



# Next Steps

What happens  
after Year 11

2021/22

# Contents

<b>1. Choices</b>	<b>2</b>
Next Steps interviews	2
School sixth form (age 16 to 18)	2
Sixth form college	2
Further education (FE) college	3
Vocational pathways	3
Traineeships	3
Apprenticeships	4
Supported internships	5
Local post-16 study programmes	5
Map of FE colleges local to Kingston and Richmond	6
Volunteering	7
Higher education	7
Employment	7
<b>2. Extra support</b>	<b>9</b>
Schools and colleges	9
University	9
Apprenticeship	9
Access to Work	10
Levels of learning	11
Progression routes	12
<b>3. Schools and colleges</b>	<b>13</b>
Search for subjects	13
<b>4. Places to study</b>	<b>18</b>
Neighbouring areas	24
<b>5. Places to go for more help</b>	<b>32</b>
Stepping stones to work or study	33
Parents and carers	36

Achieving for Children (AfC) delivers services to children, young people and their families in Kingston and Richmond.

Our teams understand that you face big decisions about what to do after your GCSEs, so this booklet will help you to think about work and education, in order to make decisions that are right for you. It gives you details on schools, colleges and other places you can go for more help and information.

If you need some extra support finding further education, or with your learning, you might find the text in blue boxes useful. You can also look out for details of learning programmes that offer additional help, in the yellow boxes in the following pages.

## **COVID-19**

Please note that due to COVID-19 this year, application and recruitment processes may take longer than usual. Open days are likely to take place virtually, so you should check with individual colleges.

### **National Careers Service Helpline**

**T: 0800 100 900**

Open every day, 8am to 10pm

### **Jobcentre Plus - Kingston and Richmond**

**T:** 0800 169 0190

**Textphone:** 0345 605 5255

Open Monday to Friday, 8am to 6pm

Get help with finding a job through Work Match in your local area:

[Kingston Work Match](#)

[Richmond Work Match](#)

## 1. Choices

### Next Steps interviews

In Years 10 and 11, you can have a ‘next steps’ interview at school with one of our qualified careers advisers. This is a one-to-one meeting to help you explore options post 16. You may be eligible for an interview if you have an education, health and care plan (EHCP) and are a Kingston or Richmond resident, or if you currently get extra support in school.

To find out more, contact the 14-25 team at [14-25@achievingforchildren.org.uk](mailto:14-25@achievingforchildren.org.uk) or speak with your teachers to see when Next Steps are scheduled at your school.

Here are some popular options you can choose from after your GCSEs.

### School sixth form (age 16 to 18)

In most sixth forms, you will study towards a Level 3 qualification, usually A Levels or BTEC qualifications. Most schools will expect you to do three Level 3 qualifications.

A school sixth form will be smaller than a college, which you may like if you would rather be in smaller groups for learning.

Most schools in Kingston and Richmond have sixth forms, contact them to find out about their application process.

## **Sixth form college**

Similarly to a school sixth form, you will likely be expected to undertake three Level 3 qualifications and you will be expected to study on your own outside lessons

You will not have to wear a uniform, and are usually given more independence than at a school sixth form.

Some sixth form colleges also offer Level 2 courses so check their websites to see what is available.

## **Further education (FE) college**

Colleges offer a wide variety of courses for people aged 16+ to choose from. All FE colleges offer vocational courses and some also offer A Levels. There are many large FE colleges in Kingston and Richmond as well as others within easy travelling distance. Some colleges specialise in a particular subject area.

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.

## **Vocational pathways**

Vocational pathways prepare you for employment by providing work placements alongside study.

## **Traineeships**

A traineeship is a study programme that combines work experience, maths and English support and employability skills training.

Traineeships could last between six weeks and one year depending on the young person's and employer's requirements. Some training providers are flexible and offer rolling start dates and help match you with an employer that links to your interests. Others will have set programmes and start dates led by one particular large employer.

Visit the [government website](#) to find out more about traineeships.

