

Helping you get on in work and life

track what financial contributions have been made towards your learning.

- Manage the information you have gathered to help you make the right choices, share this with employers, learning providers and advisers so you can take the next step.
- Receive regular careers updates from the service based on your needs and situation.

How do I open a Lifelong Learning Account?

It's quick and easy to open a Lifelong Learning Account , simply visit

direct.gov.uk/lifelonglearningaccount
or call 0800 100 900

What's my next step?

Help is available to take your next step online, over the phone, or face to face.

For more information search online for Next Step or call 0800 100 900 between 8am – 10pm 7 days a week.

The Skills Funding Agency is registered as a data controller of personal data with the UK Information Commissioner and the personal data you supply for registration with Next Step is only used for that purpose.

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European Union
European Social Fund
Investing in jobs and skills

**NEXT
STEP**

Sometimes it's hard to know what steps to take to move on in work and life. This is where Next Step can help.

Next Step is available free to every adult in England and has already helped millions of people improve their working lives. It provides information, careers and skills advice that's tailored to you.

Help is available online, or with one of our careers advisers over the phone or face to face.

Our careers advisers are professionally qualified and can give individual advice to help you make the right choices about learning and work. They can also help you to open a Lifelong Learning Account, which you can use whenever you need to update your skills.

What can Next Step offer?

Next Step offers careers and skills advice to fit your individual needs. We can help you:

Open a Lifelong Learning Account

- Find learning and training that is right for you
- Improve your reading, writing and maths
- Find out about funding to support your learning
- Develop your CV
- Improve your interview and presentation skills
- Progress in your current job
- Understand the local job market
- If you want to know about the types of disability and childcare support available.

What is a Lifelong Learning Account and what are the benefits?

A Lifelong Learning Account is a free online service offering you greater flexibility and choice in developing your skills. Your Lifelong Learning Account is personal to you, tailored to match your own circumstances and needs, helping you to organise your learning and career. It provides you with a range of tools, the results of which can be stored in a safe and secure, single access point, which you can return to.

By opening your account you can:

- Update and store personal information such as your CV, results of a skills health check and course searches.
- Access your qualification results from your Personal Learning Record and

