



## 14-19 EDUCATION, EMPLOYMENT AND SKILLS

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# OPPORTUNITIES after Year 11

a summary of post-16 learning options  
in Kingston in  
2012/13

(Covering Foundation Learning and Level 2 programmes)

February 2012

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## Introduction

You'll be preparing for your GCSE exams in the summer and are now no doubt thinking about what you are going to do next. Perhaps you like the idea of doing a vocational course to get some skills that will help you find a job. Or have you thought about doing an Apprenticeship? If you are not sure what you would like to do, perhaps you should choose subjects you enjoy and are likely to do well at. But whatever you choose, do find out where these courses will lead you and how you can progress to a higher level or a job. The Royal Borough of Kingston (RBK) has produced this summary to help you with this important decision. It sets out the courses that are available to you locally and provides links for you to access further information.

## Qualifications Matter

In today's job market, achieving qualifications matters more than ever. A **full Level 2** is made up of 5 GCSEs grades A\*-C - or equivalents such as BTEC awards. In London, of the people whose qualifications are below Level 2, 65% are in work. This number rises to 75% for people who have a Level 2 qualification (and to 80% for Level 3). This is clearly shown in the following table:



| Highest Qualification Held | Equivalent to                               | London employment rate by qualification held |
|----------------------------|---|--|
| Level 4 and above          | A degree or management qualification        | 88%  |
| Level 3                    | 2 A levels or L3 BTEC                       | 80%  |
| Apprenticeships            | Full level 2 (5 GCSEs A*-C)                 | 86%  |
| Level 2                    | 5 GCSEs A*-C                                | 75%  |
| Other qualifications       |   | 73%  |
| <b>Below Level 2</b>       | Entry levels 1-3 and Level 1 qualifications | <b>65%</b>                                   |
| <b>No qualifications</b>   |   | <b>45%</b>                                   |

Source: ONS Annual Population Survey 2008<sup>1</sup>

The borough of Kingston offers a range of employment opportunities at Level 2 and above. It is also possible to get on to Apprenticeship programmes in several different sectors in the borough – but remember that you will need to find a job first as all Apprentices have to be employed full time. Alternatively, if you decide to continue in learning after Year 11 – not necessarily in the school you are in at the moment – there is a range of learning programmes in the borough at different levels: from Foundation Learning up to Level 3.

<sup>1</sup> Data excludes economically inactive students

## Kingston's Quality Commitment

In Kingston, the local authority wants to see every young person achieving qualifications in Year 11 that will enable them to move on to a positive destination. RBK has joined forces with its schools and colleges to agree the **Kingston Quality Commitment**. This is a public commitment to you and all the other young people in the borough that we will support you to achieve a full Level 2 or 3 by the time you are 19 - to get you the best possible start in finding a job and getting on in life. It also means that if any young person leaves a course before completing it, for whatever reason, we at RBK will work with schools and colleges to find that young person a place on an alternative course. Hopefully, though, this won't be the case - you will be able to choose a course that suits you and that will provide you with a qualification that will help you get go on to further learning or employment!

So to help you (and your parents/carers) to see what is available, there is now a section on the RBK website that lists all courses available in the borough at all levels for young people aged 16-19. You will see that learning programmes at all levels, including Level 3, are included, so if and when you are ready to move on to a Level 3 programme you can see what the our providers have to offer. You should start planning your next move as soon as possible – places in College and school sixth forms get booked up very quickly so don't delay with your application.

The choice of courses might seem a bit bewildering but you can contact the learning provider who is offering any course you are interested in. Whether this is a school, college or private training provider they will be happy to talk to you about what it covers. As a matter of fact, from next year, 2013, every young person will need to make choices about staying on in learning, or training, or find a job with training (including Apprenticeships). This will apply to all 17 year olds and from 2015, to 18 year olds as well. This will soon become law – it is called



### Raising the Participation Age.

The charts showing Foundation Learning and Level 2 provision on the following pages provide an at-a-glance summary of the courses available in Kingston. The 16-19 on-line prospectus lists all learning programmes in more detail and where these are offered. You can browse the prospectus by provider, by level and by subject and there are also downloadable versions. The 14-19 Education, Employment and Skills section of the RBK also contains useful links to other sources of information. **To view the choice of courses, go to: [www.kingston.gov.uk/14-19\\_education](http://www.kingston.gov.uk/14-19_education)**

You can also find us on **Facebook** at **Kingston 14-19 Education, Employment and Skills** and follow us on **Twitter @RBK1419** .

