

Jobs and Training

The Guide 2020-2022

www.rbkc.gov.uk



THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

Jobs and Training The Guide 2020-2022

Last year, we launched "Live, Work and Learn: Our plan for a successful local economy" which sets out what the Council will be doing to ensure residents can access skills and training as well as work placements, employment offers, and support to help businesses thrive. We are committed to narrowing the skills gap and making opportunities accessible for all.

Residents and communities have told us it is often difficult to find advice and support. Whether you are a resident looking for employment offers and advice, training opportunities, volunteer programmes or information on how to start your business, this guide can assist you in your search.

Thank you to our partners who have helped provide this information and are supporting residents throughout the borough. Ensuring the economy works for everyone requires support from partners, businesses, employers, communities and residents.

Cllr Catherine Faulks Lead member for skills and enterprise

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

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Impact of Covid-19

All of the courses in this guide are scheduled to be available during 2020-2022 however there may be some disruption to services due to Covid-19. We would advise that you contact the relevant jobs and training providers to discuss the specific service you are interested in for any changes to its delivery.

Section One: Jobs Advice

Jobcentre Plus

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

Tel: Jobcentre Plus 0800 169 0190 Web: www.gov.uk/contact-jobcentreplus

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 (National Careers Service is on-site at the Jobcentre).

Internet access – public computers and Wi-Fi for job search and applying for benefits online.

Who is eligible: All people looking for employment, benefit claimants and their partners.

Work coaches offer support at the Jobcentre Plus and they can:

- conduct work search interviews tailored and personalised to claimants' individual circumstances
- refer customers to job opportunities, work experience and vocational training
- refer customers to training to address basic skills and ESOL needs
- access specialist provision that helps young people, lone parents, and customers who are long term unemployed, disabled or have 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.

Full information on Jobcentre Plus services can be found on **www.gov.uk/contact-jobcentre-plus**

North Kensington Jobcentre Plus covers the W8, W10 and W11 postcodes – see below for other JCP offices.

Jobcentre Plus Offices

Fulham

Waterford House, Waterford Road, London SW6 2DL

Hammersmith Glen House, 22 Glenthorne Road, London W6 0PP

North Kensington

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

Shepherds Bush

176-180 Uxbridge Road, London W12 7JP

Westminster

Chadwick Street, London SW1P 2ES

Age UK Kensington and Chelsea

1 Thorpe Close, London W10 5XL

Tel: 020 8969 9105 Email: administration@aukc.org.uk Web: www.aukc.org.uk

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

Eligibility: Kensington and Chelsea residents aged 55 and over. Volunteering opportunities are open to people of all ages from 16 upwards (including ex-offenders).

Al Hasaniya Moroccan Women's Centre

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

Tel: 020 8969 2292 Email: contact@al-hasaniya.org.uk Web: www.al-hasaniya.org.uk

What is provided: 'Educate, Empower and Engage' (the three E's) - helping women feel more confident by providing them with the tools to raise their awareness of what's available to them within the local community.

A large number of Moroccan and Arabicspeaking women face enormous hurdles and barriers in accessing paid employment. We provide a safe and motivating environment, running workshops for personal development, confidence building and employability.

Eligibility: London wide.

Balance

2 Beatrice Place, London W8 5LP

Tel: 020 7937 1611 Email: Kelly.Duffy@balance-cic.com Web: www.Balance-CIC.com

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

Eligibility: Residents who live within Kensington and Chelsea who have a learning or physical disability.

Best Practice People

Churchill Court, 3 Manor Royal, Crawley, RH10 9LU

Email: ronnie@bestpp.co.uk Web: www.bestpracticepeople.co.uk

What is provided: Flagship training programme called Skills 4 Careers.

The programme centres on improving participants' CVs to increase successful job applications.

Participants receive high quality information, advice and guidance (IAG) during the course, and a lifetime offer for additional IAG once they have moved on from their training. This can include support with job applications, interview skills, researching for interviews and job search strategy.

Eligibility: Training programmes are portable and are delivered across every London borough, offering regulated skills provision and supporting adult learners aged 19+ in receipt of benefits or on a low income. In addition, there is skills provision focused on supporting young people not in education, employment or training aged 16-24 into employment or further education.

Chelsea FC Foundation

The Hub, Stamford Bridge, Fulham Road, London SW6 1HS

Tel: 020 7958 2813 Email: Foundation.education@ chelseafc.com Web: www.chelseafc.com/foundation

What is provided: Accredited training to improve employment prospects including

overcoming barriers to employment, interview skills, CVs, presentation training, job application support, work opportunities, vocational qualifications including customer service, hospitality and CSCS training, plus targeted provision for people aged 50+, lone parents, long term unemployed and English for Speakers of Other Languages (ESOL).

Eligibility: adults aged 19+ in receipt of benefits.

