



NEXT STEPS

A quick guide to post-16
options and available support

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achieving
for children

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Introduction

As Achieving for Children's (AfC's) 14-19 Team, we understand what a big transition point you may face after doing your GCSEs.

We are also aware that some learners will need extra help in their next educational setting. So we hope this booklet will help you to explore what options are out there for you.

We have set out what is available locally and provided links for you to access further information.

Progress towards adult destinations

AfC aims to help you progress into adulthood with the opportunity to:

- get into paid employment or higher education;
- lead an independent life;
- maintain good health and relationships with friends and family

For more information on Preparing for Adulthood please visit:
www.preparingforadulthood.org.uk.



Your options

What are my choices?

If you choose your next step wisely, it will help you to get to where you want to be. You can gain more knowledge, skills and qualifications, which you will need to get a job. But this does not mean you have to stay on at school.

You could continue your education or training at a college, a training provider, or in the workplace.

The next few pages tell you a bit more about the different options.

Remember: Your school has a duty to provide you with information and advice on the range of options open to you. Or you can call the **National Careers Service** helpline. Call them on 0800 100 900 or visit www.nationalcareersservice.direct.gov.uk.

Next Steps interviews

To support learners to make a successful transition post-16, the 14-19 team at Achieving for Children offer Next Steps interviews to

learners in local and out of borough schools, delivered by our qualified careers advisers. These interviews are to help raise awareness of the local offer and to explore options post-16, which include:

- School sixth form (page 8)
- Sixth form college (page 9)
- Further education college (page 10)
- Traineeships (page 13)
- Apprenticeships (page 17)
- Supported Internships (page 19)
- Volunteering (page 21)

For more information on these Next Steps interviews contact the 14-19 team at 14-19@achievingforchildren.org.uk or speak with your teachers at school to see when the next round of interviews are scheduled at your school.

The table below shows you the different routes to employment you can take depending on your current level of qualifications.

	Entry Level (1,2 and 3)	Level 1	Level 2	Level 3	Level 4	Preparing for Adulthood
Entry Requirements	There are no entry requirements for Entry Level courses. You will just need to show you have an interest in the course offered.	Four GCSEs grade E-F/2-1 including English and maths at grade 2	Four GCSEs at grade D/3 Level 1 Diploma at Pass or English and maths at grade 3	Five GCSEs at grade A*-C/9-4 Level 2 Diploma with Distinction, Merit, A*-C/9-4	A Levels Level 3 NVQ/VRQ or 120 UCAS Points Level 3 Extended Diploma Access to Higher Education	
What can it lead to?	Level 1 course	Level 2 course or apprenticeship	Level 3 course or apprenticeship	Higher Education or Employment	Higher Education or Employment	
Pathway	Traineeship					
				Apprenticeship		
	Supported internship					
				School Sixth Form	University	
				Sixth Form College		
	Further Education					

What happens at 16?

School sixth form

- A school sixth form is for students aged 16 to 19 and is part of a secondary school. You will move into Year 12 from Year 11 at age 16.
- In most sixth forms you will study towards a Level 3 qualification, - usually A Levels or you may be able to do BTEC qualifications. Most schools will expect you to do three Level 3 qualifications.
- Secondary school students are aged 11 to 16, so you will be part of a school where most of the other learners are younger than you.
- Some learners will find the sixth forms a more comforting environment as it is familiar if you have been there since Year 7.
- You will typically have the same teachers and the same friends, if they choose to stay on at the school.



Michael

My teaching support assistant really helped me understand the course material

Sixth form College

- A sixth form college is for learners aged 16 to 19. However, the environment can be more informal, more like a college, with larger classes. Also, it is probably less likely that you will have to wear a uniform.
- In most sixth form colleges you will study towards a Level 3 qualification - usually A Levels or you may be able to do BTEC qualifications. Most sixth form colleges will expect you to do three A levels.
- All students in a sixth form college will be your age or slightly older so, unlike a school sixth form, you won't be mixed in with learners from age 11 upwards.
- You are usually given more independence than at a school sixth form.