## The Options

### Entry Level Learning

As a local authority we want to ensure that all our learners are helped to overcome any barriers to access and learning. If you are working at entry level, have a disability or learning difficulty or need additional support to help you develop your skills, Kingston College offers bespoke Foundation Learning programmes through its Skills Centre. The Skills Centre offers you the opportunity to develop your skills to progress to further learning, find employment, to live independently and for personal and social development. It has a wide range of facilities including small sized groups, additional learning support, learning subjects through primarily practical activities. It offers a nurturing environment in which you can follow learning programmes at Entry Levels 1 to 3. For more information contact the Skills Centre on 020 8547 6729 or Kingston College on 020 8268 3025.

### Foundation Learning

If you achieve 5 GCSEs (grades A\*-C) or equivalent qualifications this summer, you will have a full Level 2. But some young people leaving school may not quite get to a full Level 2 and when you get your results, if you think you might need to develop your skills and knowledge a bit more, you can enrol on to a Foundation Learning course. The learning provider will assess



your abilities and will guide you to the right level of programme (eg Entry level through to Level 1) that will get you to Level 2 as quickly as possible. To enrol on to a Level 1 programme, it is likely that you will need to have GCSEs at grades E-G or to have successfully completed an Entry level programme.

On a Foundation Learning programme you will work towards qualifications in numeracy and literacy alongside those all important 'employability' skills such as teamworking, interview techniques and so

on. And you will be able to get an insight into different vocational areas that will help you decide what you would like to do next, both through your study and by doing some work experience. Succeeding in a Foundation Learning programme should equip you to move to Level 2 at a College or other learning provider. You should talk to the learning provider, though, to make sure that the course you are interested in at Foundation level, will give you access to a Level 2 programme in the future.

Some learning providers offer places on Foundation Learning courses at any time during the year, so 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. If this happens, you would not need to wait till the following September to enrol.

\* \* \*

On the next page are the post-16 Foundation Learning options in the borough. 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 progression.

| Foundation Learning options in Kingston  | Redwood/Head to Head | Kingston College | Business Training Enterprise |
|--|----------------------|------------------|------------------------------|
| CACHE <b>Caring for Children</b> (Level 2)   |                      |                  | ◆                            |
| CACHE <b>Caring for Children</b> (Foundation Level)  |                      | ◆                |                              |
| NCFE <b>Entry to the Uniformed Services</b> (Levels 1 and 2)   |                      | ◆                |                              |
| BTEC Award in <b>Business Administration</b> (Level 1)   |                      | ◆                |                              |
| City & Guilds Award in <b>Bookkeeping and Accounts</b> (Level 1)   |                      | ◆                |                              |
| City & Guilds in <b>Business Administration</b> (Level 1)  | ◆                    |                  |                              |
| BTEC for <b>IT Users</b> (Level 1)   | ◆                    | ◆                |                              |
| British Computer Society for <b>IT Users</b> (Level 1)   | ◆                    |                  |                              |
| City & Guilds in <b>Retail</b> (Level 1)   | ◆                    |                  |                              |
| City & Guilds in <b>Customer Service</b> (Level 1)   | ◆                    |                  |                              |
| BTEC in <b>Health and Social Care</b> (Level 1)  |                      | ◆                |                              |
| BTEC in <b>Travel and Tourism</b> (Level 1)  |                      | ◆                |                              |
| IMI in <b>Vehicle Maintenance and Repair</b> (Level 1)   |                      | ◆                |                              |
| City & Guilds Introduction to the <b>Hair and Beauty</b> Sector (Level 1)                                    |                      | ◆                |                              |
| BTEC in <b>Sport and Active Leisure</b> (Level 1)  |                      | ◆                |                              |
| NVQ in <b>Hairdressing</b> (Level 1)   |                      | ◆                |                              |
| NVQ in <b>Beauty Therapy</b>   |                      | ◆                |                              |
| BTEC <b>Vocational Studies</b> (Entry Level 3 and Level 1 – covers 8 vocational areas: see providers)        |                      | ◆                | ◆                            |
| BTEC in <b>Construction</b> (Entry Level 3 and Level 1)  |                      |                  | ◆                            |
| BTEC Functional <b>English</b> (Entry level, Levels 1 and 2)   |                      | ◆                | ◆                            |
| City & Guilds Functional <b>English</b> (Entry level, Levels 1 and 2)  | ◆                    |                  |                              |
| BTEC in <b>Science</b> (Level 1)   |                      |                  |                              |
| BTEC Functional <b>Maths</b> (Entry level, Levels 1 and 2)   |                      | ◆                | ◆                            |
| City & Guilds Functional <b>Maths</b> (Entry level, Levels 1 and 2)  | ◆                    |                  |                              |
| BTEC Functional <b>ICT</b> (Entry level, Levels 1 and 2)   |                      | ◆                | ◆                            |
| OCR Functional <b>ICT</b> (Entry levels and Levels 1 and 2)  |                      |                  |                              |
| City & Guilds Functional <b>ICT</b> (Entry level, Levels 1 and 2)  | ◆                    |                  |                              |
| ASDAN <b>Personal and Social Development</b> (Entry and Level 1 and 2)                                       |                      |                  | ◆                            |
| BTEC In <b>Parenting and Parents to Be</b> (Entry and Level 1)   |                      |                  | ◆                            |
| BTEC <b>Social and Personal Awards</b> (Entry Level 3 & Level 1) and <b>Personal Progress Award</b> (Entry)* |                      | ◆                |                              |
| NVQ in <b>Health , Fitness and Football Coaching</b> (Level 1)   |                      | ◆                |                              |
| IMIAL in General Engineering (Level 1)   |                      | ◆                |                              |
| <b>English for Speakers of Other Languages</b> (Entry Level and Level 1)                                     |                      | ◆                |                              |
| City & Guilds in <b>Employability and Personal Development</b> (Entry level and Level 1)                     | ◆                    |                  |                              |