Not all opportunities are advertised on the 'Find a Traineeship' site, so you could also contact some local providers such as

[Way2Work](#)

[NLET](#)

[Orchard Hill College](#)

[Pick Up Academy](#)

[Smart Training](#)

## Apprenticeships

An apprenticeship is a full time job with accredited training. You will need to apply and be successful at an interview with an employer to obtain an apprenticeship. As part of your apprenticeship you will gain technical knowledge, practical experience and skills in your work area.

Apprenticeships can be accessed year round, however, some large employers will recruit apprentices in groups at certain times of the year.

- A Level 2 apprenticeship is equivalent to five GCSE Grade 4 and above
- A Level 3 apprenticeship is equivalent to two A Levels

There are a variety of ways to obtain an apprenticeship, but be aware that applying for an apprenticeship is a competitive process. Apprenticeships are jobs, so employers decide who they are going

to employ, and what the entry requirements should be. These may include specific GCSEs or particular experience but some do not require prior qualifications. If you plan to apply for apprenticeships, it is a good idea to have a college placement as backup.

Visit the [government apprenticeship](#) to find out more about current apprenticeship opportunities.

## Supported internships

Supported internships suit learners who benefit from long term, structured work experience with a job coach. Internships provide more support than a traineeship or apprenticeship can normally offer. Internships can last for a year and include unpaid work placements of at least six months, supported by a job coach. There will also be the option to study English and maths and other relevant qualifications.

You will need to have an EHCP to qualify.

You need to apply for these programmes in the same way as you would apply for a college place, so contact them early.

The below organisations offer local supported internship provision.

[Kingston College](#)  
[West Thames College](#)

[Mencap](#)  
[Kingston Adult Education](#)

If you are able to travel outside the local area, see further opportunities below.

[TFL - Steps into Work](#)

[Ambitious about Autism](#)

## Local post-16 study programmes

In addition to FE colleges, some other organisations also offer post-16 study programmes. These are usually focused on a specific subject and also include maths and English to help you improve your levels in these subjects, a qualification based around a specific industry, eg, a BTEC and enrichment activity such as work experience or volunteering.

These programmes are delivered in small groups, often in a training centre or on an employer's premises.

Speak to your careers adviser to find out more about local options. Some are listed below

### Sports

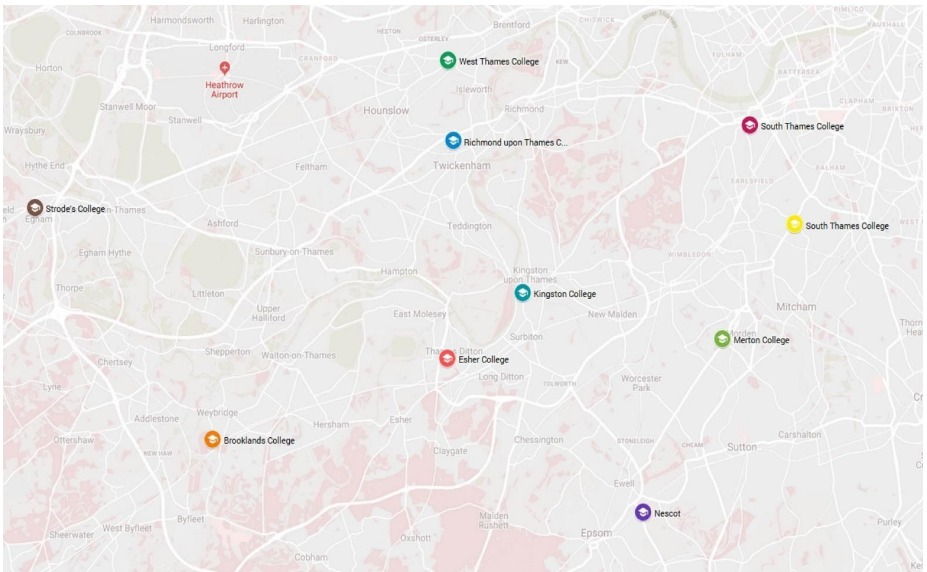
[Hitz Programme](#)  
[Pick up Academy](#)

[Hairdressing](#)  
[LHAA](#)

### Employability

Kingston Adult Education -  
[Steps to Employment](#)

[Construction](#)  
[MIT Skills](#)





## Volunteering

Volunteering provides you with work experience, can build confidence and helps you to meet people and learn skills for work. You can volunteer as well as studying at school or college.

