concern to you.

Equalising Opportunities

At Cambridge Regional College we work hard to eliminate discrimination and are fully committed to equalising opportunities irrespective of age, gender, race, disability/support needs, sexual orientation, religion or background.

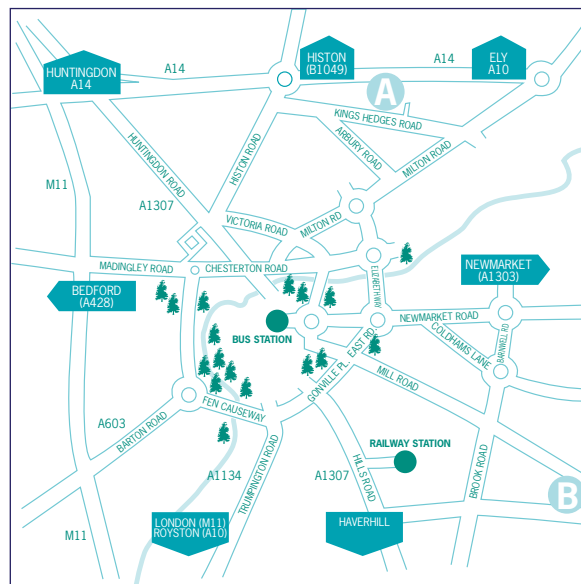
All advice, guidance and support services will be provided impartially and confidentially as appropriate. If we find that we are unable fully to support your needs, we will refer you to other specialist agencies who will be able to help.

We welcome feedback on our services to enable us to continually develop and improve. If you have any suggestions as to how we can improve, we would be pleased to hear from you. Please contact us via the

number on this leaflet, or phone our main switchboard and a form will be sent to you.

If you require this information to be available in alternative formats eg large print, Braille, on tape or CD please contact us via the number on this leaflet.

How to find the College



A: Science Park campus

Kings Hedges Road
Cambridge
CB4 2QT

B: Cherry Hinton Hall

Cherry Hinton Road
Cambridge
CB1 8DW



All details are correct at time of going to print, June 2010.

Careers Service

Do you need help with:

- Course Choice
- Career Choice
- Chosen Career Path
- Higher Education Choice
- UCAS Applications
- Job Hunting
- Application Forms
- Writing a C.V.
- Finding Careers and Job information

then the Careers Team can help you!

The Careers Service

The **Careers Service** is based in the Student Services Centre (C007a).

The Careers Resources section holds current information on a wide range of careers as well as Higher Education prospectuses and guides to application procedures.

You will also find a range of computer aided careers programs which you may access for yourself.

Individual interviews can be booked and these are held in separate rooms which are quiet and private.

Alternatively you can just 'drop-in' when staff are available if your enquiry is fairly straight forward.

How Careers Advice can help

If you are a student at CRC, if you have recently left, or if you are hoping to become a student at CRC, you can access this service free of charge. A Careers Adviser will help you make informed and realistic decisions about training, employment or further educational study.

A careers interview should help you look at the range of options open to you and to make decisions about your future.

A Careers Adviser will not tell you what to do but will explore all the possibilities with you.

The CRC Careers Advisers are:

Will Dickson, Pauline Clarke & Claire Sutcliffe

Student Services are also supported by Connexions Personal Advisers:

Melody Perkins & Collette Mansfield

Other useful contacts

Connexions: **Tel: 01223 728500**

3rd Floor
Cambridge Central Library
7 Lion Yard
Cambridge
CB2 3QD

www.cambridgeshire.gov.uk/childrenyoungpeople/connexions

Youthoria: www.youthoria.org

4us: www.4us.org.uk/main

Jobs 4u: www.connexions-direct.com/jobs4u

Next Step: **Tel: 01223 728500**
Cambridgeshire County Council Adult Guidance
(nextstep)
7 The Meadow
Meadow Lane
St Ives
Cambridge
PE27 4LG

www.nextstepeastofengland.org.uk/

Universities & Colleges Admissions System (UCAS)

www.ucas.com

Tel: 0871 468 0 468

Where to find us

You will find us in the centre of the College in the Student Services Centre. Advisers are available from 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday. To make an appointment call in or telephone via 01223 418442.

The Careers Service aims to be friendly, impartial and supportive to all. The Careers Adviser will explain the confidential nature of the service to you. Further information, advice and guidance provision at CRC is available in the Statement of Service, please ask a member of Careers staff for details.

Careers Advice

Tel: 01223 418442