



*A New and Free Service for People Aged 21+*



*Impartial Careers Advice and Guidance from a qualified and experienced Careers Adviser*

***What is the Service?***

Adult Guidance is a new and free service for those aged 21 and over. It is designed to help people make the most of their opportunities and potential by offering a range of activities which will help to do this.

***What sort of help is there?***

Different kinds of help, depending on an individual's needs. This includes:

***Guidance Interview***  
 This is the starting point for Careers Guidance. The Adviser will use questions about your education and work experience, your skills and abilities, circumstances and other things that are important to you.

***Career Management and Development***  
 The Careers Adviser can introduce you to resources, facilities and techniques you may need now and to help keep your career on track in the future.

***Skills 'Health' Check***  
 The Careers Adviser can check your current skills and advise on ways of improving these if necessary.

***Next Step Planning***  
 This is a step-by-step approach to reaching your goal which will be agreed with the Careers Adviser.

***Career Ideas and Suitability***  
 The Careers Adviser can help you find out what you need to do if you have a particular career in mind, or if not help you to decide what would best suit you. This could involve the use of developmental and guidance tests or computer interest guides.

***Dedicated Library and IT facilities***  
 This includes PC use for employment, education or training applications and use of the internet for careers related information and resources.

**Adult Guidance  
 PO Box 32  
 Grange Road  
 St Peter Port  
 GY1 3AU**

For further information or to book an appointment, please contact

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 Adult Guidance Manager  
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**Office open Monday-Friday  
 8:30am-5pm**