## Achieving a full Level 2

As you have seen on page 2, qualifications are very important in helping you move forward in the jobs market. The economy now needs more people qualified to Level 2 and above. Since 2001, there has been a big reduction in the number of jobs that need people with a Level 2 or below, such as machine operators or telephonists. And by the year 2020, it is forecast that only 5% of jobs will be available for people with no qualifications, compared with 12% in 2008.

Remember that a 'full' Level 2 equals 5 GCSEs at A\*-C. However, at present you can achieve a full Level 2 by getting some 'vocational' qualifications in addition to one or two GCSEs – as some vocational courses, such as BTECs, currently make up a large part of a full Level 2 programme. If you have achieved one or more GCSEs at school, gaining a vocational qualification will mean you can get your full Level 2 probably within a year of leaving school. The paragraphs below refer to 'Level 2 programmes' – these are vocational qualifications at Level 2 that 'count' towards a full Level 2.

If your GCSE grades are mainly at D or you have already completed a Foundation Learning course, a vocational Level 2 could be the next step towards achieving a full Level 2. There is a range of vocational courses available in the borough, covering broad areas such as health and social care, travel and tourism, sports or business. They offer academic study as well as practical learning. Or if you want to start training towards a specific job, you could



investigate vocational courses that will help to equip you to do this, such as vehicle maintenance and repair or hairdressing.

You can access a wide range of Level 2 programmes at College - Kingston College offers the opportunity to re-sit up to 5 GCSE subjects of your choice in one year, on their GCSE revision course. You can also enrol on to a Level 2 programme at some schools sixth forms in the borough. Check out Southborough, Coombe and Tolworth Girls on page 9. Some of these Level 2 programmes offer a

vocational BTEC qualification as well as providing you with an opportunity to resit either or both English or maths if you need to.

And finally ... don't forget that if you achieve a Level 2 vocational qualification, you can usually continue further with a Level 3 in your chosen subject. In some cases you can even proceed to higher education.