Clarion Housing Group - Love London Working

Tel:	0300 100 0310
Email:	lovelondonworking@
	clarionhg.com
Web:	www.lovelondonworking.com

What is provided: The 'Love London Working' project provides face-to-face information, advice and guidance on-employment, training, work placements and apprenticeships. The project delivers a range of employability support, vocational training and e-learning courses. In addition, there is a dedicated Employer Engagement Team that sources paid employment and work placements for local residents.

Eligibility: Those who are: aged 16+, not currently in any paid work, live in a London borough, have the right to work in the UK, not currently on the DWP Work Programme or any other ESF provision.

The Clement James Centre

95 Sirdar Road, London W11 4EQ

Tel:	020 7792 9189
Email:	employment@clementjames.org
	reception@clementjames.org
Web:	www.clementjames.org

What is provided: The Clement James Community Hub team offers a bespoke service for adults and young people. We primarily provide employment support which includes: writing CVs and covering letters, job preparation and applications, identifying job and training opportunities, interview skills days and a programme of career/life coaching. Appointments are on a one-to-one basis. The Clement James Centre also provides a general advice and guidance service, alongside wellbeing services and educational provision for English, Maths and IT.

Eligibility: adults and young people either unemployed, receiving benefits, on a low income, living in social housing or in receipt of free school meals.

Central and North West London NHS Foundation Trust

150 Barlby Road, London W10 6BS

Tel:	020 8206 6900
	07546 581684
Email: Web:	n.galanis@nhs.net https://www.cnwl.nhs.uk/ employment-services/
	emptoyment-services/

What is provided: The Kensington and Chelsea Employment Services Team have trained Employment Specialists based in the Early Intervention Team, North Kensington and South Kensington Secondary Care Teams and the Grenfell Health & Well Being Service.

The focus of the service is to support clients to find or keep competitive paid employment.

The Employment Specialist will support clients to identify job goals and work alongside clinicians to ensure clients secure the work of their choice, to support long term recovery and well-being.

Employment Specialists work closely with employers to ensure that the return to work journey is a smooth process. Once in employment the Employment Specialists offer time unlimited support to ensure the client sustains their job.

Eligibility: Service users aged 18-65 who are accessing secondary mental health services (Early Intervention Team, North, South Kensington) and have been affected by Grenfell directly or indirectly (Primary care).

Community Living Well – Employment Service

Violet Melchett Centre, 30 Flood Walk, London SW3 5RR

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

Tel:	020 3317 4200
Email:	cnw-tr.clw@nhs.net
Web:	https://communitylivingwell. co.uk/

What is provided: Employment support to people with barriers to finding employment due to mental ill health, how to manage mental health in the workplace, and CV, application form and interview support.

Job retention support to those currently employed but struggling in work because of their mental health, supporting people to return to work after a period of sick leave, liaising with employers on phased return plans and reasonable adjustments.

Eligibility: Primary care mental health service users (long term common and complex mental health needs) age 16+, registered with a GP surgery in Kensington and Chelsea, Queens Park and Paddington areas.

Families and Communities Employment Service (FACES)

2-4 Malton Road, London W10 5UP

Tel:	020 7641 3336
Email:	faces@westminster.gov.uk
Web:	www.rbkc.gov.uk/faces

What is provided: One-to-one personalised support for six months, providing advice and guidance on supporting residents into employment, training or volunteering. In work support is also provided for a further six months for residents once they get into employment.

Eligibility: Unemployed Kensington and Chelsea residents

Royal Borough of Kensington and Chelsea Children's Centres

Clare Gardens Children's Centre

349 Westbourne Park Road, London W11 1EG

Tel: 020 7727 2725

Cheyne Children's Centre

10 Thorndike Close, London SW10 0ST

Tel: 020 7349 1650

Holmfield House Children's Centre

4-6 Golborne Road, London W10 5PE

Tel: 020 7938 8400

St Cuthbert with St Matthias CE Primary School and Earl's Court Children's Centre (SCWSM)

Warwick Road, London SW59UE

Tel: 020 7373 8225

St Quintin Children's Centre

90 Highlever Road, London W10 6PN

Tel: 020 8968 2580

Violet Melchett Children's Centre

30 Flood Street, London SW3 5RR

Tel: 020 7938 8621

Email: Childrenscentres@rbkc.gov.uk Web: www.rbkc.gov.uk/ childrenscentres What is provided: Employment information and guidance. Access to workshops and general support to apply and interview for jobs.

One to one appointment with an advisor to discuss individual training needs and how to update your CV.

Eligibility: Children's centres in Kensington and Chelsea are FREE to all families with a child aged under five who live in the borough. Services are for pregnant women and their partners, parents/carers with a child aged under five. You must be registered to use our children's centres.