Josephine

I enjoy Esher College very much as I feel some sort of independence. Unlike school, I go to lessons at the time they are due, so not every day at 9.00am as some of my friends in school sixth forms do. I think this gives me an idea of what university will be like.

Further education (FE) college

- Further education colleges cater for 16 to 18 year olds and adults 19 or older, offering a wide variety of courses to choose from.
- There will be a large FE college in your borough, which should be quite easy to get to – check these out on the map on page 37.
- You may be studying towards a Level 3 qualification. Many of these will be vocational courses so check carefully which FE colleges offer A levels
- Although you will be expected to turn up for your scheduled classes you will have more time to study on your own. Sometimes your timetable will mean you might not have to attend for a full day.



Chris

I appreciate every moment of my learning support assistant's time. She keeps me on task and motivated and she's probably got the widest range of vocabulary of anyone that I know



CHEMISTRY

Traineeships

If you would like to start working and need help in developing work-based skills, then a traineeship could be the answer.

- Traineeships consist of some classroom-based learning in small groups shaped to your individual needs.
- And you will have the chance of 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 one as you can gain work-based qualifications in these subjects called functional skills.
- There are no entry requirements to a traineeship, you just have to be:
 - between the ages of 16 to 24
 - eligible to work in the UK
 - unemployed with little to no work experience.
- Visit the link below to find out more about traineeships:
www.gov.uk/find-traineeship.

Aaron

The traineeship has been the best thing for me in opening my eyes. My first work placement as a volunteer at the Museum of Richmond has been amazing, and is something I intended to continue with long-term. Everyone involved there has been exceptionally supportive and I have greatly improved my confidence.

A group of chefs in a kitchen, wearing white uniforms and tall white hats, are preparing food. They are smiling and looking down at their work. The kitchen has stainless steel counters and various ingredients like tomatoes and bread are visible. An orange banner is at the bottom with the text "CATERING AND HOSPITALITY".

CATERING AND HOSPITALITY

A photograph of two mechanics, a man and a woman, working on a car engine. The man, on the left, has blonde hair and is wearing a dark blue shirt over a red collared shirt. The woman, on the right, has dark curly hair and is wearing a dark blue shirt over a white t-shirt. They are both looking down at the engine, which is partially visible at the bottom of the frame. The background is a blurred workshop setting. A semi-transparent blue rectangle is overlaid on the lower half of the image, containing the text "VEHICLE MAINTENANCE AND REPAIR" in white, bold, sans-serif capital letters.

VEHICLE MAINTENANCE AND REPAIR



Apprenticeships

- Apprenticeships offer structured training in the workplace and start at Level 2, all the way through to Level 7.
- You will get paid and be employed for at least 30 hours a week. As an apprentice, depending on which level you are completing, you will be earning around £170 to £250 a week.
- An apprenticeship lasts for a minimum of 12 months.
- You will need to apply for an apprenticeship and have an interview with the employer before you are offered an apprenticeship.
- You can get an apprenticeship through a learning provider who will help you with your CV, find an employer and give you support ahead of the interview.
- See page 35 for the wide range of apprenticeship industries you could be employed in.
- In some cases you may be offered a permanent job with the employer once you complete your apprenticeship. Or go on to a higher level apprenticeship in your chosen area.
- Visit the link below to check entry requirements for apprenticeships as these vary according to sector:
www.gov.uk/apply-apprenticeship

Elisha

I applied for an apprenticeship through Way2Work. Way2Work have been very supportive from the start of my apprenticeship. They have always come to me due to me being a full time wheelchair user and finding it difficult to get to Twickenham. When I did need to go to Heatham House to do my assessment knowledge workshops, Way2Work sorted out my taxi there and back. Both Way2Work and my manager have been very understanding of my disability.



