

**DIRECTORY OF TRAINING AND EMPLOYMENT SUPPORT TO WANDSWORTH RESIDENTS**  
**CONTACT LIST - 2010**

<b>LEAD</b> <b>Wandsworth Borough Council</b> <b>Economic Development Office</b> <b>Town Hall Extension</b> <b>Wandsworth High St</b> <b>LONDON SW18 2PU</b>	Mike Brook Economic Development Officer	<b>Tel: 020 8871 6202</b> <b>Fax: 020 8871 8200</b> <b>Email: <a href="mailto:mbrook@wandsworth.gov.uk">mbrook@wandsworth.gov.uk</a></b>	
Employment Policy and Voluntary Sector Policy Issues	Christopher Blyth Service Development Officer	<b>Tel: 020 8871 7810</b> <b>Email: <a href="mailto:cblyth@wandsworth.gov.uk">cblyth@wandsworth.gov.uk</a></b>	
Employment and Voluntary Sector Contract Issues	Joanne Finlayson Contract Compliance Officer	<b>Tel: 020 8871 7597</b> <b>Email: <a href="mailto:jfinlayson@wandsworth.gov.uk">jfinlayson@wandsworth.gov.uk</a></b>	
Regeneration and Employment Issues	Brian Albuquerque Programme Manager (Go Green Plus)	<b>Tel: 020 8871 6203</b> <b>Email: <a href="mailto:balbuquerque@wandsworth.gov.uk">balbuquerque@wandsworth.gov.uk</a></b>	
<b>WANDSWORTH BOROUGH COUNCIL CONTRACTORS (ECONOMIC DEVELOPMENT OFFICE)</b>			
<b>Provider Name</b>	<b>Contact details</b>	<b>Programmes</b>	<b>Occupational areas and service description</b>
<b>Wandsworth Voluntary Sector Development Agency</b>	170 Garratt Lane London SW18 4DA  Andrew Smith <b>Tel: 0208 875 2849</b> <b>Fax: 020 8871 3502</b> <b>Email: <a href="mailto:operations@wvsda.org.uk">operations@wvsda.org.uk</a></b> Website: <a href="http://www.wvsda.org.uk">www.wvsda.org.uk</a>	Volunteering brokerage and best practice support.  Voluntary sector information, support and development.  Please check our website for more information about training and learning opportunities.	Places volunteers in a wide range of volunteering opportunities.  Works with volunteer involving organisations to develop best practice volunteer opportunities and programmes.  Maintains list of community group and voluntary organisations in Wandsworth and support the development of these groups.

<p><b>Personal Best (Wandsworth)</b></p>	<p>Wandsworth Council Economic Development Office Town Hall Extension 1 Wandsworth High Street London SW18 2PU</p> <p>For Wandsworth contact: Andrea McDermott <b>Tel: 020 8871 7812</b> <b>M: 07825111 920</b></p> <p>For Croydon contact: Naomi Mensah-Bonsu <b>Tel: 020 8871 5885</b> <b>M: 07500 917 547</b></p> <p>For Merton contact: Wendy Martin <b>Tel: 020 8871 6181</b> <b>M: 0777 522 1609</b></p> <p>For Sutton contact: Caryl Davies <b>Tel: 020 8871 6449</b> <b>M: 07786 856 771</b></p>	<ul style="list-style-type: none"> <li>• Personal Best is an engagement and training programme that aims to help those with the most barriers to move closer to the labour market.</li> <li>• The programme consists of 90 hours of training and 30 hours of placement and includes the cost for travel and childcare.</li> <li>• If the learner completes the course they will get a guaranteed interview to become a London 2012 volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>• Must live in Wandsworth.</li> <li>• Must have fewer than 5 GCSEs grades A-C.</li> <li>• Must have Entry Level 2 or above in literacy skills.</li> <li>• Must be eligible for work in the U.K.</li> </ul> <p>120 hours guided learning.</p>
<p><b>Wandsworth Citizens Advice Bureau (WCABx)</b></p> <p>(Three centres in the Borough)</p>	<p>Battersea Bureau 125 Bolingbroke Grove London SW11 1DA</p> <p>Roehampton Bureau 166 Roehampton Lane London SW15 4HR</p> <p>Tooting Bureau 4th Floor, Bedford House 215 Balham High Rd London SW17 7BQ</p>	<p>Advice Service</p>	<p>Provides independent, impartial and confidential advice service for Wandsworth residents.</p>

	<p>Olufemi Oluleye  <b>Tel: 020 8682 3766</b>  <b>Fax: 020 8378 5892</b>  <b>Email: <a href="mailto:tooting.cab@virgin.net">tooting.cab@virgin.net</a></b></p>		
<p><b>One London Business Advice Service - Wandsworth</b></p>	<p>Unit 4, Hermes House  Arodene Road  London SW2 2JG</p> <p>Vivienne Scantlebury  <b>Tel: 020 8678 5450</b>  <b>Fax: 020 8674 5429</b>  <b>Email: <a href="mailto:vivienne.scantlebury@one-london.com">vivienne.scantlebury@one-london.com</a></b></p>	Business Advice	Provides business information and advice to start-ups and small businesses in Wandsworth
<p><b>Wandsworth Youth Enterprise Centre</b></p>	<p>Trident Business  89 Bickersteth Road  Tooting  London SW17 9SH</p> <p>Keren Miller  <b>Tel: 020 8516 7700 (Switchboard)</b>  <b>Fax: 020 8516 7711</b>  <b>Email: <a href="mailto:Keren@wyec.org.uk">Keren@wyec.org.uk</a></b></p>	Wandsworth Youth Enterprise Centre (WYEC) offers a full business start-up programmes for young entrepreneurs aged 14 to 30.	<p>Tailored enterprise incubation programme to help young people to explore the self employment option and, if appropriate, supporting them in setting up and developing their own businesses. Manages business space.</p> <p><b>Target Groups:</b> Young people aged 14-30.</p>
<p><b>Talent Recruitment</b></p>	<p>125 Lavender Hill  Battersea  London SW11</p> <p>Maria Lopez  <b>Tel: 07974 983 468</b></p>	Specific job brokerage support to help young Caribbean males aged 18-24 years find and sustain employment	<p>Participants on the project can expect:</p> <ul style="list-style-type: none"> <li>• One to one support from specialists</li> <li>• Help in overcoming barriers preventing access to training or work</li> <li>• Access to a wide range of current vacancies</li> <li>• Support with job search</li> </ul>
<p><b>Women Like Us</b>  Employment advice &amp; careers guidance for parents on low incomes and unemployed parents</p>	<p>Bickerton House  25 Bickerton Road  London N19 5JT</p> <p><b>Tel: 0207 633 4566</b>  <b>Text: Text 'parentsatwork' to</b>  <b>Email:</b></p>	Specifically for parents If you need a job that fits round your family, we can help with that too.	Women Like Us offers support to mums who are keen to return to work. Help with job applications, CV writing, interview skills, and building confidence is free (subject to eligibility). We can also help you find part-time work and sort out childcare and other problems getting in your way. If you're determined to find a job to fit