Kensington and Chelsea Housing and Employment Service

Kensington Town Hall, Hornton Street, London W8 7NX

Tel: 020 7361 2070

Email: Housingandemployment@ rbkc.gov.uk Web: www.rbkc.gov.uk

What is provided: One to one personalised information, advice, and support with employment, training or volunteering, including assistance with CVs and covering letters, job applications, identifying job and training opportunities, and interview preparation.

Eligibility: Kensington and Chelsea residents aged 16 and above.

Morley College London (Chelsea and North Kensington Centre)

Chelsea Centre - Hortensia Road, London SW10 0QS

North Kensington Centre - Wornington Road, London W10 5QQ

Tel: 020 7573 3600 Web: www.morleycollege.ac.uk

What is provided:

Course advice and guidance for anyone considering a further education course.

Careers advice, UCAS application guidance and CV skills for enrolled students.

Eligibility: The Centres offer a variety of courses, many suitable for school leavers, aged 16+, with an additional range of full and part-time courses for those aged 18+.

Nova New Opportunities

2 Thorpe Close, London W10 5XL

Tel: 020 8960 2488 Email: admin@novanew.org.uk Web: www.novanew.org.uk

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

Eligibility: Nova services are open to all adults, with Kensington and Chelsea residents prioritised.

The Octavia Foundation

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

Tel:020 8354 5500Email:info@octaviafoundation.org.ukWeb:www.octaviafoundation.org.uk

What is provided: : Volunteer placements are available within the Octavia Housing Group, including youth work programmes, extra care schemes and charity shops.

One-to-one and group employment support is also available from the Octavia Foundation's Employment Advisor; with additional opportunities available to befriend isolated individuals in the local community.

Eligibility:

For volunteering, applicants must be aged 18 and over.

Various projects are run via the Employment Service so please get in touch for more information.

Open Age – Work Routes 50+

Positive Age Centre, Dalgarno Way, London W105JN

Tel: 07766 752093 or 020 8960 4853 Email: mwaterman@openage.org.uk Web: www.openage.org.uk

What is provided: One-to-one advice and guidance on career options, job search 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 exploring health, motivation and preparation for work; and basic IT courses for employment.

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

Paddington Development Trust

Stow Centre, 258 Harrow Road, London W2 5ES

Tel: 02072668221 Email: pdtesocial@pdt.org.uk Web: www.pdt.org.uk

What is provided: The SWEET employment programme helps women from ethnic minorities find work and training. It is funded by the Community Lottery Fund. We work in different community locations to offer advice and guidance to women who want to get a part-time or full-time job or improve their skills through training. We provide a safe and motivating environment for personal development, confidence building and employability. Each participant has their own personal adviser to act as coach and mentor.

Eligibility: Women who live in West and Central London.

Paddington Development Trust

PDT Training, Unit B, Norland House, 9 Queensdale Crescent, London W11 4TL

Tel:	020 7460 6488
Email:	Mayette@pdt.org.uk
Web:	www.pdt.org.uk

What is provided: Information, Advice and Guidance, English for Speakers of Other Languages (ESOL), IT and Employability Skills.

Eligibility:

Unemployed or economically inactive women (19+).

Residents of West and Central London Boroughs.

Peabody - Reconnect Employment Programme

Old Oak Community & Children's Centre, 76 Braybrook Street, London, W12 0AP

Tel:	020 3828 3893
	020 3828 3591
	07614 634 070
Email:	Employment.Training@
	peabody.org.uk
Web:	www.peabody.org.uk

What is provided: The Peabody Employment Team offers 1:1 support to customers to enhance their employability skills including:

- CV writing
- Job searches and applications
- Interview skills
- Training
- and anything else needed on their journey to employment.

This is a bespoke service working individually with customers to support them to achieve their Employment Goals.

Eligibility: Aged 16+. Must have the right to work in the UK (proof required)

Working under 16 hours (if customer is a Peabody resident, they can work any number of hours to register)

Rugby Portobello Trust

221 Walmer Road, Notting Hill, London W11 4EY

Tel: 020 7229 2928 Email: info@rpt.org.uk Web: www.rugbyportobello.org.uk

What is provided: Amplify takes an innovative blend of creative arts and music to offer a vehicle for self-expression while giving access to new skills, qualifications, work experience and future career opportunities in a safe environment with the added opportunity to talk one-on-one with experienced youth workers, allowing young people to re-orientate their lives, perceptions and futures.

Amplify works with at-risk young people aged 14 to 19 (21 with Special educational needs and disabilities SEND), including those not in education, employment, or training (NEETs), pre-NEETs and those at risk of exclusion. Friday late-night sessions are also offered (8pm-11.30pm).

Eligibility: At risk young people aged 14 to 19 (21 with SEND), including NEETS, pre-NEETS and those at risk of exclusion.