\* \* \*

On the next page are the Level 2 post-16 options within the borough. Many of these are BTEC qualifications that come in different 'sizes' at each level, depending on the number of units they contain and the amount of knowledge contained in each unit. At level 2, the smallest is a Level 2 Certificate (equivalent to 1 GCSE), then a Level 2 Extended Certificate (equal to 2 GCSEs) and then a Level 2 Diploma (equivalent to 4 GCSEs). You should check with the learning provider which size programme will be the best for you.

| Post -16 Level 2 programme options in Kingston   | Kingston College | Tolworth Girls' School (sixth form) | Coombe Sixth Form | Southborough High School | Redwood /Head to Head | Business Training Enterprise |
|--|------------------|-------------------------------------|-------------------|--------------------------|-----------------------|------------------------------|
| Aircraft Maintenance with British Airways        | ◆                |                                     |                   |                          |                       |                              |
| BTEC Diploma in <b>Art and Design</b>            | ◆                |                                     | ◆                 |                          |                       |                              |
| BTEC Diploma in <b>Business</b>                  | ◆                |                                     |                   |                          |                       |                              |
| BTEC Diploma in <b>Media</b>                     | ◆                |                                     |                   |                          |                       |                              |
| BTEC Diploma in <b>Performing Arts</b>           | ◆                |                                     |                   | ◆                        |                       |                              |
| BTEC Diploma in <b>Engineering</b>               | ◆                |                                     |                   |                          |                       |                              |
| BTEC Diploma in <b>Music</b>                     | ◆                |                                     |                   |                          |                       |                              |
| BTEC Diploma in <b>Music Technology</b>          |                  |                                     |                   | ◆                        |                       |                              |
| BTEC Diploma in <b>Sports Studies</b>            | ◆                |                                     |                   |                          |                       |                              |
| NVQ in <b>Sports Studies</b>                     | ◆                |                                     |                   |                          |                       |                              |
| BTEC Diploma in <b>IT</b>                        | ◆                |                                     |                   |                          |                       |                              |
| BTEC Diploma in <b>Travel and Tourism</b>        | ◆                |                                     | ◆                 |                          |                       |                              |
| BTEC Diploma in <b>Health and Social Care</b>    | ◆                |                                     |                   |                          |                       |                              |
| BTEC Diploma in <b>Applied Science</b>           | ◆                |                                     |                   |                          |                       |                              |
| BTEC Diploma in <b>Public Services</b>           | ◆                |                                     |                   | ◆                        |                       |                              |
| BTEC Diploma in <b>Retail</b>                    |                  |                                     |                   | ◆                        |                       |                              |
| CACHE Awards in <b>Childcare and Education</b>   | ◆                | ◆                                   |                   |                          |                       |                              |
| CACHE Certificate in <b>Childcare</b>            | ◆                |                                     |                   |                          |                       |                              |
| City & Guilds in <b>Bookkeeping and Accounts</b> | ◆                |                                     |                   |                          |                       |                              |
| GCSE in <b>Business Studies</b>                  | ◆                |                                     |                   |                          |                       |                              |
| GCSE in <b>English Language</b>                  | ◆                |                                     |                   |                          |                       |                              |
| GCSE in <b>English Literature</b>                | ◆                |                                     |                   |                          |                       |                              |
| GCSE in <b>Film Studies</b>                      |                  |                                     |                   |                          |                       |                              |
| GCSE in <b>Geography</b>                         | ◆                |                                     |                   |                          |                       |                              |
| GCSE in <b>Mathematics</b>                       | ◆                |                                     |                   |                          |                       |                              |
| GCSE in <b>History</b>                           | ◆                |                                     |                   |                          |                       |                              |
| GCSE in <b>Humanities</b>                        | ◆                |                                     |                   |                          |                       |                              |
| GCSE in <b>ICT</b>                               | ◆                |                                     |                   |                          |                       |                              |

