



Jobs and Training

The Guide 2013-2014

www.rbkc.gov.uk



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Jobs and Training The Guide 2013-2014

This Guide has been produced to help you in your search for employment, training and information, advice and guidance.

The organisations listed are here to help you in your journey into work; whether you have never worked before, are returning to work after a gap, or just want to brush up your skills in preparation for work.

Unless otherwise noted, everything listed in the Guide is **FREE**, apart from some courses offered by colleges.

Section One: Jobs Advice

Jobcentre Plus

Jobcentre Plus is part of the Department for Work and Pensions.

It provides services that support people of working age from welfare into work and helps employers fill their vacancies. Its customers will primarily be in receipt of Jobseeker's Allowance, Income Support or Employment Support Allowance (previously Incapacity Benefit).

Advisers diagnose customers' individual needs and provide them with the appropriate level of support.

Advisers can:

- **refer** customers to vocational training and job opportunities.
- **refer** customers to training to address basic skills and ESOL needs.
- **work** out how much better off customers could be in work.
- **give** advice on applying for in work benefits.

It has specialist advisers for certain client groups - for example lone parents, sick and disabled customers, and young people. 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 people who are not Jobcentre Plus customers).

Full information on Jobcentre Plus services can be found on **www.gov.uk**.

You can also contact Jobcentre Plus by calling **0845 604 3719**.

Jobcentre Plus Offices

Fulham

Waterford House,
Waterford Road, SW6 2DL

Hammersmith

Glen House,
22 Glenthorne Road, W6 0PP

Harlesden

Harlesden House,
161 High Street, NW10 4TL

Marylebone

46 Lisson Grove, NW1 6TZ

North Kensington

308-312 Quayside House,
Kensal Road, W10 5BL

Shepherd's Bush

176-180 Uxbridge Road, W12 7JP

Westminster

Chadwick Street, SW1P 2ES

Affinity Sutton Housing Association

6 More London Place, Tooley Street,
SE1 2DA

T: **0300 100 0303**

E: **guideline@affinitysutton.com**

W: **www.affinitysutton.com**

What is provided: Phone based and face to face information, advice and guidance for employment, training and to improve financial skills and access to IT. The team also runs educational training courses and has a new and dedicated employer engagement team that sources paid employment and work placements for local residents. We also issue grants to support training, work placements and business start up.

Eligibility: All residents in the Dalgarno, St Quintin Park and Chelsea Estates with priority given to Affinity Sutton residents. You do not need to be unemployed or on benefits to access this service. Please note that only Affinity Sutton residents are eligible to apply for the grants.

Age UK Kensington and Chelsea

1 Thorpe Close, W10 5XL

T: **020 8969 9105**

F: **020 7471 5558**

W: **www.aukc.org.uk**

What is provided: Information and advice on various enquiry areas, including employment rights and work related benefits. We also offer a wide range of volunteering opportunities, which can assist with moving into employment.

Eligibility: Older residents of Kensington and Chelsea (55+). Volunteering opportunities are open to people of all ages from 16 upwards (including ex-offenders). Those aged 16 to 18 are supervised and mentored by our Intergenerational Projects team.

Al Hasaniya Moroccan Women's Centre

4-5 Trellick Tower, Golborne Road
W10 5PL

T: **020 8969 2292**

E: **ibtesam@alhasaniya.org.uk**

W: **www.al-hasaniya.org.uk**

What is provided: Advice and Guidance, ESOL, IT and IntoWork job search sessions which includes support in CV and cover letter writing and interview preparation.

Eligibility: London wide

Aspire2Inspire

Unit 2 Issigonis House,
Cowley Road, W3 7UN

T: **Moktar** on **07584 061763** or;
Khaled on **07507 729337**

E: **a2i@live.co.uk**

W: **www.a2i-youth.co.uk**

Aspire2Inspire is a training and employment service based in West London. Powered by young people, A2i was set up to tackle gang intervention and promote social inclusion by helping young people get into employment.

What is provided: We help people with access into education, training and employment.

Our Portobello Market Customer Service Training School (CSTS) gives candidates the opportunity to gain first hand experience with trading on a market stall. They will learn: team work, leadership, time management, coordination, money management, negotiation, and organisational skills.

Aspire2Inspire FilmSchool.

Individuals will gain extensive “Hands-on” experience with professional film making equipment, and learn about the basic principles of filming.

Eligibility: Aspire2Inspire mainly (but not exclusively) helps people who are unemployed and between the ages of 16 to 30.

The Campden Charities – Gate Advice

Studios 3 and 4,
27a Pembridge Villas, W11 3EP

T: **020 7243 0551**

W: **www.campdencharities.org.uk**

What is provided: Gate Advice is a service provided by the Campden Charities’ Personal Advisers. The service includes development of achievable steps relating to education or employment. One-to-one information, advice and guidance appointments and small workshops for assistance with CVs, job search, job applications, mock interviews, volunteering and training opportunities and much more.

Eligibility: Assistance is available to individuals who meet the Charities’ criteria. We may be able to assist you if you can answer yes to the following:

- Have you been continuously resident in Kensington for at least two years?
- Are you a British or European citizen or do you have indefinite leave to remain?
- Are you living in rented accommodation and not a home owner?
- Are you in receipt of benefits or in low paid work?

Additional offers:

- Education and training grants.
- Financial assistance may be available.
- Debt advice referrals/budgeting skills.

