

# Opportunities Pack

2018/19

Summer edition

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**Achieving for Children (AfC)** delivers services to children, young people and their families across Kingston and Richmond. As AfC's 14-19 Team, we 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

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## **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 59.

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## **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](http://www.nationalcareersservice.direct.gov.uk)

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### **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 have changed. Instead of the grade A, B, C system, they are now graded on a 9 to 1 scale, where Grade 9 is high and Grade 1 is low. A Grade 4 is a 'low' C and it is expected that broadly the same number of learners will achieve a Grade 4 and above as previously achieved a Grade C and above.

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

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 usually a higher grade (6 or 7) in the subject you wish to study in Year 12.

Check individual course details on college websites to clarify what qualifications you will need.

For further information please visit

[newgcse.campaign.gov.uk](http://newgcse.campaign.gov.uk)



## GCSE Grading

New Grading Structure

Old Grading Structure

<b>9</b>	<b>A*</b>
<b>8</b>	
<b>7</b>	<b>A</b>
<b>6</b>	<b>B</b>
<b>5</b>	
<b>4</b>	<b>C</b>
<b>3</b>	<b>D</b>
<b>2</b>	<b>E</b>
<b>1</b>	<b>F</b>
	<b>G</b>
<b>U</b>	<b>U</b>

# Levels of learning

## Level 3

You will need to have completed your GCSEs with a minimum of Level 3, 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

A full Level 2 is made up of five GCSEs grade 9 to 4 or equivalents such as BTEC awards. English and maths GCSEs at grade 4 or above will give wider access to employment and training opportunities. Some providers allow you to retake GCSEs alongside your Level 3 learning.

## Level 1

A Level 1 programme might offer a stepping stone to help you develop your skills and knowledge a bit more to achieve a Level 2. To enrol on to a Level 1 programme, you will usually need GCSEs at grade 2-1 or successfully completed an Entry Level

## Entry Level

This is your first step if you have no GCSEs or formal qualifications and who need additional support to progress



## Vocational qualifications from 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.

## Skills for Life qualifications

Skills for Life qualifications are available at Entry Level to Level 2. These can be appropriate for young people who need to develop their reading, writing, Maths and IT skills or for those who need to complete an ESOL (English for Speakers of Other Languages) programme.

Level 4	University		Higher Apprenticeship	
Level 3	A Levels		Advanced Apprenticeship	
Level 2	GCSEs (9 to 4)	Skills for Life qualifications	Vocational qualifications	Intermediate Apprenticeship
Level 1	GCSEs (4 to 1)	Skills for Life qualifications	Vocational qualifications	
Entry Level		Skills for life qualifications	Vocational qualifications	

# 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 Levels 1, 2 and 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 9 to 4 or equivalents, such as BTEC awards. If you have achieved a grade 4 to 1 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 52) 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 9 to 4. For more information about apprenticeships, visit pages 20 to 23.

**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](http://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 from 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
<b>Animal studies</b>							
Nescot		■	■				
<b>Art and design</b>							
Brooklands College		■	■	Kingston College		■	■
Nescot		■	■	RuTC		■	■
<b>Art and digital media</b>							
Kingston College		■	■	Nescot	■		
RuTC		■	■				
<b>Beauty and Hair</b>							
Brooklands College		■	■	Kingston College		■	■
Nescot		■	■	RHACC	■		■
<b>Bookkeeping and accountancy</b>							
Brooklands College		■	■	RHACC		■	■
RuTC			■				
<b>Business administration</b>							
Kingston College		■	■	Nescot		■	■
RuTC			■				

