

Jobs and Training

The Guide 2012

www.rbkc.gov.uk



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Welcome

This guide has been produced to help you in your search for employment and training.

The organisations listed can provide information, advice and guidance 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**.

Section one: Jobs advice

Jobcentre Plus

Jobcentre Plus is a government agency that supports people of working age (18 to 65) from welfare into work; it also helps employers to fill their vacancies. Their customers will primarily be in receipt of Jobseekers Allowance, Income Support or Employment Support Allowance (previously Incapacity Benefit). Jobcentre Plus will provide practical support and financial advice about benefits, tax credits, childcare, training, work and looking for a job.

Their advisers can:

- give advice on training options available
- give advice on local opportunities, such as volunteering and work trials
- advise on job opportunities and assist with applications
- work out how much better customers could be in work
- give advice on childcare and any help available with costs, together with access to childcare information services

- help with applying for in work benefits.

They have 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 (these can also be accessed by people who are not Jobcentre Plus customers).

Full information on Jobcentre Plus services and access to their vacancy search can be found on **www.direct.gov.uk**. You can also contact them 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 to 312 Quayside House, Kensal Road, W10 5BL

Shepherd's Bush

176 to 180 Uxbridge Road, W12 7JP

Westminster

Chadwick Street, SW1P 2ES

What is provided:

Information, advice and guidance - including one-to-one initial diagnostic assessments and support, referrals for functional skills, and soft skills workshops.

Eligibility:

Residents within Kensington and Chelsea.

> Affinity Sutton Housing Association

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

Information, advice and guidance for employment and training; help to improve financial skills and access IT. They also offer vocational training courses and can help with searching for paid and unpaid work placements.

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.

> Blenheim CDP Portobello Road Project

321 Portobello Road, W10 5SY

T: **020 8960 5599**E: **portobelloroad@blenheimcdp.org.uk**W: **www.blenheimcdp.org.uk**

> 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:**

Personal advisors who work with individuals in the development of achievable steps relating to education or employment. One-to-one information, advice and guidance and small workshops for assistance with CVs, job search, job applications, mock interviews and more are available.

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?

> Catalyst Gateway

370 Portobello Road, W10 5RP

T: **020 8832 3497**

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

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

What is provided:

Free confidential advice and support to unemployed people looking for employment, education or training.

Support includes: 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 tenants of Catalyst Housing who reside 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 clients preference.

Who is eligible:

Clients 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 Drug Treatment Centre, Chelsea and Westminster Hospital, 369 Fulham Road, SW10 9NH

T: **020 3315 6111**

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-ones with an employment specialist and group job searching sessions. Advice is also given on disclosing convictions, health conditions or substance misuse to employers. Also offer job brokerage and vacancy sourcing appropriate to clients preference.

Who is eligible:

Clients receiving treatment through Kensington and Chelsea Community Assessment and Primary Services, Drug Treatment Centre/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 people back into work. Assistance includes CV writing, job preparation and applications, identifying job and training opportunities, providing IT qualifications and running 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 8968 1039 / 020 8960 4133**

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

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

What is provided:

Advice, information and advocacy to disadvantaged Somali people and other BMEs, on issues such as housing, education, debt, health, social services, employment support, job applications, training and volunteering.

Eligibility:

All Somali nationals and other local BME.

> 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:

From April 2012, pre-employment and training opportunities including: ESOL, IT, confidence building and literacy classes; a range of workshops; youth programmes with one-to-one support; pre-school and after-school projects; and a volunteer project that leads to employment and training opportunities. New projects are offered each term, so please call for current information.

Eligibility:

Mainly, but not exclusively, residents in North Kensington.

> Family Mosaic

Albion House, 20 Queen Elizabeth Street, SE1 2RJ

T: **020 7089 1000**

W: **www.familymosaic.co.uk**

What is provided:

Careers advice and guidance, including support in writing effective CVs, job application forms, searching for job opportunities and preparing for interviews. Opportunities for apprenticeships, work placements and volunteering roles are also offered – as are employability skills workshops.