Catalyst Gateway

370 Portobello Road, W10 5RP

T: **0845 437 9705**

E: **enquiries@catalystgateway.org.uk**

W: **www.catalystgateway.org.uk**

What is provided: Free confidential advice and support including: preparing an effective CV; one-to-one tailored job search sessions; confidence building; interview techniques; career development; preparation for work; skills building; and accessing local education or training.

Eligibility: Unemployed adults in West London.

Central and North West London NHS Foundation Trust

Early Intervention Team for Psychosis

1B Beatrice Place, Marloes Road, W8 5LW

T: **020 7361 7900**

E: **nushrat.kassam@nhs.net**

What is provided: Specialist advice and job search support to enable clients to secure paid employment. This is offered through one-to-one sessions with an employment specialist using the Individual Placement Support Model. Advice is also given on disclosing health conditions to employers. Also offer job brokerage and vacancy sourcing appropriate to client's preference.

Eligibility: Clients aged 16 to 35 years who are receiving treatment through Kensington/Chelsea and Westminster Early Intervention Team, and who live within these boroughs.

Central and North West London NHS Foundation Trust

Kensington and Chelsea CAPS

69 Warwick Road, Earls Court, SW5 9HB

T: **020 3315 5800**

E: **anna-renee.paisley@nhs.net**

What is provided: Specialist advice and job search support to enable clients to secure paid employment. This is offered through one-to-one appointments with an employment specialist and group job searching sessions. Advice is also given on disclosing convictions, health conditions or substance misuse to employers. Additionally, job brokerage and vacancy sourcing is provided appropriate to client's preference.

Eligibility: Clients accessing treatment through Kensington and Chelsea CAPS, Club Drug Clinic or Foundation 66.

The ClementJames Centre

95 Sirdar Road, W11 4EQ

T: **020 7221 8810**

E: **centre@clementjames.org**

W: **www.clementjames.org**

What is provided: IntoWork is a programme that supports long-term unemployed back to work. Assistance includes CV writing, job preparation and applications, identifying job and training opportunities, IT qualifications and a programme of career/life coaching. All appointments are on a one-to-one basis.

Eligibility: Unemployed adults.

Dadihiye Somali Development Organisation

1 Thorpe Close, W10 5XL

T: **020 8960 4133**

E: **info@dadihiye.org.uk**

W: **www.dadihiye.org.uk**

What is provided: Information, advice and guidance, employment advice, CV advice, job search.

Eligibility: Open to everyone.

Earl's Court Health & Wellbeing Centre

2b Hogarth Road,
Earl's Court, SW5 0PT

T: **020 7341 0300**

E: **rachel.hamburg@turning-point.co.uk**
or **eccc@turning-point.co.uk**

What is provided: CV workshops providing personalised support for individuals at any stage of the employment seeking process. Particular support available for people with mental and physical health conditions and self esteem and confidence issues.

Eligibility: Adults 18+

EPIC (formerly known as Connexions)

128A Lancaster Road, W11 1QS

T: **020 7598 4901**

E: **connexions.centre@rbkc.gov.uk**

What is provided: Confidential advice and guidance to young people on a variety of issues including careers, employment, benefits, housing, training, education and sexual health.

Eligibility: Kensington and Chelsea residents aged 13 to 19 (or up to 25 with learning disabilities).

Exchange Group Kensington

Kensington Library,
12 Phillimore Walk, W8 7RX

T: **020 7938 4121**

What is provided: Online training to assist adults in developing their key skills required to meet their personal and professional aspirations. At Exchange Group we offer free and subsidised courses in European Computer Driving Licence Level 1 and Level 2, Chartered Institute for IT EL3 Digital Skills and English Courses at Entry Level 3, Level 1 and Level 2, Maths Courses at Entry Level 3, Level 1 and Level 2. Level 1 Award in Employability Skills, Customer Service, Retail and Office Procedures.

Eligibility: Open to all aged 19 or above.

Hestia RBKC Integrated Mental Health Day Service

1-9 St Marks Road, W11 1RG

T: **020 8221 0052**

E: **elizabeth.bankole@hestia.org**

W: **www.hestia.org**

What is provided: Support service to access labour market full/part-time job.

Eligibility: Adults overcoming mental health needs.

Ingeus

Cambridge House, Ground Floor,
Cambridge Grove, W6 0LE

E: info@ingeus.co.uk

W: www.ingeus.co.uk

What is provided: Back to work support service for Work Programme participants. Offers a personal adviser; better off in work calculations; support finding and applying for suitable jobs; tailored CV support; use of computers; internet and phone; access to health specialists and workshops for people with health conditions; access to local community experts in housing, debt, drug and alcohol, visual and hearing impairments, learning difficulties and ex-offenders; and provision of on-site English Language training.

Eligibility: Work Programme participants who are referred via Jobcentre Plus.

KCEBP

Rm G34 Isaac Newton Centre,
108A Lancaster Road, W11 1QS

T: **020 7938 8039**

E: ebp@rbkc.gov.uk

W: www.kcepb.co.uk

What is provided: Pre apprenticeship training consisting of a range of accredited workshops to evidence, enhance and improve employability skills. These include CV preparation, interview practice, workplace tasters, basic skills assessments and H&S in the workplace sessions, mentoring and support with job search. Completion of course guarantees interview for our Apprenticeships.

Graduate Work Experience consisting of placements within the Royal Borough, Hammersmith and Fulham and Westminster council offices provides an opportunity to develop work based skills and understanding and improve employment prospects. Participants also get one-to-one support from a personal adviser to help with job search, advice and progression.

Eligibility: Residents of Kensington and Chelsea aged 16 to 24. Some programmes will be open to young people resident outside the borough, please check eligibility criteria.