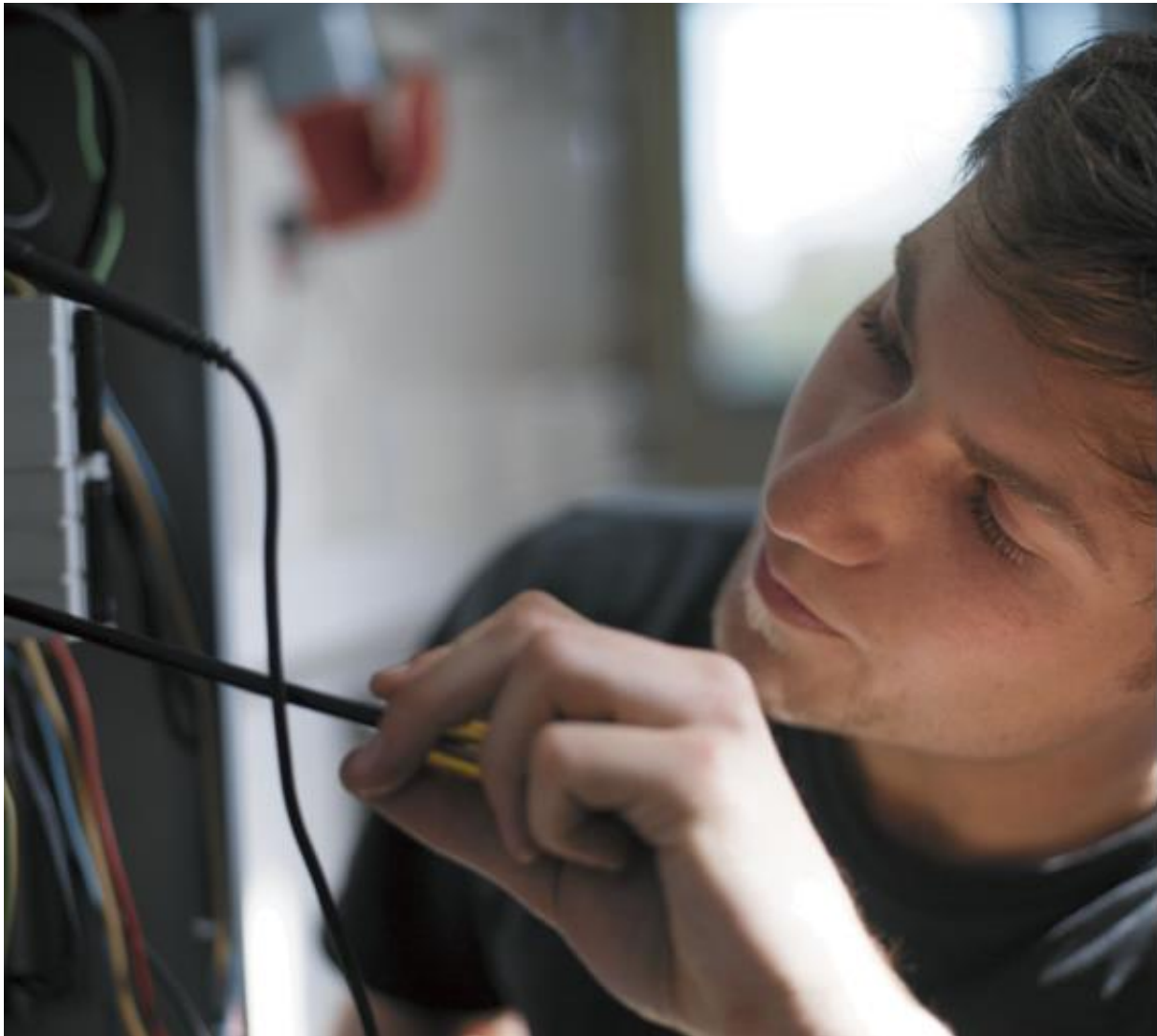
	EL	L1	L2		EL	L1	L2
<b>Catering and hospitality</b>							
Brooklands College		■	■	Nescot		■	■
RuTC		■	■	Merton College		■	■
<b>Childcare, health and social care</b>							
Brooklands College		■	■	Kingston College		■	■
Nescot		■	■	RHACC			■
RuTC		■	■	Merton College		■	■
<b>Computing and IT</b>							
Brooklands College		■	■	Kingston College		■	■
Nescot		■	■	RuTC		■	■
RHACC	■	■	■				
<b>Construction crafts</b>							
Brooklands College		■	■	Nescot	■	■	■
RuTC	■	■	■	Merton College		■	■
<b>Engineering</b>							
Brooklands College	■	■	■	Kingston College	■	■	■
RuTC		■	■				
<b>ESOL and EFL</b>							
Brooklands College			■	Kingston College	■	■	
RHACC	■	■	■	RuTC	■	■	