Search for 'volunteering' on the [Local Offer website](#) for local and national voluntary organisations offering opportunities for young people.

[Kingston volunteering](#)

[Richmond volunteering](#)

## Higher education

With Level 3 qualifications under your belt, you can think about going to university. At university you will study for a degree, which usually takes three years. You can move away from home, or you can stay at home and go to a local university.

Local universities to Kingston and Richmond include:

- **Kingston University**
- **Richmond University**
- **St Mary's University**

## Employment

Until you are 18 you are required to undertake training alongside employment and this should be towards an accredited qualification. Once you are 18 you no longer need to train, if you choose not to. Being in a full time job means working for 30 to 40 hours a week. In return, you will have a contract of employment.

This sets out what you get paid and what is expected of you, such as punctuality, hours of work and workplace behaviour.

There is a national minimum wage - check the table below.

	<b>Apprentice</b>	<b>Under 18</b>	<b>18 to 20</b>	<b>21 to 24</b>	<b>25+</b>
April 2020 onwards	£4.15	£4.55	£6.45	£8.20	£8.72

## 2. Extra support

At school, college, or at work, you are entitled to support if you have special educational needs or disabilities. Achieving for Children (AfC) has produced a checklist of what schools and colleges should put in place to support learners with additional needs. To view the SEND Threshold Guidance visit the [Local Offer website](#) and search for 'post-16 education'.

### Schools and colleges

Whilst in education, you may have an EHCP that sets out the support you need. You will need to talk to your new school, college or training provider when you enrol so that they can provide the right support. This could mean help with lessons, extra time in exams or the use of special equipment. The amount and type of support you need may change as you move through your course. Your teachers or the SENCo should talk to you if this is the case.

### University

If you have an EHCP, it will cease when you go to university, but there will still be support available, and you may get Disabled Students Allowance (DSA). For more details about eligibility, check out the [gov.uk website](#).

### Apprenticeship

Your training provider can provide extra support with the training aspect of your apprenticeship, depending on your needs. The provider will have staff you can discuss your individual needs with. If you are undertaking an apprenticeship, your employer is required to support you by providing reasonable adjustments if you have a disability or long term health condition. For example, you may need

to be provided with a special piece of equipment to help you do the job.

For more information on reasonable adjustments in the workplace visit the [government website](#).

## **Access to Work**

Access to Work, funded through the JobCentre, may be able to help with the cost of equipment and support or fund a job coach. You can claim Access to Work if you are self-employed, in an apprenticeship or on work experience or entering employment, although conditions will apply. Find out more from the [government website](#).

## Levels of learning

<b>Entry Level</b>	Your first step if you have no GCSEs or formal qualifications and need additional support.
<b>Level 1</b>	Some Level 1 courses have no entry requirements, but check with your training provider or college. Level 1 is equivalent to GCSE at grades 1 to 3.
<b>Level 2</b>	<p>A full Level 2 is equivalent to five GCSE grades 4 to 9 or equivalent, like BTEC.</p> <p>English and maths GCSEs at Level 2 (or Level 2 functional skills) will give you more work and training opportunities.</p>
<b>Level 3</b>	<p>You will usually be required to complete a Level 2 programme to enrol on Level 3. You may need grade 4, 5 or above in English and maths.</p> <p>If you are progressing into an A Level programme, you may need a specific grade (eg, 5 or 6) in the subjects you chose to study.</p>