CONSTRUCTION

Supported internships

- 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.
- There will also be classroom-based learning to study for English and maths qualifications, if suitable.
- Supported internships are a great way to move into paid employment by seeing if the job is right for you first.
- You can do a supported internship through a further education college, who will sort out the work internship.
- 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
www.kingston-college.ac.uk
- West Thames College
www.west-thames.ac.uk
- Kingston Adult Education (from September 2019)
www.kingston.gov.uk

A photograph of two women in an office environment. The woman on the left has long brown hair and wears black-rimmed glasses and a dark top. The woman on the right has blonde hair and wears a red zip-up top. They are both smiling and looking towards the left. The background is a blurred office with other people and computer monitors.

BUSINESS ADMINISTRATION

Volunteering

- Doing voluntary work to support the community gives you an insight into different types of jobs.
- Volunteering is also good for building your confidence and developing skills for the workplace, such as:
 - communication
 - problem solving
 - working with others
 - meeting new people.
- You can also get involved in voluntary work alongside a school or college course as there are evening and weekend opportunities.
- You can check out which voluntary organisations in Kingston and Richmond are looking for young people on the websites below.
 - www.vinspired.com
 - www.volunteeringmatters.org.uk
 - www.dofe.org
 - www.do-it.org.uk
 - www.princes-trust.org.uk
 - www.ukyouthparliament.org.uk



VOLUNTEERING

What happens at 18?

University

- If you are successful in getting your Level 3 qualifications at 18, you may be thinking about going to university. A university is an institution of **higher education** – which means you will be studying towards a degree.
- Degrees usually take three years to complete, or sometimes four if you are required to take a year out to work as part of your course, or perhaps to study abroad.
- Most young people go to university away from home, but you can stay at home if you get into a local university.
- Local universities to Kingston and Richmond include:
 - Kingston University (www.kingston.ac.uk)
 - Richmond University in London (www.richmond.ac.uk)
 - St Mary's University, Twickenham (www.stmarys.ac.uk)
 - University of Roehampton (www.roehampton.ac.uk)
 - For links to open days to local universities visit www.ucas.com and search for 'Open days' and click on See all under 'Events and key dates'
- If you have an education, health and care plan, this will stop when you go to university, but you may be entitled to claim Disability Student Allowance. The allowance helps to cover any extra study-related costs related to an impairment, mental health condition, or learning difficulty. Unlike most student loans, this does not have to be paid back.
- For more details about eligibility, check out the gov.uk website at www.gov.uk/disabled-students-allowances-dsas/eligibility.

Employment

- At 18, you may decide you want to work. A full time job will give regular employment (around 30 to 40 hours a week). In return, you will be expected to make a commitment to your employer to turn up on time every day and behave responsibly in the workplace.
- You should make sure you are given a contract of employment that sets out what is expected of you. It will also detail the amounts you get paid and when and what else your employer is responsible for – ‘terms and conditions’.
- For more information about contracts of employment visit www.gov.uk/employment-contracts-and-conditions.
- The national minimum wage for employees in the UK differs depending on your age. Check the table below to see the minimum that you should be paid by law.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2018 (current rate)	£7.83	£7.38	£5.90	£4.20	£3.70
April 2019	£8.21	£7.70	£6.15	£4.35	£3.90

A male mechanic with short brown hair, wearing clear safety glasses and a blue polo shirt, is focused on working on the underside of a vehicle. He is using a tool, possibly a wrench, on a metal component. The vehicle's undercarriage, including the chassis and suspension parts, is visible above him. The background is a blurred workshop environment.

VEHICLE MAINTENANCE AND REPAIR

Accessing extra support

Sometimes you may need a bit of extra support to help you settle in to a new setting if you find it difficult moving from one place to another. Or, if you are in school or college, you might need some help with learning, both in class and/or on your own. If you have an education, health and care plan (EHCP) the support you need will be written down in the plan. But, if you don't have a plan, all learning providers have a duty to support you to do the best you can.

