

# Help planning your future

What next? 2018-19



# Taking your next steps

This guide describes who we are as an Association, explains our priorities and expectations for the coming year, defines key roles across the Association, and outlines where you can access information and resources that will support you in your role as a WEA student.

For example, you may want to find out more about:

- Learning something new
- Developing your skills
- Returning to work
- Getting a qualification
- Changing jobs or careers
- Volunteering.

It isn't always easy to know where to go for information, advice or guidance. If you are already learning with the WEA, the first step is often to talk to your Tutor. He or she can tell you about our courses and about our volunteer work, and may refer you to other WEA staff or to your WEA Regional Office. Your Tutor may also know about other local opportunities linked to their subject area such as joining a local history group or progressing to a course with another local provider. You can refer to the national WEA website for information about courses or other opportunities.

For more information: [wea.org.uk](http://wea.org.uk)

However, WEA staff can't know about every opportunity on offer. If you'd like to find out what else is available, you may need more specialist advice.

# WEA Information advice and guidance

We can provide information and sometimes advice about a number of things:

WEA courses and membership

- Choosing the right course
- Fees and financial support
- Learning support
- Progression - information on what you can do next
- Signposting & referral - direct you to other courses, agencies or resources

Our Information and Advice adheres to the matrix standard. We can't actually offer 'guidance' since this is a very specific activity involving a formal interview with a qualified guidance professional and is probably more familiar to you as careers guidance. Feel free to call the support services team on **0300 303 3464**.

For information about learning beyond the WEA, try the government's National Careers Service at **[nationalcareersservice.direct.gov.uk](https://nationalcareersservice.direct.gov.uk)** or ring **0800 100 900**.

If you have a qualification from abroad, you may wish to get in touch with UK NARIC. UK NARIC is responsible for providing information, advice and opinions on academic, vocational and professional qualifications and skills from all over the world. **[naric.org.uk](https://naric.org.uk)**

# National Careers Service

The National Careers Service provides information, advice and guidance to help you make decisions on learning, training and work opportunities. The service, which is free, offers confidential, helpful and impartial advice, supported by qualified careers advisers. If you are aged 20 + help is available by telephone, email, online and face-to-face, and advice is available in several different languages. The service also offers help for 13-19 year olds in the form of telephone support, e-mail, web chat, and chat rooms, but not face to face support.

A National Careers Service adviser can help you:

- develop your CV
- search and apply for jobs
- understand the job market
- search for courses and training schemes
- find funding to support any learning
- identify your key strengths and skills
- explore your career options
- choose training routes that fit your lifestyle
- develop an action plan to help you achieve your goals.

Call **0800 100 900** or visit the website at **[nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk)**

## Other sources of Information, Advice and Guidance (IAG)

As well as the National Careers Service, there are lots of other useful sites run by the government and reputable independent organisations. Here are some suggestions that you might like to investigate.

Both the National Careers Service and the following sites offer careers help, including online “quiz” style assessments or videos to help you make career decisions and get CV or job advice.

- [careersbox.co.uk](https://careersbox.co.uk)
- [website.u-explore.com/start/students](https://website.u-explore.com/start/students)
- [jobs.guardian.co.uk](https://jobs.guardian.co.uk)
- [thecareerbreaksite.com](https://thecareerbreaksite.com)

Some commercial sites aim to get you interested enough to pay for advice or help, so be wary. Those above have no “hidden catches”.

The following government site offers lots of information for adult learners, including information on financial help and access to careers advice. Visit [gov.uk/browse/education](https://gov.uk/browse/education)



**I first went on a WEA course after fleeing from domestic abuse and losing my home and moving to a new area in emergency accommodation. It was a real life line for me and helped me enormously**

**WEA student  
South West**

# Further help

Here are some more sites that focus on particular information needs.

## WEA's helpful links

WEA's helpful links which lists information relating to your progressional options, learning links, improving your employability skills, Job hunting websites, and student support available.

[wea.org.uk/learn-us/helpful-links](http://wea.org.uk/learn-us/helpful-links)

- For WEA courses: [wea.org.uk/find-course](http://wea.org.uk/find-course)
- For information on adult education courses in your area offered by other learning providers go to [hotcourses.com](http://hotcourses.com)

## Short course to compliment your interests

- Learn my Way [learnmyway.com](http://learnmyway.com) – Developing your digital skills
- Pearl [pearl.open.ac.uk](http://pearl.open.ac.uk) – Finding out about your learning options
- Open Learn [open.edu/openlearn](http://open.edu/openlearn) - Short and free course online courses

## For job vacancies, courses and career advice

- [reed.co.uk](http://reed.co.uk)
- [indeed.com](http://indeed.com)
- [Job Centre Plus gov.uk/jobsearch](http://Job Centre Plus gov.uk/jobsearch)
- [monster.co.uk/](http://monster.co.uk/)

## For students with a disability

- Skill: National Bureau for Students With Disabilities [skill.org.uk](http://skill.org.uk)

## Further and Higher Education

- Information about going to college or university visit The Student Room [thestudentroom.co.uk](http://thestudentroom.co.uk) or [UCAS.com](http://UCAS.com)
- Explore your passion for a subject or launch a successful career with a highly valued Open University qualification. **0845 300 60 90** or [open.ac.uk](http://open.ac.uk)
- Advice for graduate students - Prospects (official gateway for postgrads) [prospects.ac.uk](http://prospects.ac.uk)

## Apprenticeships

If you are interested in an apprenticeship visit [gov.uk/apply-apprenticeship](http://gov.uk/apply-apprenticeship) Apprenticeships allow individuals to work, learn and earn.