Kensington and Chelsea College

Chelsea Centre

Hortensia Road, SW10 0QS

Wornington Centre

Wornington Road, W10 5QQ

Maxilla Walk Centre

Maxilla Walk,
St Marks Road, W10 6NQ

T: **020 7573 5325/7**

E: info@kcc.ac.uk

W: www.kcc.ac.uk

What is provided: Free, impartial careers and education advice. Please contact the Student Advice Team on the telephone numbers above or drop in for advice or to make an appointment.

Eligibility: This advice is open to everyone.

KCC Works at Kensington and Chelsea College

Wornington Centre,
Wornington Road, W10 5QQ

T: **020 7573 5331**
E: **kccworks@kcc.ac.uk**
W: **www.kcc.ac.uk/employers**

What is provided: Apprenticeships and various courses to help people return to work including: Business Administration with Bookkeeping; Construction Skills with Construction Skills Certification Scheme card; European Computer Driving Licence – ICT Skills for the Digital Age and Health and Social Care.

Eligibility: Open to all.

Kensington and Chelsea TMO

292A Kensal Road, W10 5BE

T: **0800 137 111/020 3617 7080**
W: **www.kctmo.org.uk**

What is provided: The TMO will run employment support roadshows throughout 2013 and early 2014. It has also signed up to the Council's *Pathways to Work* charter and is working to support our residents who want to get a job, learn new skills, start their own business or volunteer.

If you want to know more about the help that's available please ask your Neighbourhood Officer, Home Ownership Officer or the Rent Income Team.

Eligibility: Any resident of social housing in the borough.

London College of Beauty Therapy (LCBT)

47 Gt Marlborough Street, W1F 7JP

T: **020 7208 1300**
E: **gill.scott@lcbt.co.uk**
amy.desborough@lcbt.co.uk
W: **www.lcbt.co.uk**

What is provided: LCBT has a free recruitment service which is available to anyone who has attended a course at LCBT covering beauty, retail, health and fitness opportunities.

The business and training advisers can provide support with your CV, interview skills and forward your CV to job opportunities held within LCBT's Job Shop.

Eligibility: This service is available to any individual who has undertaken a training programme at LCBT.

Nova New Opportunities

2 Acklam Road, W10 5QZ

T: **020 8960 2488**
E: **admin@novanew.org.uk**
W: **www.novanew.org.uk**

What is provided: NOVA offers a wide range of free pre-employment information, advice and guidance services to help prepare, look for and find work. Support includes help finding courses, volunteering and work placement opportunities, one-to-one advice, CV workshops, help with writing cover letters and application forms, Job Search workshops and work clubs.

Eligibility: NOVA services are open to all adults, with residents of the Royal Borough of Kensington and Chelsea prioritised.

The Octavia Foundation

Emily House,
202–208 Kensal Road, W10 5BN

T: **020 8354 5576**
E: **wray.bennett@octaviafoundation.org.uk**
W: **www.octaviafoundation.org.uk**

What is provided: Group and one-to-one support both from the Foundation's employment adviser and bespoke recruitment agency Acre Resources who partner with the Foundation to offer an exclusive mentoring programme. Volunteer work placements in the care, office, retail and plumbing sectors and apprenticeships.

Eligibility: Octavia tenants and Royal Borough residents aged 16 to 65.

Open Age

1 Thorpe Close, W10 5XL

T: **020 8964 1900**
E: **mwaterman@openage.org.uk**
W: **www.openage.org.uk**

What is provided: One-to-one advice and guidance on career options, job search strategies and CV production; referrals into learning and work placements; a job brokerage service promoting local jobs for local people; work clubs for networking/supported job search; back to work seminars which explore issues of health, motivation and preparation for work; pre-retirement seminars addressing life changes; basic/intermediate computer courses for employment.

Eligibility: Those aged 50 and above who are unemployed and live in Kensington and Chelsea, Westminster and Hammersmith and Fulham.

Peabody

Bruce House Centre (Basement),
Kemble Street, WC2B 4AW

T: **020 7021 4160 / 4719**
E: **cheryl.lowe@peabody.org.uk**
E: **joseph.ikusika@peabody.org.uk**
W: **www.peabody.org.uk**

What is provided: Support people into suitable work. Peabody's employment service has strong links with local employers and access to a range of jobs and apprenticeship opportunities. The employment team provides a one-to-one service, where clients can expect individual support at different stages of their job search journey including; methods of job search, writing CVs, application forms, cover letters, interview techniques and practical work skills.

Eligibility: Unemployed people aged 16 plus who are actively looking for work.

Pure Innovations (Pure Employment)

2 Beatrice Place, W8 5LP

T: **020 7937 1611**
E: **paul.featherstone@pureinnovations.co.uk**
W: **www.pureinnovations.co.uk**

What is provided: Pure Employment offers a unique one-to-one supported employment programme that can help both job seekers and employers in a variety of locations.

Eligibility: Residents that live within Kensington and Chelsea who are disabled and in receipt of care management services and/or primary care services.

Reed in Partnership

South Suite,
290-294 Latimer Road, W10 6QW

T: **020 8962 1450**

W: **www.reedinpartnership.co.uk**

What is provided: One-to-one support from an experienced employment adviser; job search, CV and application support; interview preparation; advice on training; and in-work support (where required).

Eligibility: Unemployed people on health benefits, Jobseeker's Allowance or Income Support – referred to the Work Programme through Jobcentre Plus.

Royal Borough of Kensington and Chelsea Children's Centres

Various (please see page 23)

W: **www.rbkc.gov.uk/childrenscentres**

What is provided: Back to work support and advice.

