

Opportunities Pack

2017/18

Spring edition



achieving
for children

Contents

Introduction	6
What are my choices?	6
Quick start guide	7
GCSEs are changing	7
Starting a course that's right for you	8
Post-16 Quiz: Which route is best for me?	10
Study programmes	12
Entry Level	12
Level 1 learning	12
Level 2 learning	13
Level 3 learning	13
Vocational qualifications at Entry Level to Level 3	14
Skills for Life qualifications	14
The options at a glance	15
Traineeships	19
Apprenticeships	20
Getting an apprenticeship	21
Local apprenticeship providers by sector	23
Future Hub	25
Post-16 learning providers in Kingston and Richmond	26
Kingston College	27
Richmond upon Thames College	30
Richmond Adult Community College	34
Kingston Adult Education	36
Way2Work	37
Orchard Hill College	39
Hawk Training	40
Smart Training	41

Richard Challoner School, St Francis Xavier Centre	43
Post-16 providers in neighbouring areas	45
Brooklands College	46
JACE Training.....	46
Sutton and District Training	47
M.I.T Skills.....	47
Redwood Skills.....	48
London College of Beauty Therapy	48
NESCOT	49
South Thames College	50
West Thames College.....	51
Stepping stones to employment	52
Support into education, employment or training (through the European Social Fund).....	53
Parents and carers	54
Local Offer website	54
Identifying young people who may need support.....	54
Re-engagement provision	55
Practical help with their course	55

Achieving for Children (AfC) has been set up to deliver services to children, young people and their families across Kingston and Richmond. We, in AfC's 14-19 Team, understand what a big transition point you face after doing your GCSEs. So we have produced this summary to help you with this important step. It sets out the options available to you locally – whether in learning or apprenticeships, and provides links for you to access further information.

Introduction

Involve your parents or carers

Your parents want the best for you, but things have changed a lot since they went to school. Help them to understand how they can help you and what support is available. Show them the parents' and carers' section at the end of this booklet

You may be eligible for financial help post 16

Most young people choose to continue their education or training post 16. You may be able to get financial help. See: *Practical help with their course* on page 55.

Continuing your education or training does not mean you have to stay at school

Whatever you have achieved in school, there is a post-16 option to suit you. Staying on at school is one option. But you could also continue your education or training at a college, with a training provider or in the workplace.

Education and training are vital to your future success

The number of jobs for poorly qualified, unskilled people is shrinking quickly. You need knowledge, skills and qualifications if you want to get on in life. And that means continuing your education or training.

WHAT ARE MY CHOICES?

To boost your future earning power and improve your job prospects, you need to have the right knowledge, skills and qualifications. There are different post-16 options to gain these, such as:

- full time education, such as school or college
- an apprenticeship
- part-time education or training if you are employed, self-employed or volunteering for 20 hours or more a week

Advice and guidance on the full range of options open to you is available through your school, as well as the National Careers Service helpline. Call them on the number below or visit www.nationalcareersservice.direct.gov.uk.

National Careers Service helpline

Phone: 0800 100 900

Monday to Sunday, 8am to 10pm

Text: 07766 413 219

Quick start guide

GCSES ARE CHANGING

GCSE grades will be changing from summer 2017, starting with English and maths. Instead of the grade A, B, C system, they will be graded on a 9 to 1 scale, where grade 9 is high and grade 1 is very poor.

For legacy GCSEs, the following table shows the score scales for GCSE grades A* to G.

NEW GCSE GRADING STRUCTURE									
9	8	7	6	5	4	3	2	1	U
A*	A	B	C	D	E	F	G	U	
CURRENT GCSE GRADING STRUCTURE									

Entrance criteria for Level 3 courses will differ depending on the subject, but generally you will need a Grade 4 or above in English and maths and three other GCSEs at A* to C. Check individual course details on the college's website to clarify what qualifications you will need.

STARTING A COURSE THAT'S RIGHT FOR YOU



LEVEL 6

You will need to have completed your HND, foundation degree or the second year of your degree.



LEVEL 5

You will need to have completed your first year of your HND, foundation degree or degree.



LEVEL 4

You will need to have completed your Level 3 course. You will be able to study either a Higher National Certificate, Foundation Degree, Degree or other Level 4 course.



LEVEL 3

You will need to have completed your GCSEs with a minimum of 4 or 5 A* to C or merit grades or equivalent on your Level 2 course with a Grade 4 or 5 in English or maths depending on your chosen course.



LEVEL 2

You will need to have completed your GCSEs mainly at D grades or equivalent or have successfully completed a Level 1 course.



LEVEL 1

You will need to have completed your GCSEs mainly at E to G grades or equivalent or have completed an Entry Level course.



ENTRY LEVEL

This is your first step if you have no GCSEs or formal qualifications.

After establishing your level from the list above, you will generally select a course that is above this.

You will be able to progress from Entry Level to Level 4 through a variety of different course options. When you complete a course you can move on to the next course above or along that level provided you meet the entry requirements.

For example, if you have recently achieved 5 A* to C grades at GCSEs or equivalent¹ you can progress on to Level 3 through A Levels or an advanced apprenticeship.

For more information on these types of courses, see Study programmes on pages 12 to 14.

Level 4	University	Higher apprenticeship		
Level 3	A Levels	Advanced apprenticeship		
Level 2	GCSEs (A* to C)	Skills for Life qualifications	Vocational qualifications	Intermediate apprenticeship
Level 1	GCSEs (D to G)	Skills for Life qualifications	Vocational qualifications	
Entry Level		Skills for Life qualifications	Vocational qualifications	

¹ See table on page 7 for Attainment 8 equivalent GCSE grades

POST-16 QUIZ: WHICH ROUTE IS BEST FOR ME?

It is important to choose something that suits your interests and abilities and will give you the best possible chance of success in the future. Find out what possible route is best for you by taking the quiz below. Think about what you want to do post 16 then choose A, B or C.

Post 16, I want to...

- a. Continue studying to gain a full Level 2
- b. Go to work and gain qualifications as I earn
- c. Continue to study, but I am not sure which qualifications to do

- a. Do a full-time course at a school or college
- b. Work and study part-time
- c. Think about what I could do in the future – maybe get a job with training

- a. Study subjects I enjoy and am good at
- b. Gain a qualification linked to the work I want to do
- c. Get some advice about courses and qualifications that would suit me

- a. Gain qualifications so I can earn more in the future
- b. Get a job with training and start earning money now
- c. Find out how to get some financial support for my studies

- a. Study for higher level qualifications to get the job I want
- b. Start work as soon as possible
- c. Do something positive that will put me on the right route

How did you score?

Add up your totals of As, Bs and Cs and check your results.



Mostly As Continuing your education or training at school or college seems to appeal to you. If so, you have many choices to research before you make a decision. In this booklet, pay special attention to the sections on Study programmes (pages 12 to 14).

Mostly Bs Earning while you learn seems to interest you. If so, you have many choices to consider before you make a decision. In this booklet, pay special attention to the following sections: Traineeships (page 19), Apprenticeships (pages 20 to 22) and Future Hub (page 25).

