

Careers & Personal Guidance for apprentices @LCB



Here at Leeds College of Building we are committed to offering you professional support in preparation for a successful career. As a learner/apprentice at LCB, you are entitled to our impartial, highly specialised and experienced Careers Team.

As an **Apprentice**, your first point of call for information, advice and guidance will always be your **Work Based Learning Advisor**. If required, a reference can be made to the careers team where a personalised approach will be taken, tailored to your individual needs and circumstances.

The support we offer

- Personal guidance to help you achieve a better understanding of your skills & interests, identify your career goals and plan your professional progression.
- Support with identifying and enhancing your employability skills to help you accelerate your performance at work.
- Advice on CV and cover letter writing, looking and applying for jobs.
- Help to prepare for a job, apprenticeship or university interview.
- Information and advice on further qualifications and progression routes in education and employment.

The benefits of career guidance we offer

- Increased awareness of your skills and ability to use them to your advantage.
- Improved motivation, resilience and a sense of empowerment to take action toward personal & professional success.
- Higher capacity to plan and manage your career.
- Increased understanding of qualifications and education & training routes leading to meaningful destinations.
- A better understanding of the labour market & the strategies to effectively navigate through it to achieve your career goals.

Our Commitment

We are experts - Our Advisers are qualified in careers guidance and development and have extensive experience

We are professional - We follow the Code of Ethics

We are impartial - Your best interest is our priority

We are accessible - Our Advisers are available term time, five days per week at both North Street & South Bank campuses.

Useful links: [Careers A-Z](#)

[Go Construct](#)

[Future Goals](#)



0113 2226002 ext 6996



In person at Student Services



careers@lcb.ac.uk



Ask your tutor or work place learning adviser to refer you