Eligibility: Parents and carers of children aged under five living in the Royal Borough of Kensington and Chelsea.

Saint Mary Abbots Rehabilitation and Training (SMART)

The Basement,
15 Gertrude Street, SW10 0JN

T: **020 7376 4668**

E: **info@smartlondon.org.uk**

W: **www.smartlondon.org.uk**

What is provided: Employment information, advice and guidance as well as workshops, CV advice and general support around finding work for example, job searching.

Eligibility: People affected by mental ill health in Kensington and Chelsea and surrounding areas.

The Second Half Centre

St Charles Centre for Health and Wellbeing
Exmoor Street, W10 6DZ

T: **020 8962 5500**

E: **info@thesecondhalfcentre.com**

W: **www.thesecondhalfcentre.com**

What is provided: Employment advice, CV advice, workshops. We offer coaching and we work with recruitment firms to help you back into employment. Confidence and wellbeing workshops are also on offer.

Eligibility: Any man or woman over the age of 50 from any borough. (classes cost £2).

Spear

St John's Church Centre,
461 King's Road, SW10 0LU

T: **020 7352 4266**
E: **pete.bacon@spearcourse.org**
W: **www.spearcourse.org**

What is provided: Spear is an interactive, six-week course to help kick start your career including skills training, CV and interview advice and a Customer Service qualification. More than 75 per cent of the young people that finish the course go on to college or find work.

Eligibility: 16 to 24 year olds looking to find employment or get back into education.

Third Age Foundation

Britannia House,
1-11 Glenthorne Road, W6 0LH

T: **020 8748 9898**
E: **info@thirdage.org.uk**
W: **www.thirdage.org.uk**

What is provided: Computer and job preparation training for those who are 40+ unemployed of working age wishing to work. Including three levels of ICT i.e. computers for the terrified, OCR Information Technology Qualification Level 1 and Level 2 as well as job search and job preparation i.e. CVs, action plans, NLP/work life balance, team working, finance, interview techniques and how to set up your own business.

Eligibility: Those who are unemployed, 40+ of working age.

Volunteer Centre Kensington and Chelsea

Canalside House
383 Ladbroke Grove, W10 5AA

T: **020 8960 3722**
E: **sharon.wilson@voluntarywork.org.uk**
W: **www.voluntarywork.org.uk**

What is provided: Work experience placements, job searching advice, guidance and support.

Eligibility: Unemployed residents in the north of the borough, ex-offenders and people on welfare to work programmes across west London.

Section Two: Training

Action Disability Kensington and Chelsea (ADKC)

Whitstable House,
Silchester Road, W10 6SB

T: **020 8960 8888**

E: **adkc@adkc.org.uk**

What is provided:

- Confidence building
- Know your rights
- Learn how to stand up for yourself, and get the best out of services you use
- My Personal Budget
- Job Skills
- Future Pathways
- Community Inclusion

Eligibility: People who have a physical, sensory or invisible impairment living in the borough of Kensington and Chelsea.

Age UK Kensington and Chelsea

1 Thorpe Close, W10 5XL

T: **020 8969 9105**

F: **020 7471 5558**

W: **www.aukc.org.uk**

What is provided: The Intergenerational Language Project matches young English speaking volunteers with an older person or groups who wish to practise and improve their English.

There are computer courses, IT training and support. All our volunteers receive training appropriate to their role. Intergenerational Project volunteers receive training in communication skills and the adult learning process, to help them understand their role and to perform effectively.

Eligibility: Older residents of Kensington and Chelsea (55+). Volunteering opportunities are open to people of all ages from 16 upwards (including ex-offenders). Those aged 16 to 18 are supervised and mentored by our Intergenerational Projects team.

The ClementJames Centre

95 Sirdar Road, W11 4EQ

T: **020 7221 8810**

E: **reception@clementjames.org**

W: **www.clementjames.org**

What is provided: Communicate provides English for Speakers of Other Languages (ESOL), basic skills and advice and guidance to local disadvantaged adults with English as a second language. We offer ESOL Pre-Entry, ESOL Entry Level 1, ESOL Entry Level 2, ESOL Entry Level 3, ESOL Level 1, IELTS, ESOL for Domestic Workers and ESOL Literacy. A new ESOL For Employment course is also available. Contact **ender@clementjames.org** for more information.

E Digital Competence Certificate Scheme I.T. certificates at Beginner, Intermediate and Advanced levels.

IT User Skills at Award, Certificate and Diploma Levels.

IntoUniversity is a programme that supports young people from disadvantaged backgrounds to attain either a university place or another chosen aspiration. We provide 7 to 18 year olds with a combination of after-school academic support, undergraduate mentors and specially-designed study weeks (FOCUS weeks). Contact hannahs@clementjames.org for more information.

Dalgarno Neighbourhood Trust

Dalgarno Community Centre, 1 Webb Close, Dalgarno Way, W10 5QB

T: **020 8969 6300**
E: anna@dalgarnotrust.org.uk

What is provided: English for Health Course, Health Champion Training with certificated course from Royal Society for Public Health Level 2, Understanding Health Improvement course.

Elibility: Open to all, with some spaces reserved for residents from BME communities.

EPIC (formerly known as Connexions)

128a Lancaster Road, W11 1QS

T: **020 7598 4901**
E: connexions.centre@rbkc.gov.uk

What is provided: Prince's Trust TEAM is a 12 week full-time course for young people aged 16 to 25 who would like to gain skills which enable them to move into employment, education or training.