Mostly Cs It sounds like you are not sure what you want to do. When you are using this summary, pay attention to the following sections: Traineeships (page 19), The options at a glance (pages 15 to 18) and Support into education, employment or training (page 53).

Your school has a duty to support you with independent information, advice and guidance (IAG). Schools usually have access to careers software that provides up-to-date information on jobs and careers and possible career routes for you, based on the qualifications you are studying. These portals are worth a look to help you decide your next step!

Cascaid www.cascaid.co.uk

SkillsRoute www.skillsroute.com

Fast Tomato www.fasttomato.com

Study programmes

AfC wants to ensure that all its learners are helped to overcome barriers to access and learning.

ENTRY LEVEL

Entry Level courses are designed for people with few or no qualifications who need additional support to progress. Programmes are usually delivered in small groups with lots of practical activities designed to help you improve your reading, writing and IT skills. Entry Level awards (below Level 1) are usually not stand alone, but are offered as part of a wider package of qualifications – contact the learning provider to find out more about the whole programme. You will also see that some qualifications are also offered at Level 2 – offering you an opportunity for course progression. It is good to note that Entry Level courses are split into three levels: Entry Level 1, Entry Level 2 and Entry Level 3.

LEVEL 1 LEARNING

If you think you might need to develop your skills and knowledge a bit more to achieve a Level 2, a Level 1 programme might offer a stepping stone. To enrol on to a Level 1 programme, you will probably need GCSEs at grades E to G or equivalent, or to have successfully completed an Entry Level programme in a similar subject. There is a wide range of Level 1 programmes available through our providers in Kingston and Richmond that include qualifications in numeracy and literacy, employability skills and the opportunity to learn more about different vocational areas.

Some learning providers offer places on learning courses at any time during the year, as long as the provider has space on the course. It is worth bearing this in mind if your plans do not turn out quite as you had hoped, or if you need to change your direction mid-year.

What you can do next: On completing the course you can receive help from the provider to plan your future and choose options that fit your needs. This could lead to qualifications like GCSEs or other Level 2 qualifications. You can also prepare for supported employment and/or independent living.

LEVEL 2 LEARNING

Level 2 qualifications provide the entry point to many jobs or Level 3 courses. A full Level 2 is made up of five GCSEs grade A* to C or equivalents, such as BTEC awards. If you have achieved a grade C to E at GCSE, then you may choose a vocational or work-related course at Level 2, although check the entry requirements for individual courses. Some providers allow you to retake GCSEs alongside your Level 3 learning. See the provider directory (pages 26 to 51) for more information.

Apprenticeship option: You can also gain a Level 2 qualification by enrolling on to a Level 2 apprenticeship programme; also known as an intermediate apprenticeship. Apprenticeships provide alternative routes to education and you will gain valuable experience of the workplace while being employed and at the same time working towards an NVQ Level 2 qualification which is equivalent to five GCSEs A* to C. For more information about apprenticeships, visit pages 20 to 22.

What you can do next: A Level 2 qualification enables you to progress on to a Level 3 programme or to enter employment in certain sectors.

LEVEL 3 LEARNING

A full Level 3 is equivalent to two or more A Levels or an NVQ Level 3. You will need Level 3 qualifications to get on to most university courses with a grade 4 or above in GCSE English and mathematics.

Most A Level courses take two years to complete and you will study three subjects. Some A Level programmes include a fourth subject in the first year (Year 12), leading to an AS qualification. You should visit the various websites of school sixth forms, sixth form colleges and further education colleges to see which A Levels are on offer.

Apprenticeship option: If classroom-based learning is not for you, you could sign up for a Level 3 apprenticeship – an advanced apprenticeship. Apprenticeships provide experience of the workplace while being employed and at the same time working towards an NVQ Level 3 qualification.

For more information on courses in your area check the UCAS Progress website at www.ucasprogress.com

What you can do next: A Levels are intended to prepare you for higher education or employment. There are various combinations that are preferred by universities that include certain subjects, such as English, history or languages, which are known as 'facilitating' subjects. And if you would like to get into a particular field or have a career in mind, be sure to research the entry requirements as some require specific subjects and grades.

VOCATIONAL QUALIFICATIONS AT ENTRY LEVEL TO LEVEL 3

Vocational qualifications such as BTECs, City & Guilds and OCR Nationals are work-related. They can vary by level (from Entry Level to Level 3) and come in different sizes with an award being the smallest, then a certificate and the largest being a diploma.

Vocational qualifications can cover a broad industry sector or can be specialised to a specific part of a sector. Vocational qualifications can take between one and two years to complete with those aged 16 to 19 normally studying for vocational qualifications at Entry Level to Level 3.

SKILLS FOR LIFE QUALIFICATIONS

Skills for Life (sometimes referred to as Basic Skills qualifications) are designed to help learners develop their reading, writing, maths and ICT skills. There is also a Skills for Life qualification in English for Speakers of Other Languages (ESOL).

They are available for those learners who are over 16 years of age, have left compulsory full-time education and do not have an up-to-date English or maths qualification at Level 2 (such as a GCSE).

Skills for Life qualifications are available at Entry Level to Level 2.

The options at a glance

The following pages provide a summary of courses available at providers in Kingston and Richmond and the surrounding area. See individual provider's websites for details and availability of specific courses.