	<a href="mailto:parentsatwork@womenlikeus.org.uk">parentsatwork@womenlikeus.org.uk</a>		<p>around your family, register at our website (<a href="http://www.womenlikeus.org.uk">www.womenlikeus.org.uk</a>) or call 0207 633 4566 to find out if you're eligible for free support.</p> <p>We are also able to help dads who are in receipt of the following benefits – IS, IB, ESA, JSA, New Deal for Partners – or who are in households where the other adult claims one of these benefits.</p>
<b>Fredericks Foundation</b>	<p>Fredericks House 39 Guildford Road Lightwater Surrey GU18 5SA</p> <p>Elaine Rumsey <b>Tel: 01276 472 722 (Mon-Thurs)</b> <b>Email:</b> <a href="mailto:Elaine@fredericksfoundation.net">Elaine@fredericksfoundation.net</a></p>	<b>Business Ability</b> - The Fredericks Foundation works with health, social services, voluntary and private sector organisations to encourage those with mental health conditions to become self-employed.	<p>Business Ability is designed to encourage, support and advise all those with mental health conditions, and who have always dreamed of running their own business, to realise their dreams.</p> <p><b>Target Groups:</b> Those with mental health conditions.</p>
<b>Roehampton University</b>  <a href="http://www.roehampton.ac.uk/creativefutures/index.html">www.roehampton.ac.uk/creativefutures/index.html</a>	<p>Julie Powell <b>Tel:</b> 020 8392 3573 <b>Email:</b> <a href="mailto:j.powell@roehampton.ac.uk">j.powell@roehampton.ac.uk</a></p>	<p>Creative Futures @ Roehampton</p> <p>These short courses will be available for a limited period of 18 months.</p>	<p>Creative Futures @ Roehampton is a programme of free short courses and professional development training for people looking to enter, or currently working in, the creative industries. The Initiative has been launched in response to the current economic climate. The University is providing suites of courses in three areas:</p> <ul style="list-style-type: none"> <li>• Personal Development</li> <li>• Professional Skills Development</li> <li>• Technical Skills Development</li> </ul>
<b>The Help Desk Service</b> London Magistrates' Courts Support & Information Service (LMCSIS)	<p><b>Tel:</b> 020 7703 6259 <b>Fax:</b> 020 8437 3550 <b>Email:</b> <a href="mailto:phil.walker@hmcourts-service.gsi.gov.uk">phil.walker@hmcourts-service.gsi.gov.uk</a></p>	Work-life experiences	London Magistrates' Courts Support & Information Service (LMCSIS) provides work-life experiences for local people, particularly BME groups, lone parents, ex-offenders and long term unemployed in local magistrate's courts.

<p><b>The Job Shop</b></p>	<p>8 Brooks Court Kirtling St London SW8 5BP</p> <p>Contact: Gillian Fraser <b>Tel: 020 7800 5302</b> <b>Email:</b> <a href="mailto:gillian.fraser@jobcentreplus.gsi.gov.uk">gillian.fraser@jobcentreplus.gsi.gov.uk</a></p>	<p>Employment Support</p>	<p>The Job Shop aims is to match people's abilities and experience with the many employment opportunities arising out of the development in and around Nine Elms and where appropriate arrange relevant training and skills enhancement.</p>
<p><b>Careers Development Group</b></p> <p><a href="http://www.cdguk.org">www.cdguk.org</a></p>	<p>Carlton Plaza 111 Upper Richmond Road London SW15 2TJ</p> <p><b>Tel: 020 7811 3131 (Reception)</b></p>	<p>Basic Skills</p>	<p>CDG provide professional training and development for jobseekers; basic skills and qualifications; staffing solutions; voluntary work placements and recruitment services.</p>
<p><b>Pitman Training Hammersmith</b></p> <p><a href="http://www.pitmanhammersmith.com">www.pitmanhammersmith.com</a></p>	<p>Grove House 27 Hammersmith Grove Hammersmith London W6 ONE</p> <p>Tel: 020 8600 2460 Email: <a href="mailto:hammersmith@pitman-training.com">hammersmith@pitman-training.com</a></p>	<p>Executive PA Diploma Secretarial Diplomas Medical/Legal Secretarial Diplomas Business IT Diplomas Bookkeeping Diplomas</p>	<p>They provide a range of courses for all levels with flexible opening hours, ongoing start dates and 1:1 assistance.</p>

<p><b>IAPT Employment Services located in Wandsworth Psychological Therapies &amp; Wellbeing Service</b></p>	<p>Team Base:          Building 20, Entrance C,          1<sup>st</sup> Floor, Main Building          Springfield University Hospital          61 Glenburnie Road          London SW17 7DJ</p> <p>Tel: 020 8682 6264</p> <p>The service is provided in a range of community venues across Wandsworth.</p>	<p>Employment Support</p>	<p>Employment support and advice for people (aged 18 years and over) who are suffering from a common mental health condition (e.g. depression and anxiety) and their employers. Employment Specialists within primary care psychological services are tasked with key objectives to ensure that people who experience periods of sickness absence from work or those who are unemployed are offered specialists help to return to work.</p> <p>Employment Specialists provide clients and employers with information, advice, guidance and practical support to help working people remain in work and others gain work.</p>
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<b>WANDSWORTH BOROUGH COUNCIL (ADULT SOCIAL SERVICES)</b>			
<b>Provider Name</b>	<b>Contact details</b>	<b>Programmes</b>	<b>Occupational areas and service description</b>
<b>Camden Society Platform 1 Café</b>	Platform 1 Café 9-10 Bramlands Close London SW11 2NT  <b>Tel: 020 7228 2593</b>	Training	Wandsworth Council's Adult Social Services Department funds Platform 1 - a training café for people with learning disabilities. It offers on the job training in a commercial setting leading to NVQs.
<b>Generate</b>	73 Summerstown Tooting London SW17 OBQ  <b>Tel: 020 8879 6333</b> <b>Email: <a href="mailto:enquiries@generate-uk.org">enquiries@generate-uk.org</a></b>	Employment support project	This Council funded employment scheme provides training, advice, work placements and support to people with learning disabilities or physical disabilities who wish to achieve mainstream employment. Generate is also the Council's sub-contractor for Workstep until October 2010.
<b>Seagull Print</b>	667-669 Garratt Lane London SW17 OJP  <b>Tel: 020 8944 7396</b>	Work training and preparation scheme	Seagull Print is joint funded by NHS Wandsworth and the Council funded scheme which offers work opportunities for people with or recovering from mental illness in printing and related skills.
<b>Family Action – South East District Mental Health Resource Centre</b>	1 Bedford Hill Balham London SW12 9ET  <b>Tel: 020 8675 1765</b> <b>Fax: 020 8675 5462</b> <b>Email: <a href="mailto:bedfordhill@family-action.org.uk">bedfordhill@family-action.org.uk</a></b>	Education and Training Opportunities	Occasional courses for people with mental health issues.

<b>Family Action – North East District MHRC</b>	<p>Edward Wilson House 29 Prince of Wales Drive London SW11 4SH</p> <p><b>Tel: 020 7350 2231</b> <b>Fax: 020 7978 4737</b> <b>Email: <a href="mailto:Battersea@family-action.org.uk">Battersea@family-action.org.uk</a></b></p>	<p>Education and Training Opportunities</p>	<p>Occasional courses for people with mental health issues.</p>
<b>SHARE Community</b>	<p>64 Altenburg Gardens London, SW11 1JL</p> <p><b>Tel: 020 7924 2949/020 7801 9812</b> <b>Email: <a href="mailto:info@sharecommunity.org.uk">info@sharecommunity.org.uk</a></b></p> <p>Website: <a href="http://www.sharecommunity.org.uk">www.sharecommunity.org.uk</a></p> <p>Contact Pam Dale for spot purchase enquiries or Lulu Kyriacou for enquiries about Ability First.</p>	<p>Employment and training support</p>	<p>SHARE Community offers vocational training, education, personal development and employment guidance to disabled people (including those with learning difficulties or mental health issues) and people with long term health conditions. Subject areas include horticulture, ICT, basic skills, life skills, arts and crafts, wellbeing, food and hygiene, business administration. Local authorities and people with direct payments or IBs spot purchase places at SHARE. SHARE also has a contract with Wandsworth to run Ability First, a training and employment programme. This is for people with mental health issues or physical/sensory impairments. All courses are accredited and lead to nationally recognised qualifications.</p>