Eligibility:

Residents of Family Mosaic property and clients supported by Family Mosaic aged 16 to 64 years old.

> Fit for Work Service

3rd floor, The Tower, St. Charles Centre for Health and Wellbeing, Exmoor Street W10 6DZ

T: **020 8962 7690**

E: **ffwskc@nhs.uk**

W: **www.kc-pct.nhs.uk/fitforwork**

What is provided:

The Fit for Work Service supports employed individuals who are off work sick, recover and return to work. Case managers work with the individual to address their problems (physical and mental health, financial and social/family related). Clients can access services including acupuncture, counselling, physiotherapy and supervised exercise, finance advice and advice and support in accessing new jobs. This includes CV writing, job search, confidence building and access to training.

Eligibility:

Anyone who is employed/self-employed, but has been off work sick for at least two weeks, who lives or works in Kensington and Chelsea, Hammersmith and Fulham or Westminster.

> 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. They can offer a personal advisor; 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 misuse, 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.

> Kensington and Chelsea College

Chelsea Centre

Hortensia Road, SW10 0QS

Worlington Centre

Worlington Road, W10 5QQ

Maxilla Walk Centre

Maxilla Walk, St Marks Road, W10 6NQ

Transition Skills Centre

Unit 7/8 School Road, North Acton, NW10 6TD

T: **020 7573 5325/7 or 020 7573 5245**

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 to make an

appointment or find out more.

Eligibility:

This advice is open to everyone.

> KCC Works at Kensington and Chelsea College

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

T: **020 7573 5331**

E: **kccworks@kcc.ac.uk**

W: **www.kcc.ac.uk/employers**

What is provided:

Work club, CV advice and workshops, a recruitment service and help finding work.

Eligibility:

Those in receipt of Jobseekers Allowance.

> LEAP (Local Employment Access Projects)

Harriet Tubman House, Hazel Road, NW10 5PP

T: **020 8962 1900**

E: **leaphq@leap.co.uk**

W: **www.leap.org.uk**

What is provided:

A three-week essential skills programme called ACE (Attitude Creates Employability). Unique methods are used to empower individuals through the provision of education, boosting

confidence and raising self-esteem. This increases chances of obtaining and maintaining employment. One-to-one support is given on completion and suitable clients will be submitted to vacancies.

Eligibility:

Unemployed people, especially those who face multiple barriers into employment.

> 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:

Employment and training information, advice and guidance; employability workshops including CV and application form writing; job searching; work clubs; and interview skills.

Eligibility:

People aged 16 and over.

> 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 advisor and bespoke recruitment agency, Acre Resources (who partner with the Foundation to offer an exclusive mentoring programme). Help to find 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 course for employment.

Eligibility:

Those aged 50 and above who are unemployed and live in Kensington and Chelsea.

> Peabody

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

T: **020 7021 4160 / 4719**

E: **Cheryl.lowe@peabody.org.uk**

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 job vacancies. The employment team provides a quality 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 and practical interview skills.

Eligibility:

Unemployed people aged 16 and above who are actively looking for work.

> Pure Innovations (Pure Employment)

2 Beatrice Place, W8 5LP

T: **020 7937 1611**

E: **enquiries@pureinnovations.co.uk**

W: **www.pureinnovations.co.uk**

What is provided:

Pure Employment offers a unique 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**

E: **www.reedinpartnership.co.uk**

What is provided:

One-to-one support; advice on training; work experience and paid placements; job matching and in-work support (where required).

Eligibility:

Unemployed people on health benefits, Job Seekers Allowance or Income Support, although you may not have to be in receipt of benefits to be eligible.

> Royal Borough of Kensington and Chelsea Children's Centres

Various (please see page 22)

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

What is provided:

Back to work support and advice.

Eligibility:

Parents and carers of children age five and under who live in Royal Borough of Kensington and Chelsea.

