

# Welcome to MTC Learning

## Information, Advice and Guidance for All Learners



# IAG

At MTC Learning, we believe that every learner deserves the support they need to **learn, progress, and achieve their goals**.

Our **Information, Advice and Guidance (IAG)** service is here to support you at every stage of your journey, from selecting a course to progressing into employment or further education.

### What is IAG?

IAG stands for **Information, Advice and Guidance**.

It means we help you make informed decisions about learning, work, and your future.

We offer:

#### **Information**

Clear and accurate details about courses, entry requirements, funding, careers and next steps.

#### **Advice**

Helping you choose the right programme based on your goals, skills and personal situation.

#### **Guidance**

Ongoing support throughout your course, including 1:1 reviews, wellbeing support, and progression planning.



## What Support Can I Expect?

Our IAG service is **free**, friendly and confidential.

You can get help with:

- ◆ **Choosing the right course**
- ◆ **Understanding career options**
- ◆ **Writing or improving your CV**
- ◆ **Support to find a work placement**
- ◆ **Job search and interview skills**
- ◆ **Setting personal learning goals**
- ◆ **Accessing wellbeing, safeguarding and financial support**
- ◆ **Understanding the steps needed for further study or a new job**

We offer **1-to-1 appointments**, small group workshops, and drop-in support.



## Courses We Offer



### Functional Skills

- English (Entry 1 to Level 2)
- Mathematics (Entry 1 to Level 2)



### ESOL (English for Speakers of Other Languages)

- Beginner to Entry 3
- Conversation classes
- ESOL for Work & Life



### Level 3 Diplomas

- Level 3 Diploma in Adult Care
- Level 3 Diploma in Early Years Educator

These qualifications prepare you for employment in:

- Care homes
- Community care support
- Nurseries
- Preschools
- Primary schools (support roles)



### Community Learning (Funded Projects)

- WISE Project: Women in Supported Employment
- Beyond Basics Community ESOL
- Employability workshops

# Your Journey With Us

## 1. Before You Start

You will receive:

- A welcome interview
- Initial assessments (English/Maths/ESOL)
- Help selecting the right course
- Clear information about the support available

## 2. During Your Course

You will receive ongoing support through:

- Tutorials and reviews
- Individual Learning Plan (ILP)
- CV and employability workshops
- Placement support (for Level 3 courses)
- Access to college services (library, computers, careers advisors)

## 3. After Your Course

We help you move forward by offering:

- Progression advice to higher levels
- Support applying for jobs
- Employer links for vacancies
- References and certificates
- Guidance on university and apprenticeships



## Safeguarding, Wellbeing & Support

Your safety and wellbeing are our highest priority.

We provide information and support for:

- Safeguarding
- Prevent
- Mental health and wellbeing
- Financial support signposting
- Learning support

You can speak to a trained member of staff at any time.



## How to Access IAG

You can access support in several ways:

- ◆ **Book a 1-to-1 appointment with a tutor or advisor**
- ◆ **Drop into the centre for help**
- ◆ **Talk to your tutor during tutorials**
- ◆ **Speak to staff at induction**
- ◆ **Use our QR codes for quick access to support information**

Support is available **before, during and after your course.**



## Your Future Starts Here

Whether you want to improve your English, gain a qualification, start a new career or build confidence, MTC Learning is here to support you every step of the way.

✉ **Contact us to find out more or book an IAG appointment.**

🌐 **Visit us at: [www.mtclearning.com](http://www.mtclearning.com)**

📍 **Centres in Leytonstone, Enfield and Tottenham**