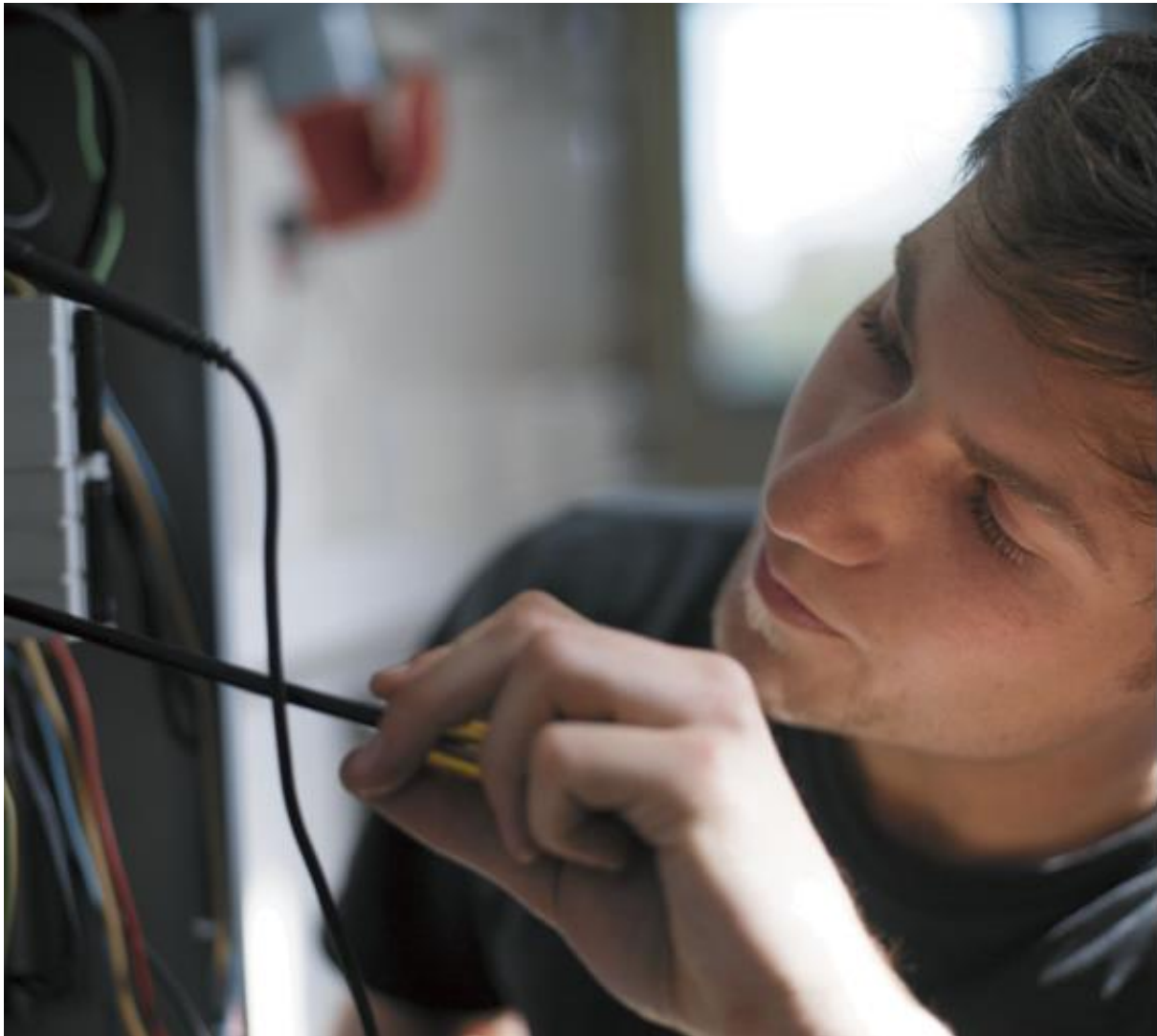
	EL	L1	L2		EL	L1	L2
Animal studies							
NESCOT		■	■				
Art and design							
Brooklands College		■	■	Kingston College		■	■
NESCOT		■		RuTC		■	■
Art and digital media							
Kingston College		■	■	NESCOT	■		
Beauty therapy							
Brooklands College		■	■	Kingston College		■	■
NESCOT		■	■				
Bookkeeping and accountancy							
Brooklands College		■	■	RACC		■	■
RuTC			■				
Business administration							
Kingston College		■	■	NESCOT		■	■
RuTC			■		■	■	■

	EL	L1	L2		EL	L1	L2
Catering and hospitality							
Brooklands College		■	■	NESCOT		■	■
RuTC		■	■				
Childcare, health and social care							
Brooklands College		■	■	Kingston College		■	■
NESCOT		■	■	RACC			■
RuTC		■	■				
Computing and IT							
Brooklands College		■	■	Kingston College		■	■
NESCOT		■	■	RuTC		■	■
Construction crafts							
Brooklands College		■	■	NESCOT	■	■	■
RuTC	■	■	■				
Engineering							
Brooklands College	■	■	■	Kingston College		■	■
NESCOT		■	■	RuTC		■	■
ESOL and EFL							
Brooklands College			■	Kingston College	■	■	
RACC	■	■	■				

	EL	L1	L2		EL	L1	L2
Hairdressing							
Brooklands College		■	■	Kingston College		■	■
NESCOT		■	■				
Hospitality							
NESCOT	■						
Land-based studies							
NESCOT	■						
Media							
Brooklands College		■	■	Kingston College			■
NESCOT			■	RuTC		■	■
Music							
Brooklands College			■	Kingston College			■
NESCOT			■				
Performing arts							
Brooklands College		■	■	Kingston College			■
NESCOT			■	RuTC			■
Public services							
Brooklands College			■	Kingston College		■	■
NESCOT		■	■	RuTC		■	■

	EL	L1	L2		EL	L1	L2
Sports, health and fitness							
Brooklands College		■	■	Kingston College		■	■
NESCOT		■	■	RuTC		■	■
Supported learning							
Brooklands College	■			Kingston College	■		
NESCOT	■	■		RACC	■		
RuTC	■	■					
Travel and tourism							
Brooklands College		■	■	Kingston College		■	■
NESCOT			■	RuTC			■
Vehicle maintenance and repair							
Kingston College		■	■	NESCOT		■	■

Traineeships



Traineeships are aimed at young people aged 16 to 18 (or up to 24 if you have learning difficulties) who are not in a job, but who want to work and who need help in developing work-based skills. An initial assessment process will help determine how the programme can be shaped to your needs, but will include classroom-based learning plus an extended work placement in a vocational area that matches your skills and abilities.

Traineeships can last up to six months. If you do not have English and/or maths GCSE at A* to C, you can still apply for a traineeship as you will have the opportunity to gain work-based qualifications in these subjects called functional skills. You can also gain qualifications in ICT, team working, personal planning, and customer service and employability skills. See the individual provider pages on pages 26 to 51 to see which providers offer traineeships in the local area.

Apprenticeships

Apprenticeships offer structured training in the workplace and are available at four levels.

Intermediate apprenticeships (Level 2)

An intermediate apprenticeship is equivalent to 5 A* to C GCSEs. You will work towards work-based learning qualifications such as an NVQ Level 2, functional skills and, in some cases, a relevant knowledge-based qualification such as a BTEC. These provide the skills required for the apprentice's chosen career and allow entry to an advanced apprenticeship.

Intermediate apprentices can expect to earn between £48,000 and £74,000 more than their peers without an apprenticeship over the course of their lifetime.

Advanced apprenticeships (Level 3)

An advanced apprenticeship is equivalent to two A Level passes. You will work towards work-based learning qualifications such as an NVQ Level 3, functional skills and, in some cases, a relevant knowledge-based certificate such as a BTEC. To start this programme, the applicant should ideally have five GCSEs at grade C or above or equivalent or have completed an intermediate apprenticeship.

Advanced apprentices can expect to earn between £77,000 and £117,000 more than their peers without an apprenticeship over the course of their lifetime.

Higher apprenticeships (Level 4 and 5)

Higher apprenticeships incorporate a work-based learning programme leading to a nationally recognised qualification at Level 4 or 5, equivalent to a Higher Education Certificate/Diploma or a Foundation Degree. Higher apprentices can expect to take a minimum of two years, although some industries may take longer to complete. To start a higher apprenticeship, you will need to have entry qualifications, typically at Level 3 such as A Levels, advanced level diploma, NVQ Level 3 or have completed an advanced apprenticeship. You may then choose to move onto a degree apprenticeship.