## Happy searching!

# Advice about voluntary work

If what you are interested in is volunteering, you will find no shortage of organisations willing to take you on!

## Membership and Volunteering for WEA

Whether or not you have finished your course, we also invite you to consider becoming a member or volunteer with the WEA. Membership is open to anyone who supports our aims and values. Members receive regular updates about WEA campaigns, fundraising and events and are able to contribute views through surveys and polls.

You can join by contacting your Regional Office or sending an email to [membership@wea.org.uk](mailto:membership@wea.org.uk)

Volunteers are at the heart of the WEA's activity and vital to our work. They contribute to the WEA charitable mission by giving their time freely and making a difference in their communities. However volunteers also gain valuable skills which can lead into employment or clarify ideas about further training. If you are interested in volunteering ask your Tutor or local Organiser or email [volunteering@wea.org.uk](mailto:volunteering@wea.org.uk) for more information.

If you'd like to look at a wider range of volunteer organisations, the best way is to contact your local volunteer bureau. You can then discuss local options. You can also:

- Look at advertisements in local papers
- Ask at your library – they may have local volunteer directories
- Contact your local Council for Voluntary Service (CVS) if there is one.

Contact details will be in your local telephone directory or on the internet.

There are also some good internet sites. For example, you can

- Register for volunteer opportunities at either **timebank.org.uk** (which also has an excellent directory of voluntary organisations) or at **do-it.org.uk**
- NAVCA (National Association for Voluntary and Community Action) is the national voice of local support and development organisations in England. **navca.org.uk**
- Community Service Volunteers **csv.org.uk/volunteering**  
Searching for “volunteering” with Google is also rewarding.

Don't be put off if you are asked to complete a formal application for voluntary work. Good organisations will provide excellent work experience and training and will want to match you with the right kind of work.

If you're in the job market, you could treat it as an opportunity to get your CV in shape – see page 3 & 4 for sources of help with this.



It has stretched me and given me a thirst for the literature I have not been introduced to before. It feels like a late second chance, I was capable of more but my education did not provide it when young WEA student Southern

# General information for students

## National line number 0300 303 3464

### East Midlands

39 Mapperley Road,  
Nottingham, NG3 5AQ  
T. 0115 962 8400  
E. [eastmidlands@wea.org.uk](mailto:eastmidlands@wea.org.uk)  
W. [wea.org.uk/eastmidlands](http://wea.org.uk/eastmidlands)

### Eastern

16-18 Arbury House,  
Cambridge, CB4 2JQ  
T. 01223 417320  
E. [eastern@wea.org.uk](mailto:eastern@wea.org.uk)  
W. [wea.org.uk/eastern](http://wea.org.uk/eastern)

### London

4 Luke Street,  
London, EC2A 4XW  
T. 020 7426 1950 (enquiries)  
E. [london@wea.org.uk](mailto:london@wea.org.uk)  
W. [wea.org.uk/london](http://wea.org.uk/london)

### North East

Joseph Cowen House,  
21 Portland Terrace, Jesmond,  
Newcastle upon Tyne,  
NE2 1QQ  
T. 0191 212 6100  
E. [northeast@wea.org.uk](mailto:northeast@wea.org.uk)  
W. [wea.org.uk/northeast](http://wea.org.uk/northeast)

### North West

The Cotton Exchange Building,  
Suite 405, Bixteth Street,  
Liverpool, L3 9JR  
T. 0151 243 5340  
E. [northwest@wea.org.uk](mailto:northwest@wea.org.uk)  
W. [wea.org.uk/northwest](http://wea.org.uk/northwest)

### Southern

4 Luke Street,  
London, EC2A 4XW  
**Local Enquiries**  
T. Portsmouth - 02392 291346  
T. Southampton - 02380 630483  
T. Hove - 01273 945869  
E. [southern@wea.org.uk](mailto:southern@wea.org.uk)  
W. [wea.org.uk/southern](http://wea.org.uk/southern)

### South West

Lower Ground Floor,  
4 Barnfield Crescent,  
Exeter, EX1 1QT  
T. 01392 457300  
E. [southwest@wea.org.uk](mailto:southwest@wea.org.uk)  
W. [wea.org.uk/southwest](http://wea.org.uk/southwest)

### West Midlands

4th Floor, Lancaster House,  
67 Newhall Street,  
Birmingham, B3 1NQ  
T. 0121 237 8120  
E. [westmidlands@wea.org.uk](mailto:westmidlands@wea.org.uk)  
W. [wea.org.uk/westmidlands](http://wea.org.uk/westmidlands)

### Yorkshire & Humber

3 Vicarage Road, Attercliffe,  
Sheffield, S9 3RH  
T. 0114 242 3609  
E. [yorkshumber@wea.org.uk](mailto:yorkshumber@wea.org.uk)  
W. [wea.org.uk/yorkshumber](http://wea.org.uk/yorkshumber)

### WEA Scotland

17 Gayfield Square,  
Edinburgh, EH1 3NX  
T. 0131 226 3456  
E. [scotland@wea.org.uk](mailto:scotland@wea.org.uk)  
W. [weascotland.org.uk](http://weascotland.org.uk)



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