## Progression routes

Entry Level		Skills for Life and vocational qualifications	Supported Internship
Level 1	GCSEs (1 to 4)	Skills for Life and vocational qualifications	Supported internship or traineeship
Level 2	GCSEs (4 to 9)	Skills for Life and vocational qualifications	Intermediate apprenticeship
Level 3	A Levels	Vocational qualifications	Advanced apprenticeship
Level 4	University		Higher/Degree apprenticeship

GCSEs are graded from 1 to 9, with the 9 being the highest grade. To progress on to a Level 3 programme after GCSEs, schools and colleges require that you have got at least five GCSEs at grades 4 and above. You will usually need to get a grade 5 or 6 in the subjects you wish to study at Level 3.

### 3. Schools and colleges

#### Search for subjects

See below a summary of courses at colleges in Kingston, Richmond and the surrounding area:

#### Brooklands College

Accounting/bookkeeping	ESOL and EFL
Applied science	Forensic science
Baking and cooking	Hairdressing
Beauty therapy	Health and social care
British Sign Language	Human resources
Business	Media
Catering and hospitality	Photography
Child studies	Policing
Computing	Public services
Construction	Sport
Design	Sugarcraft
DIY	Teaching
Engineering	Travel and tourism

## Capel Manor College

Agriculture  
Animal management  
Arboriculture and forestry  
Floristry and event styling  
Foundation learning  
Garden and landscape design

Horticulture and professional landscaping  
Industry training  
Leatherwork  
Wildlife and environmental conservation

## Esher College

Applied science  
Art and design  
Art (Fine Art)  
Biology  
Business  
Chemistry  
Classical Civilisation  
Computer Science  
Dance  
Drama and theatre  
Economics  
English language  
English language and literature  
English literature  
Fashion and textiles

Film studies  
French  
Geography  
German  
Graphic Communication  
History: Dictators and imperialists  
History: Oppression and equality  
History: Power and belief  
Maths  
Maths with further maths  
Media Studies  
Music  
Philosophy  
Photography  
Physical education



Physics

Politics

Psychology

## Nescot College

Animal studies

Art and design

Business

Catering and hospitality

Computing

Construction

Creative media

Early years

## Richmond College

Business and enterprise

Catering and hospitality

Construction and engineering

Creative arts and media

ESOL

Sociology

Spanish

Hair and beauty

Health and social care

Motor vehicle

Music

Performing arts

Sport

Travel and tourism

Uniformed public services

Health and social care/early years

IT and science

Performing arts

Sport, travel and tourism

## South Thames Colleges' Group - Carshalton College, Kingston College, Merton College, and South Thames College

Accounting and finance

Art and design

Baking, cake decorating and cookery

Beauty therapy

Business

Childcare/early years

Computing

Construction

Counselling

Craft

Customer service

Digital media and games design and development

Engineering

ESOL and EFL

Fashion

Film and media

Fitness and coaching

Gas

Hairdressing

Health and social care

Hospitality and catering

Human resources

Languages

Law and legal secretarial

Leisure and wellbeing

Motor vehicle

Music

Musical instrument making and repairs

Performing arts

Plumbing

Public services

Sport

Sport science

Teaching

Travel and tourism

## Strode's College

Business and accounting

Computing and ICT

Construction

Creative studies

Engineering

English

Foundation learning

Hair and beauty

Health, caring and childcare

Humanities

Languages

Learn English

Maths

Motor vehicle

Public Services

Science

Sport

Teacher training

Travel and tourism

## 4. Places to study

### Kingston and Richmond



## Kingston College

Kingston College  
Kingston Hall Road  
Kingston upon Thames KT12AQ

**T:** 020 8546 2151

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

Kingston College also offers [apprenticeships](#)

### Supported learning

Support for people 16 to 24 years at Entry Level to Level 1, with an EHCP. All students follow practical options in hospitality and catering.

or

Structured study based with an employer. Enables young people with learning difficulties to find paid employment by equipping them with work skills.