Higher apprentices can expect to earn up to £150,000 more than their peers without an apprenticeship over the course of their lifetime.

Degree apprenticeships (Level 6 and 7)

Degree apprenticeships start at Level 6 which is equivalent to a Bachelor degree and a Level 7 is equivalent to a Master's degree.

All apprentices are employed for at least 30 hours a week and are paid a salary, with many apprentices now earning around £170 a week, and on the higher scale up to £250 a week.

You will probably attend college or a learning provider for at least one day a week to build up your knowledge and skills. The time it takes to complete an apprenticeship depends on the sector you are working in and the type of qualifications required, although at intermediate level you would probably expect to achieve it within two years.

"Being an apprentice has given me opportunities to move ahead quicker and with more confidence. Working with a major employer has opened up experiences that I wouldn't have got by studying full-time but I wanted to keep up my studies too."

- Isobel

GETTING AN APPRENTICESHIP

Entry requirements for apprenticeships vary according to which sector you are interested in – some require GCSE English and/or maths. But if you don't have these, you will still be able to achieve either key skills (such as working in teams, problem-solving, and communication and using new technology) or functional skills (such as maths and English). Every apprenticeship contains these and you will be required to work towards them to get to the right level for the job you are in.

There can be quite fierce competition for apprenticeship places with employers, so you will need to show that you are committed to taking up a place and aware of your own responsibilities to yourself and to the employer. You will also need to be comfortable working in a team and on your own, to be able to use your initiative and to get on with people.

If you are a young person with special educational needs and disabilities (SEND), you can apply for an apprenticeship provided you are able to meet the minimum qualification requirements. Learning providers will ensure you are supported as necessary (if you need help) during the off job learning element of the apprenticeship. Employers can also help with additional support in the workplace, through Access to Work funding from JobCentre Plus.

The Government is serious about making apprenticeships a key route for young people post 16 and is putting in place changes to the shape of apprenticeships. Employers will also be firmly in the driving seat and are leading the way in developing apprenticeship 'standards' for jobs in every sector. Over the next three years, the Government will ensure that an apprenticeship:

- is a job in a skilled occupation
- requires substantial, high quality training lasting a minimum of 12 months, of which around 20% (one day a week) is off the job
- develops transferable skills, and English and maths, to progress your career – remember that an apprenticeship should equip you for jobs in the future as well as the one you start off in
- leads to full competence and capability in an occupation that will be recognised by achievement of an apprenticeship standard
- develops you to the level required to apply to join a professional body, where this is relevant

LOCAL APPRENTICESHIP PROVIDERS BY SECTOR

Accounting

NESCOT
Kingston College
Richmond upon Thames College
West Thames College
South Thames College

Animal care

NESCOT

Barbering

NESCOT

Barbering

Beauty

Business administration

Hawk Training
Kingston Adult Education
Kingston College
Richmond Adult Community College
Richmond upon Thames College
Smart Training
South Thames College
Way2Work
West Thames College

Carpentry, joinery and brickwork

NESCOT
Richmond upon Thames College
West Thames College

Childcare

Hawk Training
Kingston Adult Education
Kingston College
NESCOT
Richmond Adult Community College
Smart Training
South Thames College
Way2Work
West Thames College

Creative and digital media

Richmond upon Thames College

Customer service

Hawk Training
Kingston Adult Education
NESCOT
Richmond upon Thames College
Smart Training
Way2Work
West Thames College

Electrical

Kingston College
NESCOT
South Thames College

Engineering

Kingston College
Richmond upon Thames College
South Thames College

Hairdressing

Kingston College
NESCOT
South Thames College
West Thames College

Health and social care

South Thames College

Hospitality and catering

NESCOT
Richmond upon Thames College
South Thames College
West Thames College

HR Management

Kingston College

IT (for IT users)

Hawk Training

Kingston Adult Education
Kingston College

IT support professionals

Richmond upon Thames College

Laboratory Technician

Kingston College

Legal Services

Kingston College

Painting and decorating

Richmond upon Thames College
West Thames College

Pharmacy Services

Kingston College

Plastering and plumbing

NESCOT
Richmond upon Thames College
South Thames College
West Thames College

Professional cookery

Richmond upon Thames College
South Thames College
West Thames College

Retail

Kingston College
Smart Training
West Thames College

Sales

Kingston College
Smart Training

Social media for business

South Thames College

Sport

Kingston College
NESCOT
Richmond upon Thames College

Supporting teaching and learning

Kingston Adult Education
NESCOT

Team leading and management

Hawk Training
Kingston Adult Education
Kingston College
Richmond upon Thames College
NESCOT
Smart Training
Way2Work
West Thames College

Vehicle maintenance and repair

Kingston College
NESCOT

Warehousing and storage

Hawk Training

For local apprenticeship and traineeship vacancies in these areas check out our very own website, Future Hub.

Future Hub



Our Future Hub website (www.afc-futurehub.org.uk) gives you news, events, CV and interview advice and the latest apprenticeship and traineeship vacancies from local employers and training providers. New jobs are posted every week so check back regularly.

Vacancies are organised into Level 2 (intermediate) and Level 3 (advanced) and you should focus on apprenticeship vacancies based on your qualifications.

You can also talk to one of our learning providers to see if they can help you find a position with an employer that offers apprenticeships in your chosen sector. You may have to travel outside the borough to get an apprenticeship.

Post-16 learning providers in Kingston and Richmond

The following pages provide a listing of providers² in Kingston and Richmond that offer learning provision and support from Entry Level up to and including Level 2. The list, although not exhaustive, represents the organisations that Achieving for Children work with to help you progress. For details of a specific programme, please visit the provider's website.

² We welcome details of other providers' learning offer aimed at young people. If you are a provider that can support young people in Kingston and Richmond, please email details of your provision to andrew.johnson@achievingforchildren.org.uk

Kingston College

Kingston Hall Road
Kingston upon Thames
KT1 2AQ

020 8546 2151

www.kingston-college.ac.uk

Kingston College is a large, further education (FE) college serving the south west London region, offering a wide range of subjects from Foundation Level up to Level 4, as well as apprenticeships.

APPRENTICESHIPS

Kingston College provides apprenticeship training at intermediate and advanced levels in a whole range of sectors, including:

- Accountancy
- Beauty
- Business and administration
- Childcare
- Customer service
- Electrical installation
- Engineering
- Hairdressing
- Human resource Management
- IT
- Lab technician
- Legal services
- Motor vehicle
- Operations and departmental management
- Pharmacy services
- Retail skills
- Sales and telesales
- Sport
- Team leading and supervising

For further details on any of these courses, please visit website the college's website above or email apprenticeships@kingston-college.ac.uk.

Kingston College's Careers Advice Team offers a client-centred, confidential, impartial and accessible service which is delivered by professionally qualified staff. The service is available for students of all ages and meets the needs of both our learners and the wider community. Careers advisors are available to discuss course, career, and employment and apprenticeships opportunities. The team provides up-to-date and accurate information and is committed to assisting learners to meet their full potential.