**WANDSWORTH BOROUGH COUNCIL'S CHILDREN'S SERVICES DEPARTMENT (LIFELONG LEARNING)**

Adult and Community Learning Providers

Provider Name	Contact details	Programmes	Occupational areas and service description
<p><b>Southfields Community College – Aspire Centre / City Learning Centre</b></p> <p><a href="http://www.wandsworthclc.org">www.wandsworthclc.org</a></p>	<p>337 Merton Road London SW18 5JU</p> <p><b>Community Learning Centre</b> (Adult &amp; Family Learning courses) T: 020 8870 6474</p> <p><b>Fitness &amp; Children Activities</b> Tel: 020 8875 2603 E: <a href="mailto:aspire@southfields.wandsworth.sch.uk">aspire@southfields.wandsworth.sch.uk</a> <a href="http://www.aspirecentre.com">www.aspirecentre.com</a></p> <p><b>Wandsworth City Learning Centre</b> T: 020 8875 1699 E: <a href="mailto:info@wandsworthclc.org">info@wandsworthclc.org</a> <a href="http://www.wandsworthclc.org">www.wandsworthclc.org</a></p>	<p>The ASPIRE centre is part of the Southfields Community College and incorporates the Adult and Community Learning Centre, the Wandsworth City Learning Centre and a large range of sport activities for adults and children.</p> <p>It includes a wide range of sports and leisure facilities.</p> <p>Need to find activities for your children? The Aspire Centre offers Multi-sport Activity Days, Fun Swim sessions, Pottery workshops, Art and Crafts workshops and 2-day Family Learning Courses, such as Family Digital Photography.</p>	<p>Our Adult and Community Learning programme is now extensive and includes a range of courses from art and design, pottery, textiles, cookery, languages, ESOL, First Aid and reflexology, to name but a few! We also run many ICT courses in our state of the art Learning Centre which has a 40 station teaching environment and 15 station cyber café with access to the internet, email and associated activities.</p> <p>Courses include Computer Basic Skills, Digital SLR Photography, Adobe Photoshop, PowerPoint, European Computer Driving Licence and Video-editing. Some courses are drop-ins while others lead to accreditation.</p> <p>Our sports and leisure courses include archery, karate, pilates, yoga, sailing, post-natal exercise and aqua aerobics as well as various climbing courses from children's climbing to instructor climbing. We also run a variety of children's courses from swimming and tennis to street dance and yoga.</p> <p>We also run many Family Learning courses, such as Family Baking, Family Pottery, Family French, Parent and Child Rock climbing, Computers don't byte...</p>

<p><b>Putney School of Art and Design</b></p> <p><a href="http://www.wandsworth.gov.uk/psad">www.wandsworth.gov.uk/psad</a></p>	<p>Oxford Road London SW15 2LQ</p> <p><b>Tel: 020 8788 9145</b> <b>Email:</b> <a href="mailto:putneyschoolartanddesign@wandsworth.gov.uk">putneyschoolartanddesign@wandsworth.gov.uk</a></p>	<p>Art and design</p> <p>In 2009 full refurbishment was completed. The facilities now include a brand new painting studio, improved access with lifts and a new staircase, and enhanced digital media facilities.</p>	<p>This dedicated art and design college offers specialist printmaking, digital art and ceramic studios plus an exceptional Victorian drawing and painting studio. Courses include life drawing and painting, book illustration, pottery, ceramic sculpture, etching, lithography, screenprinting, digital photography, web design, and digital art. There are also Family Learning courses and introductory courses for the complete beginner. A 2 year part time Diploma in Art and Design is offered for students seeking to progress further in their studies.</p>
<p><b>South Thames College</b></p> <p><a href="http://www.south-thames.ac.uk">www.south-thames.ac.uk</a></p>	<p><b>Main Campus:</b> Wandsworth Campus Wandsworth High Street London SW18 2PP</p> <p>Centres are Wandsworth, Putney, Tooting, Balham, Battersea and Roehampton.</p> <p><b>Tel: 020 8918 7777</b></p>	<p>Further Education College</p>	<p><b>Qualifications for adults</b> We offer a range of practical vocational training leading to industry standard qualifications that will help you return to study, improve your work prospects or change your career to a new and exciting direction. If you are unemployed, a vocational course may help you to upskill or retrain.</p> <p><b>Higher education (degree level)</b> Higher Education – HE – courses are for students aged 18 and over, and lead to a university-level qualification. South Thames College offers Foundation Degrees and higher Nationals, with links to local universities.</p>

			<p><b>Access to higher education</b> Thinking about changing career direction? Need a qualification to get a more fulfilling or better paid job? Thinking of university-level studies, but didn't get the right qualifications first time round? ACCESS to HE at South Thames College could be for you.</p> <p><b>Apprenticeships</b> If you want to get vital training and qualifications at the same time as having a paid job, one of our Apprenticeship programmes is what you need.</p>
<p><b>St Francis Xavier College</b> <a href="http://broadoak.sfx.ac.uk">http://broadoak.sfx.ac.uk</a></p>	<p>St Francis Xavier College Malwood Road London SW12 8EN</p> <p><b>Tel: 020 8772 6060</b> <b>Email: <a href="mailto:broadoak@sfx.ac.uk">broadoak@sfx.ac.uk</a></b></p>	Day and evening classes	Wide range of evening classes including languages, art, crafts and creative art, wine appreciation; special interest as well as sports and wellbeing including dance and gym facilities. Language conversation classes in the daytime.
<p><b>Roehampton University</b> <a href="http://www.roehampton.ac.uk">www.roehampton.ac.uk</a></p>	<p>Roehampton University Roehampton Lane London SW15 5PU</p> <p>Enquiries Office <b>Tel: 020 8392 3232</b> <b>Email: <a href="mailto:enquiries@roehampton.ac.uk">enquiries@roehampton.ac.uk</a></b></p>	University	Alongside our range of undergraduate and postgraduate courses, Roehampton offers short courses, certificates and diplomas in languages, arts and play therapies, counselling and back to teaching among others.
<p><b>Family Learning</b> <a href="http://www.wandsworthlifelonglearning.org.uk">www.wandsworthlifelonglearning.org.uk</a></p>	<p>Family Learning Co-ordinator <b>Tel: 020 8871 8490</b> <b>Email: <a href="mailto:bbates@wandsworth.gov.uk">bbates@wandsworth.gov.uk</a> or <a href="mailto:jarkwright@wandsworth.gov.uk">jarkwright@wandsworth.gov.uk</a></b></p>	Programmes take place in a number of schools, community groups, sporting venues, South Thames College and libraries.	Free programmes range from one-off workshops to longer courses involving mums/dads/carers and children aged 0-16 years. The focus is on literacy, numeracy and language.