In education (including apprenticeships - from training provider)

- When you apply for your course or when you enrol in September, you should tell the learning provider about any special needs you have or any worries you have about coping with the course. They can find the right sort of help for you at the start of your course, which may be more difficult later on.
- When a provider recognises that you need additional support, the staff should act quickly to make sure that high quality teaching, access to exams and the use of any special equipment are put in place.
- Providers should put arrangements in place that meet your needs, which will be different from everyone else's. You (or your parents or carers) should talk to the SENCO if you are in a school, or the head of learner support in a college if you need more help.
- The learning provider will be keeping an eye on whether this additional support is helping you progress in learning and should ask you whether you feel you have the right level of support.
- You may not need the same amount of support as you progress in your course – but any change of support, whether less or more, should be discussed with you first.
- AfC has produced a checklist of what schools and colleges should put in place to support learners with additional needs. This applies to learners who have EHCPs and SEN Support. To view the **SEND**

Threshold Guidance visit the AfC Local Offer website at and search for Post-16 Education.

- If you are completing an apprenticeship and need extra support from the learning part of it, your training provider can claim additional funding to meet the costs of putting in place a reasonable adjustment. This is set out in section 20 of the Equality Act 2010, for apprentices with a learning difficulty or disability where this affects their ability to continue and complete their apprenticeship.

In employment (including apprenticeships – from employer)

- If you have a diagnosed disability or long term health condition, your employer has a duty to make reasonable adjustments. For example, changing your working hours or providing you with a special piece of equipment to help you do the job.
- For more information on reasonable adjustments in the workplace visit: www.gov.uk/reasonable-adjustments-for-disabled-workers.
- If you need support with the learning aspect of your apprenticeship, your learning provider can provide extra support, depending on your needs and disability. Staff members responsible for supporting disabled apprentices are usually referred to as learning support advisers or disability advisers. You can discuss your individual needs with them to access this extra support, such as:
 - specialist equipment
 - sign-language interpreters
 - exams provided in a larger font, or different colour paper
 - additional exam time
- **Access to Work**, funded through the Job Centre, might be available to you if the help you need at work is not covered by your employer making reasonable adjustments. This may include a grant to cover the costs of practical support in the

workplace such as special equipment, or a support worker to assist you in answering telephones or going to meetings. The grant can also be used to help cover transport in getting to and from work.

A paid job could include self-employment, an apprenticeship or work experience.

Find out more from www.gov.uk/access-to-work/apply.

Balance

Balance is a community interest company providing employment and support services to a range of disabled and vulnerable people.

Employment

Balance can provide support in the workplace or assist in finding employment for people with mental health needs or a learning disability.

Independent travel training

Young people aged 11 to 19 years with a special education need can apply for the independent travel training programme designed to help you travel independently. Balance will assess your needs and provide you with a travel trainer to guide you in your daily journey and help you to identify any risks or hazards.

Supported living

If you live in the borough of Kingston, Balance can support adults with learning disabilities to live independently in their own homes

Community activities

Balance offers local catering activities to such as making sandwiches, quiches, soups and cakes, and selling them at the Balance Community Café at King Charles Centre in Surbiton or at their lunch delivery service at Guildhall in Kingston. Stud Nursery, located at Hampton Court offers gardening activities, such as growing

vegetables, potting plants, or even building bird boxes in their woodwork room.

For more information on Balance, and all the services they provide please phone them on 020 3468 3070 or email info@balance-cic.com.





ANIMAL STUDIES

Local courses at school sixth forms, sixth form colleges and further education colleges at Entry Level, Level 1 and Level 2

	EL	L1	L2		EL	L1	L2
Animal studies							
Nescot		■	■				
Animation and Games design							
West Thames College			■				
Art and design							
Brooklands College		■	■	Kingston College		■	■
Nescot		■	■	RuTC		■	■
West Thames College		■	■				
Art and digital media							
Kingston College		■	■	Nescot	■		
RuTC		■	■	West Thames College		■	
Beauty and Hair							
Brooklands College		■	■	Kingston College		■	■
Nescot		■	■	RHACC	■		■
West Thames College		■	■				
Bookkeeping and accountancy							
Brooklands College		■	■	RHACC		■	■
RuTC			■				