Saint Mary Abbots Rehabilitation and Training (SMART)

The Basement, 15 Gertrude Street, London SW10 0JN

Tel:	020 7376 4668
Email:	info@smartlondon.org.uk
Web:	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.

Smart Works

1st Floor, St Charles Centre for Health and Wellbeing, Exmoor Street, London W10 6DZ

Tel:	020 8962 6586
Email:	london@smartworks.org.uk
Web:	www.smartworks.org.uk

What is provided: Smart Works provides free interview appropriate clothing and training to women who have a confirmed interview for a paid position. Clients must be referred by a support agency.

Eligibility: Open to Kensington and Chelsea residents.

Spear North Kensington

Sobus, Freston Road Hub, 196 Freston Road, North Kensington, W10 6TT

Tel:	020 3745 1349
	07715 657279
Email:	hello@
	spearnorthkensington.org
Web:	https://resurgo.org.uk/
	programmes/north-kensington/

What is provided: The Spear Programme, in partnership with Resurgo and the Kensington and Chelsea Foundation, helps 16-24-year olds to overcome barriers to access their next step and get into work or further education.

75 per cent of the young people who complete the Spear Programme, are in work/education and are still there a year later!

Phase 1 - Spear Foundation: Six weeks of coaching workshops (group and one to one support) focusing on skills, resources and mindsets. These workshops cover increased confidence, resilience, how to connect and communicate with employers, small talk, visit to a company, interview skills, CVs and cover letters, job-skills matching, how to apply for college/work, real interviews and much more!

Phase 2 - Spear Career: Intensive into work/education support, specialist job opportunities for Spear candidates, job application workshops.

Phase 3 - Spear Progression: In-work or further education support, one-to-one career coaching to help you progress in your career.

Eligibility: 16 to 24-year olds (Not in Employment, Education or Training) looking to find employment or further education (college, apprenticeship, traineeship).

Available 1.30 to 4.30pm Monday to Friday.

Volunteer Centre Kensington and Chelsea

1 Thorpe Close, London W10 5XL

Tel:	020 8960 3722
Email:	registrations@vckc.org.uk
Web:	www.voluntarywork.org.uk

What is provided: The Centre's Volunteer Services Team provide a range of tailored volunteering opportunities in over 200 charities, information, advice and guidance, employment pathway advice and support.

Specialist Programmes:

New Opportunities provides information, advice and guidance to unemployed people, helping them into jobs, offering tailored volunteering roles, work experience placements and training as a potential route back into employment.

Email: ola.omikunle@vckc.org.uk

Stepping Stones 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.

Email: louisa.schepes@vckc.org.uk

InsideOut provides information, advice and guidance to offenders and ex-offenders, offering tailored voluntary work experience placements and training opportunities as a potential route back into employment.

Email: andrew.croxford@vckc.org.uk

Community Champions aims to reduce health and social inequalities by linking local people, organisations and services together whilst building the capacity of local communities through a variety of trainings, activities and events.

Email: ewa.kasjanowicz@vckc.org.uk

Eligibility: No geographical restrictions for individuals registering, although opportunities are within Kensington and Chelsea.

Westway Trust

1 Thorpe Close, London W10 5XL

Tel: 020 8962 5720 Email: info@westway.org Web: www.westway.org

What is provided: Employability courses in CV writing and interview skills.

Grenfell and wider community support provides advocacy, support and referrals for a wide range of support including children's activities, counselling referrals, supplementary school and general support.

Eligibility: Kensington and Chelsea, Hammersmith and Fulham or Westminster residents.

Working Chance

Claremont Building, 24-27 White Lion Street, London W1 9PD

Tel: 020 7278 1532 Email: info@workingchance.org Web: www.workingchance.org

What is provided: Working Chance is the UK's only recruitment consultancy for women with criminal convictions and young women leaving care.

We support women into paid employment and voluntary/work experience placements, and provide training covering topics such as writing CVs and job applications, disclosure of a conviction and interview technique.

We provide support in overcoming any additional barriers to finding a job – such as housing, debt and finances, and counselling.

Eligibility: Women who have been in contact with the criminal justice system within the last three years, and women aged 18-25 who have previously spent time in care (and who may or may not have a conviction), who are looking for work in London.

All our services are free to use for all women who are registered with Working Chance.

Section Two: Training

Action Disability Kensington and Chelsea (ADKC)

Whitstable House, Silchester Road, London W106SB

Tel: 020 8960 8888 Email: adkc@adkc.org.uk Web: www.adkc.org.uk

What is provided: Run by disabled people, ADKC campaigns for an inclusive society which does not discriminate against the disabled and supports disabled people to live independently through a programme of courses and training.

