

# CAREERS SERVICE

MANCHESTER.AC.UK/CAREERS



## Other providers of careers advice in Manchester

### For graduates

- Graduate Prospects

[www.prospects.ac.uk](http://www.prospects.ac.uk)

Prospects House, Booth Street East, Manchester M13 9EP. Tel: 0161 277 5200

The website offers careers advice in addition to vacancies, internships, job sector profiles and work experience.

### For graduates and non-graduates

#### Free adult guidance provision in Greater Manchester

• **The National Careers Service** Offers information, advice and guidance for young people aged 13 - 19 and adults aged 19 plus in England regarding learning, training and work. They provide support online, by phone and in person.

#### Online

Online tools are available to identify the skills you have; match your skills to possible job roles; build a CV and save it to your personal workspace; choose the right course. They are available on through the following website link:

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

#### Phone

National Careers Service Helpline contact: **0800 100 900** to speak to an adviser by phone for information, advice and guidance or to book an appointment to see an adviser in person in your local area.

Phone lines are open between 8am and 10pm seven days a week.

#### In person

You can book an appointment with an adviser in person by ringing the helpline on: 0800 100 900.

There are different venues around Greater Manchester that provide information, advice and guidance for The National Careers Service and the helpline can book an appointment near to where you live.

**If you are a young person aged 13 – 19 years:**

You can contact a careers adviser if you are 13-19 years for help with information, advice and guidance on education and work by phoning the helpline number 0800 100 900 and press option 1.

There is also further information, advice and guidance online on learning, work, careers, health, money, disability and housing on the government website at: [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm)

To see an adviser in person you may need to contact your local council to check where there are available advisers in your area, which may vary depending on the area.

**If you are an adult over 19 plus:**

There are a number of venues available providing information, advice and guidance in person across Manchester, Salford, Stockport, Tameside, Trafford, Bolton, Bury, Oldham, Wigan and Rochdale and all within the Greater Manchester area. Contact the National Careers Helpline 0800 100 900 who will be able to book an appointment with an adviser and direct you to a venue that will be most convenient to you and/ or near to where you live.

**Other providers of information, advice and guidance in the Greater Manchester area may include:**

Here is a list of some other providers of information, advice and guidance in the Greater Manchester area. You may be able to book an appointment to see someone in person, but you will need to check with each organisation the services they provide, if you are eligible to access their support and their availability. If you live elsewhere in the UK, you may want to look in the yellow pages to find other local providers.

• **Learndirect**

[www.learndirect.co.uk](http://www.learndirect.co.uk)

Offers advice on Maths, English and computer courses and access to funding. Call free on 0800 101 901 to speak to an advisor. Lines open from Mon – Fri 8am – 9pm, Sat 9am – 6pm, Sun 10am – 6pm.

• **Jobcentre Plus**

[http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/DG\\_10030134](http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/DG_10030134)

They can offer some information and guidance. Visit the website to find your local office and links to further information on planning a career, job search, benefits and financial support etc.

• **Standguide**

<http://www.standguide.co.uk/>

Provide for recruitment and help to meet training needs of employers as well as supporting unemployed adults with training, courses and support to help get into work based at centres around Greater Manchester.

For contact: 0161 881 4826

•**The Shaw Trust**

<http://www.shaw-trust.org.uk/home>

Provides advice and support for disabled and disadvantaged people including to prepare for work and find a job. Area covered Manchester, Stockport and Tameside. For contact: 0345 2349675/0300 2472550. Mon-Fri 8am-8pm, Sat 9am-12pm

•**Armed Forces Careers Service**

[www.army.mod.uk](http://www.army.mod.uk)

Advice for anyone considering a career in the armed forces.

Petersfield House, 29-31 Peter St, Manchester, M2 5QJ

Army: 0345 600 8080

RAF: 0345 605 5555

Royal Navy & Marines: 0345 607 5555

**Commercial Careers Services in Greater Manchester**

There are a number of different companies and individual consultants within the Greater Manchester area offering a paid advice and guidance service to help with career decisions and transition. You will need to use an internet search engine to search for the availability of different commercial career services and check what they offer in terms of help, costs and location details.

**Services that may be provided depending on the service:**

- CVs/ applications/ interview techniques
- confidence building
- psychometric tests
- redundancy/ redeployment support
- networking
- self-employment
- life coaching
- retraining
- job search/ job market

The Careers and Employability Division does not endorse any providers. All providers should discuss your needs at the outset and explain whether and how they will be able to help you before you make a commitment. All should be upfront about costs before you incur them. For commercial services in other areas, try searching for "careers advice" in your local telephone directory or Yellow Pages [www.yell.co.uk](http://www.yell.co.uk) or use an internet search engine.

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