	EL	L1	L2		EL	L1	L2
<b>Hairdressing</b>							
Brooklands College		■	■	Kingston College		■	■
Nescot		■	■				
<b>Hospitality</b>							
Nescot		■	■				
<b>Land-based studies</b>							
Nescot		■	■				
<b>Media</b>							
Brooklands College		■	■	Kingston College			■
Nescot			■	RuTC		■	■
<b>Music</b>							
RuTC			■	Kingston College			■
<b>Performing arts</b>							
RHACC	■		■	Kingston College		■	■
Nescot			■	RuTC			■
<b>Public services</b>							
Brooklands College			■	Kingston College		■	■
Nescot		■	■				



	EL	L1	L2		EL	L1	L2
<b>Sports, health and fitness</b>							
Brooklands College		■	■	Kingston College		■	■
Nescot		■	■	RuTC			■
<b>Supported learning</b>							
Brooklands College	■			Kingston College	■		
Nescot	■	■		RHACC	■		
RuTC	■	■					
<b>Travel and tourism</b>							
Brooklands College		■	■	Kingston College		■	■
Nescot			■	RuTC		■	■
<b>Vehicle maintenance and repair</b>							
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. The programme can be shaped to your needs, but will include classroom-based learning in small groups 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 grade 4 you can still apply for a traineeship as you will have the opportunity to gain work-based qualifications in these subjects called functional skills.



# Apprenticeships

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

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.

## Getting an apprenticeship

The Government has changed the way apprenticeships work and has put employers firmly in the driving seat.

Entry requirements for apprenticeships vary according to which sector you are interested in, use the link below to find out more:

[tinyurl.com/further skills](https://tinyurl.com/further skills)

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.

If you need additional help, your learning provider and your employer have a duty to ensure you are supported as necessary during your apprenticeship.

There are different levels of apprenticeships available:

## Intermediate apprenticeships (level 2)

An intermediate apprenticeship is equivalent to five GCSEs at Grade 4. On completion you will gain an NVQ Level 2. This provides the skills required for your chosen career and allows entry to an advanced apprenticeship.

## Advanced apprenticeships (Level 3)

An advanced apprenticeship is equivalent to two A Level passes. You will work towards an NVQ Level 3. To start this programme, you should ideally have five GCSEs at Grade 4 or above or equivalent or have completed an intermediate apprenticeship.

Progression from Level 3 advanced apprenticeships can lead to higher and/or degree apprenticeships from Levels 4 to 7.

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.





## Local apprenticeship providers by sector

### Accounting

Nescot  
Richmond upon Thames College  
West Thames College  
South Thames College

### Animal care

Nescot

### Barbering

Kingston College

### Beauty

Kingston College  
West Thames College

### Business administration

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

### Carpentry, joinery and brickwork

Nescot  
Richmond upon Thames College  
West Thames College

### Computing

Nescot  
Richmond upon Thames College  
Kingston College  
West Thames College

### Childcare

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

### Creative and digital media

Richmond upon Thames College  
Nescot

### Customer service

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

### Electrical

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**

Merton College  
Nescot

**Hospitality and catering**

Nescot  
Richmond upon Thames College  
South Thames College  
West Thames College

**Horticulture**

Nescot

**HR Management**

Kingston College  
Nescot

**IT (for IT users)**

Hawk Training  
Richmond upon Thames College  
Nescot  
Kingston College

**IT support professionals**

Richmond upon Thames College

**Laboratory technician**

Kingston College

**Legal services**

Kingston College

**Painting and decorating**

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**

Smart Training

**Social media for business**

South Thames College  
Richmond upon Thames College

**Sport**

Richmond upon Thames College

**Supporting teaching and learning**

Kingston Adult Education  
Nescot  
Richmond College  
Way2Work

**Team leading and management**

Hawk Training  
Kingston Adult Education  
Kingston College  
Nescot  
Smart Training  
Way2Work  
West Thames College  
Merton College

**Vehicle maintenance and repair**

Kingston College  
Nescot  
Merton College

**Warehousing and storage**

Hawk Training

# Supported internships

If you have a learning difficulty or disability, a supported internship will provide you with skills for work through learning in the workplace. Internships normally last for a year and include unpaid work placements of at least six months. The idea is that you are able to move into paid employment at the end of your internship. You will complete your own study programme which includes the chance to study for qualifications, if suitable, and English and maths to an appropriate level.