<p><b>Share Community</b> <a href="http://www.sharecommunity.org.uk">www.sharecommunity.org.uk</a></p>	<p>64 Altenburg Gardens Clapham London SW11 1JL</p> <p>Fast Track Centre: 336 Brixton Road London SW9 7AA</p> <p><b>Tel: 020 7801 9812 (Clapham)</b> <b>Tel: 020 7326 5460 (Brixton)</b></p>	<p>Vocational training for disabled people</p>	<p>SHARE Community provides vocational training and educational opportunities for disabled people and those facing health-related barriers to employment. We provide training from pre-entry Level to NVQ Level 2 or equivalent in Information Technology, Business Administration, Horticulture, Basic Sills, and Life Skills.</p> <p>SHARE also offers confidential, structured and independent employment guidance, training and support.</p> <p>Optional activities are offered periodically such as yoga and healthy eating.</p>
<p><b>Wandsworth MENCAP</b> <a href="http://www.mencap.org.uk">www.mencap.org.uk</a></p>	<p>The Atheldene Centre 305 Garratt Lane London SW18 4EQ</p> <p><b>Tel: 020 8874 8178</b> <b>Email:</b> <a href="mailto:wandsworthresourceroom@hotmail.com">wandsworthresourceroom@hotmail.com</a></p>	<p>IT and Office Skills Open College Network accreditation offered</p>	<p>Courses include IT and office skills, and the internet, with Open College Network (OCN) accreditation offered. We provide information on other courses, employment, learning and health services.</p>
<p><b>Heathside Resource and Education Centre</b></p>	<p>Heathside Resource &amp; Education Centre 232 Roehampton Lane London SW15 4LE</p> <p><b>Tel: 020 8780 5920</b> <b>Email:</b> <a href="mailto:heathside@together-uk.org">heathside@together-uk.org</a></p>	<p>Basic IT</p>	<p>Courses include basic computer and internet, creative writing, arts and crafts and open music. There is an extensive programme of regular groups which include personal development, cookery, aromatherapy, relaxation, digital photography, out and about, swimming and gym.</p>

<p><b>Triangle Resource Centre</b> <a href="http://www.together-uk.org">www.together-uk.org</a></p>	<p>Unit 4, 1 Triangle House Broomhill Road Wandsworth London SW18 4HX</p> <p><b>Tel: 020 8874 6787</b> <b>Fax: 020 8877 9732</b> <b>E: <a href="mailto:pmhildenhouse@together-uk.org">pmhildenhouse@together-uk.org</a></b></p>	<p>Education and Training Opportunities</p>	<p>Occasional courses for people with mental health issues.</p>
<p><b>Sound Minds</b> <a href="http://www.soundminds.co.uk">www.soundminds.co.uk</a></p>	<p>20-22 York Road Battersea London SW11 3QA</p> <p><b>Tel: 020 7207 1786</b> <b>Email: <a href="mailto:staff@soundminds.co.uk">staff@soundminds.co.uk</a></b></p>	<p>Music and Art Training</p> <p>Sound Minds is a social enterprise that uses the arts to improve the lives of people experiencing mental health problems. For over 15 years the project has helped people to regain confidence, rebuild a social life, and resume a place in the wider community.</p>	<p>Professional referral only</p> <p>Sound Minds offers a timetable of arts activities and projects including music, drama, visual arts, DJing and film making. Accredited courses are taught at Level 2 through the Open College Network and can lead to sessional work in the performing arts. Professional referral only.</p>

<p><b>Skills for Life – Literacy, Numeracy and ESOL</b></p>	<p>Literacy and Numeracy courses are held during term time at: Professional Centre Franciscan Road Tooting London SW17 8HE</p> <p>ESOL courses are held at different community based venues across the borough.</p> <p>To book a place or for more information contact:</p> <p>Literacy and Numeracy Courses Jane Noulton <b>Tel: 020 8871 7649</b> <b>Email:</b> <a href="mailto:jnoulton@wandsworth.gov.uk">jnoulton@wandsworth.gov.uk</a></p> <p>ESOL Courses Audette Cummings <b>Tel: 020 8871 7639</b> <b>Email:</b> <a href="mailto:acummings@wandsworth.gov.uk">acummings@wandsworth.gov.uk</a></p>	<p>Literacy and Numeracy</p>	<p>Literacy and Numeracy courses are held during term time at the Professional Centre. The courses run for 10 weeks and can lead to a nationally recognised Entry Level 1-3, Level 1 or Level 2 qualification. The qualifications are equivalent to 5 GCSEs – Level 1 (D-G grade) and Level 2 (A*-C grade). Paper based tests are offered for ESOL learners at Entry Levels 1-3 and online tests at Level 1 and Level 2. ESOL tests are accredited by City &amp; Guilds.</p>
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<p><b>Online Test Centres</b></p>	<p>Wandsworth Council Professional Centre Franciscan Road Tooting SW17 8HE</p> <p>Also available at: Southfields Community College/City Learning Centre 337 Merton Road London SW18 5JU</p>	<p>Skills for Life Co-ordinator Jane Noulton - Literacy &amp; Numeracy <b>Tel: 020 8871 7649</b></p> <p>Skills for Life Co-ordinator Audette Cummings (ESOL) <b>Tel: 020 8871 7639</b></p> <p>Southfields Test Centre: To book a test contact The Aspire Centre <b>Tel: 020 8870 6474</b></p> <p>Wandsworth City Learning Centre <b>Tel: 020 8875 1699</b></p>	<p>Wandsworth Council's Adult and Community Learning have two online test centres for administering Level 1 or Level 2 exams, which are accredited by NOCN. These are tests that learners aged 19+ can take and gain an instant result. Learners can collect their certificate within 10 working days from the date of their exam.</p> <p>You can book in to undertake a Practice Tests, which will give you an indication of your ability to sit for a Level 1 or Level 2.</p>
<p><b>Train to Gain</b></p>	<p>For further information on what is available please contact:</p> <p>Ashley Redman Train to Gain Administrator T: 020 8871 8627 E: <a href="mailto:aredman@wandsworth.gov.uk">aredman@wandsworth.gov.uk</a></p>	<p>Train to Gain</p>	<p>Are you making the most of your potential?</p> <p>Make sure your skills are recognised by doing an NVQ or similar vocational qualification.</p> <p>Train to Gain funding is available for employed individuals without their first full level 2 or 3 qualification.</p> <p>If you feel concerned about your literacy, numeracy or language skills, don't worry you can get help with that too!</p>

<p><b>Apprenticeships</b></p>	<p>NVQ accreditation is undertaken in the workplace. Apprentices spend one day a fortnight at accredited training providers within the Council.</p> <p>Contact: Sue Williamson Development Officer (ESF &amp; Apprenticeships) T: 020 8871 8103 E: <a href="mailto:swilliamson@wandsworth.gov.uk">swilliamson@wandsworth.gov.uk</a></p>	<p>Apprenticeships</p>	<p>Opportunities to take up Apprenticeship training at whatever age – in the Council, schools and other local organisations.</p> <p>Apprenticeships offered in:</p> <ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Health and Social Care</li> <li>• ICT</li> <li>• Sport and Active Leisure</li> <li>• Customer Services</li> <li>• Supporting Teaching and Learning</li> <li>• Youth Work</li> <li>• Early Years – Foundation Stage</li> </ul>
<p><b>Balham Community Centre</b> <a href="http://www.balhamcommunitycentre.org">www.balhamcommunitycentre.org</a></p>	<p>91 Bedford Hill London SW12 9HE Tel: 020 8673 4350 – General enquiries and room bookings</p> <p>Tel: 020 8673 4422 – Counselling Service</p> <p>Tel: 020 8675 4800 – Schools Out Clubs</p>	<p>IT and ESOL courses</p> <p>Balham Community Centre is a registered charity, which has been working in support of families and family life for Wandsworth residents for over 30 years.</p>	<p>We provide wrap around care through our Schools Out Clubs (breakfast club, after school, holiday care). Schools Out clubs provide a range of activities enhancing the education of children through play, which includes themes such as: safety, black history, I.T., and healthy eating to name just a few. Adult training activities are also available, which include City &amp; Guilds accredited English for Speakers of Other Languages (ESOL) and computer courses.</p> <p>Our exceptional counselling project is also unique as the service is run exclusively with volunteers and managed by a project manager; we have at present 18 volunteer counsellors who see an average of 40 clients.</p>

