SEND PREPARING FOR ADULTHOOD

INFORMATION TO SUPPORT PLANNING FOR
POST 16 EDUCATION AND EMPLOYMENT PATHWAYS
IN KENSINGTON AND CHELSEA AND WESTMINSTER
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**PATHWAYS TO EMPLOYMENT**

- **Employment**
  - Gap year (travel, charity work, gain further work experience for personal and professional development)
  - University Degree
  - Higher Apprenticeships (Level 4-7)
  - FE College **Level 3** vocational Study Programme + volunteering or gain work experience part time employment
  - Advanced Apprenticeship (Level 3)
  - Tech Levels (Level 3)
  - FE College **Level 2** vocational Study Programme + volunteering or gain work experience
  - Level 2 Intermediate Apprenticeship
  - FE College **Level 1** vocational Study Programme + volunteering or gain work experience

**School Year 11**

- You have 5 or more GCSEs at A*9 - C/4
- You have 2-3 GCSEs at A*9 - D/3
- You have fewer than 2 GCSEs at D/3 - below

It is important to gain experience of the workplace through volunteering / gaining work experience / part time work alongside studies (FE College courses, A levels, University degrees) to develop employability skills and demonstrate to future employers that you are work-ready.
1 Introduction

Deciding what to do after leaving school can be a challenging and confusing time. Most of us want to develop our skills and experiences to prepare us to get a job. But what is the best way?

The organisations listed are here to help you in your journey into work; whether you have never worked before, are returning to work or if you want to develop your skills in preparation for work.

To help you understand where you are in your own personal journey towards employment and what your options are depending on your qualifications, please refer to the employment pathways flow chart, which shows you some of the different paths you can take to enable you to develop your knowledge, experience and skills for work.

Depending on your qualifications achieved at school, some of you will need to start your journey with foundation level or level 1 programmes, some of you may be able to start your journey at level 3. Take the time to understand where you are before making applications, so you can feel confident and clear about what path is best for you.

The different education, employment or training routes are colour coded depending on the level. Level 1 programmes are coloured in pink, level 2 programmes in blue and level 3 programmes in purple. The qualifications required to start each level programme are explained in more detail in the chart at the start of Part 5 Education chapter.

Some people choose to build on their skills and knowledge through an education route at college, others may choose a more practical work based route like a Supported Internship and some may choose to gain experience volunteering until they are ready to progress onto paid work later in the future.

Some of the services listed in this directory will help you consider your education, training or work programme options so you can decide which feels right for you, in your journey after leaving school.

Everything in this guide is FREE unless stated otherwise (some college courses involve fees and some activities can be paid for with personal budgets).
If you are in receipt of benefits, it might be helpful to speak to your local Job Centre Plus adviser about the potential changes in your circumstances and the impact your choices might have on you financially to ensure you know and can weigh up all factors before coming to a decision about your next steps.

2 What next?

Supported Internship
(Entry level / level 1)

Supported Internships offer young people aged 16-24 with an EHC plan an opportunity to develop the skills, experience and confidence needed for employment, with the aim to support them into paid employment at the end.

Most of the time is spent in the workplace with the support of an expert job coach. Supported Internships normally last for a year and include unpaid work placements of at least six months. Supported interns may experience three work rotations to gain an insight into different sectors and explore your interests and skills in different settings.

Alongside your time with the employer, you will complete a personalised study programme that includes English and maths and the chance to study for other relevant qualifications. A college provides this training.

Supported Internships usually start once a year, in September.

Applicants can apply for a Freedom Pass to travel. You must also be capable of travelling independently, or be willing to be trained to do so, to your work.

Where can I do a Supported Internship? Westminster City Council and Kensington and Chelsea Council host Supported Internship programmes starting in September where approximately 10 interns on each programme will have the opportunity to complete work placements across a range of council departments including Adult Social Care, HR, Economy, Parks and Leisure, Customer Service, Planning, Print room, Postal and Libraries. The Westminster City Council programme is delivered in partnership with City of Westminster College and the Kensington and Chelsea Council programme is delivered with
West London College, Hammersmith and Fulham centre. Go to Part 5A of this guide; here, you will find colleges who offer a Supported Internship pathway.

**Traineeship**

*(Level 1 – level 2)*

A traineeship is a flexible education and training programme with a high quality work experience placement that prepares you for a future career by helping you to become ‘work ready’. If you have been unsuccessful when applying for an apprenticeship or other jobs due to a lack of skills and/or experience, then a traineeship could be for you.

The programme can last a minimum of six weeks and up to a maximum of six months, with the work placement tailored to your individual career needs.

This route is suitable to young people whose aim is to gain an apprenticeship or other employment, and who are capable of achieving this within 6 months. Traineeships are designed to help young people aged 16 - 24 who don’t yet have the skills or experience needed to get an apprenticeship or job. They provide an opportunity to gain real work experience of between 100 and 240 hours, and job skills, while improving your English and maths (if needed). Traineeships are suitable to young people who have no qualifications above GCSE or equivalent and are unemployed, or work fewer than 16 hours per week and have little work experience but are motivated to work.

An Access to Work (AtW) grant can cover the job coach element of a supported internship or traineeship, where needed, and application for funding goes through the college (or supported employment provider working with the college).
All students 16-18 at college are on a full-time study programme, which consists of:

1. A substantial academic, applied or vocational **qualification** such as BTEC Level 1 / 2 ICT
2. **English and maths** where students have not yet achieved a GCSE grade 4 / grade C or above.
   Either a Functional Skills / GCSE programme depending on existing grade achieved or assessed level.
3. **work experience** to give young people the opportunity to develop their career choices and to apply their skills in a real work setting.
4. other **non-qualification activity** to develop students’ character, skills, attitudes and confidence, and to support progression into education, training or employment and adulthood.