| Post -16 Level 2 programme options in Kingston          | Kingston College | Tolworth Girls' School (sixth form) | Coombe Sixth Form | Southborough High School | Redwood /Head to Head | Business Training Enterprise |
|---|------------------|-------------------------------------|-------------------|--------------------------|-----------------------|------------------------------|
| GCSE in <b>Media Studies</b>                            | ◆                |                                     |                   |                          |                       |                              |
| GCSE in <b>Biology</b>                                  | ◆                |                                     | ◆                 |                          |                       |                              |
| GCSE in <b>Chemistry</b>                                | ◆                |                                     |                   |                          |                       |                              |
| GCSE in <b>Physics</b>                                  | ◆                |                                     |                   |                          |                       |                              |
| CACHE <b>Caring for Children</b>                        | ◆                |                                     |                   |                          |                       | ◆                            |
| IMI awards in <b>Vehicle Maintenance and Repair</b>     | ◆                |                                     |                   |                          |                       |                              |
| NCFE <b>Fitness Instruction</b> (gym based)             | ◆                |                                     |                   |                          |                       |                              |
| City & Guilds in <b>Plumbing</b>                        |                  |                                     |                   |                          |                       | ◆                            |
| Legal and Secretarial Studies                           | ◆                |                                     |                   |                          |                       |                              |
| Apprenticeship in <b>Health &amp; Social Care</b> CACHE | ◆                |                                     |                   |                          |                       |                              |
| NVQ Level 2 in <b>Hairdressing</b>                      | ◆                |                                     |                   |                          |                       |                              |
| NVQ Level 2 <b>Beauty Therapy</b>                       | ◆                |                                     |                   |                          |                       |                              |
| ASDAN in Personal and Social Development                |                  |                                     |                   |                          |                       | ◆                            |
| Edexcel in Functional English                           |                  |                                     |                   |                          |                       | ◆                            |
| Edexcel in Functional IT                                |                  |                                     |                   |                          |                       | ◆                            |
| Edexcel in Function Maths                               |                  |                                     |                   |                          |                       | ◆                            |
| City & Guilds Functional English                        |                  |                                     |                   |                          | ◆                     |                              |
| City & Guilds Functional Maths                          |                  |                                     |                   |                          | ◆                     |                              |
| City & Guilds Functional IT                             |                  |                                     |                   |                          | ◆                     |                              |
| City & Guilds in Customer Service                       |                  |                                     |                   |                          | ◆                     |                              |
| City & Guilds in Sales                                  |                  |                                     |                   |                          | ◆                     |                              |
| City & Guilds in Business Administration                |                  |                                     |                   |                          | ◆                     |                              |
| City & Guilds in Teamleading                            |                  |                                     |                   |                          | ◆                     |                              |

## Apprenticeships

If you prefer the idea of getting a job when you leave school rather than going back into learning, you might be thinking about taking up an Apprenticeship. Apprenticeships offer structured training in the workplace and are available at 3 levels:

- Intermediate (Level 2)
- Advanced (Level 3) and
- Higher (Level 4 and above).

As you will be employed, you will be paid a salary and employers usually tend to increase wages as skills develop – many Apprentices are now earning around £170 per week. And did you know that those with a Level 2 Apprenticeship earn on average around £65,000 more over their lifetime than those with a Level 2 qualification or below?

As an Intermediate Apprentice aged 16-18, you will work towards qualifications such as an NVQ Level 2, key skills and in some cases, you will also need to achieve a knowledge-based qualification, (such as a BTEC), known as a 'technical certificate'. While you will spend most of your time in the workplace, you will probably attend college or a learning provider for at least one day a week to build up the knowledge and skills you need to become qualified. 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.

Entry requirements vary according to which sector you are interested in – some require GCSE English and/or Maths. But if you don't achieve GCSEs at A-C, you will still be able to achieve either key skills (e.g. working in teams, problem-solving, communication and using new technology) or Functional Skills (e.g. Maths and English). Every Apprenticeship framework contains these and you will be required to work towards them to get to the right level for the job you are in.

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



Apprenticeships are available in a wide range of sectors in Kingston – see below:

| <b>Apprenticeship options in Kingston</b>                                     | <b>Redwood / Head to Head Training</b> | <b>Kingston College</b> | <b>Training for Work (Kingston Adult Education)</b> |
|---|--|-------------------------|---|
| Customer Service (in travel, tourism, hospitality, leisure and entertainment) | ◆                                      | ◆                       | ◆   |
| Business Administration   | ◆                                      |                         | ◆   |
| IT (for IT users)   |  |                         | ◆   |
| Engineering, Electro-Mechanical Maintenance, Design and Manufacture           |  | ◆                       |   |
| Motor Vehicle, Maintenance, Service and Repair                                |  | ◆                       |   |
| Hairdressing  |  | ◆                       |   |
| Barbering   |  |                         |   |
| CACHE Apprenticeship in Health and Social Care                                |  | ◆                       |   |
| Childcare   |  | ◆                       |   |
| Plumbing  |  | ◆                       |   |
| Retail  |  | ◆                       |   |
| Team Leading and Management   | ◆                                      |                         |   |

If you would like to investigate further, talk to one of the borough's learning providers to see if they can help you find a position with an employer that offers Apprentices in the sector you would like to work in. RBK is working with employers in the borough to make more Apprenticeships available but it may be that you have to travel outside the borough to get a job with an Apprenticeship.