> Saint Mary Abbots Rehabilitation and Training (SMART)

The Basement, 15 Gertrude Street, London 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 e.g. job searching.

Eligibility:

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

> Spear

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

T: **020 7352 4266**

E: **hannah.widdows@spearcourse.org**

W: **www.spearcourse.org**

What is provided:

Spear is an interactive, six-week course to help kick start your career. The course includes 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.

> Volunteer Centre Kensington and Chelsea

Canalside House 383 Ladbrooke Grove,
W10 5AA

T: **020 8960 3722**

E: **Sharon.wilson@
voluntarywork.org.uk**

W: **www.voluntarywork.org.uk**

What is provided:

Volunteering placements to support people in developing new skills, motivation and building confidence so they can move into employment. They also provide pre-employment advice and guidance, CV advice, help with your job search and help completing job applications – as well as a number of workshops.

Eligibility:

Residents aged 16 upwards - including people with criminal convictions.

> Targeted Youth Support Service

Lancaster Youth Centre, 128a Lancaster
Road, W11 1QS

T: **020 7598 4901**

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

W: **www.centrallondon
connexions.org.uk**

What is provided:

Pre-apprenticeship training and support. Personalised and impartial employment and careers-related information, advice and guidance is also available.

Eligibility:

Young people aged 13 to 19 (up to 25 if they have a learning disability) who reside or go to school in Kensington and Chelsea.

Section two: Training

	Arts	Construction	ESOL	Computers	Hospitality	Literacy	Media	Numeracy	Other
ADKC									•
Blenheim CDP									
ClementJames Centre			•						
Dalgarno Neighbourhood trust			•						•
Exchange Group				•	•			•	
Family Mosaic				•	•				•
Kensington and Chelsea College	•	•	•	•	•	•	•	•	•
KCC Works		•	•	•			•		•
KCEBP									•
LEAP				•					
Notting Hill Housing Trust		•							
Nova			•	•		•		•	
Octavia Foundation									•
Open Age				•					
The Royal Borough's Children's Centres		•	•	•	•	•		•	
The Royal Borough's Public Health Team					•				•
Reed in Partnership									•
Smart	•			•					•

Training Abbreviations:

AQA	Assessment and Qualifications Alliance
BME	Black and Minority Ethnic
CAT	Category
ECDL	European Computer Driving Licence
EDI	Education Development International plc
ESOL	English for Speakers of Other Languages
HGV	Heavy Goods Vehicle
ICT	Information and Communications Technology
IELTS	International English Language Testing System
QFC	Qualifications and Credit Framework
SIA	Security Industry Authority
VRQ	Vocationally Related Qualifications

**> Action Disability
Kensington and
Chelsea (ADKC)**

Whitstable House, Silchester Road,
W10 6SB

T: **020 8960 8888**

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

What is provided:

Programmes include 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 and Community inclusion.

Eligibility:

People having a physical, sensory or invisible impairment who live in the borough of Kensington and Chelsea.

**> Blenheim CDP
Portobello Road
Project**

321 Portobello Road, W10 5SY

T: **020 8960 5599**

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

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

What is provided:

SUNDIAL is an accredited Level 2 training programme that includes units in: anger management and conflict resolution; boundaries and confidentiality; mentoring coaching and supervision; group facilitation skills; communication and interpersonal skills; and assertiveness and self-esteem.

A Pathway to Drugs Work is an accredited programme aimed at people wishing to pursue an interest in the drugs field. It is a six month accredited course and provides the opportunity to

receive professional drug-related training and hands on experience through a structured and supported voluntary placement.

Eligibility:

Residents of Kensington and Chelsea.

> The ClementJames Centre

95 Sirdar Road, W11 4EQ

T: **020 7221 8810**

E: **centre@clementjames.org**

W: **www.clementjames.org**

What is provided:

Communicate - a training programme that provides ESOL, basic skills and advice and guidance to local disadvantaged adults with English as a second language. Other training programmes include, ESOL from pre-entry to Level 3, IELTS, ESOL for Domestic workers, and ESOL Literacy.