An applied or vocational qualification might be the most appropriate route into a trade, profession, or access to education at the next level. A common pathway to gain the qualifications and skills to enter Hairdressing, Beauty Therapy, Media, Sports, Health Care / Childcare Assistants or trades such as Painters & Decorators and Bricklayers. Some professions will allow you to work after successfully achieving a Level 2 qualification. Others will require you to continue studying up to Level 3. Some students might enter college at a Level 1 or Level 2 course and graduate completing a Level 3 to become fully qualified.
Technical certificates

Level 2 qualifications providing students with a route into a skilled trade or occupation where employers recognise entry at this level (for example, construction trades, social care and hairdressing). Technical certificates also provide access to tech levels or an apprenticeship.

Intermediate Apprenticeship

Level 2 qualification equivalent to 5 GCSE passes at grade A*– C or 9 – 4.

Apprenticeships combine practical training in a job with study.

As an apprentice, you’ll:

- Work alongside experienced staff
- Gain job-specific skills
- Earn a wage and get holiday pay
- Be given time for study related to your role (the equivalent of one day a week)

Apprenticeships are available to anyone over the age of 16. The minimum wage for apprentices is £3.70 per hour, but many employers pay more than this.

There are slight differences in entry requirements depending on the sector and employer. Recent changes to the minimum English and maths requirements now mean that people with a learning difficulty or disability can now access a level 2 intermediate apprenticeship as long as they can achieve an entry level 3 qualification during their apprenticeship.

A Disability Confident Employer will generally offer an interview to any applicant that declares they have a disability and meet the minimum criteria.

The minimum duration of each apprenticeship is based on the apprentice working 30 hours a week or more, including any off-the-job training you undertake. This usually takes 12 – 18 months to complete however; this does not apply in every circumstance. For example, people with a disability may work reduced weekly hours. Where this is the case, the duration of the apprenticeship will be extended to take account of this.
To start this programme, the applicant should have some previous experience of the workplace, demonstrate a willingness to learn and have an understanding of employer expectations.

On successful completion of an Intermediate Apprenticeship the apprentice will have acquired the skills to enter their career and allow entry to an Advanced Apprenticeship. Apprenticeship vacancies can be found on the government website, other national websites and college websites (for those delivering the apprenticeship scheme). Links to some of these websites can be found in Part 7 ‘Useful information & services’ section.

**A Levels**

*(Level 3)*

Students of all abilities are expected to follow study programmes, including those studying A Level courses. A Level students are expected to follow a minimum of 3 A levels, or equivalent, which count as substantial qualifications. A Level study programmes should also include non-qualification activity such as tutorials, work experience, personal or study skills, and support to progress to employment or university (Higher Education).

**Level 3 vocational qualifications**

*(BTEC, Diplomas, UAL, Tech Levels)*

An applied or technical qualification might be the most appropriate route into a trade, profession, or access to education at the next level. These courses allow you to specialise in developing the practical skills and knowledge in one area for a career in one industry, such as Media, Science, Engineering or Business whereas the A Level pathway will require you to broaden your knowledge by studying at least 3 subject areas.
Tech level qualifications (T-Levels) are a rigorous advanced (level 3) technical qualifications, equal to A levels, and recognised by employers. Introduced in 2018, T Levels offer a new pathway designed to equip young people with the specialist knowledge and skills they need for a job in occupations ranging from engineering to computing, hospitality to agriculture.

**Advanced Apprenticeship**

An Advanced Apprenticeship is equivalent to two A-level passes and follows the same structure as an Intermediate apprenticeship programme. Advanced apprentices work towards work-based learning qualifications such as an NVQ Level 3, Key Skills and, in most cases, a relevant knowledge-based certificate such as a BTEC. To start this programme, the applicant should have some experience of the workplace and have the skills, understanding and attitude to meet employer expectations. They will ideally have five GCSEs at grade C or above or have completed an Intermediate Apprenticeship.

**Careers IAG**

**Employability programme**
(Developing work skills to prepare for education / training / work)

**Education / Training / Work**
3 Getting into Work
Information, Advice & Guidance

Speaking to a Careers Adviser can be a valuable opportunity to reflect on your skills and interests and come up with a career plan to guide you towards achieving your goals in the best way possible. Some people might be ready to start a course at college or a work or training programme after having these conversations. Whereas others might need more time and space to explore their strengths and build on their employability skills first, so they can most benefit from a college course / training programme / voluntary work placement or job whilst also developing a deeper understanding of what might be expected of them. Wherever you are in your journey to employment, having some careers IAG is a good way to start, so you can create a focused career plan and know what support is available to help you get there.

This section lists organisations, which offer careers information advice and guidance, interview clothes, 1:1 employment preparation support and volunteering opportunities.

a) Inclusive organisations for everyone

**Clarion Housing Group – Love London Working**

Tel: 0300 100 0310

Email: lovelondonworking@clarion.com / lex.harvey@clarionhq.com

Web: www.clarionhg.com

What is provided: Face to face information, advice and guidance on employment, training, work placements and apprenticeships. A range of employability support, vocational training and e-learning courses are provided. A dedicated Employer Engagement Team sources paid employment and work placements for local residents and access to recruitment events. Job coach and mentor support available. Follow on support and in-work support available for six months.

Eligibility: Those who are: age 16+, not currently in paid work, have the right to work in the UK, live in a London borough and not currently on the DWP Work Programme or any other ESF provision.
Epic ELM CIC
Golborne Youth Centre, 2A Wornington Rd, London W10 5QW
Tel: 020 7313 6547
Email: zeena.gordon@epiccic.org.uk.
Web: www.epiccic.org.uk

What is provided: Confidential and impartial information, advice and guidance service to young people on a variety of issues including careers, employment, training, education, housing and sexual health. Support completing application forms, writing CVs and cover letters, preparing for interviews, finding a part-time job, looking for apprenticeships, choosing courses and universities, personal statement and UCAS applications, alternatives to university and exploring careers ideas.

Volunteering and Mentoring programme

Eligibility: Residents of Kensington and Chelsea age 13-19 (up to age 25 for people with disabilities)

Westminster Employment Service
T: 020 7641 3336
E: employmentteam@westminster.gov.uk
W: www.westminster.gov.uk/families-and-communities-employment-service

What is provided: A free to use recruitment service for Westminster residents. The service is managed by Westminster City Council and supported by local agencies to fill a wide range of vacancies ensuring that residents benefit from opportunities on their doorstep.