Business administration

Kingston College



Nescot



RuTC



West Thames
College



CONSTRUCTION CRAFTS

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





MUSIC

	EL	L1	L2		EL	L1	L2
Hairdressing							
Brooklands College		■	■	Kingston College		■	■
Nescot		■	■	West Thames College		■	■
Hospitality							
Nescot		■	■				
Land-based studies							
Nescot		■	■				
Make up							
West Thames College			■				
Media							
Brooklands College		■	■	Kingston College			■
Nescot			■	RuTC		■	■
West Thames College		■					
Music							
RuTC			■	Kingston College			■
West Thames College		■					
Performing arts							
RHACC	■		■	Kingston College		■	■
Nescot			■	RuTC			■
West Thames College		■					

	EL	L1	L2		EL	L1	L2
Public services							
Brooklands College			■	Kingston College		■	■
Nescot		■	■	RuTC		■	■
West Thames College		■	■				
Science							
West Thames College		■	■				
Sports, health and fitness							
Brooklands College		■	■	Kingston College		■	■
Nescot		■	■	RuTC ¹			■
West Thames College		■	■				
Supported learning							
Brooklands College	■			Kingston College	■		
Nescot	■	■		RHACC ²	■		
RuTC	■	■		West Thames College	■	■	■
Travel and tourism							
Brooklands College		■	■	Kingston College		■	■
Nescot			■	RuTC		■	■
West Thames College		■	■				

¹ RuTC = Richmond upon Thames College

² RHACC = Richmond Adult Community College

Vehicle maintenance and repair

Kingston College	■	■	■	Nescot	■	■
West Thames College		■	■			



Local apprenticeship options at further education colleges and training providers

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 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

Childcare

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

Creative and digital media

Nescot

Computing

Nescot
Richmond upon Thames College
Kingston College
West Thames College

Customer service

Hawk Training
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

Supporting teaching and learning

Nescot
Way2Work

Team leading and management

Hawk Training
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

14-19 Team

You are entitled to help and support in choosing the next step after leaving school. The links on our councils' websites provide valuable sources of information to help you choose your post-16 course and learning provider.