If you would like to speak to an advisor, drop into the Student Support Centre (G75 at Kingston Hall Road) or to arrange an appointment call 020 8268 2555 or email careers@kingston-college.ac.uk

My favourite part of the course is watching a design become a real 3D project. The course is a challenge, you learn to change and adapt as you go along. The engineering team are very supportive and help you all the way through.

Bethanie Reeves
Apprentice Engineer

I joined on an Engineering Apprenticeship via Heathrow, who chose Kingston College over a number of other potential colleges. And what a fantastic choice. Great environment with superb facilities for potential engineers to thrive.

Nathan Walton
Apprentice Engineer

I had a great time studying at Kingston College, having finished my first year I couldn't be happier with my results and I look forward to my second year.

Matt Araguez
Apprentice Engineer

ENTRY LEVEL

The Supported Learning Team is an experienced, long standing provider of education and opportunities for young people between 16 to 24 years who are working at Entry Level and have special educational needs and/or disabilities. Programmes are designed to meet individual education and career aspirations and develop life skills. All students follow practical options in one of the following areas: hospitality, catering, retail and horticulture.

Learners have an opportunity to develop skills for progression to further learning, finding employment and living independently.

Contact Supported Learning for further information on the variety of courses and opportunities available.

Lesley Miller

020 8268 2862 lesley.miller@kingston-college.ac.uk

SUPPORTED INTERNSHIP

Kingston College Supported Internships are structured study programmes based primarily with the employer.

They are designed to enable young people with mild to moderate learning difficulties achieve sustainable, paid employment by equipping them with the skills they need for work through learning in the workplace.

Internships would normally last for around three to four months during the academic year. Wherever possible, they support the young person to move into paid employment at the end of the programme.

For more information please contact:

Keith Mellor

020 8268 3065 keith.mellor@kingston-college.ac.uk

Former St Philip's pupil Georgina, joined the Supported Internship programme in September 2016 and as a result quickly secured a work placement with Premier Inn Kingston working in the kitchen. Georgina is close to completing a three month trial period after which she hopes to be offered a permanent position with the company.

- Georgina
Supported Internship student

LEVEL 1 TO LEVEL 2 LEARNING

Kingston College offers a Pathway programme for young people who did not achieve five GCSEs at school, but who want to get back on track. The course lasts 18 weeks and all students study a BTEC Level 1 Certificate in vocational studies, a BTEC Level 1 Award in personal and social development and functional skills in English and mathematics. For students starting in September there is an opportunity to take GCSE English, GCSE mathematics and GCSE citizenship.

If students pass all the qualifications they can progress to GCSE or a Level 2 Diploma in business.



Richmond upon Thames College

Egerton Road
Twickenham
TW2 7SJ

020 8607 8000

www.rutc.ac.uk

APPRENTICESHIPS

Apprenticeships offer practical training opportunities in the workplace – giving employees the skills they need to build a career and employers access to committed workers who can fill a skills gap and contribute to the business. The college has the learning facilities and teaching skills needed to respond to the challenges of a modern workforce and meet demanding employer expectations.

The college offer apprenticeship training in:

- Accountancy
- Business administration
- Catering and hospitality
- Construction trades
- Creative and digital media
- Engineering
- Health care
- IT professional
- Sports and leisure

Apprenticeships contact:

020 8607 8306 apprenticeships@rutc.ac.uk

16-19 Contact: Admissions

020 8607 8302 admissionsqueries@rutc.ac.uk

Cain is currently working as a brickwork apprentice at DWG Brickwork. This apprenticeship has given Cain the chance to learn and develop new skills such as the construction of a wall and has also enabled him to become more confident with the relevant safety policies. Gaining hands-on experience in the construction industry is incredibly valuable and allows Cain to develop knowledge that he wouldn't necessarily get from studying.

- Cain

Brickwork Apprentice

Charlotte is currently working as a sales support apprentice at Haymarket Media Group. Working with Haymarket Media Group gives apprentices such as Charlotte a fantastic insight into the world of media and the opportunity to work alongside industry experts. Charlotte chose an apprenticeship for her career path as she wanted to continue in education but felt university wasn't for her. Charlotte believes that choosing an apprenticeship with RuTC has given her a better and faster start in life.

- Charlotte

Sales Support Apprentice

ENTRY LEVEL

Richmond upon Thames College offers Entry Level life skills courses, which include personalised learning programmes studying English, Mathematics and ICT at your own level. The offer includes a wide range of facilities and resources including small sized groups and additional supported assistance in class. You will also be able to access work experience and a variety of skills to help you progress to further learning, find employment, the possibility of supported internships or apprenticeships, live independently and personal and social development.

Skillwise is a two year, practical-based course for students aged 19 to 21 leaving special schools. Subjects are delivered primarily through practical activities, such as working in the Serious Snacks shop, shopping for and preparing your own lunch at Strathmore Bungalow and horticulture in the Supported Learning Garden.

We also offer an Adult Independent Living, two-year course for adults up to the age of 24 who will have work experience opportunities in the college Serious Snacks Shop, Apple Tree Café and other places like Crane Park Nature Reserve and conservation area and St Mary's University.

LEVEL 1 TO LEVEL 2 LEARNING

Richmond upon Thames College has a range of vocational Level 1 diplomas alongside which you will study an appropriate maths and English qualification. You might also be able to access an award in Learning to Learn, alongside these diplomas, which will help you develop learning skills. The college's work-based programmes are available from Level 1 to 3 in vocational areas such as professional cookery, construction crafts, sport, art and, media childcare, engineering and IT.

ADDITIONAL LEARNING SUPPORT

The college has a team of specialist staff who are experienced in supporting learners with Dyslexia, Dyspraxia, Autism, Attention Deficit (Hyperactivity) Disorder, social, emotional and mental health, sensory and physical needs, moderate and severe learning difficulties.

Once you start your course, the college can support you by providing reasonable adjustments, as recommended by one of their ALS specialists. To benefit from additional support learners can email als.referrals@rutc.ac.uk

For students with education, health and care plans (high needs) please contact Paul Smyth at paul.smyth@rutc.ac.uk

Learners can also enrol on a Level 2 GCSE pathway course and study a package of up to five GCSEs including English language and mathematics in one year. This is a one year intensive programme designed to support learners who narrowly missed their GCSE passes at grade C and who are unsure which vocational pathway to choose. Vocational Level 2 pathways are available as alternative programmes for students who do not wish to study the GCSE pathway. Full details are available on the college website (above) and applications can be made online.

Richmond Adult Community College

Parkshot
Richmond upon Thames
TW9 2RE

020 8891 5907

www.racc.ac.uk

Richmond Adult Community College (RACC) is a large adult education college based in Richmond, offering a range of courses including GCSEs and Access courses.

RACC offers a personalised one year study programme for 16 to 18 year olds. Study is in an adult environment; most students will be over 19.

The 16 to 18 programmes are designed on a case-by-case basis, depending on individual needs and are open to young people with an education, health and care plan. Programmes may be full time (Access) or part-time, depending on personal needs and what career learners hope to follow.