**Lesley Miller:** 020 8268 2564

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

**Keith Mellor:** 020 8268 3065,

**E:** [keith.mellor@kingston-college.ac.uk](mailto:keith.mellor@kingston-college.ac.uk)

**Careers Advice Team** Drop in to the Student Support Centre  
(G75 at Kingston Hall Road)

**T:** 020 8268 2555

**E:** [careers@kingston-college.ac.uk](mailto:careers@kingston-college.ac.uk)

## Richmond upon Thames College

Langhorn Drive  
Twickenham  
TW2 7SJ

**T:** 020 8607 8000

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

Education and training for people aged 16+. A wide range of qualifications including A Levels, vocational courses, apprenticeships, GCSE Pathway, access to higher education and higher education.

### Apprenticeships

**T:** 020 8607 8000

**E:** [apprenticeships@rutc.ac.uk](mailto:apprenticeships@rutc.ac.uk)

**16 to 19 Admissions:** 020 8607 8000

**E:** [admissions@rutc.ac.uk](mailto:admissions@rutc.ac.uk)

### Supported learning

Entry and Level 1 vocational and life skills for young people with an EHCP aged 16 to 24.

English, maths, IT, work experience, volunteering and job coaching.

**Toni Whitehouse:** 020 8607 8000

### Learning support

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

**E:** [toni.whitehouse@rutc.ac.uk](mailto:toni.whitehouse@rutc.ac.uk)

## Richmond and Hillcroft Adult and Community College

### Parkshot

Richmond TW9 2RE

T: 020 8891 5907

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

### Hillcroft (Surbiton)

South Bank, Surbiton KT6 6DF

T: 020 8399 2688

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

A range of courses including GCSEs and access courses. Some courses are appropriate for learners aged 19+ who have an education, health and care plan.

### GCSE courses

Intensive GCSE courses in English, maths and biology, with tutorials included. For course dates and open day information please check the website:

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

### Employability, health, wellbeing, independent living

T: 020 8891 5907 EXT 7929

E: [iag@rhacc.ac.uk](mailto:iag@rhacc.ac.uk)

## Orchard Hill College

17 Beaconsfield Road  
New Malden, KT3 3HY

T: 0345 402 0453

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

W: [www.workstart.me.uk](http://www.workstart.me.uk)

### Entry level

Education for students over 16 years old with an education, health and care plan. Multi-disciplinary team support from its own team of therapists and nurses.

### Traineeships

Work experience in retail, leisure, hospitals, nurseries and more. Work preparation classes to develop a CV and interview techniques. Functional skills in English and maths. Learners attend college one day a week and a work placement two days a week.

### Supported learning

Orchard Hill College is a specialist college offering learning opportunities for students aged 16 years and up. Students have a wide range of needs from moderate learning difficulties to profound and multiple learning disabilities. The college offers an in-house multi-disciplinary team of therapists and trained staff.

The college also offers a number of WorkStart courses which offer opportunities to gain skills and experience to get into employment, with one-to-one support from a job coach. These are for students aged 19 to 24, you can apply with or without an EHCP.



## Xavier Centre (Richard Challoner School)

Manor Drive North  
New Malden KT3 5PE

**T:** 020 8330 5947

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

Education for students aged 16+ with moderate learning difficulties who have an education, health and care plan. A range of Entry Level qualifications up to Level 1 in English, maths, ICT and life skills. Skills development across a range of practical subjects.

Links with the sixth form so that pupils feel part of the school community. Students enrol for two academic years (Year 12 and Year 13).

**E:** [rcb@challoner.kingston.sch.uk](mailto:rcb@challoner.kingston.sch.uk)

## Neighbouring areas

### Brooklands College

Weybridge Campus  
Heath Road  
Weybridge KT13 8TT

**T:** 01932 797797

**E:** [info@brooklands.ac.uk](mailto:info@brooklands.ac.uk)

**W:** [www.brooklands.ac.uk](http://www.brooklands.ac.uk)

A large further education college close to Weybridge in Surrey. Entry Level courses offering pathways to employment or independent living. Vocational programmes at Levels 1 and 2.