You can also apply on line for Apprenticeship vacancies across London and beyond, through the National Apprenticeship Service. This system lets you search for, view and then apply for Apprenticeship vacancies. Go to:

<http://www.apprenticeships.org.uk/>

## Pre-Apprenticeships

If you are undecided on the type of job you would like, you might think about a Pre-Apprenticeship - which offers you the opportunity to 'taste' different types of job opportunities before progressing to an Apprenticeship. A Pre-Apprenticeship will enable you to develop the required skills to apply for an Apprenticeship, including technical knowledge and required levels of numeracy and literacy, if needed. You can also access 'employability



skills' such as time management, customer service, CV preparation and interview skills. During the programme you will also have some real work experience to give you the opportunity to learn new skills and gain a greater understanding of the skills needed for different jobs. The Pre-Apprenticeship also covers important work-related knowledge such as health and safety and first aid.

If you are aged 16-18 you can apply for a Pre-Apprenticeship programme at any time during the year. You will have an initial interview by an adviser, who will agree an individual training plan with you to identify the skills you need to develop to progress to an Apprenticeship.

Pre-Apprenticeships in Kingston include access to Apprenticeships in any of the following sectors: retail, creative and media, finance, construction, engineering, childcare, information technology, public sector, transport and logistics, customer service or business administration.

You will receive support from a dedicated mentor throughout the Pre-Apprenticeship programme and for 26 weeks once in paid employment as an Apprentice. Many young people who started Apprenticeship last already progressed to Finance, Business Service or



the Pre-September have an Apprenticeship in Admin, Customer Engineering.

If you think a Pre-Apprenticeship might be the option for you, please contact:

Ann Cain, 14-19 Adviser at RBK, on 020 8547 5408 or [ann.cain@rbk.kingston.gov.uk](mailto:ann.cain@rbk.kingston.gov.uk).

\* \* \*

## Learning Providers in Kingston

Contact details for the learning providers in the borough are:

**Kingston College:** a large FE College offering a wide range of subjects from Foundation level up to Level 3, as well as Apprenticeships. The College main site is based at Kingston Hall Road, KT1 2AQ.

The College can also support young people seeking employment and work-based learning opportunities – whether new or existing learners - through the Employment and Enterprise Zone (EEZ). EEZ offers a recruitment service to employers and learners, business advice to all ranges of learners and a central resource of support for Young Enterprise. Young people who are not in education, employment or training (NEET) can also drop in to discuss learning and/or employment options. Call EEZ on 020 8268 2863.

Through EEZ you might also get on to an Access to Apprenticeship programme - a 12 week course that will enhance your employability opportunities by studying vocational units related to your chosen career path along with CV writing skills and other associated units. The programme also includes a two week work placement that gives you the opportunity to show that you have the right skills and aptitude for the job. This programme may help you move into a full Apprenticeship at the end of your course. (See also **Pre-Apprenticeships** on page 11.)

The College has an Information Advice and Guidance Centre (IAG) which offers impartial advice and guidance to learners of all ages. A team of qualified advisers will discuss your personal circumstances and aspirations and will explore options across South West London and Surrey. To book an appointment call 020 8268 2555.

Contact: 0208 546 2151 (main site: central number from which you will be directed to the appropriate department).

<http://www.kingston-college.ac.uk/content/1/188/new-prospectus-2011-2012.html>

**Training for Work:** part of Kingston Adult Education, they offer Pre Apprenticeships to learners between 16-24 years and also offer Apprenticeships. Based at the King Charles Centre, King Charles Road, Surbiton KT5 9AL .

The Pre-Apprenticeship programme is a 12 week course offering employability skills and help with job applications, interviews and job search. Work experience is also offered as part of the programme at a local employer within an area of work of your own choice. Alongside this you gain a level 1 Functional Skills qualification in maths and English – so that when you move into an Apprenticeship, the maths and English requirements of the framework are already done! And if you already have an equivalent up to date qualification in English and maths, there is no need to do this part of the course. A member of our team will be able to advise you when you meet prior to starting the course.

Personal one to one reviews and support is offered throughout via a small dedicated team with over 30 years experience of getting people into work. The one to one approach

means that staff really get to know you and are able to work with you to find an apprenticeship or employment. Classes are small with individual help and support available in an adult education environment.

Training for Work, Kingston Adult Education also offers a range of apprenticeships (For more information on Apprenticeships and also **Pre-Apprenticeships** see page 11.)