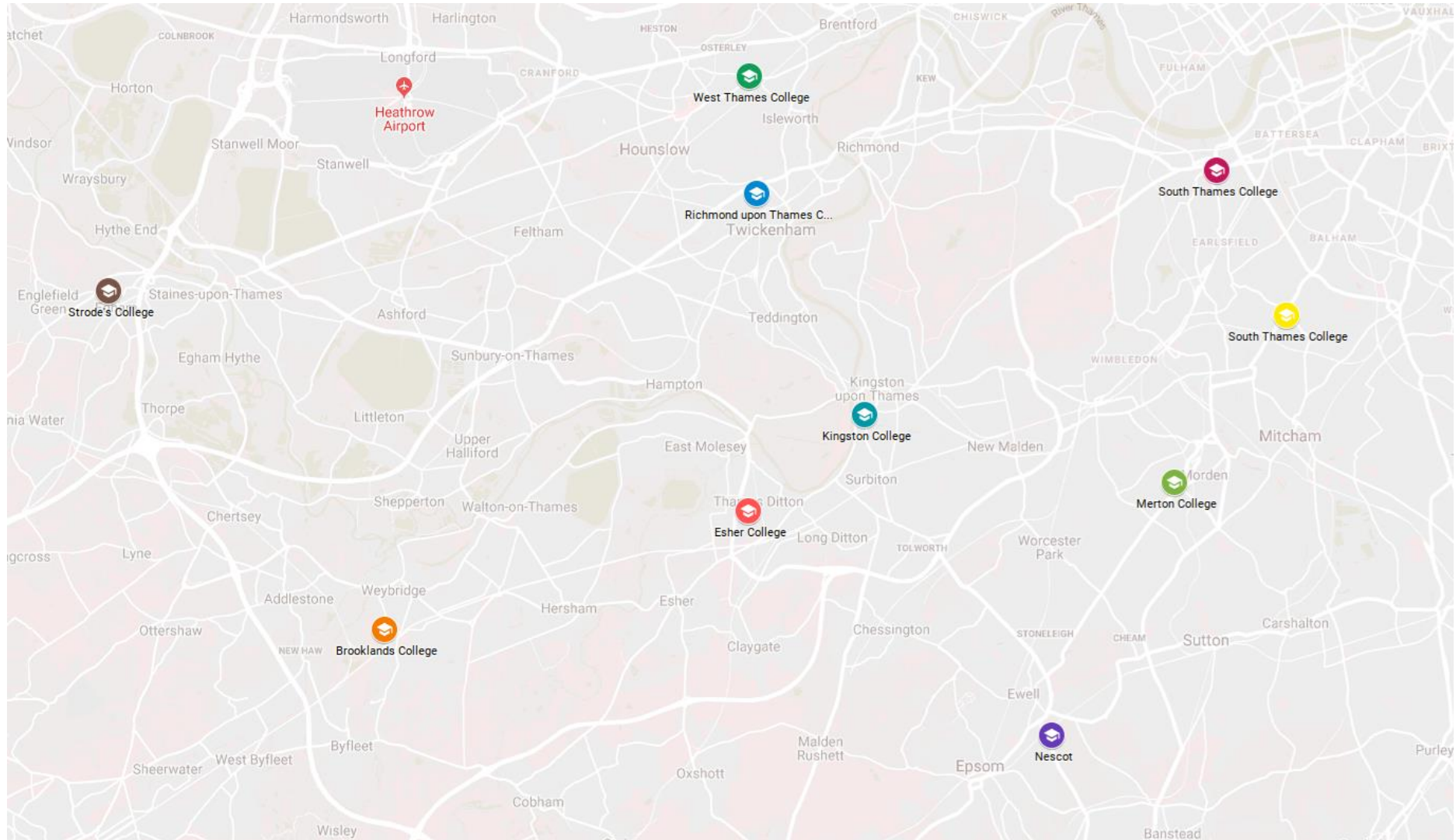
For more information on all the local schools and colleges in Kingston and Richmond, please visit www.afcinfo.org.uk and under the Young People's section, click on 'Learning after 16' or 'Skills, Apprenticeships & Employment' if you are interested in employment-based routes.

The 14-19 team can support young people who are aged 16 to 18 (or older if they have an EHCP) if you are not in education, employment or training. A qualified careers adviser can discuss post-16 options over the phone or may be able to meet you face to face. In the first instance email 14-19@achievingforchildren.org.uk or call 020 8547 5407.

Glossary

AfC	Achieving for Children (AfC) was set up by Kingston and Richmond Councils in 2014 to support children, young people and their families on behalf of the Councils.
Destination	A destination is any type of activity that involves education, training, employment or volunteering.
EHCP	An education, health and care plan is a document which describes a learner's special educational needs and the types of support they will need to meet those needs.
Learning provider	A learning provider is any institution that offers educational courses with accredited qualifications, including traineeships or apprenticeships.
Post-16	This refers to the period after school leaving age of 16 years old (Year 11).
Training provider	A training provider is an organisation that provides training for apprenticeships (and sometimes traineeships) leading to nationally recognised qualifications.
Transition	The point at which you leave school at the end of Year 11 (age 16) and move into your destination in Year 12.

Further education and sixth form with a SEND offer map



This Next Steps pack has been produced with input from young people, parents and professionals from the following groups. We would like to thank everyone who contributed, for their patience and support.

- Young people who participate in AfC's Easy Information Group - focus group who looked at the pack
- Year 10 learners at Turing House school
- Year 11 learners at St Philip's special school
- AfC's 14-19 Partnership - workshop group of schools, colleges and training providers
- Secondary SENCOs from Kingston and Richmond schools
- AfC's Preparing for Adulthood team's caseworkers
- A small range of parents of young people with special educational needs or disabilities
- 14-19 team and other AfC colleagues