Eligibility: Westminster residents 16+

Learn2Earn (L2E)
Acorn Hall, 1 East Row, London, W10 5AR
Tel: 020 8354 5682
Email: learn2earn@blenheimcdp.org.uk
Liz.Shipsey@octaviafoundation.org.uk

What is provided: An accredited 12 week Learn2Earn Level 1 Employability and Volunteering programme which aims to improve confidence, self-esteem and core skills, whilst encouraging people to take ownership over the next steps in their journey towards being a volunteer and/or employment ready. Support into work (CV building, job searches, application support and interview preparation) is available
for up to six months after the programme ends. Volunteering placements available within youth work programmes and charity shops, with additional opportunities available to befriend isolated people in the local community. The programme runs three days a week with each session lasting 3 hours. 10 weekly start dates.

Eligibility: Unemployed residents across Hammersmith, Fulham, Kensington and Chelsea and Westminster, age 18+

**Peabody**
Bruce House Learning Centre, Kemble Street, London, WC2B 4AW  
Tel: 020 3828 3893  
Email: employment.training@peabody.org.uk  
Web: www.peabody.org.uk

What is provided: Personalised one-to-one support with a strong focus on work including CV support, cover letter preparation, job search assistance, interview technique, preparation for work life and in work support.

Eligibility: Anyone 16+ in receipt of benefits employed or unemployed.

**Smart Works**
1st Floor, St Charles Centre for Health and Wellbeing, Exmoor Street, London, W10 6DZ  
Tel: 020 8962 6586  
Email: ella.dodd@smartworks.org.uk  
Web: www.smartworks.org.uk

What is provided: FREE interview clothing and training to women who have a confirmed job interview.

Eligibility: Any women living in London/Greater London who are unemployed and have an upcoming interview for paid work (includes apprenticeships and part time work, and paid internships)
Suited & Booted
4 London Wall Buildings, Blomfield Street, City of London, EC2M 5NT
Tel: 07808 531 654
Email: info@suitedbootedcentre.org.uk
Web: www.suitedbootedcentre.org.uk

What is provided: Suited & Booted help vulnerable, unemployed and low-income men into employment by helping to increase their self-esteem and self-confidence and create a positive first impression providing FREE interview clothing and interview advice.

Eligibility: men age 16+ who have an offer of a job interview or work placement.

b) SEND support specialist organisations

Jobcentre Plus
North Kensington (W8, W10, W11 postcodes) 308-312 Quayside House, Kensal Road, London, W10 5BL
St Marylebone 26-46 Lisson Grove, London, NW1 6TZ
Westminster Chadwick Street, London, SW1P 2ES
Tel: 0345 6043719
Web: www.gov.uk/contact-jobcentre-plus

What is provided: Employment advice, job brokerage and screening for local jobs. Access to work clubs, training courses, work experience, volunteering, CV advice, online job searching and careers advice. Internet access – public computers and Wi-Fi for job search and applying for benefits online. Universal Jobmatch – internet job-search.

Work coaches can:
- Conduct work search interviews tailored and personalised to claimants’ individual needs.
- Refer customers to job opportunities, work experience and training.
- Refer customers to training to address basic skills.
- Access specialist provision that help young people, disabled, and people with health conditions prepare for, and find sustainable employment.
- Give advice on applying for in-work benefits.

Jobcentre Plus also has a job brokerage arm and customers have access to a vast number of vacancies via Universal Jobs match (this can also be accessed by anyone looking for a job).

Eligibility: All people looking for employment, benefit claimants and their partners.

**Balance**
2 Beatrice Place, London, W8 5LP
Tel: 02079371611
Email: Kelly.duffy@balance-cic.com
Web: www.balance-cic.com

What is provided: Balance offers employment support to those with a disability including one-to-one advice and guidance, in-work job coach support and help with in work related benefits. Supported is provided for those looking for paid work, work experience or voluntary work.

Eligibility: Residents age 18+ who live in Kensington and Chelsea who have a learning or physical disability.

**Caxton Youth Organisation**
Caxton Youth Organisation, Tintern House / Abbots Manor Estate, London SW1V 4JF
Tel: 020 7834 1883
Email: caxtonyouthorg@btconnect.com
Web: www.caxtonyouth.org

What is provided: Caxton Youth Organisation promotes independent living and social skills for young people with disabilities. Various programmes are delivered including an Independence programme and an Employability Programme.

The Independence Programme aims to develop skills in; managing money and financial literacy, managing a home, personal growth, awareness & problem solving and emergency planning.
The Employability Programme works with 30 young people with disabilities per year, and delivers a range of training sessions to develop young people’s skills, understanding and practical experience in person-centred career planning, employment application and workplace participation (to include communication skills, travel training, work disciplines and self-management). The activities are delivered to three groups of young people across the year and tailored to meet the needs of members with mild to profound needs.

Eligibility: Young people with learning disabilities, aged 11-25 years old (minibus transport access for Westminster residents only).

The Camden Society Employment & Learning Centre
60 Holmes Road, London NW5 3AQ
Tel: 02074858177
Email: admin@thecamdensociety.co.uk
Web: www.thecamdensociety.co.uk

What is provided: A range of employment support and work-based training opportunities including:
- One to one careers IAG and support with an employment advisor.
- Flexible training and experience programmes which provide an opportunity to learn on the job in catering, horticulture and warehousing through work placements in cafes, garden centre or mailing business. This route typically lasts for two years but we can work with you to design a programme that's right for you. You can also choose how many days a week you'd like to train.
- UnityWorks Apprenticeships Scheme in the catering industry.
- The ProWork Project partnership with Westminster Kingsway College provides advice and support to help you think about the right jobs for you, a chance to do a work placement, travel training, and support to find and keep a job.

Eligibility: London residents with a learning disability.