You can do a supported internship through one of our further education colleges and get work with a local employer. You will need to have an education, health and care plan (EHCP) to qualify.

Follow the links below to find out more about supported Internships on offer locally:

## **Kingston College:**

<https://tinyurl.com/SupportIntern>

## **Hammersmith and Fulham College:**

[www.wlc.ac.uk/courses/inclusive-learning](http://www.wlc.ac.uk/courses/inclusive-learning)

## **West Thames College:**

[www.west-thames.ac.uk](http://www.west-thames.ac.uk)

The West London Alliance, whose supported internship programme is hosted in a range of business sectors including Public Health England, Hilton London Heathrow Terminal 5, Glaxo Smith Kline, London Borough of Hounslow, Marriott and others.

[www.wla.london/pages/WLA-454](http://www.wla.london/pages/WLA-454)





Achieving for Children's information website (AfCInfo) has information for young people ([www.afcinfo.org.uk/youngpeople](http://www.afcinfo.org.uk/youngpeople)).

The young people's section contains information about the Youth Service, Emotional Health Service and many other topics. You can also find out about learning, training, working, and volunteering opportunities.

The Local Offer section of the AfCInfo website has a range of useful information about services in Kingston and Richmond to support young people with special educational needs or disabilities (SEN). There are signposts to further sources of information, including post-16 education and pathways to employment.

Search post-16 education on the website:  
[www.afcinfo.org.uk/SENDpost16education](http://www.afcinfo.org.uk/SENDpost16education)

Preparing for employment:  
[www.afcinfo.org.uk/SENDpreparingforemployment](http://www.afcinfo.org.uk/SENDpreparingforemployment)

# Post-16 learning providers in Kingston and Richmond

The following pages provide a listing of providers<sup>1</sup> 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.

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<sup>1</sup> 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 [alfie.saxby@achievingforchildren.org.uk](mailto:alfie.saxby@achievingforchildren.org.uk)

# Kingston College

Kingston Hall Road  
Kingston upon Thames  
KT1 2AQ

020 8546 2151

[www.kingston-college.ac.uk](http://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.

## Supported learning

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 hospitality and catering.

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](mailto:lesley.miller@kingston-college.ac.uk)

Kingston College's 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.

For more information please contact:

### Keith Mellor

020 8268 3065      [keith.mellor@kingston-college.ac.uk](mailto:keith.mellor@kingston-college.ac.uk)

Kingston College's Careers Advice Team offers a service which is available for students of all ages and meets the needs of both our learners and the wider community. If you would like to speak to an advisor, drop into the Student Support Centre (G75 at Kingston Hall Road).

To arrange an appointment call 020 8268 2555 or email [careers@kingston-college.ac.uk](mailto:careers@kingston-college.ac.uk)

# Richmond upon Thames College (RuTC)

Egerton Road  
Twickenham  
TW2 7SJ

020 8607 8000

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

Located in Twickenham, RuTC offers education and training to 16 to 18 year olds and adults from the London and Surrey areas and offers a wide range of qualifications including A Levels, vocational and technical (BTEC, UAL, CACHE, City and Guilds Diplomas), apprenticeships, GCSE Pathway, access to higher education and higher education.

## **Apprenticeships contact:**

020 8607 8306      [apprenticeships@rutc.ac.uk](mailto:apprenticeships@rutc.ac.uk)

## **16-19 Contact: Admissions**

020 8607 8302      [admissionsqueries@rutc.ac.uk](mailto:admissionsqueries@rutc.ac.uk)

## **Supported learning**

Richmond upon Thames College's supported learning offer includes Entry Level life skills courses, which are personalised learning programmes which can lead to English, mathematics and IT qualifications. The offer also includes a wide range of facilities and resources including small sized groups and additional supported assistance in class.

