

Statement of Service

Introduction:

NEWTEC aims to provide information, advice and guidance for a range of services to current and prospective learners and other stakeholders.

The purpose of IAG is to assist individuals to reach their potential by overcoming barriers to learning, working and living. It provides support in making realistic and well informed choices and exploring opportunities available for personal development through education, training, work and career progression.

NEWTEC's IAG service has six key objectives:

1. To provide impartial, high quality information and advice to learners and potential learners to support effective decisions about the choice of learning programme and achievement of their learning objectives or to signpost them to alternative options elsewhere as appropriate.
2. To ensure that potential learners are given the information and advice which enables them to decide correctly whether our courses are appropriate for their circumstances
3. To ensure that the people who enrol on a course, choose the right course, leading to a qualification which is right for their potential and career aspirations
4. To ensure that our learners receive sufficient and appropriate information and advice during induction to prepare a learning plan which will lead to successful achievement of their course objectives
5. To ensure that our learners are supported during their course in a way which enables them to complete the course and achieve their qualifications
6. To ensure that at the end of their programme learners are supported to find employment, remain in employment, obtain promotion or enrol on a course of further education or training

Services Offered:

The services listed below are able to offer free impartial information and advice for their area:

- Information and advice sessions about courses, training opportunities and career progression
- Enrolment sessions
- 1:1 interviews and consultations
- Work placement and volunteer programmes
- Tutorials
- Additional learning support (if required)
- Family support
- Recruitment Agency – Support with finding jobs
- Childcare support (if eligible)
- Travel support (if eligible)
- Financial support (if eligible)
- Free meals for learners aged 16-18

The service further allows learners to focus on employability skills such as:

- study skills and learning styles
- English, ICT and maths
- problem-solving, working in a team
- job search – where, when and how to look
- filling in application forms for jobs and courses
- CV and letter writing

Confidentiality:

NEWTEC staff are committed to the importance of confidentiality and the need to keep all records in line with the Data Protection Act.

Inclusion:

NEWTEC is an Equal Opportunities Centre seeking to welcome and include all learners and all staff regardless of sex, race, colour, nationality, age, ethnic, political or religious beliefs. It is also committed to the values enshrined in the Disability Discrimination Act (2005).