### Sutton and District Training

240-244 High Street  
Sutton SM1 1PA

**T:** 020 8687 5225

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

Enrolment welcomed throughout the year. Foundation learning programmes with vocational qualifications in construction, hair and beauty, sports, and customer services.

### London College of Beauty Therapy (LCBT)

47 Great Marlborough Street  
London W1F 7JP

**T:** 020 7208 1300

**W:** [www.lcbt.co.uk](http://www.lcbt.co.uk)

**E:** [info@lcbt.co.uk](mailto:info@lcbt.co.uk)

A specialist college in central London offering courses in beauty, media make-up and fitness for 16 to 18 year olds. Phone or sign up on their website to attend an open day.

## Nescot

**Reigate Road**

**Epsom KT17 3DS**

**T: 020 8394 3038**

**E: [info@Nescot.ac.uk](mailto:info@Nescot.ac.uk)**

**W: [www.nescot.ac.uk](http://www.nescot.ac.uk)**

A wide range of vocational courses and apprenticeships.

### Supported learning

Foundation learning for people with mild to moderate learning difficulties or disabilities. Vocational courses from Entry Level 1 to Entry Level 3. Preparation for employment through work experience and work-related activities.

## Merton College

London Road

Morden SM4 5QZ

**T: 020 8918 7777**

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

Part of the South Thames Colleges' Group. Specialises in getting students ready for work or higher education and offers subjects such as business and computing, hair and beauty, construction, catering, travel and tourism. Courses start in September.

### Supported learning

Skills for Work Life programme for learners with moderate learning difficulties, or learners with autistic spectrum disorder and complex needs. 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

**T:** 01784 437506

**W:** [www.strodes.ac.uk](http://www.strodes.ac.uk)

**E:** [admissions@strodes.ac.uk](mailto:admissions@strodes.ac.uk)

Sixth form college for students aged 16 to 18. Wide range of A Level and BTEC courses, Level 2 courses and a variety of enrichment courses. Vocational and BTEC Level 2 courses which are practical and work-related, assessed through assignments, not exams.

### Support 4 Learning

Support for students with learning needs or disabilities. Help with transition from school or home learning to college. For further information please contact the Support 4 Learning team.

**Allison Hiskett**, Support 4 Learning Manager

**E:** [allison.hiskett@windsor-forest.ac.uk](mailto:allison.hiskett@windsor-forest.ac.uk)

## West Thames College

London Road  
Isleworth TW7 4HS

**T:** 020 8326 2054

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

Medium-sized college in the London Borough of Hounslow. The main campus is in Isleworth with a smaller skills centre in Feltham. The college offers a wide range of vocational courses up to higher education level.

### Supported learning

Support for learners with a disability or learning difficulty. Vocational courses to develop communication, numeracy and interpersonal skills. For more information about the supported learning courses available contact the Admissions team.

**T:** 020 8326 2020 or visit their website?

### Project Search

Project Search is a work-based programme for young people with learning disabilities, which supports their move from education to employment. Twelve students have an extended work experience placement at Hounslow Civic Centre, taught by a West Thames College teacher and supported by a full-time job coach employed by Action on Disability.

## M.I.T. Skills

### M.I.T. Skills - **West London**

West London Gate Centre  
Brentford, Unit 7, Syon Gate Way  
A4 Great West Road TW8 9DD  
**T: 08454 309009**

### M.I.T. Skills - **West Byfleet**

12/13 Camphill Industrial Estate  
West Byfleet KT14 6EW  
**T: 08454 309009**

M.I.T. Skills specialises in work-based learning, apprenticeship preparation, apprenticeships, traineeships and study programmes.