<p><b>Battersea Chapel</b>  <a href="http://www.batterseachapel.org.uk">www.batterseachapel.org.uk</a></p>	<p>Battersea Chapel  Wye Street  Battersea  London SW11 2SR</p> <p>Tel: 020 7228 0141  Email:  <a href="mailto:pastor@batterseachapel.org.uk">pastor@batterseachapel.org.uk</a></p>	<p>IT Courses</p> <p>This community church offers Adult Education Courses.</p>	<p>OCN Accredited IT Courses from basic to advance in Word-Processing, Spreadsheets, Creating Web Pages, PowerPoint, Digital Photography, Numeracy and Literacy. Practical courses are provided in Hair Braiding and Health and Beauty. Gain skills for work through our Business Studies and Customer Services courses. Additionally we offer a range of Family Learning courses throughout the year.</p>
<p><b>Wandsworth Libraries</b>  Email:  <a href="mailto:libraries@wandsworth.gov.uk">libraries@wandsworth.gov.uk</a></p>	<p>The two libraries below can give more detailed advice on which course is best for you.</p> <p><b>On Skills for Life courses:</b>  Roehampton Library and Learning Centre  2 Danebury Avenue  London SW15 4HD  <b>Tel: 020 8871 7642</b></p> <p><b>On computer courses:</b>  York Gardens Library  34 Lavender Road  London SW11 2UG  <b>Tel: 020 8871 7471</b></p> <p>For more information email:  <a href="mailto:libraries@wandsworth.gov.uk">libraries@wandsworth.gov.uk</a> or  phone 020 8871 6369 for the address of your local library, one of the 11 public libraries in Wandsworth.</p>	<p>Classes and support for anyone</p>	<p>Classes and support to improve your English, Maths and job skills at Roehampton Library and Learning Centre, which is a City &amp; Guilds test centre for qualifications in literacy, numeracy and ESOL for adult beginners up to Level 2 (equivalent to GCSE).</p> <p>All libraries provide computer courses for absolute beginners. York Gardens Library provides more advanced computer courses, including the UK online User Journey and Myguide courses and modules for the European Computer Driving Licence.</p> <p>Prepare for the Life in the UK test by joining a citizenship course at Roehampton Library or through self-study using the Life in Great Britain software at your local Wandsworth library.</p>

<p><b>Prospects</b></p> <p><a href="http://www.prospects.co.uk">www.prospects.co.uk</a></p>	<p>Ground Floor 15-17 Falcon Road Battersea London SW11 2PJ <b>Tel: 020 7326 8700</b></p>	<p>Careers and Education Information, Advice and guidance to Adults in Wandsworth.</p> <p>Prospects are part of the London Nextstep network, providing free careers and education information, advice and guidance to adults in Wandsworth. Advisers can help you find out about a wide range of learning opportunities, both local and London-wide, develop a new interest, extend your knowledge and build your skills.</p>	<p>We offer:</p> <ul style="list-style-type: none"> <li>➤ Help with developing your career, achieving goals and raising aspirations</li> <li>➤ Information on courses and training opportunities</li> <li>➤ Sources of job information and job search help</li> <li>➤ Help with preparing your CV</li> <li>➤ Help with job application forms</li> <li>➤ Improving your interview skills</li> <li>➤ Identifying sources of funding</li> <li>➤ Basic Skills Assessment in partnership with JobCentre Plus.</li> </ul> <p>Prospects also provide general facilities including internet access for job searching and a comprehensive library.</p>
<p><b>Servite Houses</b></p>	<p>Classes are held in: John Morris House 164 St John's Hill Battersea SW11 1SW</p> <p>Please contact the Resident Involvement and Community Engagement Officer <b>Tel: 020 8333 6000</b> Email: <a href="mailto:community@servitehouses.org.uk">community@servitehouses.org.uk</a></p>	<p>Information, Advice and Guidance</p> <p>Servite Houses is the largest Registered Social Landlord in Wandsworth.</p>	<p>Servite provides accredited (NOCN) and non-accredited training in subjects such as IT, Digital Photography, Nutrition and Cookery and Garment Construction to residents living in social housing in the Wandsworth area. We also run Family Learning activities, a volunteering to work programme and offer IAG (Information, Advice and Guidance) and information on financial inclusion and money management.</p>
<p><b>Life in London</b></p> <p><a href="http://www.lifeinlondon.org.uk">www.lifeinlondon.org.uk</a></p>	<p>Courses are held at various times and locations across the borough.</p> <p>Contact the Big Lottery Co-ordinator on: <b>Tel: 020 8871 8489</b> Email: <a href="mailto:splumb@wandsworth.gov.uk">splumb@wandsworth.gov.uk</a></p>	<p>Big Lottery Family Learning Digital Media and Social Enterprise project</p>	<p>A variety of family learning courses are available, in Digital Photography, Film Making, Media, Music Production, Radio Production and Social Enterprise.</p>

<p><b>Fit for Life Programme</b></p> <p><a href="http://www.wandsworth.gov.uk/fit4life">www.wandsworth.gov.uk/fit4life</a></p>	<p>Courses take place in a number of venues across the Wandsworth borough including local community centres, sports facilities and local schools.</p> <p>Active Lifestyles Team  <b>Tel: 020 8871 6373</b>  Email: <a href="mailto:fit4life@wandsworth.gov.uk">fit4life@wandsworth.gov.uk</a></p>	<p>Leisure and Sport</p>	<p>Wandsworth Leisure &amp; Sport Services are now providing a new Fit 4 Life programme which provides all those 45 years and over the opportunity to participate in a variety of sporting and physical activity courses. We will now be offering introductory courses in:</p> <ul style="list-style-type: none"> <li>▪ Athletics</li> <li>▪ Tennis</li> <li>▪ Rowing</li> <li>▪ Bowls</li> <li>▪ Ballroom dance</li> <li>▪ Latin American dance</li> <li>▪ Swimming lessons</li> <li>▪ Lane Swimming</li> </ul> <p>Courses available will depend on term times and are suitable to all those who are looking for a new activity to try or who want to get back into a sport they used to play.</p>
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**JOBCENTRE PLUS  
LAMBETH, SOUTHWARK AND WANDSWORTH  
Non-Contracted Provision**

Website: [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

If you are over 18, out of work, and seeking Job Seekers Allowance you should contact your local job centre. Young people under 18 will need to be registered with Connexions to get some of the benefits available. There is also a special professional team of Disability Employment Advisors who can help with a wide range of aspects of employment and training for those with disabilities. They are also able to provide employment equipment (this could include ramps, short rise lifts, stairlifts, hoists equipment for personal care etc.) on long-term loan.

As part of the Newly Unemployed Offer, Jobcentre Plus provides one day Job search seminars delivered by various Recruitment Agencies. This service is aimed at newly unemployed customers who have recently left a professional/executive occupation and are ready for work but lack the recent experience of current jobsearch channels to enable them to get back into work as quickly as possible. For details contact your local Jobcentre Plus.

Contact: Wandsworth Jobcentre Plus, Arndale House, Arndale Walk, Wandsworth, SW18 4BX.

Tel: 020 8686 8000.