Saint Mary Abbots Rehabilitation and Training (SMART)
The Basement, 15 Gertrude Street, London, SW10 0JN
Tel: 020 73764668
Email: info@smartlondon.org.uk
Web: www.smartlondon.org.uk
What is provided: Employment information, advice and guidance as well as workshops and CV writing and general support finding work for job seekers affected by mental ill health.

Eligibility: People aged 16+ affected by mental ill health in Kensington, Chelsea, Westminster and surrounding areas.

One Westminster Learning Disabilities Volunteering Scheme
One Westminster, 37 Chapel Street, London, NW1 5DP
Tel: 07436 039014
Email: n.el-busefi@onewestminster.org.uk  Project Co-ordinator Najla El-Busefi

What is provided: a volunteering scheme which helps people with a learning disability gain a volunteer role that will help build their confidence, gain new skills and real work experience whilst meeting new people and having fun. Full support is available throughout the whole process of obtaining the placement and during the first few months of volunteering. Typical roles include helping out in offices, charity shops, gardening, kitchens and running a market stall. Pre-employment workshops are also delivered to help you prepare for your work placement.

Eligibility: Westminster residents age 18+

Westminster Employment (WE*)
215 Lisson Grove, London NW8 8LW
Tel: 020 7641 1500
Email: s.davis@westminster.gov.uk

What is provided: Paid, voluntary and work experience / trial opportunities are created and tailored to a customer’s skills, aptitudes and experience, with the aim of improving each customer’s quality of life. An Employment Adviser is allocated to each customer who will support them all the way into work. Work opportunities created range from 1 to 40 hours a week and are shaped by the Employment Adviser, in a person-centred way, to suit each customer. Job coaching support is available for up to 13 weeks to help customers learn their new job role, become confident and develop positive and long lasting work relationships. Additional support can be arranged where appropriate.
Eligibility: People age 18+ with mild to moderate and moderate to substantial learning disability or/and physical disability who are interested in finding meaningful paid employment.

Volunteer Centre Kensington and Chelsea
1 Thorpe Close, London, W10 5XL
Tel: 020 89603722
Email: registrations@vckc.org.uk
Web: www.voluntarywork.org.uk

What is provided: Tailored volunteering opportunities in over 200 charities. Information, advice and guidance and employment pathway support.

Stepping Stones Programme – provides information, advice and guidance and a range of volunteering opportunities to people with physical, mental health and learning disabilities including supported placements and matched buddies.

Eligibility: No geographical restrictions although opportunities are within the borough of Kensington and Chelsea.

Pursuing Independent Paths
4E Warwick Court, Shirland Mews, W9 3DY
T: 020 8960 4004
E: info@piponline.org.uk
W: www.piponline.org.uk www.fruitfulproject.org.uk/

What is provided: PiP is a development centre for adults with learning disabilities and autism. A broad range of training programmes designed to support students to develop their independent living skills including travel training, preparation for employment, cooking, communication and social interaction, accessing the community and core IT, numeracy and literacy.

Eligibility: over 18s with a learning disability. We do not have an upper age limit and we do not have fixed term placements, you may attend until you are ready to do something new. We are based in Westminster but open to people living in any Borough in London. Activities can be paid for with personal budgets.

Working Chance
Claremont Building, 24-27 White Lion Street, London, N1 9PD
Tel: 020 7278 1532
What is provided: Recruitment consultancy for young women leaving care or who have spent time in the care of local authority (LAC or care leavers). Support for women into paid employment and voluntary / work placements and employability training including; CV writing, job applications and interview technique. Support is also provided to overcome any additional barriers to employment such as housing, debt, finances and counselling.

Eligibility: Women age 18-25 who have previously spent time in care and looking for work in London, Manchester or the surrounding areas.

4 Work & Training Preparation Programmes

You may decide after speaking with a Careers Adviser that you want to develop your employability skills first before you begin a college course / training programme / internship or apprenticeship to help you build upon and discover your skills and interests, so you are better prepared to choose your next step. These employability programmes usually involve a series of group workshops which are interactive and aim to develop your practical work skills through a variety of activities.

If you haven’t had much luck with interviews or you feel uncertain about what might be expected of you when applying for jobs or at work, attending one of these programmes might give you an insight into your own skills and qualities and how to present these to an employer, to improve your chances of successfully getting a job.

(Start dates vary greatly so it is best to check with the provider when you might be able to join their programme first, before making any decision or changing your circumstances as this could also have financial implications.)
**Chelsea FC Foundation**
The Hub, Stamford Bridge, Fulham Road, London, SW6 1HS
Tel: 02079582813
Email: foundation.education@chelsea fc.com
Web: [www.chelsea.com/foundation](http://www.chelsea.com/foundation)

What is provided: Accredited two week employability training programmes to improve employment prospects including healthy living, fit for work, overcoming barriers to employment, interview skills, CV writing, presentation training and job application support. Guaranteed interviews with employers on completion of the course. Monthly start dates.

Eligibility: jobseekers aged 19+ who are in receipt of benefits.

**Resurgo Spear**
196 Freston Road, North Kensington, W10 6TT
Tel: 020 8748 5824
Email: Ingrid.Follert@resurgo-spear.org
Web: [www.resurgo-spear.org](http://www.resurgo-spear.org)

What is provided: FREE six week employability programme which helps young people to overcome barriers to employment and get work.
Coaching workshops focusing on building an impressive CV and cover letter, interview training, achieving a Customer Service Qualification, job-skills matching, job application support, increased confidence and professional communication skills.
Intensive into-work support, specialist job opportunities for Spear candidates, job application workshops.
In-work support, one-to-one career coaching to help you progress in your career.

Eligibility: 16-24 year olds looking to gain employment, available to attend 2-5pm Monday to Thursday.