Eligibility:

Residents of Kensington and Chelsea.

> 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.

Eligibility:

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

> Exchange Group Kensington

12 Phillimore Walk, W8 7RX

T: **020 7938 4121**

E: **Santosh.murki@**

exchangegroup.co.uk

W: **www.exchangegroup.co.uk**

What is provided:

Online training to assist adults in developing the skills required to meet their personal and professional aspirations. Exchange Group is offering free and subsidised courses in ECDL Level 1 and Level 2, EDI Entry 2 and Entry 3, Adult Literacy Level 1 and Level 2, Adult Numeracy Entry Level 3, Level 1 and Level 2.

Eligibility:

Residents of Kensington and Chelsea.

> Family Mosaic

Albion House, 20 Queen Elizabeth Street, SE1 2RJ

T: **020 70891000**

W: **www.familymosaic.co.uk**

What is provided:

Various training programmes including, Computing for complete beginners, Emergency first aid, Money management,

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Stress management, Presentation skills, Confidence building, Level 2 food safety in catering, VRQ customer service skills, Level 2 health and safety in the workplace, Introduction to youth work.

Eligibility:

Family Mosaic residents.

> 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

Transition Skills Centre

Unit 7/8 School Road, North Acton, NW10 6TD

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. They also run a range of free job-based courses in partnership with Jobcentre Plus for people in receipt of Job Seekers Allowance or Employment Support Allowance.

Eligibility:

Open to all.

> KCC Works at Kensington and Chelsea College

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

T: **020 7573 5331**

E: **kccworks@kcc.ac.uk**

W: **www.kcc.ac.uk/employers**

What is provided:

Various courses including, Find a Job in Carpentry Level 1 and a QCF Unit at Level 2, and a Job with ESOL (English for Speakers of Other Languages) entry level, Find a Job using ICT QCF Unit at Level 2, Graphic Design and Marketing Level 1 and 2, Find a job in Health and Social Care QCF Unit at Level 2, Find a job in Customer Service QCF Unit at Level 2, Find a job in Business Administration QCF Unit at Level 1 and 2.

Eligibility:

Open to all.

> KCEBP

Room G34 Isaac Newton Centre, 108A Lancaster Rd, W11 1QS

T: **020 7938 8039**

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

W: **www.kcebp.co.uk**

What is provided:

Pre-apprenticeship AQA accredited training, consisting of a range of Work Related Learning workshops designed to enhance employability potential. Enterprise training is also offered, consisting of a mix of AQA accredited training and business master-classes

designed to develop entrepreneurial skills – there's even an opportunity to receive start-up funding for new business.

Eligibility:

16 to 24 year olds who are available to attend the training programme.

> LEAP
(Local Employment Access Projects)

Harriet Tubman House, Hazel Road,
NW10 5PP

T: **020 8962 1900**
E: **leaphq@leap.co.uk**
W: **www.leap.org.uk**

What is provided:

IT course for beginners and intermediates.

Eligibility:

Unemployed people, especially those with multiple barriers to employment.

> Notting Hill Housing Trust

1 Butterwick, Rear of Metro Building,
W6 8DL

T: **020 8357 4668**
W: **www.nottinghillhousing.org.uk**

What is provided:

Support for people who want to work in construction, including: bricklaying, plumbing, carpentry, painting and decorating, and electrics. Support includes tools, travel expenses, PPE and help with college fees. Includes six to nine months at college, followed by paid

work experience on site with NVQ Level 2 qualification.

Eligibility:

Unemployed residents aged 18 and above.

> 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:

Courses include ESOL from pre-entry to entry Level 3, ICT Entry Level 3; Internet Access for Job searching, UK Online for developing skills to use the Internet Literacy Entry Level 1 to 3, and Level 1, and Numeracy Entry Level 3.

Eligibility:

Various, depending on courses.

