

# COMMUNITY LEARNING AND SKILLS

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## Information, Advice and Guidance

### Aim and Objectives

**Community Learning and Skills (CLS)** aims to offer learners the best quality service possible. We are committed to providing impartial and objective information and advice on learning opportunities and courses to help learners make the best possible choices and to gain the most from their learning.

Learners remain our focus and we continuously seek to develop all learners both academically and socially so they are well-positioned to maximise their life opportunities. We provide learners with an honest appraisal of the degree to which we can help them or do the necessary research to provide answers, or refer learners to another service or agency that can provide more appropriate assistance.

### Objectives

- To treat all learners as individuals and with respect
- To provide services that are impartial and objective
- To help learners make the right decision about what to do next
- To help with:
  - Jobs – Job searching, CVs, applications and interview techniques
  - Accessing higher and further education
  - Extra support for any aspect of their programme

**CLS information and advice services are provided within the terms of the CLS Student Charter.**