## **Additional learning support**

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](mailto:als.referrals@rutc.ac.uk)

For students with education, health and care plans (high needs) please contact:

## **Paul Smyth**

[paul.smyth@rutc.ac.uk](mailto:paul.smyth@rutc.ac.uk)

# Richmond and Hillcroft Adult and Community College (RHACC)

Parkshot  
Richmond TW9 2RE

020 8891 5907

[info@rhacc.ac.uk](mailto:info@rhacc.ac.uk)

Hillcroft (Surbiton)  
South Bank, Surbiton KT6 6DF

020 8399 2688

[info@rhacc.ac.uk](mailto:info@rhacc.ac.uk)

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

RHACC 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. Programmes for 16 to 18 year olds may be full or part time and are designed to meet individual needs.

## GCSE courses

RHACC offers intensive GCSE courses in English, maths and biology to students looking to take the qualification for the first time or re-take the qualification to improve a grade. These courses will have tutorial times built in. For course dates and open day information please check the website.

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

There are also courses available for employability, health and wellbeing, and independent living. For further information please email:

[iag@racc.ac.uk](mailto:iag@racc.ac.uk)

020 8891 5907 EXT 7929

# Steps to employment (Kingston Adult Education)

King Charles Centre  
Hollyfield Road  
Surbiton KT5 9AL

020 8547 6751

[www.kingston.gov.uk](http://www.kingston.gov.uk)

Kingston Adult Education (KAE) offers a steps to employment programme for 16 to 18 year olds (or 19 to 24 with an education, health and care plan). The course is designed to give young people employability, personal and social skills as well as work tasters. Maths and English are covered and learners are able to improve on their qualifications by taking functional skills or GCSE qualifications in these subjects from entry level up to level 2.

The programme can be started at any time throughout the year, attendance is three days a week and learners will study in small well supported classes. Learners will be allocated a personal tutor who will meet with them regularly to review progress and set targets. 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 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](mailto:debbie.adcock@kingston.gov.uk)

# Way2Work

The Venue  
Heatham House, Whitton Road  
Twickenham TW1 1BH

020 8734 3380

[www.way2work.org.uk](http://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.

## Traineeships

The Way2Work traineeship offer is a bespoke programme involving work experience, functional skills and employability workshops. Some learners also undertake additional qualifications relevant to the sector that they would like a career in. The programmes generally run for 12 weeks and start at three points during the year.

## Apprenticeships

Apprenticeships are available in:

- business and administration
- customer service
- Childcare
- ICT
- team leading and management
- teaching assistants

Across a wide variety of job roles within the public and private sectors.

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 3385

[barri.ghai@achievingforchildren.org.uk](mailto:barri.ghai@achievingforchildren.org.uk)

# Hawk Training

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

020 8891 0992

[www.hawktraining.com](http://www.hawktraining.com)  
[enquiries@hawktraining.com](mailto:enquiries@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
- warehousing and storage
- childcare
- IT users

## Learner Employer Advisory Team

Hawks Training have a dedicated Learner Support Team which provides support with social and safeguarding as well as with additional learning needs.



# Orchard Hill College

17 Beaconsfield Road  
New Malden KT3 3HY

020 8942 4607

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

## Entry Level

Orchard Hill College is a community-based specialist college offering educational opportunities to students over 16 years old with an education, health and care plan. 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.

## 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 learners can develop a CV and successful interview techniques. Learners can also gain functional skills in English and maths. They will attend the college one day a week and a work placement two days a week.

# Xavier Centre (Richard Challoner School)

Manor Drive North  
New Malden  
Surrey  
KT3 5PE

020 8330 5947

[www.richardchalloner.com](http://www.richardchalloner.com)

Opened in September 2016, the Xavier Centre offers co-educational specialist provision for post 16 students with moderate learning difficulties (MLD) who have an education, health and care plan. You will be able to study a range of Entry Level qualifications up to Level 1 in English, maths and ICT as well as 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.