**Street League**
North London (Camden) - Coram’s Field, 93 Guildford Street, London, WC1N 1DN
South London (Bermondsey) - Downside Fisher Youth Club, Coxson Place, Druid Street, London, SE1 2EZ
Email: lindsay.gowlett@streetleague.co.uk
Web: [www.streetleague.co.uk](http://www.streetleague.co.uk)
What is provided: FREE sport and employability course. Support with work skills, life skills and getting you ready for work i.e. CV writing, Interview skills. 1-to-1 support with career advice and mentoring, including once you've moved into a new job. Help with applications. Opportunity to take nationally recognised qualifications. Daily sports and fitness activities with our trained football and dance coaches. Opportunity for up to 100-hour work experience with one of our great partners, such as Barclays, Jewson, Debenhams, Hilton and Hyundai. Travel expenses paid and £50 worth of free Nike sportswear.

Eligibility: Ages 16-24 and out of work, education or training.

**Action Disability Kensington & Chelsea (ADKC)**
Whitstable House, Silchester Road, London, W10 6SB
Tel: 020 8960 8888
Email: adkc@adkc.org.uk

What is provided: ‘Unlock your Full Potential’ course includes confidence building and know your rights, planning and time management, support applying for mainstream college courses, student finance and budgeting. Other training includes workshops on getting the most out of your personal budget / social care. All volunteers receive Disability Equality training.

Eligibility: People age 18+ with a physical, sensory or invisible impairment living in Kensington and Chelsea.

**London Transport Museum**
Web: www.ltmuseum.co.uk
Email: routeintowork@ltmuseum.co.uk

What is provided:
‘Route into Work’ - a three-day pre-employment course designed to prepare you for meeting employers and applying for jobs, apprenticeships or placements. The course includes a Level 1 NCFE Accreditation in Business and Customer Awareness and many of the young people who complete are offered an interview with a recruiting employer. Lunch is provided and travel expenses reimbursed. Courses run in response to employer demand, with start dates approximately every 2 months.
Eligibility: ages 16-24

Young Volunteer Programme - as part of our Young People’s Skills Programme (YPSP), YPSP uses the collection at London Transport Museum linking it to Transport for London to provide access to a range of fun activities.
Eligibility: ages 18-25
Kensington and Chelsea Mind – Skills Development Service
7 Thorpe Close, London, W10 5XL
Tel: 020 8964 1333
Email: enquiries@kcmind.org.uk
Web: www.kcmind.org.uk

What is provided: Recovery focused employment programmes for adult learners who have experience of mental health problems. Programmes combine educational, creative and wellbeing activities at different levels. Students can choose from taster sessions, one-off workshops and year-long courses in preparation for study or employment.

Eligibility: Adult learners who have experience of mental health problems and require recovery focused training and employment support to start employment or study.

Vauxhall City Farm - New Shoots
Vauxhall City Farm, 165 Tyers Street, London, SE11 5HS
Tel: 020 7582 4204
Web: www.vauxhallcityfarm.org/new-shoots

What is provided: A six week employability programme to build confidence, self-esteem and motivation to succeed. A combination of practical activities and qualifications designed to develop employability skills and how to demonstrate strengths. Involves team building exercises to get to know the group and the farm site and a social action project which will benefit the local community. Support to plan next steps and achieve goals.

Eligibility: 16-25 year olds who are unemployed.

What level course can I apply for?

a) Further Education College
(entry level, level 1 – 3 courses)
<table>
<thead>
<tr>
<th>ENTRY LEVEL</th>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
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| No previous qualifications  
- You must have a good reference, interview and sit an assessment  
- As a part of the interview process your reading and writing skills will be assessed as well as your commitment and interest in the subject. | Entry Level qualification (including Entry Level 3 Skills in English and Maths) or GCSEs mainly at grade 2  
- Your commitment and interest in the subject will be assessed during the interview process. | Four GCSEs at grade 3  
or a Level 1 qualification (with a suitable level of English or maths Functional Skills)  
- Related Level 1 qualification.  
- Your commitment and interest in the subject will be assessed during the interview process. | A Levels:  
Five GCSEs at grades 4 and higher, including grade 4 in GCSE English Language  
Other Level 3 courses:  
- Four GCSEs at grades 4 including grade 4 in GCSE English Language  
or relevant Level 2 qualification in a related subject  
- A good reference, interview and assessment, your commitment and interest in the subject will be assessed during the interview process  
- You must also satisfy the subject specific entry requirements. |

Sir Simon Milton  
University Technical College

1 Sutherland Street, London, SW1H 9LH  
Tel: 020 3301 7660  
Email: enquiries@westminsterutc.co.uk  
Web: www.westminsterutc.co.uk  
SENCO Antonia Evans a.evans@westminsterutc.ac.uk
What is provided: A choice of three pathways combining a range of STEM subjects encompassing three main areas of study;
A Level Maths, Maths, Further Maths, Physics, Chemistry, Geography, Computer Science, Business, Biology and Psychology.
Tech Levels including; Level 3 Engineering, Level 3 Design Engineering and Level 3 Design, Engineer, Construct.
Extended Project Qualifications

City of Westminster College
Maida Vale Campus, 129 Elgin Avenue, London, W9 2NR
Tel: 020 7558 2711
General Email: customer.services@cwc.ac.uk
Web: www.cwc.ac.uk
SENCO Phill Bunce: philip.bunce@cwc.ac.uk

What is provided:
A range of personal development and employment training programmes including:
Routeway into Construction – Two-week course includes CSCS card and Meet the Employer event. Regular start dates.
Routeway into Hospitality - Two-week course in partnership with Westzone / Westfield includes Award in Emergency First Aid, Award in Food Hygiene and Meet the Employer event.
Supported Internship programme at Westminster City Council.
A range of employability courses for students with PMLD/SLD/MLD.

Westminster Kingsway College
Tel: 020 7963 4181
Web: www.westking.ac.uk
SENCO Josef Fisher: josef.fisher@westking.ac.uk

Kings Cross Centre 211 Grays Inn Road, London, WC1X 8RA
Foundation Level Courses & Entry Level Vocational Access Courses for 16-24 year olds.
A range of mainstream courses.
For learners with severe learning disabilities (SLD) developing independence skills will be the main emphasis alongside communication skills and strong emphasis on vocational and employment alongside independent living skills.