Kensington and Chelsea College

Chelsea Centre
Hortensia Road, SW10 0QS

Wornington Centre
Wornington Road, W10 5QQ

Maxilla Walk Centre
Maxilla Walk,
St Marks Road, W10 6NQ

T: **020 7573 3600**
E: info@kcc.ac.uk
W: www.kcc.ac.uk

What is provided: A range of full-time and part-time courses in a wide range of subject areas. Many of the courses are heavily subsidised for those who are studying towards their first full Level 2 or 3 qualification and/or those in receipt of benefits. It also runs a range of free job based courses in partnership with Jobcentre Plus for people in receipt of Jobseeker's Allowance or Employment Support Allowance.

KCC Works at Kensington and Chelsea College

Wornington Centre
Wornington Road, W10 5QQ

T: **020 7573 5331**
E: **kccworks@kcc.ac.uk**
W: **www.kcc.ac.uk/employers**

What is provided: Apprenticeships and various courses to help people return to work including: Business Administration with Bookkeeping; Construction Skills with CSCS Card; European Computer Driving Licence – ICT Skills for the Digital Age and Health and Social Care.

Kensington & Chelsea Mind – Skills Development Service

Unit 2-3 Acklam Workspace,
10 Acklam Road, W10 5QZ

T: **020 8960 6777**

Project Hut, Meanwhile Wildlife Garden,
154 Kensal Road W10 5BN

T: **020 8960 6336**
E: **ellen.prue@kcmind.org.uk**
W: **www.kcmind.org.uk**

Construction / Painting & Decorating

- Accredited training - City & Guilds Painting and Decorating Level One
- Supplementary training – Home Maintenance Skills

Information Technology / Administration

- Accredited training – E Digital Competence Certificate Scheme Information Technology Level One
- Accredited training – City & Guilds Office Procedures Level One Award

Horticulture / Gardening

- Accredited training – City & Guilds Practical Horticulture Skills Level One
- Supplementary training – Wildlife gardening and general habitat maintenance

Eligibility: Specific referral criteria apply - residents of Kensington and Chelsea aged 18 to 65 who are currently unemployed as a result of severe and enduring mental illness, on or eligible for Care Programme Approach and referred via the Community Mental Health Teams.

London College of Beauty Therapy

47 Gt Marlborough Street, W1F 7JP

T: **020 7208 1300**
E: **gill.scott@lcbt.co.uk**
amy.desborough@lcbt.co.uk
W: **www.lcbt.co.uk**

What is provided:

Course 1 - Retail Level 1 Award in Retail Knowledge

Course 2 – Beauty Retail Certificates include: City and Guilds

Level 2 Awards in Facials, Make-Up, Threading, Eye treatments

Course 3 – Nail Technician course Certificates include: City and Guilds

Level 2 Awards in Manicure, Pedicure, Nail Art, Silk and Fibreglass Extensions

Course 4 – Level 2 Certificate in Fitness Instructing

Course 5 – Level 3 Certificate in Personal Training

Eligibility:

The course is fully funded for:

- Those aged 16 to 18 years old.
- Those aged 19+ who are unemployed and in receipt of state benefits.
- For funding purposes we also require all candidates to have been living in the UK or the EU for the last three years.

Notting Hill Housing Trust

1 Sussex Place, Hammersmith, W6 9EA

T: **020 8357 4678**

E: **cti@nnhg.org.uk**

W: **www.nottinghillhousing.org.uk**

What is provided: Construction Training Initiative to support people who want to work in construction, bricklaying, plumbing, carpentry, painting and decorating, and electrics, including tools, travel expenses, Personal Protective Equipment, and help with college fees. Six to nine months at college, followed by paid work experience on site with NVQ Level 2 qualification.

Eligibility: Unemployed residents aged 18+.

Nova New Opportunities

2 Acklam Road, W10 5QZ

T: **020 8960 2488**

E: **admin@novanew.org.uk**

W: **www.novanew.org.uk**

What is provided:**Literacy**

NOVA runs accredited entry level and level 1 courses in English throughout the academic year. The National Test in Functional English is also available at Levels 1 and 2. NOVA classes are open to all adults, with residents of the Royal Borough of Kensington and Chelsea prioritised.

Numeracy

NOVA runs accredited entry level courses in Maths throughout the academic year. The National Test in Functional Maths is also available at Levels 1 and 2. NOVA classes are open to all adults, with residents of the Royal Borough of Kensington and Chelsea prioritised.

Vocational specific (i.e. retail, hospitality, etc)

NOVA offers a range of vocational training opportunities, including barista, customer services and hospitality and catering through its volunteer programme at Cafe Nova, NOVA's community cafe.

Eligibility: Various depending on courses.

The Octavia Foundation

Emily House,
202–208 Kensal Road, W10 5BN

T: **020 8354 5576**
E: wray.bennett@octaviafoundation.org.uk
W: www.octaviafoundation.org.uk

What is provided: Retail Training Programme where clients will gain four weeks of comprehensive training for the retail sector through the Octavia Foundation's network of high street shops with a potential job upon completion.

Eligibility: Young people aged 18 to 24.

Open Age

1 Thorpe Close, W10 5XL

T: **020 8964 1900**
W: www.openage.org.uk

What is provided: Computer courses on Basic Skills for Employment and Microsoft Office. Also deliver Basic Skills for Internet and Email, and deliver Myguide Learn Online Courses. Open Support Sessions with help available to practise computer skills.

Eligibility: Those aged 50 and above who are unemployed and live in Kensington and Chelsea, Westminster and Hammersmith and Fulham.