A wide range of courses in construction\*, hairdressing, motor vehicles\*, engineering, youth work, early years and adult care, manufacturing, railway track safety, sport coaching, information and communication technologies, business improvement techniques, business administration, customer service, management and teaching assistants.

(\*offered in locations near to Kingston and Richmond)

## South Thames College

**T:** 020 8918 7777

**E:** [info@south-thames.ac.uk](mailto:info@south-thames.ac.uk)

**W:** [www.south-thames.ac.uk](http://www.south-thames.ac.uk)

Part of the South Thames Colleges' Group with campuses in Wandsworth, Tooting and Roehampton. Entry Level to higher education qualifications as well as courses for personal development.

## Aurora Centre

South Thames has a non-residential centre for 16 to 25 year olds with autistic spectrum disorder and complex needs delivering person-centred learning.

## Capel Manor College

The Walled Garden

Gunnersbury Park

London W3 8LQ

**T:** 0303 003 1234

**E:** [study@capel.ac.uk](mailto:study@capel.ac.uk)

**W:** [www.capel.ac.uk](http://www.capel.ac.uk)

Capel Manor College is a leading education provider for those interested in working with plants, animals, flowers, trees and the environment.



## Esher College

Weston Green Road

Thames Ditton KT7 0JB

**T:** 020 8398 0291

**W:** [www.esher.ac.uk/Pages/default.aspx](http://www.esher.ac.uk/Pages/default.aspx)

**E:** [info@esher.ac.uk](mailto:info@esher.ac.uk)

Esher College is a large sixth form college provider based in Surrey, offering a range of BTEC National and A Level courses to 16 to 18 year olds residing in south west London and Surrey.

## Carshalton College

Nightingale Road

Carshalton SM5 2EJ

**T:** 020 8544 4501

**E:** [admissions@carshalton.ac.uk](mailto:admissions@carshalton.ac.uk)

**W:** <https://carshalton.ac.uk>

Part of the South Thames Colleges' Group, Carshalton College is situated in the London Borough of Sutton. Study vocational education at all levels including full and part time courses, apprenticeships undergraduate and foundation learning.

### Supported learning

Help for students who need support with learning skills and qualifications and preparation for work and independent living.

## 5. Places to go for more help



### [Achieving for Children website:](#)

- Youth services
- Emotional Health Service
- Learning, training, working, volunteering
- Local Offer: support and information for young people with special educational needs and disabilities (SEND)

## Stepping stones to work or study

There are local courses where you can work towards your English and maths GCSE (or functional skills) as well as getting support to equip you for getting a job.

### Steps into Employment

Contact Kate Garratt, Skills Manager

**T:** 020 8547 6700

**E:** [adult.education@kingston.gov.uk](mailto:adult.education@kingston.gov.uk)

Steps into Employment will enable you to gain the skills and qualifications to progress to an apprenticeship, employment or further education. You will study maths and English as well as other qualifications to help you develop your personal and social skills. You will attend three days a week studying in small, well supported classes.

### Spear Programme

Free, six week course to help you get into work.

Monday to Friday, 2 to 5pm.

After the course, there is help with CVs, interview skills and support with job applications.

**W:** [www.resurgo-spear.org](http://www.resurgo-spear.org)

**Hammersmith,  
Shepherd's Bush & Fulham**  
**T:** 020 8748 5824  
**Text:** 07715 657279

**Clapham Junction**  
**T:** 020 3327 0185  
**Text:** 07947 131524

## Hitz Programme

The Harlequin's Rugby Club's Hitz Programme is a fully-funded study programme. Learners must be aged 16 to 19. Courses include:

- Functional Skills English and maths (Accredited)
- Qualifications in sport, employability  
(contact provider for details of each cohort in 2019/20)
- Year 1: BTEC Level 1 In Sport along with Employability Level 1
- Year 2: NCFE Level 2 in Sport along with Employability Level 2
- Emergency first aid course (one day)
- 60 hours' work experience

Learners with SEND up to 24 years will be considered.

You can also take part in rugby and other sports, adventure activity days and volunteering and industry days.

