

## CAREER GUIDANCE TERMS & CONDITIONS

For those students who are planning a career working in the UK, LEC's Career Guidance Service is an invaluable opportunity to learn from our experienced advisors.

Please read the information below carefully before you decide to apply for LEC's Career Guidance service. To be accepted you must meet the following criteria:

- Minimum age: 18 years
- Minimum study period: 4 weeks / 80% attendance rate

You will be required to:

- Attend all Career Guidance workshops
- Attend your interview for your National Insurance Number - failure to do this will result in you not getting a job as it is illegal to work in the UK without a National Insurance Number
- Follow the interview tips that we give to you, we will give you as much support as possible
- Attend any interviews that you may be requested for by LEC

LEC does not take responsibility for the outcome of interviews, it is up to you on the day to do your best.

If you decide not to take a job offered to you then LEC holds no responsibility for your decision.

## Careers Guidance

code	fee
CGS	£59



## CAREER GUIDANCE STRUCTURE

- CV Review & Writing
- Cover Letter Writing
- Job Interview Tips and Techniques
- Identifying Job Opportunities
- Career Information Advice
- Making Job Applications
- Job Fairs and Networking Events
- Training Workshops
- Opening a Bank Account
- Obtaining a National Insurance Number