Reed in Partnership

South Suite,
290-294 Latimer Road, W10 6QW

T: **020 8962 1450**
W: www.reedinpartnership.co.uk

What is provided: Training courses to enhance skills in a variety of sectors, including Retail, Care, Customer Service and Cleaning – created in partnership with employers and sometimes leading to a guaranteed job interview.

Eligibility: Unemployed people on health benefits, Jobseeker's Allowance or Income Support – referred to the Work Programme through Jobcentre Plus.

Royal Borough of Kensington and Chelsea Children's Centres

Various (please see page 23)

W: www.rbkc.gov.uk/childrenscentres

What is provided:

HGV CAT C

SIA Security level 2

ESOL levels 1, 2 and 3

IT introductory

Literacy up to level 2

Numeracy up to level 2

Certificated courses in Hospitality

Royal Borough of Kensington and Chelsea Public Health Training Service

Various

T: **020 7361 3002**

E: **publichealth.training@rbkc.gov.uk**

W: **www.rbkc.gov.uk/publichealthtraining**

What is provided: A range of accredited and non-accredited public health, health and safety, and food safety courses. Candidates may join open courses or, subject to criteria, courses may be run in-house. Accredited courses range from Level 1 to 4. Please note fees apply.

Saint Mary Abbots Rehabilitation and Training (SMART)

The Basement,
15 Gertrude Street, SW10 0JN

T: **020 7376 4668**

E: **info@smartlondon.org.uk**

W: **www.smartlondon.org.uk**

What is provided: Arts and crafts, City and Guilds accredited computer courses, Introduction to Floristry course.

Eligibility: People affected by mental ill health in Kensington and Chelsea and surrounding areas.

Westway Development Trust

1 Thorpe Close, W10 5XL

T: **020 8962 5732**

E: **info@westway.org**

W: **www.westway.org**

What is provided: English for Speakers of Other Languages - Pre-Entry, Entry Level 1-3 and Level 1. English Skills (Reading, Writing, Speaking and Listening) - Entry Level 1 – 3 and Level 1.

Eligibility: Open to all learners eligible under Skills Funding Agency rules with priority for those on benefits.

Section Three: Self Employment and Business Start Ups

Affinity Sutton Housing Association

T: **0300 100 0303**
E: **guideline@affinitysutton.com**
W: **www.affinitysutton.com**

What is provided: Business start up and self-employment advice with follow on support to develop enterprise skills and achieve a viable business plan. Affinity Sutton residents can apply for a Business Start Up grant of up to £1000.

Eligibility: All residents of Dalgarno, St Quintin Park and Chelsea Estates who require support with their business ideas can apply for the training with priority given to Affinity Sutton residents. Please note that only Affinity Sutton residents are eligible to apply for the Business Start Up grant.

Dadihiye Somali Development Organisation

1 Thorpe Close, W10 5XL

T: **020 8960 4133**
E: **info@dadihiye.org.uk**
W: **www.dadihiye.org.uk**

What is provided: Women into Business advice support workshops giving women advice sessions on how to trade, finance, premises, benefits and tax credits, how to register with HMRC.

Eligibility: Women mainly from the Royal Borough of Kensington and Chelsea.

Ingeus

Cambridge House, Ground Floor,
Cambridge Grove, W6 0LE

E: **info@ingeus.co.uk**
W: **www.ingeus.co.uk**

What is provided: As part of the Work Programme those wishing to start up their own business will be offered expert advice through the “Enterprise” module.

Eligibility: Work Programme participants who are referred via Jobcentre Plus.

KCEBP

Rm G34 Isaac Newton Centre, 108A
Lancaster Road, W11 1QS

T: **020 7938 8039**
E: **ebp@rbkc.gov.uk**
W: **www.kcebp.co.uk**

What is provided: A variety of workshops are run throughout the year ranging from one day sessions to eight week programmes ie the annual Market Enterprise Launch Pad. For young people interested in starting up their own business and developing entrepreneurial skills. Activities include social enterprise, enterprise clubs, support accessing grants and funding, mentoring and a dedicated personal adviser for advice, guidance and support.

Eligibility: Residents of Kensington and Chelsea aged 16 to 24. Some programmes will be open to young people resident outside the borough, please check eligibility criteria.

Portobello Business Centre

Office 6 and 7, Canalside House,
383 Ladbroke Road, W10 5AA

T: **020 7460 5050**
E: **info@pbc.co.uk**
W: **www.pbc.co.uk**

What is provided: Advice and information for people wanting to start their own business or become self-employed. Business advisers can help with business start-up and continuing growth and expansion. Help is also available with loans, planning, cash flow forecasts, market research, sales and marketing and financial management. The centre also runs an Enterprise Club and seminars on specific topics like business, fashion, e-marketing, import/export, branding are also available

Eligibility: Free advice currently only available to residents of the Royal Borough of Kensington and Chelsea. No restrictions for training courses though fees are payable for most courses.

Reed in Partnership

South Suite, 290-294 Latimer Road,
W10 6QW

T: **020 8962 1450**
W: **www.reedinpartnership.co.uk**

What is provided: A dedicated, experienced business adviser who can offer complete support and guidance on setting up a new business, including creating business plans, developing enterprise skills and information on training, funding and tax.

Eligibility: Unemployed people on health benefits, Jobseeker's Allowance or Income Support – referred to the Work Programme through Jobcentre Plus.

Royal Borough of Kensington and Chelsea Children's Centres

Various (please see page 23)

W: **www.rbkc.gov.uk/childrenscentres**

What is provided: Women into Business, a programme supporting women to become self employed Beauty Therapists, business start up workshops and dads into employment.