ADKC delivers courses for disabled people including breathing techniques, meditation and self- confidence, ESOL, introduction to IT and social media, and unlocking your full potential

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

Best Practice People

Churchill Court, 3 Manor Royal, Crawley, RH109LU

Tel:	07745 9849301
Email:	ronnie@bestpp.co.uk
Web:	www.bestpracticepeople.co.uk

What is provided: A range of Level 2 Vocational qualifications across many sectors, including key areas such as digital and creative. For example, the NCFE Level 2 Certificate in Digital Skills for Business. This can be achieved both in the classroom and via home or work based supported learning. Courses range from Entry Level up to Level 2, plus qualifications in IT User Skills from Entry level to Level 1. We offer our flagship Skills4London™ Training Programme across all regions in London boroughs, allowing Londoners from every borough to participate in society and progress into education and work.

Participants can gain British Citizenship, British Values and Equality and Diversity qualifications, Digital Skills, including learning to stay safe online and life skills such as: Managing Money, Health and Nutrition and Environmental Sustainability.

Eligibility: Training programmes are portable and can be delivered across every London borough and deliver regulated skills provision, supporting adult learners aged 19+ in receipt of benefits or on a low income. In addition, skills provision is focused on supporting those Not in Education, Employment, or Training (NEETs) aged 16-24 into employment or further education.

Chelsea FC Foundation

The Hub, Stamford Bridge, Fulham Road, London SW6 1HS

Tel: 020 7958 2813 Email: Foundation.education@ chelseafc.com Web: www.chelseafc.com/foundation

What is provided:

- Construction-CSCS employment training.
- ESOL Overcoming language barriers to Employment: L1 and L2 Certificate in Employability.
- 50+ Employment Course; Lone Parent Employment Course.
- 19+ unemployed jobseekers who fit the specific category of the course and in receipt of benefits.
- L1 and L2 Certificate in customer service, L1 and L2 Certificate in hospitality.

The Clement James Centre

95 Sirdar Road, London W11 4EQ

Tel:020 7221 8810Email:reception@clementjames.orgWeb:www.clementjames.org

What is provided:

Adult Learning at Clement James provide accredited by Edexcel qualifications for local adults. Delivers English for Speakers of Other Languages (ESOL), basic skills and advice and guidance to local adults with English as a second language. Offers ESOL for Beginners, Functional Skills and English Entry 1 up to Level 2, ESOL Sunday classes, ESOL, Literacy, and ICT classes. Also offers ICT classes including digital skills from beginners to intermediate levels.

Contact: Nicola Millberry Tel: 020 7221 8801 Email: nicola@clementjames.org

Into University is a programme that supports young people from disadvantaged backgrounds to attain either a university place or another chosen aspiration.

Provides seven to 18-year olds with a combination of after school academic support, undergraduate and corporate mentors, and a range of specially designed workshops for local primary and secondary schools.

Contact: Joanie Woodcock Tel: 020 7221 8801 Email: joanie@clementjames.org

Kensington and Chelsea Children's Centres

Various (please see page 7).

Web: www.rbkc.gov.uk/ childrenscentres

What is provided:

Literacy classes help you improve your literacy skills and give you the skills to support your child's learning and help you into work or further education. Beginners to entry level 3.

Numeracy classes. Improve your numeracy skills, gain the skills you need to support your child's learning and help you into work or further education.

Family Learning. Courses for you to attend with your child - learn together as a family. You will learn how to support your child's learning and development, improve your confidence and self-esteem, prepare for further learning and employment and prepare your child for the expectations of starting school

We also offer variety of workshops and 1-2-1 support tailored to family needs, including Parenting courses and Taster sessions with Adult Learning. Early Years Family Support Practitioners are available to help and support you accessing further education.

Eligibility: Children's centres in Kensington and Chelsea are FREE to all families with a child aged under five who live in the borough. Our services are for pregnant women and their partners, parents/carers with a child aged under five. You must be registered to use our children's centres.

Morley College London (Chelsea and North Kensington Centre)

Chelsea Centre, Hortensia Road, London SW10 0QS

North Kensington Centre, Wornington Road, London W10 5QQ

Tel:	020 7573 3600
Web:	www.morleycollege.ac.uk

What is provided: The college provides a wide range of courses for adult learners and school leavers, including a wide variety of arts, Access to Higher Education and courses in childcare and early years education. ESOL, IT, Literacy and Numeracy and Media courses for 16-18year olds are free. For adults, fee reduction, including free places are available in some circumstances.

Nova New Opportunities

2 Thorpe Close, London W10 5XL

Tel: 020 8960 2488 Email: admin@novanew.org.uk Web: www.novanew.org.uk

What is provided: Non-accredited and accredited ESOL courses from absolute beginners to Level 1. Terms are based on Kensington and Chelsea school term dates and classes are held Monday – Friday daytime and Monday – Thursday evenings. The courses are free, but there is an administration fee.

Non-accredited and accredited ICT courses from absolute beginners to Entry 3 level. Daytime only.