Class sizes tend to be small, meaning more of the teacher's time. Additional support may be available to learners who have a learning difficulty of disability. Personalised packages will be designed to get learners back on track and support them in achieving the qualifications they need for further education and training, or to prepare them for work.

To arrange a visit to the college to see the facilities, and to talk to an advisor, email iag@racc.ac.uk to make an appointment.

16 to 19 Contact

020 8891 5907 ext 7929 iag@racc.ac.uk

GCSE ENGLISH

GCSEs are highly valued by schools, colleges and employers and are vital for studying Access programmes for university. RACC offers an intensive GCSE English class to students looking to re-take the qualification. This course is only open to learners who have recently received a D in GCSE English and wish to gain a grade 4 or higher. Learners will complete the required coursework and sit the exams at the end of the academic year during May or June 2018. GCSE English is free to learners who do not already have a C grade.

Courses run weekly and require learners to attend scheduled sessions and work toward individual targets.

Before enrolment, learners will have an interview with a tutor to assess their existing English level and find the right course. For course dates and open day information please check the website.

Kingston Adult Education

King Charles Centre
King Charles Road
Surbiton
KT5 9AL

020 8547 6839

www.kingston.gov.uk

Kingston Adult Education (KAE) offers apprenticeships and a Steps to Employment programme.

APPRENTICESHIPS

Kingston Adult Education is offering apprenticeships for young people in a range of occupational areas and the Steps to Employment course for 16 to 19 year olds. Either learning programme can be started at any time throughout the year. Personal one-to-one reviews and support are offered throughout each course and learning takes place in small groups in an adult education environment.

ENTRY LEVEL

If young people have left school or college, and are not sure what to do or lack qualifications and work experience, they can access the Steps to Employment course. A personalised learning programme is put together to support individual needs. Attendance is three days a week. Work experience and work tasters are available. Learners will work towards qualifications in maths, English and gain employability skills and personal and social development. The course length is determined by individual need and learners are helped into further education, employment or an apprenticeship at the end of the course.

For more information on apprenticeships or the Steps to Employment course visit the adult education section of the Kingston website or contact Debbie below.

Debbie Adcock

Employability Manager

020 8547 6751 debbie.adcock@kingston.gov.uk

Way2Work

The Venue
Heatham House
Whitton Road
Twickenham
TW1 1BH

020 8734 3380

www.way2work.org.uk

Way2Work is an apprenticeship training provider offering full-time job opportunities for young people aged 16 to 18 and 19 to 24 with local employers who value and encourage them to achieve their full potential.

The Way2Work service is funded by the Skills Funding Agency to deliver traineeships, intermediate, advanced and higher apprenticeships on behalf of the London Borough of Richmond upon Thames.

APPRENTICESHIPS

Apprenticeships are available in business and administration, customer service, childcare, ICT, team leading and management, and teaching assistants.

All Way2Work learners are paid at least £165 a week and £120 a week for childcare apprenticeships. Apprentices are involved in a huge variety of job roles within the public and private sectors including: finance, building control, social services, child protection, youth services, electoral services, schools, housing, revenues and benefits, marketing, graphic design, grounds keeping, sales and distribution, human resources, day nurseries, payroll, PA roles and many more.

TRAINEESHIPS

Traineeships are considered stepping stones to apprenticeships, full-time paid work or other qualifications. They consist of a work experience placement of up to six months, work preparation training, and functional skills in English, and maths.

Way2Work provides real job opportunities that are advertised on its website and also through the National Vacancy Matching Service and Future Hub.

Kelly successfully completed two apprenticeships through Way2Work. She was employed by the London Borough of Richmond as an apprentice administrator for the Youth Service and gained valuable experience supporting the Youth Offending Service, and Targeted Youth Support Team. Following the completion of her Level 3 NVQ in customer service, Kelly fulfilled a life-long ambition by securing a job as a British Airways flight attendant.

- Kelly
Customer Service Apprentice

Over the last five years, success rates have remained above 90%, with at least 50% of local authority apprentices securing permanent employment positions within the Kingston and Richmond boroughs.

If you would like to become a Way2Work apprentice or you would like to enrol on a traineeship, please visit their website or contact Barri Ghai.

Barri Ghai

Way2Work Manager

020 8734 3380 barri.ghai@achievingforchildren.org.uk

Orchard Hill College

17 Beaconsfield Road
New Malden
KT3 3HY

020 8942 4607

www.orchardhill.ac.uk

ENTRY LEVEL

Orchard Hill College is a community-based specialist college offering educational opportunities to students over 16 years old who mostly have a wide range of learning difficulties and disabilities or need some additional support to access learning or employment. Orchard Hill College offers multi-disciplinary team (MDT) support on-site from its own team of therapists and nurses who work alongside the curriculum teams to support individual development. Following assessment, students can choose a combination of bespoke courses that provide a 'best fit' for what the learner wants to be doing by the end of the course. The range of students who access Orchard Hill College courses include those with:

- severe, profound and complex needs
- moderate learning difficulties and ESOL
- communication difficulties, including behavioural difficulties
- physical and sensory impairments
- mental health and/or emotional difficulties
- social and communication disorders such as autistic spectrum disorders
- specific medical needs

Orchard Hill runs courses Monday to Thursday 9.30am to 3.30pm and Friday 9.30 to 11.30am with an opportunity to attend enrichment on Friday afternoons.

TRAINEESHIPS

Orchard Hill College also offers traineeships with meaningful work experience in retail, leisure, hospitals, nurseries and more. The traineeship consists of work preparation classes where they can advise learners on making a CV, how to answer job interviews, and gain functional skills in English and maths. They will attend the college one day a week and a work placement two days a week.

Hawk Training

4th floor
Regal House
70 London Road
Twickenham
TW1 3QS

020 8891 0992

www.hawktraining.com

APPRENTICESHIPS

Hawk Training can help young people to find full time employment supported by an apprenticeship programme. Their dedicated recruitment team will work with learners to find the most suitable opportunity.

Hawk Training, in association with the London Academy of Apprenticeships, helps to recruit for the following sectors:

- business and administration
- childcare
- IT users
- warehousing and storage

TRAINEESHIPS

Hawk Training also offers traineeships in business administration. Learners will study towards an Edexcel BTEC Level 1 Certificate in work skills and, if needed, improve in English and mathematics. Learners have found this puts them in a better position to compete for an apprenticeship or other job. On a traineeship learners will also get the opportunity to build a good CV and get vital experience with local and national employers.

At the end of the work experience placement there is the opportunity of a job interview with the company, if a role becomes available, or a reference and a meeting to review the work placement.

To find out more or to view their current apprenticeship and traineeships vacancies, visit their website.