Eligibility: Varies at each centre.

Third Age Foundation

Britannia House,
1-11 Glenthorne Road, W6 OLH

T: **020 8748 9898**
E: **info@thirdage.org.uk**
W: **www.thirdage.org.uk**

What is provided: Introduction to Self Employment/Starting your own business as part of the PD programme on Wednesday mornings.

Eligibility: Those who are unemployed, 40+ of working age.

Section Four: Helpful Information and Services

Affinity Sutton Housing Association

T: **0300 100 0303**
E: **guideline@affinitysutton.com**
W: **www.affinitysutton.com**

What is provided: Grants for accredited training of up to £250 and for business start up of up to £1000. There may also be a small amount of funding for essential equipment or travel if you have a guaranteed job that will last longer than 13 weeks or a work placement that will last longer than four weeks (evidence required). Please call for more information.

Eligibility: All Affinity Sutton residents in Kensington and Chelsea.

Age UK Kensington and Chelsea

1 Thorpe Close, W10 5XL

T: **020 8969 9105**
F: **020 7471 5558**
W: **www.aukc.org.uk**

What is provided: Information and advice on welfare benefits, housing, debt, employment, health and disability and community care.

Eligibility: Older residents (55+) of the Royal Borough of Kensington and Chelsea.

Al Hasaniya Moroccan Women's Centre

4-5 Trellick Tower, Golborne Road,
W10 5PL

T: **020 8969 2292**
E: **ibtksam@alhasaniya.org.uk**
W: **www.al-hasaniya.org.uk**

What is provided: Benefits advice, child care advice, housing, legal advice

Eligibility: Kensington and Chelsea clients, although employment and training advice is provided London wide.

The Campden Charities – Gate Advice

Studios 3 and 4, 27a Pembridge Villas,
W11 3EP

T: **020 7313 3797**
E: **grants@campdencharities.org.uk**
W: **www.cctrustee.org.uk**

What is provided: Grants for individual's training or education, debt referral advice.

Eligibility: Assistance may be available if you answer yes to the following:

- Have you been continuously resident in Kensington for at least two years?
- Are you a British or European citizen or do you have indefinite leave to remain?
- Are you living in rented accommodation and not a home owner?
- Are you in receipt of benefits or in low paid work?

Citizens Advice Bureau

Kensington, 140 Ladbroke Grove,
W10 5ND

T: **0844 826 9708**

Chelsea Old Town Hall, King's Road,
SW3 5EE

T: **0844 826 9708**

W: **www.citizensadvice.org.uk**

What is provided: Free, independent and confidential advice to help people resolve their legal, money and other problems.

Eligibility: People who live, work or study in Kensington and Chelsea.

The ClementJames Centre

95 Sirdar Road, W11 4EQ

T: **020 7221 8810**

E: **reception@clementjames.org**

W: **www.clementjames.org**

What is provided: We offer an eight week Women's Empowerment Project that helps raise confidence and set achievable goals. Please contact **cary@clementjames.org** for more information.

Eligibility: Young people aged seven to 18 years old.

Dadihiye Somali Development Organisation

1 Thorpe Close, W10 5XL

T: **020 8960 4133**

E: **info@dadihiye.org.uk**

W: **www.dadihiye.org.uk**

What is provided: Drop in advice, information and advocacy support. Day activities: Help on benefits, housing, education, debts, social services, immigration referrals, health issues, employment, telephone assistance, letter writing, forms, interpreting and translation. Support carers and older people, internet access; referrals to legal and advice specialists.

Eligibility: Open to everyone.

Earl's Court Health & Wellbeing Centre

2b Hogarth Road
Earl's Court, SW5 0PT

T: **020 7341 0300**

E: **rachel.hamburg@turning-point.co.uk**
or **eccc@turning-point.co.uk**

What is provided: Several programmes supporting people back into work, including specific support for people with physical and mental health conditions. Wellbeing coaches and peer mentors offer one-to-one support to set and achieve goals and improve self esteem. We also host a time bank that provides opportunities to develop and practise skills.

Eligibility: Anyone 18+.

Family Information Service

Kensington Town Hall, Hornton Street,
W8 7NX

T: **020 7361 3302**

E: **fis@rbkc.gov.uk**

W: **www.rbkc.gov.uk/fis**

What is provided: The Family Information Service (FIS) offers impartial information, advice and guidance for parents, carers and young people on a range of related issues including childcare, nursery funding and activities for children 0 to 19. The FIS also works with the Early Help Service, which supports families before problems escalate and things become harder to manage.

Eligibility: FIS is a universal service.

Housing and Council Tax Benefit

Customer Service Centre
Ground Floor, Town Hall, Hornton
Street, W8 7NX

T: **020 7361 3006**

E: **benefits@rbkc.gov.uk**

What is provided: Help for people on low incomes to pay their rent and council tax. You do not need to be out of work or receiving other benefits to get help. For further information please ring the helpline or visit the Customer Service Centre.

Eligibility: Residents of Kensington and Chelsea.

KC North Hub Blenheim

321 Portobello Road, W10 5SY

T: **020 8960 5599**

E: **portobelloroad@blenheimcdp.org.uk**

W: **www.blenheimcdp.org.uk**

What is provided: Assessment and treatment for substance misuse, complementary treatments, needle exchange, healthcare assessments, Hepatitis B+C testing and Hepatitis A+B vaccination, specialist Hepatitis C clinic with access to acupuncture and Chinese herbal treatments, and recovery workshops. Education, Training and Employment - this entails advice and guidance, bespoke workshops, SUNDIAL (accredited course), A Pathway to Drugs and Alcohol Work (accredited course) for individuals who wish to go on to work in the Substance Misuse Field, signposting to education and training centres.