> The Octavia Foundation

Emily House, 202 to 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. The programme is delivered through the Octavia Foundation's

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network of high street shops and there the potential for employment 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. They also deliver Basic Skills for Internet and Email, and deliver Myguide Learn Online Courses. Support sessions available with help on hand to practice computer skills.

Eligibility:

Those aged 50 and over.

> Reed in Partnership

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

T: **020 8962 1450**

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

What is provided:

Sector specific introduction courses and help to enhance your employability skills.

Eligibility:

Unemployed people on health benefits, Job Seekers Allowance or Income Support, although you may not have to be in receipt of benefits to be eligible.

> Royal Borough of Kensington and Chelsea Children's Centres

Various (please see page 22)

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

What is provided:

Courses include 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.

Eligibility:

Residents of Kensington and Chelsea.

> 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 that fees apply.**

Eligibility:

Open at all.

Section three: Self Employment and Business Start Ups

> Saint Mary Abbots Rehabilitation and Training (SMART)

The Basement, 15 Gertrude Street, London 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 and an Introduction to Floristry course.

Eligibility:

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

> Affinity Sutton Housing Association

Tel: **0300 100 0303**

Email: **guideline@affinitysutton.com**

Web: **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 £1,000.

Eligibility:

All residents of Dalgarno, St. Quintin Park and Chelsea Estates who require support with their business ideas can apply for the training; priority will be 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

Tel: **020 8968 1039 / 020 8960 4133**

Email: **dahabo@dadihiye.org.uk**

Web: **www.dadihiye.org.uk**

What is provided:

Training and workshops for women on self-employment and small businesses. The training and workshops will explain the benefits and independence gained from creating your own business. Details of organisations and agencies that can help people who want to set up small businesses will be provided, along with a list of businesses suitable to Somali culture that women can start.

Eligibility:

Women aged 18 and over.

> Ingeus

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

Email: **info@ingeus.co.uk**

Web: **www.ingeus.co.uk**

What is provided:

As part of the Work Programme offer, 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.

W: www.pbc.co.uk

What is provided:

Advice and information for people wanting to start their own business or become self-employed. Business advisors can help with business start-up and continuing growth and expansion. Help is also available with loans and grants, 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 and fashion, markets and e-marketing, and import and export – are available.

Eligibility:

No restrictions, though fees are payable for some courses.

> KCEBP

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

E: ebp@rbkc.gov.uk

W: www.kcebp.co.uk

What is provided:

Annual Market Enterprise Launch Pad for young people interested in starting up their own business. The programme runs for eight-to-ten weeks, providing entrepreneurial workshops, business master-classes and mentoring.

The programme culminates with an opportunity to pitch a business plan to a panel of experts. The winning pitch will receive £1,000 start up costs, free trading space, free business insurance and a comprehensive support package for up to six months.

Eligibility:

16 to 24 year olds available to attend for the duration of the programme. Participants must be available to start trading for a minimum two days per week after course completion.

> Reed in Partnership

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

T: **020 8962 1450**

W: www.reedinpartnership.co.uk

What is provided:

A dedicated business adviser who can offer full support, advice and guidance on setting up a new business.

Eligibility:

Unemployed people on health benefits, Job Seekers Allowance or Income Support, although you may not have to be in receipt of benefits to be eligible.

> Portobello Business Centre

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

T: **020 7460 5050**

E: info@pbc.co.uk

> Royal Borough of Kensington and Chelsea Children's Centres

Various (please see page 22)

W: [www.rbkc.gov.uk/
childrenscentres](http://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:

Various depending on programme.

Section four: Helpful Information and Services

> Age Concern Kensington and Chelsea

1 Thorpe Close, W10 5XL

T: **020 8969 9105**

E: **marani@aukc.org.uk**

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

What is provided:

Information and advice regarding welfare benefits.

Eligibility:

Residents of Kensington and Chelsea aged 55 and over.

> 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 £1,000. 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.

> Blenheim CDP Portobello Road Project

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, complimentary 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.