Non-accredited and accredited literacy courses from absolute beginners to Entry 3 level. Daytime only.

Non-accredited and accredited maths courses from absolute beginners to Level 1. Daytime only.

Coding courses for primary school children and their parents. Daytime only (after school).

Introduction to Business Administration. Entry levels.

Eligibility: Various depending on courses.

Open Age – Second Half Centre

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

Tel: 020 8962 4141 Email: mail@openage.org.uk Web: www.openage.org.uk

What is provided: Our aim is to promote active lifestyles and independence for all those aged 50 and over. Training ranges from creative and performing arts, languages, digital/IT programme, culture, men only programme, carers only programme, keep fit and physical activity.

Open Age also provides a wide variety of courses for smartphones, laptops, iPads and computers, such as, Windows 10, Excel, Word, Power Point, Cloud Computing, Digital Photography, Creative cards, Art on iPads, Building your Web and Digital Media.

The Second Half Centre has a nine computer IT suite, with free computer time/drop ins.

For times please contact our main office on 020 8692 4141.

Eligibility: Those aged 50 and above.

Open Age - New Horizons

New Horizons Centre, Guinness Trust Estate, Cadogan Street, London SW3 2PF

Tel: 020 7590 8970

Email: mail@openage.org.uk Web: www.new-horizons-chelsea. org.uk

What is provided: New Horizons "Multi Activity" centre is a modern, lively, convivial centre for all those aged 50 and over.

Our aim is to promote active lifestyles and independence, provide new interests and challenges, and support health and well-being.

Our training includes drama, languages, art and culture, men only programmes, carers only programmes, keep fit and physical activities, IT and computing, plus many others.

Whether you are looking for new challenges, health support or the opportunity to make new acquaintances, do come and see all that we have to offer.

New Horizons also has a nine-computer IT suite with free computer time/drop in available. For times please call 020 7590 8970.

Eligibility: Those aged 50 and above.

Public Health Training Service

Environmental Health Department, Council Offices, 37 Pembroke Road, London W8 6PW

Tel:	020 7361 3002
Email:	Publichealth.training@rbkc.
	gov.uk
Web:	www.rbkc.gov.uk/
	publichealthtraining

What is provided: Regulated work-related qualification courses ranging from Levels 1 to 4. Subjects include food safety, food allergen control, healthy food and special diets, health and safety at work, customer service, fire safety, and personal licence holders.

For residents and community organisations within Kensington and Chelsea the fees are currently for a Level 2 Award course £20 per person per course and for Level 3 £35 to £65 per person per course. Please enquire about fees if you are outside the borough. Fees subject to change.

On-site training possible for six or more individuals. Open courses delivered in Kensington Town Hall.

Eligibility: Open to all. Reduced fees apply for community and business support organisations, small businesses and individuals living within the Kensington and Chelsea. Otherwise standard course fees on the website.

Westway Trust

1 Thorpe Close, London W10 5XL

Tel: 020 8962 5720 Email: info@westway.org Web: www.westway.org

What is provided: English for Speaker of Other Languages (ESOL) Beginners through Entry 1 to Level 1.

Community Learning courses including: Getting to Know Your Own Community, Introduction to Health and Fitness, English for Sewing.

Vocational courses including Introduction to Teaching Assistant Course at Level 1 and Level 2.

Eligibility: Kensington and Chelsea, Hammersmith & Fulham or Westminster residents.

Section Three: Self-Employment and Business Start-Ups

Chelsea FC Foundation

The Hub, Stamford Bridge, Fulham Road, London SW6 1HS

Tel: 020 7958 2813 Email: Foundation.education@ chelseafc.com Web: www.chelseafc.com/foundation

What is provided: Two-week incubator for job seekers who wish to start their own business through the New Enterprise Allowance. Participants learn business skills, the entrepreneurial mindset and financial awareness. End results will include producing a business plan, financials and personal development plans.

Eligibility: Anyone who is on Job Seekers Allowance, New Enterprise Allowance or Universal Credit.

Freston Road Enterprise Hub

383 Ladbroke Road, London W10 5AA

Tel: 020 7952 2610 Email: reception.frh@sobus.org.uk Web: www.sobus.org.uk What is provided: Affordable Business Space.

Eligibility: Freston Road Hub is a modern, accessible, shared office space for enterprises, charities and social business. This purposebuilt Hub located in Kensington and Chelsea, London, W10, is just minutes from Westfield with its many shops and places to eat, BBC and Imperial College.

The Hub is close to Latimer Road Underground Station, 15 minutes from Central London and offers everything a start-up or growing business needs.