Provider Details	Borough Covered	Details of Provision	Eligibility Criteria	Duration of Provision
<b>Adult and Community Learning</b> Professional Centre Franciscan Road London SW17 8HE  <b>Tel: 020 8871 7639</b> <b>Tim Brunt</b>	LSW District wide	<ul style="list-style-type: none"> <li>• Active Job Search.</li> <li>• CV Writing.</li> <li>• Interview Preparation and Techniques.</li> <li>• Completing application forms.</li> </ul>	Must be 25 and over, unemployed.	3 days a week Monday to Wednesday 9 to 5
<b>Creative Minds – Learning</b> Matrix Studios 91A Peterborough Road London SW6 3BU  <b>Tel: 0771 766 5639</b> <b>Tony Edge</b>	LSW District wide	<ul style="list-style-type: none"> <li>• Adult numeracy &amp; literacy cert. (GCSE equivalent).</li> <li>• NVQ Level 2 customer care.</li> <li>• IT skills up to ECDL level and the ITQ level two NVQ.</li> </ul>	Entry level requirements: EU or 3 years residency in UK for English/Maths. Fewer than 5 GCSE's A-C for Customer Care NVQ. Adviser	9AM-4PM 5 days
<b>Fifty Plus Link</b> Elephant Jobs Aylesbury Learning Centre Wendover Block, Thurlow Street London SE17 2UU	LSW District wide	<ul style="list-style-type: none"> <li>• To assist with Self-Employment, Employment Training or Volunteering.</li> </ul>	Eligibility is 50	As required by the customer

<b>Tel: 020 7701 4141</b> <b>Tola Sula</b>				
<b>Horizon Training</b> 56 Tooting High Street London SW17 0RN  <b>Tel: 020 8672 4445</b> <b>Mr Hale – Advisor</b>	LSW District wide	<ul style="list-style-type: none"> <li>• ESOL course, entry levels 1, 2 and 3.</li> </ul>	Open to All	As required by the customer
<b>Internet Exchange</b> Shepherds Bush Library 114 1 Power Rd Chiswick W4 5PY  <b>Tel: 020 8742 4000</b> <b>Jinga Patel</b>	<ul style="list-style-type: none"> <li>▪ Battersea</li> <li>▪ Streatham</li> <li>▪ Brixton</li> <li>▪ Putney</li> </ul>	<ul style="list-style-type: none"> <li>• Options are:</li> <li>• National Cert in Literacy / Numeracy, Skills for Life.</li> <li>• Various IT.</li> <li>• Personal development ECDL/CLAIT.</li> </ul>	Open to All	As required by the customer
<b>Morley College</b> 61 Westminster Bridge Road London SE1 7HT  <b>Tel: 020 7450 1929</b> <b>Tamara Maubecq</b>	LSW District wide	<ul style="list-style-type: none"> <li>• Literacy and numeracy courses for customers at level 2.</li> <li>• Plus advice and guidance to find a suitable workshop or training course at the college.</li> </ul>	Assessment by provider	3 hours per week as required
<b>Nacro – Lambeth</b> Unit 16 The Windsor Centre Windsor Grove West Norwood London SE27 9NT  <b>Tel: 020 8761 6242</b> <b>Nikesh Patel</b>	LSW District wide	The net navigator bus will be able to go out into local communities' and offer <ul style="list-style-type: none"> <li>• CV writing,</li> <li>• Interview techniques,</li> <li>• Free access to Internet.</li> </ul>	Eligibility: 16-24 years old not in education, employment or any training.	9.30 - 4PM Mon to Friday as required by customer
<b>Peabody Trust</b> Westminster Bridge Rd London SE1 7JB	LSW District wide	<ul style="list-style-type: none"> <li>• Literacy and numeracy Entry 3, Level 1 &amp; 2 qualifications, Learndirect</li> <li>• CV writing, Interview skills</li> <li>• Job search</li> </ul>	Resident in the UK for the last three years or have the right to work in the UK.	As required

<b>Tel: 020 7021 4000</b>				
<b>Pecan</b> 73 County Street London SE1 4AD  <b>Tel: 020 7940 8250</b> <b>Benjamin Taiwo</b>	LSW District wide	<ul style="list-style-type: none"> <li>Guidance given whilst in Prison and a through the gate approach taken with customers attending a weeks pre employment event prior to voluntary Work plus intensive job search.</li> </ul>	Programme for ex-offenders within 1 year of release from prison.	As required by customer
<b>Phoenix Project Estate Skills Partnership</b> 10 – 16 Acre Lane London SW2 5SG  <b>Tel: 020 7926 0379</b> <b>Lorna Burley</b>	LSW District wide	<p>Project provides free. ESOL &amp; computer classes.</p> <ul style="list-style-type: none"> <li>Employment development training,</li> <li>Interview preparation &amp; access to a variety of job vacancies for refugees.</li> </ul>	Unemployed refugees with relevant paperwork allowing them to work in the UK	As required by customer
<b>Prince's Trust</b> International Student House 18 Park Square East NW1 4LH  <b>Tel: 020 7543 1234</b> <b>Chloe Halpan</b>	LSW District wide	<p>Some 8 different versions are available. The courses cover:</p> <p>Marketing, branding, business planning, market research, finances, legal issues, design and production.</p>	Aged 18-30, unemployed offenders and ex-offenders.	3 days a week over 4 weeks
<b>Prospects</b> 27-29 Brandon Street Elephant and Castle Heygate Estate London SE17 1NA  <b>Tel: 020 7358 4160</b> <b>Pauline Gibbs</b>	LSW District wide	<ul style="list-style-type: none"> <li>Information &amp; Advice on education, training and job opportunities.</li> <li>CV workshops</li> <li>Advice on filling in application forms and preparing for job interviews</li> <li>IT career planning programmes</li> </ul>	Open to All	As required by customer
<b>Prospects Services</b> 27-29 Brandon Street Elephant and Castle Heygate Estate	LSW District wide	<ul style="list-style-type: none"> <li>One to One advice and support, job search facilities available, basic IT training offered,</li> <li>Pre employment workshops covering</li> </ul>	<ul style="list-style-type: none"> <li>Eligibility: 50+,</li> <li>claiming job seekers allowance,</li> <li>incapacity benefit,</li> </ul>	16 weeks

