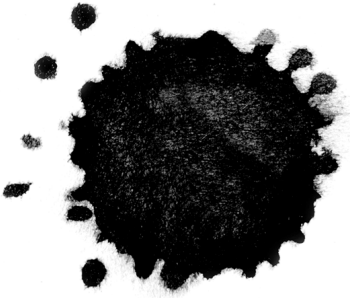


University of the  
Arts London \* \*  
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creative careers

alternative sources of careers  
information, advice and guidance

Creative Careers is part of Student Services  
at University of the Arts London

First Floor  
65 Davies St  
London W1K 5DA

tel: 020 7514 6150  
fax: 020 7514 6219  
textphone: 18001 0207 514 6150  
minicom: 020 7629 6371  
email: [careers@arts.ac.uk](mailto:careers@arts.ac.uk)  
website: [www.arts.ac.uk/student/careers](http://www.arts.ac.uk/student/careers)

# alternative sources of careers information, advice and guidance

## General careers advice and guidance

If you have a query about joining a course at the University of the Arts London please contact the School Office running the course. Their number will be included in the prospectus. To order the latest copy, see [www.arts.ac.uk](http://www.arts.ac.uk) and click on Request Information.

Careers guidance is available from a number of organisations, depending on your age, where you live, your employment status and where you have studied in the past. This may include local Careers Services, colleges, or private career guidance and counselling organisations. Some organisations charge for their services; some are only able to provide them to very specific client groups. This leaflet provides general information about the kinds of resources available nationally and more specific contact details for services in London.

## Your local careers service

### Connexions

The Government's Connexions scheme provides free careers advice to 13-19 year olds through partnerships with local careers companies. To find out about your local service visit [www.connexions-direct.com](http://www.connexions-direct.com) or telephone the free Connexions Direct helpline on 080 800 13219 (NB: if calling from a mobile they will phone you back).

### Nextstep Partnerships

Nextstep promotes learning and work to all adults aged 20 and over, and will give advice on career prospects and gaining qualifications. To locate your nearest Nextstep service visit [www.nextstep.org.uk/services/](http://www.nextstep.org.uk/services/)

London Central / London West: 0800 085 4632  
London South: 0800 0641 481  
London East: 020 8297 3324  
London North: 020 8370 3530

## Careers companies

Some of the companies who are contracted to provide free advice as part of the Nextstep network or through Connexions may also provide help to people who are ineligible for these services, mostly on a fee paying basis. London based companies are as follows:

Capital Careers  
Tel: 020 7487 4504  
enquiries@capitalcareers.ltd.uk  
[www.capitalcareers.ltd.uk](http://www.capitalcareers.ltd.uk)

Wayahead Advice and Guidance  
[www.wayahead-careers.co.uk](http://www.wayahead-careers.co.uk) - click on  
About Us to find the contact details of offices  
based around West London

<p>Careers Management Futures  <b>www.futures-careers.co.uk</b> - click on Contacting Futures to find the contact details of offices based in North and East London</p>	<p>Enterprise Careers Services  Covers City of London, Hackney, Islington  020 7275 0346  info@enterprisecareersservices.co.uk</p>
<p>Lifetime Careers  020 8861 1531  enquiries@lclondon.co.uk  <b>www.careers-london.com</b></p>	<p>Prospects Services Ltd  To find your local service visit their website:  <b>www.prospects.co.uk/corporate/contacts</b></p>

## Local job centres

These are Government centres set up to help all people without jobs to find and keep work by providing appropriate information, advice, training and support. The nearest job centres to Davies Street office are at:

St Marylebone, 46 Lisson Grove, London, NW1 6TZ - 3 min walk from Marylebone Tube Station  
West End, 195 Wardour Street, London, W1V 4AQ - close to the 'Plaza Centre' on Oxford Street,  
Denmark Street, 1-3 Denmark Street, London WC2H 8LR - located at the Tottenham Court Rd end of Charring Cross Road

The Department for Work & Pensions also offers a telephone search for employment opportunities by sector and location - phone 0845 6060 234 (National call rates apply)

A list of job centres throughout the country can be accessed at **www.jobcentreplus.gov.uk** which also provides more information about jobsearch, training and the services offered by jobcentres.

## Learn Direct

A free service, giving advice on courses and careers. Freephone 0800 100 901 8am-10pm, 7 days per week, for further information and to locate the nearest learndirect centre to you. Also see their website **www.learndirect.co.uk** for job profiles and information on courses.

## For creative careers:

### Artquest

Advice and information service to London's visual arts professionals at all stages of their careers. Services include one to one sessions with specialist advisors, training and seminar events, information on presentation and selling of work, financial advice and links to arts and training organisations. Please note: they do not offer services to students.

Full details available at **www.artquest.org.uk**

## Skillset Careers

Skillset offers professional careers advice for the media industries. They can help if you are unsure of how to break into media or are not progressing in the sector as quickly as you like. Contact the Skillset Careers: 111 Wardour Street, London, W1F 0AY Tel: 08080 300 900

Further details: [www.skillset.org](http://www.skillset.org)

## Arts Advice

Free advice from specialist Learning Advisers about careers and courses in the arts and entertainment industry, especially aimed at artists, designers, performers, musicians and writers. Helpline is open 7 days a week from 8am to 10pm. Freephone number: 0800 0930 444. Email: [info@artsadvice.com](mailto:info@artsadvice.com)

Further details: [www.artsadvice.com](http://www.artsadvice.com)

## CreativeCapital

CreativeCapital is an advice and information service for artists and arts professionals who live and work in London. CreativeCapital is a network of arts organisations that offer expert advice to people looking for professional career development and up-to-date information on training, learning and other relevant services and resources in London. Telephone: 020 7375 2973. Email: [info@creative-capital.org.uk](mailto:info@creative-capital.org.uk)

Further details: [www.creative-capital.org.uk](http://www.creative-capital.org.uk)

## Graduate advice and guidance

If you are not eligible for our services or you have studied elsewhere, you may like to try the following organisations:

### Your own University careers service

Once you have left your University or College you may still be able to use its Careers Service. Phone your Careers Service to check which services are available to you - a full list of HE Careers Services is available at [www.prospects.ac.uk](http://www.prospects.ac.uk). Some Universities will see graduates from other Universities - check with them for details.