- 40 + workspaces complete available on a pay as you go or monthly hire basis.
- Four high quality meeting and training rooms accommodating from 2-32 people.
- Registered mailing address facility.
- High speed, secure internet and Free Wi-Fi.
- Kitchen and breakout area for networking or lunch.
- Bike storage.
- Full wheelchair accessibility.
- Lockable storage.
- Photocopying and printing facilities.

Kensington Business Information Point (BIP)

Kensington Central Library 12 Phillimore walk, London W8 7RX

Tel: 020 7361 3010 Email: information@rbkc.gov.uk Web: www.rbkc.gov.uk/libraries

What is provided: Kensington BIP offers a wide range of books and journals on the subjects of business and finance, as well as a selection of subscription online business resources (i.e. FAME, COBRA, Market Research). We also run a programme of free business and networking events and workshops throughout the year.

Eligibility: Anyone can access the service for events, books and journals, but online resources are available to library members only.

Portobello Business Centre

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

Tel:	020 7460 5050
Email:	info@pbc.co.uk
Web:	www.pbc.co.uk

What is provided: Advice and information for people wanting to start or grow their business or become self-employed.

PBC's Business Advisors can help with business planning, market research, sales, marketing, financial planning and management, cash flow forecasts, accounting and more.

PBC runs regular courses and business training on specific topics including food, fashion, marketing, digital media, crowdfunding, branding, and not for profit organisations. Business and networking events are often organised by PBC's team to get the community together and to help them to build their contacts.

Eligibility: Subsidised advice currently only available to residents of Kensington and Chelsea. There are no restrictions for advice and training courses though fees are payable for most.

Additional service is on offer:

No11: Flexible and affordable business space

A newly refurbished, spacious and bright co-working space at Canalside House with a small meeting room, WiFi access and kitchen facilities is ready to host people (start-ups/ existing businesses) who are looking for a space to work on their own business. This is an easy and flexible space to work today as daily contracts are available too. Reservations for a desk for £10 per day or £90 a month (including VAT).

Special offer for new clients: 2 weeks without charge for 1 – month bookings.

Section Four: Helpful Information and Services

Age UK Kensington and Chelsea

1 Thorpe Close, London W10 5XL

Tel:	020 8969 9105
Fax:	020 7471 5558
Web:	www.aukc.org.uk

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

Eligibility: Residents aged 55 and over in Kensington and Chelsea.

Al Hasaniya Moroccan Womens Centre

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

- Tel: 020 8969 2292
- Email: contact@al-hasaniya.org.uk Web: www.al-hasaniya.org.uk

www.at hasaniya.org.ak

What is provided: Advice on benefits, child care, housing and legal issues.

Eligibility: Kensington and Chelsea residents, or London wide for employment and training advice.

The Campden Charities

27a Pembridge Villas, London W11 3EP

020 7243 0551
grants@campdencharities.
org.uk
www.campdencharties.org.uk

What is provided: Grants to assist with the costs of education, training and sustaining employment (e.g. travel, clothing, childcare), as well as essential household goods and services that low-income individuals and families would find difficult to afford as they are endeavouring to improve their financial circumstances.

Our focus is on training and education for people who are unemployed or in low paid employment to develop the necessary skills that will support them on a realistic pathway to sustainable employment and financial independence.

Eligibility:

- Individuals who meet all of the following criteria: Minimum of two years' continuous residency in Kensington (our area of benefit, dating back almost 400 years, does not include Chelsea).
- British citizen or indefinite leave to remain (all European citizens are also eligible until the end of the Brexit transition period, when they must have settled status / indefinite leave to remain in order to be eligible).
- Living in rented accommodation.
- In receipt of **means-tested benefits** or in **low-paid employment**.

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

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 Clement James Centre

95 Sirdar Road, London W11 4EQ

Tel: 020 7792 9189 Email: employment@ clementjames.org reception@clementjames.org Web: www.clementjames.org

What is provided:

Information, Advice and Guidance:

We can offer support with:

- benefit queries
- housing issues
- Immigration Level 1
- grant applications
- education (looking for courses)
- mental health signposting
- signposting and referrals to more specialist support where appropriate.

Eligibility: Adults and young people either unemployed, receiving benefits, on a low income, living in social housing or in receipt of free school meals.

The Curve Community Centre

10 Bard Road, Kensington, London W10 6TP

Tel: 020 7221 9836 Email: thecurve@rbkc.gov.uk

What is provided: The Curve Community Centre provides a safe, friendly space for families and individuals from across the North Kensington area, with all the support and services you need in a welcoming environment.

The Curve staff aim to provide support in a way that puts you first and that is shaped and led by the community. Your voice is key to everything they do.

Support is available at The Curve to help with issues around emotional wellbeing, housing issues, health concerns and employment opportunities. The Curve also hosts courses, sessions and community-led activities. They aim to serve all parts of the community and all faiths.

Some of their services are delivered by external partners, while others are organised by the team themselves, many of whom are from the local area.