<p>London SE17 1NA</p> <p><b>Tel: 020 7358 4160</b></p> <p><b>Pauline Gibbs</b></p>		<ul style="list-style-type: none"> <li>• Free ESOL and Basic Skills classes up to Entry Level 3. Clothing allowance available if required to those attending interviews.</li> </ul>	<ul style="list-style-type: none"> <li>• income support</li> <li>• Recently made redundant (no benefit at all).</li> </ul>	
<p><b>SAS Law School</b></p> <p>Albany House Suite 404 324 – 326 regent Street London W1B 3HH</p> <p><b>Tel: 0845 299 7174</b></p> <p><b>John Carter</b></p>	<p>LSW District wide</p>	<ul style="list-style-type: none"> <li>• Law and Legal skills training through field class held at the High Court London and through home study assignments.</li> <li>• The training will equip participants to be able to seek work as Outdoor clerks &amp; Legal assistants with solicitors and law firms.</li> </ul>	<ul style="list-style-type: none"> <li>• Good eyesight.</li> <li>• Fluent English speaking essential.</li> </ul>	
<p><b>Somali Project</b></p> <p>14 Gleneagle Road London SW16 6AB</p> <p><b>Tel: 020 8677 7979</b></p> <p><b>Mr Abdul Ahmad</b></p>	<p>LSW District wide But see eligibility criteria</p>	<ul style="list-style-type: none"> <li>• Services provided are;</li> <li>• ESOL and IT courses.</li> <li>• Job search support.</li> <li>• Possible work experience placements through close links with Employers.</li> </ul>	<ul style="list-style-type: none"> <li>• Project for unemployed Somali refugees and asylum seekers.</li> </ul>	<p>As required by the customer</p>
<p><b>South Thames College</b></p> <p>Wandsworth High Street London SW18 2PP</p> <p><b>Tel: 020 8918 7279</b></p> <p><b>Simon Fuller</b></p>	<p>LSW District wide</p>	<ul style="list-style-type: none"> <li>• English and Maths classes from entry level to level two.</li> <li>• Courses range form 2.5 hours per week up to 13.5 hours per week and last for one year.</li> <li>• Courses run at centres in Wandsworth, Tooting, Roehampton and Battersea.</li> </ul>	<p>Open to All+</p>	<p>As required by customer</p>
<p><b>Southwark College</b></p> <p>The Cut London SE1 8LE</p> <p><b>Tel: 020 7815 1600</b></p>	<p>LSW District wide</p>	<p>A 12 wk job ready programme for people who want to work in health &amp; social care. Includes,</p> <ul style="list-style-type: none"> <li>• working in the NHS,</li> <li>• Presentation &amp; interview skills.</li> <li>• ESOL, maths, medical English.</li> <li>• CV, a/form &amp; letter writing plus.</li> </ul>	<ul style="list-style-type: none"> <li>• Course is only for refugees or asylum seekers with permission to work.</li> <li>• Age 19+ &amp; have a minimum of ESOL level 2.</li> </ul>	<p>Must commit to 10 hours per week for 12 weeks.</p>

<b>Spirit Arts Academy</b> 61 Lilford Road London SE5 9HY  <b>Tel: 0793 064 0407</b> <b>Jennifer James</b>	LSW District wide	IAG for Wandsworth and Lambeth customers.	<ul style="list-style-type: none"> <li>Lambeth and Wandsworth customers only</li> </ul>	As required
<b>St Giles Trust</b> 64-68 Camberwell church Street Camberwell London SE5 8JB  <b>Tel: 020 7703 7000</b> <b>John Ward</b>	LSW District wide	<ul style="list-style-type: none"> <li>6 month NVQ Customer Service Level 2 course.</li> <li>incorporating a 12 week training programme (1 day a week)</li> <li>A minimum of two days a week in work placement.</li> </ul>	<ul style="list-style-type: none"> <li>Eligibility: 16-24 year olds, unemployed,</li> <li>Willing to commit to six month work placement and training programme.</li> </ul>	6 months
<b>Threshold</b> 5 the Pavement London SW4 0HY  <b>Tel: 020 7498 2775</b> <b>Terry Smith</b>	LSW District wide	Offer 3 options; <ul style="list-style-type: none"> <li>Job search &amp; short course</li> <li>Business start up</li> <li>OCR Adult Literacy</li> <li>Help to update skills &amp; allow effective job search. Training in: Word Processing - help with CV prep, application letters.</li> <li>IT - how to use internet effectively, web based job search &amp; job applications.</li> </ul>	Open to all	As required
<b>Training for Life</b> 69- 71 Palfrey Place London SW8 1AR  <b>Tel: 020 7450 6169</b>	LSW District wide	<ul style="list-style-type: none"> <li>Sports programme for homeless people, hostel residents and people leaving care or recently re-settled.</li> <li>Sports programme runs as a daily workshop.</li> <li>It covers health, fitness, &amp; nutrition, use of gym. IT units for ECDL</li> </ul>	For unemployed customers with a history of homelessness living in Lambeth, Southwark or Wandsworth, aged 18-24	12 weeks
<b>Urban Voice</b> Unit 6 Culvert House Culvert Road	LSW District wide	<ul style="list-style-type: none"> <li>Music Plus gives a chance for 'virtual' employment.</li> <li>A chance to be creative for free,</li> </ul>	<ul style="list-style-type: none"> <li>For anyone 16 and over looking for employment in the music industry.</li> </ul>	14 weeks 15 hours per week

<p>London SW11 5DH</p> <p><b>Tel: 020 7720 7944</b> <b>Lorraine Hall</b></p>		<ul style="list-style-type: none"> <li>• To gain qualifications and to take part in a music showcase.</li> <li>• Over the course of 14wks there is the chance to learn about the music industry, improve basic skills, meet music industry professionals and try out talents at a music showcase performance.</li> <li>• The aim is for a Level 2 qualification if the course is completed.</li> </ul>		
<p><b>Wandsworth Youth Enterprise Centre</b> Trident Business Centre 89 Bickersteth Road Tooting London SW17 9SH</p> <p><b>Tel: 020 8516 7700</b> <b>Keren Miller</b></p>	<p>LSW District wide</p>	<p>All services provided free of charge.</p> <ul style="list-style-type: none"> <li>• Business counselling.</li> <li>• Business training in marketing, Communications and Finance.</li> <li>• Subsidised small business workspaces.</li> <li>• Working with disadvantaged, disabled &amp; ex-offenders.</li> <li>• 2 years free support after business start up.</li> </ul>	<p>Client age range 17 - 30.</p>	<p>As required</p>
<p><b>Working Links</b> 146 St James Road London SE1 5BW</p> <p><b>Tel: 0796 680 1212</b> <b>Siobhan Scantlebury</b></p>	<p>LSW District wide</p>	<ul style="list-style-type: none"> <li>• Offer pre-employment training and employer route-ways with guaranteed interviews.</li> <li>• Courses are between 3-8 days.</li> <li>• We support with travel expenses, childcare, clothing for work / interview and more.</li> </ul>	<ul style="list-style-type: none"> <li>• Learners must be; 19+, unemployed</li> <li>• not on or about to start any main stream JCP provision e.g. EZ, ND etc, skills level 1 or 2, live in LSW district,</li> <li>• resident in UK for 3 yrs.</li> </ul>	<p>3 to 10 days</p>

<p><b>Adult and Community Learning</b> Professional Centre Franciscan Road London SW17 8HE</p> <p><b>Tel: 020 8871 7639</b> <b>Tim Brunt</b></p>	Wandsworth	<ul style="list-style-type: none"> <li>• Provide free Skills for Life ESOL Training and Job Search. ESOL, Literacy, Numeracy and Customer Service (HAB).</li> <li>• Help with: Job Search Skills, CV Writing, Interview preparation and techniques, Completing Job application forms is also available.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be 25.</li> <li>• An Initial Assessment will be carried out at registration.</li> </ul>	As required
<p><b>Exchange Group</b> 1<sup>st</sup> Floor Battersea Library 265 Lavender Hill London SW11 1JB</p> <p><b>Leon Castello</b></p>	Wandsworth	<ul style="list-style-type: none"> <li>• Information and advice sessions</li> <li>• SFL courses up to Level 2 that is equivalent to GCSE grade A-C (via learndirect)</li> <li>• IT courses with CLAIT and ECDL qualifications (via learndirect)</li> <li>• Job search sessions including CV building and interview techniques.</li> </ul>	<ul style="list-style-type: none"> <li>• 19 years old or over, resident in the UK/EU for 3 years or more,</li> <li>• Not studying similar course elsewhere and being funded for it.</li> </ul>	As required
<p><b>Next Education</b> 26a Upper Tooting Road London SW17 7PG</p> <p><b>Ivone Pereira Filho</b></p>	Wandsworth	<ul style="list-style-type: none"> <li>• Next education is licensed to offer LearnDirect courses and is regulated by South Thames College quality standards of further education.</li> <li>• Online and Offline courses cover:</li> <li>• Basic to Advanced IT courses (Excel, Word, and Powerpoint etc.)</li> <li>• Business &amp; Management</li> <li>• Skills for Life (Literacy &amp; Numeracy)</li> <li>• ELLIS (English Language Learning Instruction System) for beginners who have a very basic understanding of the English language</li> <li>• ECDL - European Computer Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Open to Wandsworth Customers only</li> </ul>	As required