### Graduate Prospects

An interactive career development service for all EU graduates within 5 years of leaving university. Services include professional careers advice from a team of careers consultants either online or over the phone, online CV and application form checks by careers consultants, skills &

personality assessments & aptitude test, and careers chat - talk to other graduates live online. See [www.prospects.ac.uk](http://www.prospects.ac.uk) for further details.

## C2 The Graduate Careers Shop

There is a fee paying service at The Careers Group, University of London open to all Monday-Thursday, 1pm-8pm and Fridays 11am-5pm.

Services:	C2 - The Graduate Careers Shop,
Group tutoring sessions	Stewart House, 32 Russell
Personal consultations	London WC1B 5DN
Advice & CV surgery	Open 1pm-8pm Mon-Thurs and 11am-5pm Fri
Psychometrics	Tel: 020 7863 6060
Careers Library	<a href="mailto:careershop@careers.lon.ac.uk">careershop@careers.lon.ac.uk</a>
	<a href="http://www.careers.lon.ac.uk/output/Page262.asp">www.careers.lon.ac.uk/output/Page262.asp</a>

## Careers Information Sources

We try to hold information in the Careers Information Centre that is not readily available elsewhere. If you are interested in a career/employer/organisation that we don't have information about here are some resources that you can use.

**www.prospects.ac.uk** is the national graduate careers website. Choose 'jobs and work' and then 'explore types of jobs' for descriptions of different careers or 'explore job sectors' for advice on breaking into a particular field.

**Jobs 4 U** is an online careers directory listing information about hundreds of careers. It is available at [www.connexions-direct.com/jobs4u](http://www.connexions-direct.com/jobs4u)

**Google** the search engine, available at [www.google.co.uk](http://www.google.co.uk). Make sure you choose your search terms carefully (careers in xxx usually works) choose the UK sites only option and think about the credibility of the sites that come up.

## Specialist London Libraries

There are many useful libraries and resource centres in London, containing general business information or having collections related to the creative industries. For example:

### The Careers Group, University of London

This is the largest careers information resource centre in London, and contains vacancy details, occupational sector, employer, and further education and training information. It costs £6 to use on a daily basis.

Stewart House, 32 Russell Square, London, WC1B 5DN  
[www.careers.lon.ac.uk/output/Page262.asp](http://www.careers.lon.ac.uk/output/Page262.asp)

### City Business Library

This is one of the leading business information sources in the country, and access to it is free. Its

collections include market research reports, UK Annual Reports, trade and business directories from over 150 industries and professions, (including many from the creative industries), and books on business start-up, marketing and self employment. It also has a comprehensive overseas collection, including business statistics, economic reports and company and telephone directories.

1 Brewers' Hall Garden (off Aldermanbury Square, London E2

[www.cityoflondon.gov.uk/Corporation/leisure\\_heritage/libraries\\_archives\\_museums\\_galleries/city\\_london\\_libraries/cbl.htm](http://www.cityoflondon.gov.uk/Corporation/leisure_heritage/libraries_archives_museums_galleries/city_london_libraries/cbl.htm)

### **Crafts Council Library**

The Library and Resource Centre is a free resource open to all researchers and the general public. Areas covered include: contact details for makers, sources for business and funding information, workshop spaces to rent, crafts fairs and outlets and short courses information.

44 Pentonville Rd, Islington, London, N1 9BY

[www.craftscouncil.org.uk/ref/library.htm](http://www.craftscouncil.org.uk/ref/library.htm)

## **Clients with disabilities**

### **Skill: National Bureau for Students with Disabilities**

Skill is a national charity promoting opportunities for young people and adults with any kind of disability in post-16 education, training and employment across the UK

The organisation provides individual support to disabled people, their families/enablers or people working with disabled people by offering an information service by phone, minicom or letter publishing books, booklets and information leaflets.

Chapter House, 18-20 Crucifix Lane, London, SE1 3JW

voice/text: 0800 328 5050 Fax: 020 7450 0650

Email [skill@skill.org.uk](mailto:skill@skill.org.uk) [www.skill.org.uk](http://www.skill.org.uk)

Written and researched by Joanne Febry & Annie Payne

University of the Arts London  
– a creative constellation

Camberwell College of Arts  
Central Saint Martins College  
of Art and Design  
Chelsea College of Art and Design  
London College of Communication  
London College of Fashion  
Wimbledon College of Art

[www.arts.ac.uk](http://www.arts.ac.uk)



The main purpose of our written material is to provide specialist careers information, that is not readily available elsewhere, for our students and recent graduates.

All eligible students and graduates are welcome to use Creative Careers. We provide a range of services from information, advice and guidance through to practical group workshops. To find out how we work with students and leavers at your college or how to contact us visit [www.arts.ac.uk/student/careers](http://www.arts.ac.uk/student/careers).

We aim to be disability friendly so do let us know of any particular requirements you may have. All our handouts and workshop materials are available in alternative formats on request. Please contact us to discuss your needs and how we can help. To make comments about this handout or suggestions for new ones we could produce, please email us at [careers@arts.ac.uk](mailto:careers@arts.ac.uk)

Creative Careers: professional client-centred team-based accessible innovative