Learner Employer Advisory Team

020 8891 0992 enquiries@hawktraining.com

Smart Training

Becketts Wharf
Lower Teddington Road
Kingston upon Thames
KT1 4ER

020 3700 4294

www.smart-training.com

APPRENTICESHIPS

Smart Training is one of the UK's largest specialist training providers with offices in Hampton Wick (just over Kingston Bridge) and the Docklands, as well as training centres across London and England. Thousands of young people have taken their first step into the world of work with Smart Training and succeeded in their chosen career.

Apprenticeship training is offered at intermediate and advanced levels in a whole range of sectors and the recruitment team can help to find a position in a range of chosen careers. Courses include:

- business administration
- sales
- childcare
- retail
- recruitment
- management
- marketing
- teaching assistant

"An apprenticeship with Smart Training is the perfect way to do the training, as you can gain the work experience at the same time as learning."

- **Gary**
Apprentice Nursery worker

TRAINEESHIPS

A traineeship with Smart Training is the perfect way to progress into the world of work if a young person doesn't have the necessary experience, skills or qualifications. Traineeships – a programme of free tuition and job search support – provide 16 to 24 year olds with the experience they need while building confidence through a work placement and gaining a qualification to prove they are employable.

Those on a traineeship get help with maths and English along with CV and interview skills and achieve a Work Skills Level 2 qualification within six months. They also have access to Smart Training's work search or job finder and can keep any benefits they are entitled to. Bursary help may also be available to help with transport costs, etc.

Smart Training delivers traineeships in a wide range of sectors including:

- business administration
- childcare
- retail
- recruitment
- sales
- teaching

"One of the key things about the traineeship is being able to do voluntary work to gain experience in a workplace so I could put it on my CV for future purposes and also to have the chance to find out what job is best for me. With the support of everyone at Smart Training I am now a sales apprentice and I really enjoy it."

- Lauren
trainee to apprentice

Call Smart Training or send an email for more details on how you can get started on a fulfilling career.

For more information visit Smart Training's website at www.smart-training.com

Smart Training

020 3700 4294 start@smart-training.com

Text: SMART to 80800

Richard Challoner School, St Francis Xavier Centre

Manor Drive North
New Malden
KT3 5PE

020 8330 5947

www.richardchalloner.com

Recently opened in September 2016, the St Francis Xavier Centre is a new specialist resourced provision for students with moderate learning difficulties (MLD). You will be able to study a range of Entry Level qualifications up to Level 1 in English, maths and ICT as well as a course in life skills. In addition, you will have the opportunity to develop your skills across a range of practical subject areas. Links between the provision and the mainstream sixth form are fostered to ensure that pupils feel part of the wider school community at Richard Challoner School. You will be expected to enrol for two consecutive, academic years (Year 12 and Year 13) and have the chance to develop links with other local colleges in your second year.

Admission is open to students who:

- are the subject of an education, health and care plan
- have a primary need which is considered to be a moderate learning difficulty or similar needs
- are currently in Year 11 and seeking a placement for next academic year

For more information, contact the school at rcb@challoner.kingston.sch.uk



Post-16 providers in neighbouring areas

The following pages provide a listing of providers³ outside Kingston and Richmond boroughs that offer learning provision and support from Entry Level up to and including Level 2. The list, although not exhaustive, represents the organisations that Achieving for Children works with to help you progress. For details on a specific programme, please visit the provider's website.

³ We welcome details of other providers' learning offer aimed at young people. If you are a provider that can support young people in Kingston and Richmond, please email details of your provision to andrew.johnson@achievingforchildren.org.uk

BROOKLANDS COLLEGE

Weybridge Campus
Heath Road
Weybridge
KT13 8TT

01932 797 797

www.brooklands.ac.uk info@brooklands.ac.uk

Brooklands College is a large general further education college with its main campus situated close to Weybridge in Surrey. Learners can access Entry Level courses offering pathways to employment or independent living. There is also a wide range of vocational programmes available at Levels 1 and 2.

JACE TRAINING

Graylaw House
42-54 Manor Road
Wallington
SM6 0AB

020 8773 4532

www.jace-training.co.uk info@jace-training.co.uk

JACE Training has training centres across London and the south east of England, and are based in Wallington in the London Borough of Sutton.

JACE Training offers intermediate and advanced apprenticeships, and traineeships. It also offers 14 to 16 learning, vocational qualifications at Levels 1 and 2, workshops on individual subjects, short courses and bespoke learning.

For more information about any of their qualifications or training centres, send them an email or give them a call.

SUTTON AND DISTRICT TRAINING

240-244 High Street
Sutton
SM1 1PA

020 8687 5225

www.suttondistrict.co.uk

Sutton and District Training is located in the London Borough of Sutton. It operates from one large site in Sutton Town Centre, which has very good transport links. It offers a roll on/roll off system which allows enrolment throughout the year.

Sutton and District Training provides foundation learning programmes with vocational qualifications in construction, hair and beauty and sales and marketing. Functional skills are provided to Level 2.

M.I.T SKILLS

12-13 Camphill Industrial Estate
West Byfleet
KT14 6EW

01932 341416

www.mitskills.com

M.I.T Skills is a training provider based in West Byfleet in Surrey and offers full and part-time vocational courses and apprenticeships. Its apprenticeships range from industrial and construction to hairdressing and motor vehicle. They also offer a young apprenticeship programme to 14 to 16 year olds leading to a diploma in your chosen sector which is equivalent to four GCSEs grade A* to C or equivalent.

REDWOOD SKILLS

4th Floor
Ashley House
86-94 High Street
Hounslow
TW3 1NH

020 8607 7850

www.redwoodskills.com info@redwoodskills.com

Redwood Skills is a training provider based in Acton, Hounslow and Greenford. It offers apprenticeships, traineeships, and the Aspire programme for those who would like to get into work and do not have the necessary Level 2 qualifications. It offers apprenticeship training in:

- business administration
- customer service
- team leading and management
- supported teaching and learning
- youth work
- financial services
- hairdressing

LONDON COLLEGE OF BEAUTY THERAPY

47 Great Marlborough Street
Soho
London
W1F 7JP

020 7208 1300

www.lcbt.co.uk info@lcbt.co.uk

LCBT is a specialist college, based in central London, offering funded courses in beauty, media make-up and fitness for 16 to 18 year olds. To enrol on a course starting in April, call or sign up on their website to attend an open day. It offers apprenticeship training in:

- business administration
- customer service
- team leading and management
- beauty, hair and nails
- retail
- hospitality
- health and fitness

NESCOT

Reigate Road
Epsom
KT17 3DS

020 8394 3038

www.nescot.ac.uk

info@nescot.ac.uk

Epsom's college of further and higher education offers full and part-time vocational courses and apprenticeships to students across Surrey and Greater London. Its courses range from games design and performing arts to public services and animal studies. NESCOT has a wide range of facilities and services, from osteopathy and sports therapy to hair and beauty clinics and an on-site nursery rated 'Good' by Ofsted (2015).

SUPPORTED LEARNING

NESCOT has a preparation for life and work department for learners with mild to moderate learning difficulties and/or disabilities, and those who have no formal qualifications or are not in formal education.

