



Helping You Get On In Work And Life

For adults living in Exeter or the surrounding areas that may be thinking of changing their career or want to up-date their current skills and are not sure where to start or what help may be available to them, The Next Step service can offer the support to fit their individual needs.

Available now at the **Careers South West** office located at 37/39 Queen Street in Exeter, Next Step offers independent and impartial adult guidance and can provide support with the following:



- Helping to develop CV's
- Helping to complete applications on-line
- Finding the right learning and training
- Advising on the best place to look for vacancies
- Giving advice on interview and presentation skills

All Adults aged 19 or over are entitled to one **free** guidance session with a Next Step Skills Adviser. For more information or to make a **free** appointment to see an adviser, please telephone 0800 100 900 or visit www.direct.gov.uk/nextstep

Careers South West Ltd delivers services through contracts extending across the south west region. In addition to the company name, it also delivers services under the brands of Next Step, Devon Education Business Partnership (DEBP), Investor in Careers (IIC) and Somerset Volunteer Service.

Careers South West Ltd is a wholly owned and controlled company of the local authorities of Cornwall, Devon, Plymouth and Torbay and delivers contracts to provide information, advice and guidance to young people and adults. The company is committed to the provision of independent information, advice and guidance to help individuals engage in learning and work. Careers South West Ltd is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment.

For more information visit www.careerssw.org or contact Careers South West Ltd, Head Office, Tamar Business Park, Pennygillam Industrial Estate, Launceston, Cornwall PL15 7ED
Tel: 01566 777672 Fax: 01566 777713