Eligibility:

Adults aged 18 and over 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.

> The Camden Charities – Gate Advice

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

T: **020 7313 3797**

E: **grants@camdencharities.org.uk**

W: **www.cctrustee.org.uk**

What is provided:

Grants for individuals seeking training

or education; debt referral advice is also available.

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 Ladbrooke 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, financial 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: **centre@clementjames.org**

W: **www.clementjames.org**

What is provided:

Into University is a programme that supports young people from disadvantaged backgrounds to attain either a university place or another chosen aspiration. This is achieved through a combination of after-school academic support, undergraduate mentors and specially designed study weeks (FOCUS weeks).

Eligibility:

Young people aged seven to 18 years old.

> Dadihiye Somali Development Organisation

1 Thorpe Close, W10 5XL

T: **020 8968 1039 / 020 8960 4133**

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

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

What is provided:

Advice, information and advocacy to disadvantaged Somali people and other BMEs, on issues such as housing, education, debt, health, social services, employment support, job applications, training, and volunteering.

Eligibility:

All Somali nationals and other local BME.

> Family Information Service

T: **020 7361 3302**
E: **fis@rbkc.gov.uk**
W: **www.rbkc.gov.uk/fis**

What is provided:

Free information and advice on all aspects of childcare and early years education of birth to 19 years old in Kensington and Chelsea. This includes pre-schools and playgroups, nurseries, holiday playschemes, breakfast clubs, childminders and out of school activities, childcare funding, activities for birth to 19 year olds and children's centres. Advice and information on childcare careers is also available.

Eligibility:

Residents of the borough.

> Family Mosaic

Albion House, 20 Queen Elizabeth Street, SE1 2RJ

T: **020 7089 1000**
W: **www.familymosaic.co.uk**

What is provided:

Debt and welfare benefits advice.

Eligibility:

Residents of Family Mosaic property and clients supported by Family Mosaic, aged 16 to 64 years.

> Health Trainer Service

Westway Development Trust, 1 Thorpe Close, W10 5XL

T: **020 89625720**
E: **info@westway.org**
W: **www.westway.org**

What is provided:

One-to-one sessions to help people make healthy lifestyle changes. Health trainers offer support with healthy eating, physical activity, mental and emotional well-being and stopping smoking. Sessions are confidential.

Eligibility:

Residents of Kensington and Chelsea aged 18 or over.

> 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.

Eligibility:

Residents 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 Ladbrooke 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

Advice Line: **020 7373 4005**

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 is available by arrangement.

Eligibility:

Those who live, work or study in the borough.

> 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 7272 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

Latymer Family Centre

154 Freston Road, W10 6TR

T: **020 8969 9327**

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: **infomchildrenscentre@rbkc.gov.uk**

St. Quintin Children's Centre
90 Highlever Road, W10 6PN
Tel: **020 8968 2580**

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 available for vulnerable young people aged 16 to 25. Also offers an After School Homework Club for local primary and secondary school students. There is The Walmer Road School, a small independent school for local people aged 14 to 16 who have become disengaged with mainstream education.

Eligibility:

Residents of Kensington and Chelsea aged up to 25.

Targeted Youth Support Service

Lancaster Youth Centre, 128a Lancaster Road, W11 1QS

T: **020 7598 4901**
E: **Connexionscentre@rbkc.gov.uk**
W: **www.centrallondonconnexions.org.uk**

What is provided:

Advice and support on careers, employment, benefits, housing, training, education, counselling, healthy living, drug and alcohol, sports related, life skills and sexual health.