There are many vocational courses on offer from Entry Level 1 to Entry Level 3 which are all designed to help prepare you for employment through work experience and work related activities. The staff will support you with a personalised learning programme to help learners achieve their potential with additional lessons in functional skills should you need it. Many of the students get the opportunity to work in one of NESCOT's social enterprises, including the student-run café and shop and in the weekly café organised by students in St John's and St Mary's Church Halls in Ewell.

SOUTH THAMES COLLEGE

London Road
Morden
SM4 5QX

020 8918 7777

www.south-thames.ac.uk

South Thames College is a further education college in south west London with campuses in Merton, Tooting and Wandsworth. The college specialises in vocational training in subjects such as business and computing, hair and beauty, construction, travel and tourism, and more. A Level courses, higher education and access courses are also available, as well as a wide selection of leisure and taster courses ranging from Swedish massage to motorbike maintenance.

SUPPORTED LEARNING

South Thames College has a Skills for Work Life programme for learners with moderate learning difficulties, or learners with autistic spectrum disorder and complex needs in the Aurora Centre. The programme is individually tailored to 16 to 25 year olds who want to develop practical skills for personal and working life and want to learn in a friendly and supportive environment.

There is a wide choice of subjects on offer, such as catering, drama, engineering and horticulture. Alongside these courses, personal skills can also be developed, such as money management and independent living, help with interview skills, CV writing and other skills to help prepare you for work. English, maths and IT skills can also be developed, leading towards a nationally recognised qualification. The college has limited places so you will need to apply early. Courses start in September and are delivered at the Merton Campus.

WEST THAMES COLLEGE

London Road
Isleworth
TW7 4HS

020 8326 2000

www.west-thames.ac.uk

West Thames College is a medium-sized college of further and higher education in the borough of Hounslow. It has a main campus in Isleworth and a smaller skills centre in Feltham. The college offers a wide range of courses at A Levels and specialist vocational courses up to higher education level such as BTECs, NVQs, City & Guilds, Foundation Degrees and HNDs.

SUPPORTED LEARNING

West Thames College also offers support to learners with a disability or learning difficulty. Learners can study a wide range of vocational Entry Level 1 diplomas to help you develop your communication, numeracy and interpersonal skills. Courses last for one year, with progression on to training or employment, Project Search at GlaxoSmithKline or a supported internship. For more information about the supported learning courses available contact the Admissions Team on 020 8326 2020 or visit their website.

Young people who are in care or are care leaver can ask their social workers, foster carer or key worker to help them complete a pre entry information form to let the college know about any additional needs so they can put the right support in place.

For further information, contact Julie Bennett on the details below.

- Additional support in the classroom
- Special equipment
- A quiet area
- A mentor or an advocate
- Help with disciplinary issues

For learners who wish to continue their studies, there is help with applications for further courses at the college or at university including help with student finance applications.

Julie Bennett

Director of Inclusion and Progression

020 8326 2103 julie.bennett@west-thames.ac.uk

Stepping stones to employment

The following section lists various projects and sources of help you can access in Kingston, Richmond and areas nearby to help you move into learning and/or employment.

SUPPORT INTO EDUCATION, EMPLOYMENT OR TRAINING (THROUGH THE EUROPEAN SOCIAL FUND)

14-19@achievingforchildren.org.uk



Achieving for Children can provide support if you are currently not doing anything and would like help to get into education, training or employment or to access specialised services. We can offer a wide range of provision to our young people, from help with your CV to one-to-one information, advice and guidance sessions, supported through the **European Social Fund**.

You can access this support if you are:

- aged between 16 to 24 years old
- have low or no qualifications, or achieved academically, but want to enter employment
- unemployed or not in education
- live in Kingston or Richmond⁴

If you sign up with us for help and you need support on an ongoing basis, you will have access to a mentor to help you sustain the programme during the initial six months. Your mentor will develop an individual learning plan with you followed by one-to-one and group interventions.

Or, if you would just like some impartial careers guidance to help you get sorted out, this can be provided in the form of one-to-one support, group workshops, or by phone and email, as preferred. Careers guidance can be used if a young person wants to access guidance on different options available to them, different careers they may want to explore, or even simply to offer help with making an application to college or a job.

We can also help you access work experience, taster days, and employer led training and volunteering as a key part of our offer to help you develop and grow your skills in the workplace.

To find out more about how we can help meet your specific needs, please call Sharon Pratt on 020 8547 6987, who can talk you through your options, either by phone or face-to-face. Alternatively, send an email to the address above.

⁴ Learners living out of borough may be eligible, depending on circumstances.

Parents and carers

Part of growing up is making smart subject and career choices. For any teenager, this can be a challenge and your child will receive a lot of support from their school to help them choose well. Schools have a statutory duty to secure independent careers advice and guidance for all Year 8 to 13 pupils, which will help them to develop high aspirations and understand where different choices can take them in the future. Advice must be independent and impartial and may include online packages tailored to supporting young people.

Talk to your school's careers adviser for advice and guidance on a broad range of careers and to weigh up the pros and cons of different options.

LOCAL OFFER WEBSITE

For information on local services and support available for families with children and young people aged 0 to 25 years with special educational needs or disabilities, visit AfC's Local Offer website (www.afclocaloffer.org.uk).

The website contains information on educational opportunities for young people (of all ages) as well as on local provision designed to help you into employment.

The website is frequently developed and updated with new content, so visit regularly.

IDENTIFYING YOUNG PEOPLE WHO MAY NEED SUPPORT

As local authorities, we have a statutory duty to provide education and training to all 16 to 18 year olds. We also support young people to find a suitable place in a school, college or in work-based learning, or part-time education where the young person is combining education with full-time employment or voluntary work.

We work with schools and colleges to determine which young people are participating, however, sometimes we may need to track young people to find out their destination. We will always try to contact you by phone but, where we cannot, we may send a member of the team to visit. Please rest assured that whatever information you provide to us is confidential and we would not pass it on to other services without your consent.

RE-ENGAGEMENT PROVISION

If your child does not have a place in learning for September or is not ready for full time education or employment, we can help prepare them. Visit the Support into education, employment or training section on page 53 for more information.

If you are concerned because your child is not in education, employment or training and would like some advice, please call 020 8547 5279 or email 14-19@achievingforchildren.org.uk.

www.achievingforchildren.org.uk/14-19

PRACTICAL HELP WITH THEIR COURSE

Colleges and other providers offer financial help to young people who need support to continue in education and training post 16. If your child needs help with meals, books or other course-related costs, you should talk to the learning provider to see if they are eligible under the provider's 16 to 19 bursary scheme. For more information on the bursary fund, visit the website below.

www.gov.uk/1619-bursary-fund/overview

Bus and tram travel for Londoners aged 16 to 17⁵ on 31 August is free if they live in a London borough. Greater London is free if your child is on a full-time learning programme.

For more information visit Transport for London's website and search for Zip Oyster photocard.

www.tfl.gov.uk

⁵ For 18 year olds, bus and tram travel is free if they are in full-time education



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for children**