Eligibility: Adults 18+ who are affected by drug use including friends and family of drug users. The Project specialises in a variety of treatment options for service users with substance misuse problems in the Royal Borough of Kensington and Chelsea.

Library's Reference and Information Service

Central Library,
Phillimore Walk, W8 7RX

T: **020 7361 3010**

E: **information@rbkc.gov.uk**

W: **www.rbkc.gov.uk/
leisureandlibraries/libraries.aspx**

What is provided: Resources include COBRA, a database with practical information on qualifications and skills needed to enter different professions, setting up a business, and more. The Jobseekers toolkit on the library website offers information on different aspects of careers and job seeking. Look on the library website or visit your local branch for more information.

Eligibility: Open to everyone.

New Citizens Voice

Canalside House,
383 Ladbroke Grove, W10 5AA

T: **020 7751 5829**
E: maria.leyva@newcitizensvoice.com
W: www.newcitizensvoice.com

What is provided: Citizenship workshops aimed at new citizens. The workshops build on the varied experience of participants from all over the world and provide insights into the British culture and the political system. The aim is to show how citizens can play a more active role in the community and how they can make their voice heard.

Eligibility: Those aged eight to 80+.

Nucleus Legal Advice Centre

298 Old Brompton Road, SW5 9JF

T: Advice Line **020 7373 4005**
T: Housing Line **020 7373 6262**
E: advice@nucleus.org.uk
W: www.nucleus.org.uk

What is provided: Advice and representation on benefits, housing, debt and general legal matters. Interpretation available by arrangement.

Eligibility: Those who live, work or study in the borough.

Royal Borough of Kensington and Chelsea

Public Health Training Service,
Council Offices, 37 Pembroke Road,
W8 6PW

T: **020 7361 3002**
E: publichealth.training@rbkc.gov.uk
W: www.rbkc.gov.uk/publichealthtraining

What is provided: QCF Level 1 to 4 Awards in Food Safety, Level 2 Award in Hazards Analysis and Critical Control Points, Levels 1 to 3 Awards in Health and Safety, Level 2 Award in Infection Control, Level 2 Award for Personal Licence Holders.

Eligibility: Our courses are open to all. Concession and business rate details available upon request. VAT is not applicable to local authority training fees.

Royal Borough of Kensington and Chelsea Children's Centres

W: www.rbkc.gov.uk/childrenscentres

Chelsea Open Air Nursery
51 Glebe Place, SW3 5JE

T: **020 7352 8374**
E: info@coans.rbkc.sch.uk

Clare Garden's Children's Centre
349 Westbourne Park Road, W11 1EG

T: **020 7727 2725**

Cheyne Children's Centre
10 Thorndike Close, SW10 0ST

T: **020 7349 1650**
E: infocheynechildrenscentre@rbkc.gov.uk

St Anne's Nursery School

The Latimer Building, 194 Freston Road,
W10 6TT

T: **020 7349 1650**

E: **admin@st-annes.rbkc.sch.uk**

Golborne Children's Centre

2a Bevington Road, W10 5TN

T: **020 8968 5622**

E: **info@golborne.rbkc.sch.uk**

Maxilla Children's Centre

4 Maxilla Walk, Kingsdown Close,
W10 6NQ

T: **020 8960 3981**

E: **info@maxilla.rbkc.sch.uk**

St Cuthberts with St Matthias CE Primary School and Earl's Court Children's Centre

Warwick Road, SW5 9UE

T: **020 7373 8225**

Violet Melchett Children's Centre

30 Flood Street, SW3 5RR

T: **020 7938 8621**

E: **infovmchildrenscentre@rbkc.gov.uk**

St Quintin Children's Centre

90 Highlever Road, W10 6PN

T: **020 8968 2580**

E: **stquintinfamily@rbkc.gov.uk**

Rugby Portobello Trust

221 Walmer Road, W11 4EY

T: **020 7229 2928**

E: **info@rpt.org.uk**

W: **www.rugbyportobello.org.uk**

What is provided: Youth programmes which include sport in a large hall and gym, as well as drama, creative arts, IT, music technology and cooking workshops. Housing for vulnerable young people aged 16 to 25. After School Homework Club for local primary and secondary school students. The Walmer Road School, a small independent school for local people aged 14 to 16 who are have become disengaged with mainstream education.

Eligibility: Residents of Kensington and Chelsea aged up to 25.

Staying First

Mulliner House, Flanders Road, W4 1NN

T: **020 8996 8900**

W: **www.stayingfirst.co.uk**

What is provided: Free, independent and confidential housing advice to private sector tenants and owner occupiers who live in Kensington and Chelsea. Free, independent and confidential debt and welfare benefits advice to tenants of Catalyst Housing and Women's Pioneer Housing who live in Kensington and Chelsea.

Eligibility: As above.

Westway Development Trust

1 Thorpe Close, W10 5XL

T: **020 8962 5732**

E: **info@westway.org**

W: **www.westway.org**

What is provided: Leisure, sport and fitness, property rentals, education and the arts.

Eligibility: Everyone can access our services and we have specific community projects that we run targeting specific community groups.

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Key = In borough Out of borough

Out of borough

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Use the numbers on this map in conjunction with the index (Pg 25) to find the location you are looking for in Kensington and Chelsea



THE ROYAL BOROUGH OF
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