Contact: Lesley Searle, Lead IAG and Youth Officer  
0208 547 6839  
([Lesley.searle@rbk.kingston.gov.uk](mailto:Lesley.searle@rbk.kingston.gov.uk))

[http://www.kingston.gov.uk/browse/education/adult\\_education/courses\\_information/training\\_for\\_work.htm](http://www.kingston.gov.uk/browse/education/adult_education/courses_information/training_for_work.htm)

**Business Training Enterprise:** a private learning provider that specialises in Foundation Learning and which also offers some Level 2 provision. They are based at Kingspark Business Centre, Kingston Road, New Malden KT3 3ST

Contact: Gill Eusden, Director  
Phone: 020 8288 0280  
Email: [bteoffice@gmail.com](mailto:bteoffice@gmail.com)

<http://www.btelearning.co.uk/>

**Redwood/Head to Head Training:** a learning provider that specialises in Foundation Learning and Apprenticeships. The Kingston site is based at Kingshott Business Centre, 12-50 Kingsgate Road, Kingston, KT2 5AA.

Contact: Annette Lafitte, Employability Co-ordinator  
Phone: 020 8547 4180 or text "APPLY" and your name to 07827 870 396  
Email: [annette.lafitte@redwoodskills.com](mailto:annette.lafitte@redwoodskills.com)

[redwood education & skills consulting - profit through learning](#)

<http://www.redwoodskills.com> or <http://www.htht.co.uk>

The following schools offer some Level 2 programmes in Year 12:

**Tolworth Girls' School and Centre for Continuing Education**

Contact: Matthew Perry, Head of Sixth Form  
Phone: 0208 7391392  
Email: [mperry11@tgs.rbksch.org](mailto:mperry11@tgs.rbksch.org)

<http://artificia2.webfactional.com/tolworth3/>

### **Coombe Sixth Form**

Contact: Dave Peters, Director of Coombe Sixth Form  
Phone: 020 8942 1242  
Email: [dpeter3@cgs.rbksch.org](mailto:dpeter3@cgs.rbksch.org)

<http://www.coombesixthform.org>

### **Southborough High School**

Contact: Mark Conroy, Head of Sixth Form  
Phone: 0208 391 4324  
Email: [mconro1@shs.rbksch.org](mailto:mconro1@shs.rbksch.org)

<http://www.southborough.kingston.sch.uk/adm.php>

All the web links above to individual schools, training providers and Kingston College will give you more detail on the courses available.<sup>2</sup>

\* \* \*

## **Volunteering**

Doing voluntary work to support the community gives you an insight into different types of jobs that might be available and also helps to build confidence and develop skills for the workplace, such as team working, using your initiative and working with others. You can also get involved in voluntary work alongside a school or college course as there are opportunities in the evening and at weekends. You can check out which voluntary organisations in Kingston are looking for young people on the V and Do It! websites:

<http://www.do-it.org.uk/>

<http://vinspired.com/>

Remember that you can find local volunteering, such as the International Youth Arts Festival, held annually in Kingston.

There is also a need for volunteers to get involved in the London 2012 Cultural Olympiad – the largest cultural celebration in the history of the modern Olympic and Paralympic games. The Olympiad is designed to give everyone in the UK a chance to be part of London 2012 and inspire creativity across all forms of culture, especially among young people. The big finale will be the London 2012 Festival on 21 June - a chance for everyone to celebrate London 2012 through dance, music, theatre, the visual arts, film and digital innovation.

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<sup>2</sup> Details of planned learning programmes for 2012/13 are correct at time of writing but should be confirmed with the individual provider.

Finally, If you are interested in working with children or vulnerable adults, you will need a Criminal Records Bureau (CRB) check, which the voluntary organisation will do on your behalf.

For more information on the above projects and other volunteering opportunities go to Go Kingston's website on <http://www.kvc.org.uk/our-projects/gk2012-team/>. For further advice and 'signposting' over the phone, you can call them on 0208 255 8685.