To find out more and sign up for this programme please contact:

**T:** 07817 076851

**E:** [mark.kilgallon@quins.co.uk](mailto:mark.kilgallon@quins.co.uk)

**E:** [danny.leeds@quins.co.uk](mailto:danny.leeds@quins.co.uk)

## Prince's Trust

Prince's Trust programmes can help you if you are unemployed or in education, and aged between 16 and 25 years. The Team Programme is a 12 week personal development course, offering work experience, practical and employability skills, community projects and a residential week. You can achieve an award or certificate in employment, teamwork and community skills.

The programme is completely free and won't affect Jobseeker's Allowance.

To sign up you can contact the following providers.

### Lambeth College, Clapham Centre

45 Clapham Common South Side

London SW4 9BL

T: 020 7501 5010

W: [www.lambethcollege.ac.uk](http://www.lambethcollege.ac.uk)

### Merton College

London Road

Morden SM4 5QX

T: 020 8918 7777

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

### Carshalton College

Nightingale Road

Carshalton SM5 2EJ

T: 020 8544 4501

W: [www.carshalton.ac.uk](http://www.carshalton.ac.uk)

General enquiries helpline: 0800 842 842.

## Parents and carers

### Re-engagement provision

If your child is aged 16 to 17 and does not have a school or college place for September, or is not ready for full time education or employment, Achieving for Children can help. Contact the 14 to 25 team:

**T:** 020 8547 5408

**E:** [14-25@achievingforchildren.org.uk](mailto:14-25@achievingforchildren.org.uk)

### Local Offer

#### Local Offer website

For information about support available for families with children and young people aged 0 to 25 years with special educational needs or disabilities (SEND), visit:

**W:** [www.afcinfo.org.uk/local\\_offer](http://www.afcinfo.org.uk/local_offer)

The website contains information on educational opportunities and help to get into employment.

### Positive Directions

[Positive Directions](#) is just one of AfC's employment programmes designed for young people aged 16+ who are not in education, employment or training. This programme provides online employability training and support into choosing your next steps.

To apply or find out more, please email

**E:** [sharon.pratt@achievingforchildren.org.uk](mailto:sharon.pratt@achievingforchildren.org.uk)

## Next Steps News

Next Steps News is [AfC's regular newsletter](#) designed to provide young people with the latest information on local training opportunities, useful training resources, apprenticeship vacancies and other local employment opportunities. You can find all the latest tips and guidance, virtual events and workshops around Kingston and Richmond borough, particularly aimed at young people aged 16 to 25.

## Identifying young people who may need support

Achieving for Children has a statutory duty to provide education and training to all 16 to 18 year olds.

We work with schools and colleges to find out which young people are in education or training. Sometimes we need to track young people to find out if they need more help. We contact parents by phone or home visit to do this. Any information provided to us is confidential and we will not pass it on to other services without your consent.

## Financial help with studying

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 to buy meals, books or other learning materials, talk to the school or college to see if they are eligible under the 16 to 19 bursary scheme. For more information, visit the website below.

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

This booklet was produced with help from young people, parents and professionals. It has been updated in 2020 with our local learning providers and AfC's careers advisers.

**Thank you to:**

- Year 10 learners at Turing House School
- Year 11 learners at St Philip's special school
- Achieving for Children's 14-19 Partnership
- SENCOs from secondary schools in Kingston and Richmond
- Achieving for Children's Preparing for Adulthood Team's caseworkers
- Parents of young people with special educational needs or disabilities
- 14-25 Team and other Achieving for Children staff

This booklet is aimed at you as a young person making choices for your future. If you, your parents or carers, have any comments on the booklet or suggestions as to other information you think we should include, let us know.

**E:** [14-25@achievingforchildren.org.uk](mailto:14-25@achievingforchildren.org.uk)

Find the latest version of this booklet on the [Local Offer website](#)  
Search for Information and Advice - Preparing for Employment.