

'One Norbiton, Working Together'
Action Plan
Employment (16-24) and Income Maximisation Sub Group

Objective 1 - To increase access to Employment opportunities for young people (16-24) in Norbiton

Updated:

No	Actions	Group Lead	Partners	Timeline	Details/Update
1	Identify those not in Employment, Education or Training (NEETs) in Norbiton	Tony Willis	14-19 Education, Employment and Skills JCP (Kingston)		AC/AM to obtain information on Norbiton NEETs and investigate possible 'unknowns'. Information Sharing protocol to be discussed Cross over with some aspects of Youth Activities group. Action Plans to be shared and co-ordinated.
2	Produce contact list and map of all partners currently involved in addressing youth employment issues inc strategies and actions	Tony Willis			Partner Contact list updated 23-Aug-12
3	Engage with 'Community Upon Thames' to explore partnership working to facilitate employment opportunities for young people.	John Hall	Maundy Todd (Director) Community upon Thames		Meeting took place on 20-Jul-12 Develop working partnership between sub group and Community-upon-Thames
4	To facilitate four Financial Capability training sessions in Norbiton before September 2013 delivered by Kingston Citizen Advice Bureau (KCAB)	Tony Willis	KCAB		Details of possible venues and target attendees The Financial Capability training sessions will include some/all of the following topics dependant on the attendance profile or location of course delivery. <ul style="list-style-type: none"> • Budgeting • Dealing with bills and debt • Awareness of Credit • Savings • APR • Bank accounts • Fuel and Energy costs • Access to advice services and self help information inc websites

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					Each training session will be agreed beforehand with the sub group
5	Arrange and organise events in Norbiton to promote and publicise services available for those not in Employment, Education or Training (NEETs) and 18-24 year olds looking for Employment.				
7	Work in partnership with Job Centre Plus and Kingston Adult Education to provide support in schools around career guidance	Kav Dhillon (JCP)	Kingston Adult Education	Sept 2012	Provide advice to students in schools on pathways other than University e.g. apprenticeships, jobs available, growing sectors etc
8	Promote the youth contract with 16-24s where possible in order to move the youth group closer to work	Kav Dhillon (JCP)	Kingston College Kingston Adult Education	Sept 2012	Youth Contract Ensure all 16-24s are aware of the youth contract offers: <ul style="list-style-type: none"> - Voluntary Work Experience - Sector Based Work Experience - Wage Incentives - Apprenticeship Wage Incentives - Apprenticeships - Support for disengaged 16 to 17 year olds
9	Meet and discuss services available from Kingston College to enhance employment opportunities for 16-24 year olds.	Judith Hooley (KC)	Kingston College		
10	Investigate how the Kingston Chamber of Commerce could help in achieving objectives	Jerry Irving (CoC)			
11	Liaise with and promote the Foundation Learning Course for 16-19 year olds not in Employment, Education or Training (NEETs)		14-19 Education, Employment and Skills Kingston Adult Education (KAE) Children and Young Persons Plan Job Centre Plus		Foundation Learning (KEA) <ul style="list-style-type: none"> • Young unemployed people between the ages of 16-18 who are not attending school or college and are looking to progress into employment, an apprenticeship or onto a level 2 college course • Ideally suited to those who may prefer to learn within an adult environment • Young people with few or no qualifications, low results, or social/health problems welcome

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					<p>Eligibility</p> <ul style="list-style-type: none"> • Not in employment or attending school or college • Not ready to progress to a level 2 college course <p>Children and Young Persons Plan - Priority Objective 5 All young people will be able to make a successful transition to adult life, continuing education and employment</p>
12	Liaise with and promote the personalised learning programme; English, Maths and IT Functional skills delivered alongside an employability and progression qualification to include a work placement.		Kingston Adult Education (KAE)		
13	Investigate what information, advice and guidance for 16-24 year olds is available on key employment issues including training and employment.	Tony Willis	14-19 Education, Employment and Skills Citizens Advice Bureau Advice & Information Centre (RBK) Kingston Adult Education (KAE)	July 2012	14-19 Education, Employment and Skills have a website with advice and information. Steps to employment or learning
14	Utilise 'Young Livin' Bus and Website to promote employment services available				
15	Investigate mentoring opportunities for those not in Employment, Education or Training (NEETs) and 18-24 year olds looking for Employment.	Ed Naylor			
16	Obtain information and details of all apprenticeship opportunities that currently exist within Kingston				
17	Promote and publicise available apprenticeship opportunities with local employers				
18	Investigate opportunities to increase the number of local employers offering apprenticeships	Andrew Sherville			
19	To monitor on a monthly basis the relevant employment data for Norbiton ward	Tony Willis			
20	Investigate funding arrangements for				

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	those currently involved in creating employment initiatives for young people				
21	Ensure that local employers are fully aware of the 'Youth Contract' initiative and are receiving appropriate support to implement this if required.	Andrew Sherville (RBK)			