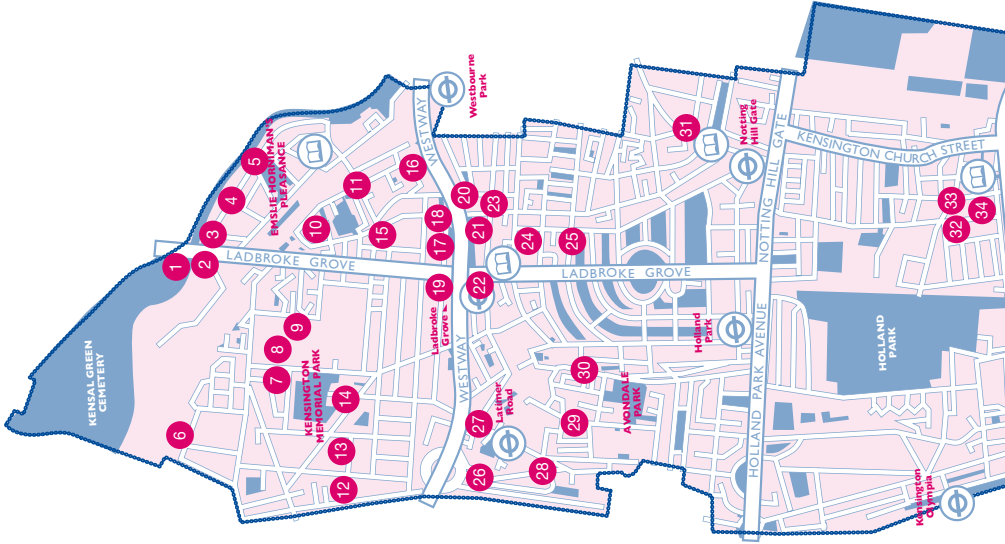
Eligibility:

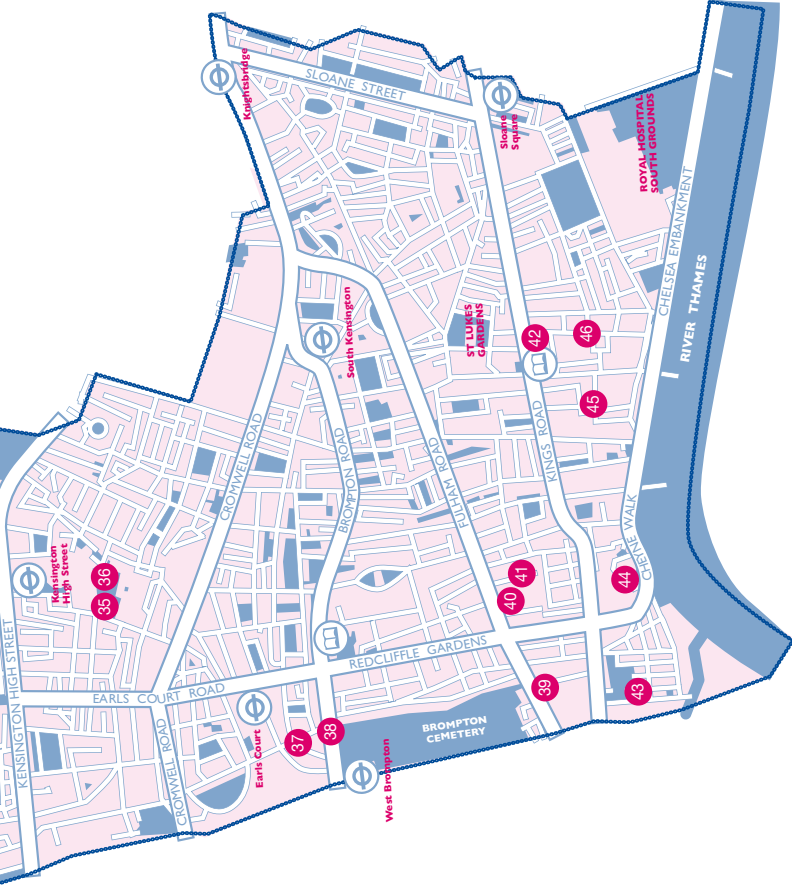
Young people aged 13 to 19 (up to 25 if they have a learning disability) who reside or go to school in Kensington and Chelsea.

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THE ROYAL BOROUGH OF
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