Family Information Service (FIS)

Kensington Town Hall, Hornton Street, London W8 7NX

Tel:	020 7361 3302
Email:	fis@rbkc.gov.uk
Web:	www.rbkc.gov.uk/fis

What is provided: The 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 - 19. The FIS also works with the Early Help Service, which supports families before problems escalate and things become harder to manage.

Eligibility: All families living within Kensington and Chelsea.

Housing and Employment Service

Kensington Town Hall, Hornton Street, London W8 7NX

Tel: 020 7361 2070 Email: Housingandemployment @rbkc.gov.uk Web: www.rbkc.gov.uk

What is provided: One-to-one personalised information, advice, and support with employment, training or volunteering, including assistance with CVs and covering letters, job applications, identifying job and training opportunities, and interview preparation.

Eligibility: Kensington and Chelsea residents aged 16 years and above.

Royal Borough of Kensington and Chelsea Children's Centres

Clare Gardens Children's Centre

349 Westbourne Park Road, London W11 1EG

Tel: 020 7727 2725

Cheyne Children's Centre

10 Thorndike Close, London SW10 0ST Tel: 020 7349 1650

Holmfield House Children's Centre

4-6 Golborne Road, London W10 5PE

Tel: 020 7938 8400

St Cuthbert with St Matthias CE Primary School and Earl's Court Children's Centre (SCWSM)

Warwick Road, London SW5 9UE

Tel: 020 7373 8225

St Quintin Children's Centre

90 Highlever Road, London W10 6PN

Tel: 020 8968 2580

Violet Melchett Children's Centre

30 Flood Street, London SW3 5RR

Tel:	020 7938 8621
Email:	Childrenscentres@rbkc.gov.uk
Web:	www.rbkc.gov.uk/
	childrenscentres

What is provided: Support to help you apply for a nursery, childcare or school place with our Early Years Family Support Practitioner (EYFPS)

To help you and your child get ready to start nursery you can book a place for you both on our **Ready Steady Nursery Course** which runs half termly.

Eligibility: Children's centres in Kensington and Chelsea are FREE to all families with a child aged under five who live in the borough. Services are for pregnant women and their partners, parents/carers with a child aged under five. You must be registered to use our children's centres.

Nova New Opportunities

2 Thorpe Close, London W10 5XL

Tel:020 8960 2488Email:admin@novanew.org.ukWeb:www.novanew.org.uk

What is provided: We provide free information, advice and guidance services to help with benefits, grants and awards, and childcare advice. Support includes help with accessing professional assistance with legal, housing and debt advice, and health advice referrals.

Eligibility: Nova services are open to all adults, with Kensington and Chelsea residents prioritised.

Nucleus Legal Advice Centre

298 Old Brompton Road, London SW5 9JF

- Tel: 03000 125464 Triage Helpline 020 7373 6262 - Housing Line 020 7373 4005 - Advice Line Email: advice@nucleus.org.uk
- Email: advice@nucleus.org.uk
- Web: www.nucleus.org.uk

What is provided: Advice centre for welfare benefits, immigration, debt, employment and housing.

Eligibility: Service available for residents of SW3, SW5, SW7, SW10, W8 and W14 (Kensington).

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: Amplify takes an innovative blend of creative arts and music to offer a vehicle for self-expression while giving access to new skills, qualifications, work experience and future career opportunities in a safe environment with the added opportunity to talk one-on-one with experienced youth workers, allowing young people to re-orientate their lives, perceptions and futures. Friday latenight sessions are also on offer (8pm-11.30pm).

Eligibility: At risk young people aged 14 to 19 (21 with SEND), including those not in education, employment, or training (NEETs), pre-NEETS and those at risk of exclusion.

Training Service

Environmental Health Department, Kensington and Chelsea Council Offices, 37 Pembroke Road, London W8 6PW.

Tel: 020 7361 3002 Email: euan.macauslan@rbkc.gov.uk Web: www.rbkc.gov.uk/ publichealthtraining

What is provided: Training advice covering food safety, health and safety, allergen control, and personal licence holders available. Fee reduction available (subject to conditions). Please ask for more details.

Eligibility: Open to all. Reduced fees apply for community and business support organisations, small businesses and individuals living within Kensington and Chelsea. Otherwise standard course fees on the website.

Westway Trust

1 Thorpe Close London W10 5XL

Tel: 020 8962 5720 Email: learning@westway.org Web: www.westway.org

What is provided: Shelter Housing based at 1 Thorpe Close every other Tuesday. Shelter Housing based at 1 Thorpe Close every other Tuesday.

Eligibility: Kensington and Chelsea, Hammersmith & Fulham or Westminster residents.

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Jobs and Training The Guide 2020-22

If you would like further copies of this guide please call **020 7361 3271** or email **fiona.low@rbkc.gov.uk**