## Post-16 providers in neighbouring areas

The following pages provide a listing of providers<sup>2</sup> outside Kingston and Richmond boroughs that offer learning provision and support from Entry Level up to and including Level 2. The list represents some of the organisations that Achieving for Children works with to help you progress. For details on a specific programme, please visit the provider's website.

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<sup>2</sup> 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 [alex.saxby@achievingforchildren.org.uk](mailto:alex.saxby@achievingforchildren.org.uk)

## **Brooklands College**

Weybridge Campus  
Heath Road  
Weybridge KT13 8TT

01932 797 797

[www.brooklands.ac.uk](http://www.brooklands.ac.uk)   [info@brooklands.ac.uk](mailto: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](http://www.jace-training.co.uk)   [info@jace-training.co.uk](mailto:info@jace-training.co.uk)

JACE Training offers intermediate and advanced apprenticeships, and traineeships. It also offers 14 to 16 learning, vocational qualifications at Levels 1 and 2.

## **Sutton and District Training**

240-244 High Street  
Sutton SM1 1PA

020 8687 5225

[www.suttondistrict.co.uk](http://www.suttondistrict.co.uk)

Sutton and District Training is located in the London Borough of Sutton. 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, health and social care, and customer services.



## College of Beauty Therapy

47 Great Marlborough Street  
London W1F 7JP

020 7208 1300

[www.lcbt.co.uk](http://www.lcbt.co.uk)    [info@lcbt.co.uk](mailto: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 call or sign up on their website to attend an open day.

## Nescot

Reigate Road  
Epsom KT17 3DS

020 8394 3038

[www.Nescot.ac.uk](http://www.Nescot.ac.uk)    [info@Nescot.ac.uk](mailto:info@Nescot.ac.uk)

Epsom's college of further and higher education offers a wide range of full and part-time vocational courses and apprenticeships.

### 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.

## **Merton College**

London Road  
Morden SM4 5QZ  
020 8918 7777

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

Merton College is a further education college in south west London and is part of the wider South Thames Colleges Group. The college specialises in getting students ready for the world of work or higher education and offers subjects such as business and computing, hair and beauty, construction, catering, travel and tourism, and more. Courses start in September.

### **Supported learning**

Merton 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 development.

## **Strode's College**

High Street  
Egham TW20 9DR

01784 437506

[www.strodes.ac.uk](http://www.strodes.ac.uk)   [admissions@strodes.ac.uk](mailto:admissions@strodes.ac.uk)

Strode's College is a small to medium sized sixth form college for students aged 16 to 18. There is a wide range of A Level and BTEC courses. The college also offers intermediate (Level 2) courses, as well as a variety of enrichment courses.

The college has an Intermediate Level Pathway designed for students who have not achieved four or more GCSEs at Grade 4 to 9 or above and prefer a vocational route. You will be able to study BTEC Level 2 courses which are practical and work related and are assessed through assignments.

## **Supported learning**

The Support 4 Learning Team supports students with learning needs or disabilities and provide help with transition from school or home learning to college. If you would like further information about how the college can help you please contact the Support 4 Learning Team.

### **Nick Levy**

Support 4 Learning Manager

01784 437506

[nlevy@strodes.ac.uk](mailto:nlevy@strodes.ac.uk)

## **West Thames College**

London Road  
Isleworth TW7 4HS

020 9326 2054

[www.west-thames.ac.uk](http://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 A Level and specialist vocational courses up to higher education level.

## **Supported learning**

West Thames College also offers support to learners with a disability or learning difficulty. Learners can study a wide range of vocational courses to develop communication, numeracy and interpersonal skills. For more information about the supported learning courses available contact the Admissions Team on 020 8326 2020 or visit their website.

## **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.



## Spear

Spear offers a six week coaching and highly interactive programme to help 16 to 24 year olds who are not in education, employment or training to get into work. You would attend Monday to Friday from 2 to 5pm and the programme runs six times a year. You would be able to develop your confidence and motivation and improve your communications skills and also gain a customer service qualification. Following this you would get help with CVs and interview skills and support to prepare you for job-skills matching and application support with intensive into work support.

In addition you have personalised mentoring to plan your individual needs and career progression.

