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## Mission Statement

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Bolton College will enable individuals, businesses and communities within Bolton and the region to realise their potential through education and training that is inclusive, inspiring and responsive to their needs.

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## Equality and Diversity

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Bolton College is committed to promoting equality and diversity and providing a safe and supportive working environment for all its students and staff.



[www.boltoncollege.ac.uk](http://www.boltoncollege.ac.uk) 01204 482 182

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Contact Student Services to progress your plans for the future.

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### Student Services Deane Road Campus

Deane Road  
Bolton  
BL3 5BG

01204 482 182

### Brownlow Fold Community Learning Centre

Eskrick Street  
Bolton  
BL1 3EF

01204 482900

### Deane and Derby Community Learning Centre

Board Street  
(off Deane Road)  
Bolton  
BL3 5EH

01204 482 920

### New Bury Community Learning Centre

Buckley Lane  
Farnworth  
BL4 9PR

01204 482 960

### Westhoughton Community Learning Centre

Central Drive  
Westhoughton  
BL5 3DS

01204 482 980

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# Bolton College

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## Information Advice & Guidance

(IAG) Service

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[www.boltoncollege.ac.uk](http://www.boltoncollege.ac.uk) 01204 482 182

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## Who can use the College IAG Service?

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It's available to potential students and all students who have enrolled on our full and part-time courses.

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## How can the College IAG Service help?

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Our friendly and experienced advisors can help you with the following:

- Finding the right course or career
- Improving your job-search skills to find full-or part-time employment
- Job Club - CV writing, interview skills, application forms and covering letters
- Choosing the right university course
- Applying to university

**One to one or group work sessions are also available.**

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## How can I get in touch with the College IAG Service?

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Contact or call into Student Services Deane Road or a Community Learning Centre to discuss your query or book an appointment.

Simply call us on **01204 482 182** to book an appointment or to arrange a telephone call back.

You can also email your query to one of our advisors at: [info@boltoncc.ac.uk](mailto:info@boltoncc.ac.uk)

Existing students can use eclips on SiD for more information, advice or guidance on jobs, careers, or progression to HE.

**Visit the College website** to find out more about the services we offer.

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## Come and see us

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- You'll find the IAG staff to be friendly, supportive and knowledgeable.
- Discussions with them will be impartial and centred on your specific needs.
- The service is free.
- The service is available all year round in Student Services at Deane Road **8.30am to 5.00pm**.
- Evening appointments and appointments at other centres can be arranged on request.

If we can't help you directly, our staff are sure to know of other organisations that probably can and they'll help you to get in touch!

**Don't delay – contact the IAG Team to move ahead with your career plans today!**



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