**Alexander Centre** of Further Education, Alexandra College, Ainsworth Way, Off Boundary Rd, London NW8 0SR

No Limits programme is delivered to young people aged 16 to 25 years with severe and complex needs, PMLD/Complex Medical Needs. Aims to support a pathway to employment and independence progression routes to vocational courses at Westminster Kings Way College and Kennet West Centre.

**Kennet West Skills Centre**, Kennet Rd, London W9 3LG

Entry Level Courses for 16-24 year olds with dedicated courses for students with learning disabilities and/or difficulties.

Courses include; Catering and Hospitality, Print Room Operations, Creative Media or Drama/Theatre Skills.

Supported Internships (currently with Lords Cricket Ground)

Traineeships; construction, health care, hospitality & catering.

**Kensington and Chelsea College**

Chelsea Centre, Hortensia Road, London, SW10 0QS

Wornington Centre, Wornington Road, London, W10 5QQ

Tel: 020 75735333

Email: info@kcc.ac.uk

Web: www.kcc.ac.uk

SENCO Wendy Charles Martin: w.charles-martin@kcc.ac.uk

What is provided: A range of courses for students with Mild to Moderate Learning Difficulties.

Course options include; Introduction to Art and Design, Millinery and Fashion and Child Care.

**Westminster Adult Education Service (WAES)**

Lisson Grove Centre, 219 Lisson Grove, London, NW8 8LW

Pimlico Centre, Lupus Street, London, SW1V 3AT

General enquiries Tel: 020 72977297 Email: info@waes.ac.uk
What is provided: Courses in; ICT, Business, Graphic Design, Health and Social Care, Fashion and Hair & Make-Up.

An on-site sensory room and a variety of foundation level courses from cooking skills, creative writing, multimedia and ICT.

10 week Traineeship programme in Hospitality / Hair and Beauty / Football Coaching.

Apprenticeships

City Lit
Keeley Street, Covent Garden, WC2B 4BA
Tel: 020 7831 7831
Email: learningdisability@citylit.ac.uk
Web: www.citylit.ac.uk

What is provided: A range of part time and evening courses for personal development and leisure/hobby. Some courses are certified. Courses in Performing Arts, Computing and Art & Design specifically for people with learning difficulties, with once yearly start dates in September.

Eligibility: Ages 19+. Some fees are attached - enquire with the college.

Capel Manor College
Capel Manor, Bullsmoor Lane, Enfield, Middlesex, EN1 4RQ
Email: enquiries@capel.ac.uk / Ellen.Luke-McDonald@Capel.ac.uk
Web: www.capel.ac.uk

Mainstream courses in; Horticulture, Floristry, Animal Management, Saddlery, Countryside management.
Specific Support for hearing impaired and BSL learners.

Apprenticeships
What is provided: Employment focused programmes; Preparation for Work and Vocational Pathways through Retail / Sport / Hospitality and Catering.
Inclusive Learning courses include; Level 1 Gatehouse programme for learners with high functioning autism to develop the skills for progression into mainstream courses. Level 1 Animal Care. Entry level courses include; Enterprise & Gardening, Multimedia, Business and ICT.

A range of Supported Internships including Hilton & Sofitel Hotels Heathrow Terminal 5, Dorsett Hotel Shepherds Bush, L’Oreal and Royal Borough of Kensington and Chelsea Council.

Apprenticeships

What is provided: Supported Internship in partnership with Public Health England’s main laboratories and offices at Colindale. Work training opportunities in laboratory and facilities management environments.
**National Star North East London**

Tel / text: 07837555329  
Email: steps-enquiries@nationalstar.org

What is provided: Steps into Work Supported Internships based at GLL Leisure Centres in Hackney Marshes Centre, The Aquatic Centre, York Hall, Middlegate House and Mile End.

**West Thames College**

Tel: Lorna Misra 07506 195 863 Email: lorna.j.misra@gsk.com

What is provided: Mainstream courses & Supported Internship programme with Imperial College NHS Healthcare Trust and Glaxo Smith Kline Global Headquarters in Brentford.

**The College of North West London**

Wembley Park Campus HA9 8HP  
Willesden Campus NW10 2XD  
King’s Cross Centre N1C 0AZ  
Tel: 020 8208 5000  
Web: www.cnwl.ac.uk

What is provided: Supported Learning courses for students with special education needs and disabilities include; Skills for living, From living to learning, Preparation for work and a Pre-Internship course for those who wish to prepare for an internship programme. The Pre-Internship course is a one-year course primarily focused on practical work in the Hospitality sector and open to students aged 16-23.

Supported Internship programme in partnership with Charing Cross Hospital Imperial College NHS Trust.
5b) Specialist provision

All admissions to post 16 specialist school provision are arranged through the Bi-borough SEN Assessment and Commissioning Team:

SEN Assessment & Commissioning, 2nd Floor, Green Zone, Kensington Town Hall, Hornton Street, London W8 7NX

Tel: 020 7361 3311 Email: SEN@rbkc.gov.uk

**Queen Elizabeth II Jubilee**

Kennet Road, London, W9 3LG

Tel: 020 7641 5825

Web: [www.qe2cp.westminster.sch.uk](http://www.qe2cp.westminster.sch.uk)

Eligibility: Young people age 16-19 who have severe and complex learning difficulties, and profound and multiple learning difficulties. The vast majority of students are operating below National Curriculum level 1 in all aspects of their education. There is a very small minority who function, within certain subjects at a higher level.

**College Park**

Garway Road, London, W2 4PH

Tel: 020 7221 3454

Web: [www.qe2cp.westminster.sch.uk](http://www.qe2cp.westminster.sch.uk)

Eligibility: Young people age 16-19 with autism and complex learning difficulties. Most pupils are functioning between the levels of P2 and NC Level 2/3, depending on their age.