## **Practical help with your course**

Colleges and other providers offer financial help known to young people who need some support to continue in education and training post-16. If you think you may need help with meals, books or other course related costs, you should talk to the learning provider to see if you are eligible under the provider's 16-19 Bursary Scheme. Remember that bus travel for 16-18 year olds in Greater London is still free if you are on a full time learning programme. There may also be help with travel costs if you live in another borough and have to travel to your place of learning in Kingston by train: look at your local authority's 16-18 transport policy. View the borough's post-16 transport policy RBK's website:

[http://www.kingston.gov.uk/browse/education/schools/transport\\_to\\_school/mainstream\\_and\\_post\\_16\\_transport.htm](http://www.kingston.gov.uk/browse/education/schools/transport_to_school/mainstream_and_post_16_transport.htm)

## **Other useful links**

### **UCASprogress**

For details of courses available across London, go to <http://www.ucasprogress.com/>, an online search facility for 13-19 year olds. The site provides impartial advice to young people, their parents and advisors on all the options available in schools, colleges and work places across the capital – covering searchable details of over 35,000 courses and programmes currently offered by London's 640 schools, colleges and work based learning providers. Once registered on the site, you can log in and save your searches. There is also information about the learning providers, where they are located and directions to the nearest tube, train and bus stations for each location.

### **Young Livin' and youth support**

RBK's Young Livin' website has a large amount of useful information for young people in the borough. For advice on your next steps after leaving school and where to access support from a member of our Youth Support team, you might like to take note of the Teenage Advice and Guidance Service (TAGs). This is a service for young people aged 13-19 who are educated, live or work in Kingston, offering information and guidance in a confidential, relaxed and friendly atmosphere given by experienced youth workers. Check it out on <http://www.younglivin.org.uk/index.htm>.

### **Information, Advice and Guidance – National Careers Service**

The National Careers Service was launched in April this year. The Service has impartial, expert advisers who will support you to make your own career and learning choices. You

can access the service online through the web link below and through a telephone helpline. You can also talk to advisers through web chat, email, text or through a moderated chat room and message board. The National Careers Service offers a range of services and the ones you choose will depend on what you want to do.

Your National Careers Service adviser can help you:

- develop your CV
- search and apply for jobs
- understand the job market
- search for courses and training schemes
- find funding to support any learning
- identify your key strengths and skills
- explore your career options
- choose training routes that fit your lifestyle
- develop an action plan to help you achieve your goals.

The link is: <http://nationalcareersservice.direct.gov./Pages/Home.aspx>

Or call **0800 100 900**

### **Qualifications explained**

There are many different types of qualifications on offer out there from our learning providers. Access a handy listing of what the titles mean by clicking on:

<http://www.direct.gov.uk/en/EducationAndLearning/QualificationsExplained/index.htm>.

### **Important dates**

**Kingston College** is holding an **Open Event** on the following days:

Friday 29 June 2012 11am-2pm

Visit the College's website for more information and to register for either of these events:

<http://www.kingston-college.ac.uk/content/1/273/open-events--dates-and-how-to-register.html>

**Kingston College Information Point** will open on Monday 20th August at 9am and will run 9am-6pm every week day throughout August and September. When you receive your results, if you are uncertain about the options open to you, just drop for some advice and support from their friendly professional advisers.

\* \* \*

**Remember ....**

that the Kingston Quality Commitment means that you are entitled to help and support in choosing the next step after leaving school. Your school is your current source of help and your teachers can go through the options set out above, in more detail to help you decide on the best course for you. And the 16-19 borough prospectus on the RBK website is a valuable source of information to help you choose a course and a learning provider. Once you have sat your GCSEs, got your results and left school, you won't be on your own. There will be further support available from RBK for those young people who have not achieved a full Level 2.

Your first points of contact on RBK's 14-19 team are:

Ann Cain (020 8547 5408) or Ann Mason (020 8547 6989)  
or email [14-19@rbk.kingston.gov.uk](mailto:14-19@rbk.kingston.gov.uk)

And ... if by any chance you don't succeed in getting a place in learning, or a job or Apprenticeship for September 2012, there are various sources of support available in the borough. We can refer you to someone who will be able to support you into a positive destination and act as a mentor for the first two terms (or 26 weeks if in employment)<sup>3</sup>. So don't sit at home trying to sort out your next steps on your own – get in touch!

Don't forget the website link: [www.kingston.gov.uk/14-19\\_education](http://www.kingston.gov.uk/14-19_education) or search for the 14-19 page under *Education, Employment and Skills*.

**GOOD LUCK!**



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<sup>3</sup> Eligibility criteria apply relating to age, residency and your status with regard to being not in education, employment or training