Spear has centres across six different sites in London and the surrounding area. Visit [www.resurgo-spear.org](http://www.resurgo-spear.org) for more information and or contact them at the following centres below.

### **Bethnal Green**

Call: 020 3327 0436

Text: 07496 567055

### **Camden**

Call: 020 3327 0051

Text: 07587 957427

### **Clapham Junction**

Call: 020 3327 0185

Text: 07947 131524

### **Harrow**

Call: 020 3327 0157

Text: 07507 908783

### **Hammersmith, Shepherd's Bush & Fulham**

Call: 020 8748 5824

Text: 07715 657279

### **Kennington**

Call: 07535 626769

Text: 07535 626769

# NCS, The Challenge

[www.the-challenge.org](http://www.the-challenge.org)

The National Citizenship Service (NCS) with The Challenge is an opportunity for 15 to 17 year olds to build skills for work and life, while taking on new challenges. The programme is split into three parts.

## **Part 1: Adventure**

Participants face a personal challenge learning to overcome their fears, develop confidence in their teams on an action-packed residential.

## **Part 2: Skills**

Participants will be expected to take on a team challenge, mastering new skills and creating a project together to showcase to friends and family.

## **Part 3: Social action**

Participants will be partnered up with a local charity, raising awareness or money for a said charity. They will also need to develop a business opportunity which they will pitch to a panel made up of local MPs and business owners.

NCS with The Challenge programmes have start dates in the summer and during October half term. Check the website for further information.

To sign up visit their website at

[www.bookings.the-challenge.org](http://www.bookings.the-challenge.org)

020 3542 2400

## Hitz Programme with Harlequin Rugby Club

The Harlequin's Hitz Programme is a fully funded study programme. Learners must be aged 16 to 19 and learners with SEND will also be considered up to age 24 on a case-by-case basis. There are no formal entry requirements. You can work towards:

- Functional Skills English and maths (Accredited)
- BTEC L1 Sport and Active Leisure
- BTEC Award in Work Skills (36 credits and over)
- Emergency First Aid Course (one day)
- BTEC in Work Skills and Sport and Leisure are delivered through both practical and classroom based sessions and assessment is carried through the completion of portfolios.

You would also have access to a wide range of enrichment activities potentially including:

- participating in rugby and a range of sports
- adventure activity days and courses and volunteering in the local community and on match days
- industry days and guest speakers
- Land Rover experience days
- attending Aviva Premiership Rugby Final, professional rugby match days

To sign up for this programme please contact

[matthew.shillabeer@quins.co.uk](mailto:matthew.shillabeer@quins.co.uk)

07817 076851

## Prince's Trust

Brooklands College, in partnership with the Prince's Trust delivers courses to 16-25 year olds to improve confidence and gain new skills.

The 18 week course enables you to participate in a range of activities which include:

### **Achieve** (6 week course)

- Introduction to creating career success
- Introduction to first aid
- Introduction to safe social networking
- A range of sporting activities
- Managing an enterprise project
- Money management
- Development of literacy, language and numeracy skills
- Preparation for your future

### **Team** (12 week course)

- Planning for personal development
- Team working and leadership skills
- Challenging residential
- Fundraising
- Working in the local community
- Two week work experience
- Employability Skills

Contact: Richard Lovell, Brooklands College

[richard.lovell@brooklands.ac.uk](mailto:richard.lovell@brooklands.ac.uk)

01932 797858

0779 556 5149





# Parents and carers

## 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.

## 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.afcinfo.org.uk/local\\_offer](http://www.afcinfo.org.uk/local_offer)).

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.

## Identifying young people who may need support

AfC has 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.

## 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 16 to 19 bursary scheme. For more information on the bursary fund, visit the website below.

[www.gov.uk/1619-bursary-fund/overview](http://www.gov.uk/1619-bursary-fund/overview)

**If you would like some advice please call our 14-19 Team on  
On 020 8547 5408 to speak to one of our qualified careers advisers  
or email**

[14-19@achievingforchildren.org.uk](mailto:14-19@achievingforchildren.org.uk)    [www.afcinfo.org.uk](http://www.afcinfo.org.uk)



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