5c) Sixth Form
St Charles Catholic Sixth Form College
St Charles Square, London, W10 6EY
Tel: 020 8968 7755
Email: enquiries@stcharles.ac.uk
Web: www.stcharles.ac.uk
SENCO Mary McHugh mmc@stcharles.ac.uk

What is provided:
Foundation Level 1 courses; ICT and Business
BTEC Level 2 courses; Health and Social Care, Sport, Art and Design, Business, IT, Travel and Tourism
A range of BTEC Level 3 courses and A level subjects

Harris Westminster Sixth Form
Steel House, 11 Tothill Street, London, SW1H 9LH
Tel: 020 3772 4555
Email: enquiries@harriswestminstersixthform.org.uk
Web: www.harriswestminstersixthform.org.uk
SENCO Charlotte Amey: c.amey@harriswestminstersixthform.org.uk

What is provided: A range of A level subjects

The following schools have a Sixth Form. Please enquire directly through the school website for further information about their course offer.

Westminster Schools with Sixth Forms
- Fashion Retail Academy
- The Grey Coat Hospital School
- King Solomon Academy
- King Solomon Academy Sixth Form
- Paddington Academy
- Paddington Academy Sixth Form
- Pimlico Academy
- Quintin Kynaston Academy Sixth Form
- St Augustine's Church of England High School
- St George's Catholic School Sixth Form
- The St Marylebone Church of England Bridge School
- The St Marylebone Church of England School
- Westminster Academy
- Westminster City School Sixth Form

**Kensington & Chelsea Schools with Sixth Forms**

- Chelsea Academy
- Chelsea Community Hospital School
- Collingham
- Holland Park School
- Kensington Aldridge Academy
- Latimer AP Academy
- Mander Portman Woodward School
- More House School
- Parkwood Hall Co-Operative Academy
- Queens Gate School
- Tabernacle School
- The Cardinal Vaughan Memorial RC School

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**Chelsea FC Foundation**

The Hub, Stamford Bridge, Fulham Road, London, SW6 1HS
Tel: 02079582813
Email: foundation.education@chelsea fc.com
Web: [www.chelsea.com/foundation](http://www.chelsea.com/foundation)
What is provided: Accredited two-week entrepreneurship training programmes to develop skills for those who wish to set up their own business and become self-employed. Monthly start dates.

Eligibility: adults aged 19+ who are in receipt of benefits.

**Markets and Enterprise Launch Pad (MELP) run by Epic ELM CIC**

Epic Lancaster Centre, 128A Lancaster Road, London, W11 1QS
Tel: 020 7313 6547
Email: zeena.gordon@epiccic.org.uk
Web: www.epiccic.org.uk

What is provided: Summer enterprise programme that encompasses key business skills, employability, teamwork, problem solving and financial literacy for 6-12 weeks. Participants pitch their business proposal before a panel of judges with the chance to win £2000 in seed funding, plus other benefits. Once yearly start dates.

Eligibility: 16-24 year old London residents.

**Princes Trust Explore Enterprise**

(Delivered across various London locations)
Web: www.princes-trust.org.uk/help-for-young-people/support-starting-business

What is provided: Advice, guidance and support for budding entrepreneurs with the aim to help you become the best business owner you can be by turning big ideas into a business reality. The Explore Enterprise programme is delivered over 4 days with follow on support.

Opportunity to achieve a Level 1 Award in Exploring Enterprise. Talks from a business expert, marketing and selling, finance, pricing.

Planning and testing your business idea. One-to-one support to get started with market research, writing your business plan and considering finance. Opportunity to gain a Level 2 certificate once your business plan is finished.

Present your business plan to a Business Launch Group whose job it is to ensure your idea is viable and sustainable. If approved, your mentor will support you for two years.

Eligibility: ages 18-30
7 Useful information & services

Youth Organisations

Caxton Youth Hub
Caxton Youth Organisation, Tintern House / Abbots Manor Estate, London SW1V 4JF
Tel: 020 7834 1883
Email: caxtonyouthorg@btconnect.com
Web: www.caxtonyouth.org

What is provided: Caxton Youth Organisation promotes independent living and social skills for young people with disabilities. Various programmes are delivered including an Independence program and an Employability Programme.

The Avenues Youth Club
3-7 Third Avenue, London, W10 4RS
Tel: 020 8969 9552
Fax: 020 8969 0392
Email: carola@avenues.org.uk / joanna@avenues.org.uk
Web: info@avenues.org.uk

What is provided: Cooking sessions, games room, ‘girls night in’, dance and recording studio time for all young people age 13-19 on Friday evenings. An opportunity to train as a qualified peer mentor through the Thrive London programme. If you’d like someone to talk to, a peer mentor service is available for support or arrange a one to one appointment and speak to one of our qualified Youth Workers.

EPIC
Golborne Youth Centre, 2A Wornington Rd, London W10 5QW
Chelsea Youth Club, Blantyre St, Chelsea, London SW10 0EQ
Tel: 020 8960 6238
Email: golborne.centre@epicci.org.uk
Web: www.epiccic.org.uk

What is provided: A safe space to relax with friends and try new things. Activities for children & young people with learning difficulties and/ or disabilities include cooking, gym, arts & crafts, and others on Wednesdays & Thursdays 6.30pm - 9.30pm at the Golborne Centre.

Other activities are delivered throughout the week at both the Chelsea and Golborne centres for everyone include gym & fitness, music production, healthy cooking, creative arts and Ambition girls’ group. The majority of activities are free, fees only apply to off-site trips.

Eligibility: young people aged 13 -19 (or up to 25 with a learning difficulty and/or disability)

**Rugby Portobello Trust**
221 Walmer Road, London, W11 4EY
Tel: 020 7229 2928
Email: info@rpt.org.uk
Web: www.rugbyportobello.org.uk

What is provided: Youth programmes which include sport, gym, trampolining, creative arts, music technology, photography, basketball, fencing and cooking.

Eligibility: Young people from all boroughs age 13-19 and up to 25 with learning difficulties.

**Counselling and Mental Health Services**

**Learn2Earn**
Acorn Hall, 1 East Row, London, W10 5AR
Tel: 020 8354 5682
Email: learn2earn@blenheimcdp.org.uk

What is provided: Part of Learn2Earn’s service involves referring clients to relevant organisations which offer advice on a variety of areas including health and wellbeing.
**Terrence Higgins Trust - Talksafe2**

Helpline: 0207 812 1874  
Email: talksafe@tht.org.uk  
Web: www.talksafe.org.uk

What is provided: Provides free face to face, telephone and online counselling by text or email to young people in London with the aim of improving emotional wellbeing. Help with issues such as bullying, discrimination, family relationships, exam pressures, sexual health, sex, sexuality, depression, divorce, drink and drugs, gangs, puberty, pregnancy and more. Counsellors can provide short term therapy (12 sessions).

Eligibility: Ages 10-21

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**Kooth**

W: www.kooth.com

What is provided: A FREE online counselling and wellbeing support service for 11-19 year olds. Counsellors, wellbeing advisors, and support professionals are available from 12-10pm Monday to Friday and 6-10pm Saturday & Sunday 365 days a year.

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**Mind**

Hopkinson House, 6 Osbert Street, London, SW1P 2QU  
W: www.bwwmind.org.uk/how-we-can-help/westminster-services/

What is provided: Services, support and activities to enable anyone living in Westminster and neighbouring boroughs whose lives have been affected by mental health problems to take control of their wellbeing, and empower them to lead productive, enriched lives in the community. We support a range of people from a diverse range of circumstances and can support with a number of requirements/needs, including mother tongue counselling, getting back into work and face to face counselling.

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**The Samaritans**
Samaritans London, 46 Marshall Street, London, W1F 9BF
FreeCall 116 123
Tel: 020 7734 2800
Email: jo@samaritans.org
Usual hours open to receive callers at the door 9:00am - 9:00pm every day - no appointment necessary

What is provided: If you’re struggling to cope, feeling lonely and isolated or worried about someone else’s mental health or wellbeing, whatever you’re going through call for FREE any time. 24 hours a day, 365 days a year. If you need a response immediately, it’s best to call on the phone.

Facilities for visitors with disabilities. Full accessibility to wheelchair users.

**Child and Adolescent Mental Health Services (CAMHS)** - Psychology and psychiatry support and assessments. Parkside Clinic
Tel: 020 8383 6123 / 020 8483 1979

**Specialist CAMHS Behaviour and Family Support Team**
Tel: 020 7598 4911

**Central and North West London Foundation Trust** - Health care services for adults with mental health issues.
Tel: 020 3214 5700

**Local Authority Services**

**Advice Information and Assessment RBKC’s** First point of contact for enquiries.
Tel: 020 7361 3013
Email: socialservicesline@rbkc.gov.uk
Web: www.rbkc.gov.uk

**Transition Team (Preparation for Adulthood)** Health and social care for young people with disabilities (14 -25 years) based in the Learning Disabilities Service.
Tel: 020 7313 6843
Email: asc.learningdisability@rbkc.gov.uk
**Special Education Needs (SEN) Services** Coordinates Education, Health and Care plans (EHCP)

Kensington Town Hall, London, W8 7NX
Tel: 020 7361 3311
Email: SEN@rbkc.gov.uk

**Disabled Children’s Team (DCT)** - works with disabled children up to 18 years old.
Tel: 020 7598 4925
Email: fcschildrenwithdisabilities@rbkc.gov.uk

**Family Information Service (FIS)**
Tel: 020 7361 3302
Email: fis@rbkc.gov.uk
Web: [www.rbkc.gov.uk/fis](http://www.rbkc.gov.uk/fis)

What is provided: Impartial information, advice and guidance for parents, carers and young people including activities for children and age 0-19.
Eligibility: Families living in Kensington and Chelsea.

**Children’s Community Nurses CLCH NHS** works with children to 18 years old with life-limiting conditions.
Tel: 020 7266 8840

**Information, advice and guidance**

**Turn2Us**
Web: [www.turn2us.org.uk](http://www.turn2us.org.uk)

What is provided: A national charity which helps people with financial support searching for grants and checking benefit eligibility. The ‘Find an Adviser’ tool provides a directory linking you to local services which can offer information, advice and guidance on issues relating to disability, work, benefits and mental health.

**Citizens Advice Bureau**
2 Acklam Road, London, W10 5QZ
Chelsea Old Town Hall, King’s Road, London, SW3 5EE
Tel: 0300 330 1174
Web: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)
What is provided: Free, independent and confidential advice to help people resolve their legal, money or other problems.
Eligibility: People who live, work or study in Kensington and Chelsea.

**Mencap**
Hammersmith and Fulham Mencap
65 Aspenlea Road, London, W6 8LH
Tel: 0808 808 1111
National Email: helpline@mencap.org.uk  Web: www.mencap.org.uk
Hammersmith & Fulham contact Dean Ashby: dean.ashby@hfmencap.org.

What is provided: Support service for child and adult London residents. Peer mentoring, life skills sessions, health wellbeing and fitness activities, travel training and employment support across various community locations and at their centre at the side of Charing Cross hospital.
Information and advice for people with a learning disability, families and carers on a variety of issues including; education, social care, relationships, bullying, health, diagnosis and the Mental Health Act.
Clients can pay with personal budgets.

**National Careers Service**
Web: www.nationalcareersservice.direct.gov.uk/job-profiles/home

What is provided: Job profile tool provides detailed information about different professions including qualifications and experience required, salary and career progression options to help you decide the career path for you.

**Job search**

**Indeed**
Web: www.indeed.co.uk
What is provided: online job search tool for all. Includes a range of entry level jobs across industry sectors.

**Job Today**
What is provided: A phone app listing a range of entry level jobs across industry sectors.
Evenbreak
Web: www.evenbreak.co.uk

Vercida
Web: www.vercida.com
What is provided: Help linking talented disabled candidates and inclusive employers to find each other through online job search. Live vacancies are typically above entry-level. Jobseekers can be confident that employers who have chosen to place their vacancies on this site are serious about looking beyond their disabilities to identify what skills they have to offer.

Apprenticeships

Apprenticeship search

Apprenticeship helpline
Tel: 0800 015 0400  8am to 10pm, 7 days a week
Email: nationalhelpdesk@apprenticeships.gov.uk

Apprenticeship vacancies