	employer. Customers in unpaid internships will be supported by a training Allowance and training premium		
<b>Nord Anglia Education Partnership Ltd Head Office Third Avenue Centrum One Hundred DE14 2 WD</b>	<b>Part of the Backing Young Britain Offer.</b>  <b>Mentoring</b> <b>- Personalised mentoring</b>	<ul style="list-style-type: none"> <li>• JSA for 18-24yr 6 months in receipt of JSA</li> </ul>	1 Hour every 4 weeks
<b>Sarina Russo Job Access GB PTY Ltd Head Office 4<sup>th</sup> Floor Coventry Point Market Way CV1 1EA</b>	<b>Part of the Backing Young Britain Offer.</b> <b>Community Task Force</b> 25 hours of work placement within the community and 5 hours a week of job search.	<ul style="list-style-type: none"> <li>• JSA for 18-24yr 6 months in receipt of JSA</li> </ul>	Up to 26 weeks
<b>Via Internet Graduate Talent Pool</b>	<b>Part of the Backing Young Britain Offer.</b> <b>Graduate Internship</b>  Graduate Internships are available from 25/1/10 on a voluntary basis and are designed to provide graduates with experience of the workplace via the Graduate Talent Pool. Employers will place internships on the Graduate Talent Pool Website and graduates will be able to search for ones relevant to their skills.  <b>Link to Graduate Talent Pool Website:</b> <a href="http://graduatetalentpool.direct.gov.uk/cms/ShowPage/Home_page/plecaaeq">http://graduatetalentpool.direct.gov.uk/cms/ShowPage/Home_page/plecaaeq</a>	Available to all <u>2009 Graduates</u> claiming JSA from 26 weeks until referral to FND Stage 4.	Up to 13 weeks
<b>Lambeth, Southwark and Wandsworth JCP Offices</b>	<b>Part of the Backing Young Britain Offer</b> <b>Future Job Fund</b> <b>Real Job opportunities</b>	<ul style="list-style-type: none"> <li>• JSA for 18-24yr in receipt of JSA between weeks 39 and 50.</li> </ul>	At least for 26 weeks.
<b>Lambeth, Southwark and Wandsworth JCP Offices</b>	<b>Newly Unemployed Offer:</b>  <b>Group Jobsearch Session-</b> The purpose of the GJS is to	Open to all JSA customers within 10 days of their New Claims	1 hour

	<p>deliver a session giving information to non-professional customers about modern jobsearch techniques/tools; advice on sources of information; and signposting to further on-line support.  <b>Delivered by JCP Advisers.</b></p> <p><b>1 day provider led professionals – delivered by various Recruitment Agencies</b></p> <p>This service is aimed at newly unemployed customers who have recently left a professional/executive occupation and are ready for work but lack the recent experience of current jobsearch channels to enable them to get back into work as quickly as possible.</p>	<p>Open to all JSA customers within first 13 weeks of their claim</p>	<p>Variable</p>
<p><b>Action 4 Employment (A4E)</b>  Suite 5-9 2<sup>nd</sup> Floor Apex Court  Woodger Road  Shepherds Bush  London W12 8NW</p> <p><b>Contact: Janine Loft</b>  <b>Tel: 020 7820 3084</b></p>	<p><b>Jobcentre Plus Support Contract</b>  The various support available within the provision is as follows:-</p> <ul style="list-style-type: none"> <li>• Developing positive attitude to work – 1 day</li> <li>• Identifying transferable skills, goal setting – 3 hours</li> <li>• Assistance with CV, Application Forms/preparing for interviews – up to 12 hours</li> <li>• Developing IT skills, managing money, telephone techniques – up to 12 days</li> <li>• Access to resources such as e-mail, phones, stationery, coaching support and advice on job search – up to 6 weeks</li> </ul> <p>In addition, Lone Parents, Partners and Carers will be able to access the following Modules:-</p> <ul style="list-style-type: none"> <li>• Vocational Training for up to 52 weeks to help customers acquire and / or up-date work related skills to enable them to return effectively to the labour market.</li> <li>• Launch Pad is a short programme designed to encourage Lone Parents, Partners and Carers who are furthest away from the labour market to engage with</li> </ul>	<p>The JCP Support Contract is primarily aimed at all JSA customers but open to Carers, Lone Parents and Partners on other benefits with moderate support needs to become active in effective job search.</p>	<p>This is a modular programme and therefore customers will only attend for modules that will support them into work.</p>

	<p>Jobcentre Plus.</p> <ul style="list-style-type: none"> <li>Keeping the Job will provide Pre and Post employment support designed to improve levels of employability and to sustain employment.</li> </ul>		
<b>Lambeth, Southwark and Wandsworth JCP Offices</b>	<p><b>Part of the 6 Month Offer Recruitment Subsidy</b></p> <p>This will allow customers to self market themselves to Employers and the Employer will receive a £1000 subsidy to encourage them to strengthen their workforce. In addition, eligible employers in England who receive the subsidy will also have access to in-work training support typically worth £1500 for their new recruits via Train to Gain.</p> <p>To qualify for the subsidy jobs must be for a minimum of 16 hours per week and be intended to last for at least 6 months.</p>	All JSA customers in receipt of JSA for 6 months+	At least up to 26 weeks.
<b>South Thames College 263-265 Battersea Park Road SW11 4NE</b>	<p><b>Part of the 6 Month Offer Work Focussed Training</b></p> <p>Pre-employment Training in various Sectors. Will also include telephone customer service, interviewing skills and job searching.</p>	All JSA customers in receipt of JSA for 6 months+	2 weeks Full time
<b>British Trust Conservation Volunteering 727 Old Kent Road SE15 1JL</b>	<p><b>Part of the 6 Month Offer Volunteering</b></p> <p>Provide opportunity to develop and maintain useful skills for work and keep them in touch with labour market.</p>	All JSA customers in receipt of JSA for 6 months+	Variable
<b>Business Link 6-7 New Bridge Street London EC4 V6AB</b>	<p><b>Part of the 6 Month Offer Self Employment Advice</b></p> <p>Advice for customers' wishing to start their own business.</p>	All JSA customers in receipt of JSA for 6 months+	Variable
<b>Lambeth College 56 Brixton Hill SW2 1QS</b>	<p><b>Part of Young Persons Guarantee/ 6 month offer Routes into Work</b></p> <p>Covers sectors such as hospitality, Retail and Security. Offers employability skills specific to the sector as well as communication and interpersonal skills, Employee roles and responsibility and conflict management.</p>	All JSA customers in receipt of JSA for 6 months+	Up to 5 weeks.

<p><b>In-Training</b> MLS Business Centre, Argyll House, 1A All Saints Passage, Wandsworth SW18 1EP <b>(Wandsworth customers)</b></p> <p><b>Brian Watts Contract Manager</b> <b>Tel: 0800 6338 476</b></p>	<p><b>Employability Skills Programme (ESP)</b> For customers where potential literacy, numeracy or language need has been identified.</p> <ul style="list-style-type: none"> <li>Help with job search, job applications, interviews and work placements. Customers will be working towards the ASDAN Employability award.</li> </ul>	<p>From age 18+ from day one, excluding mandatory ND</p>	<p>15 weeks + 15 week extension.</p>
<p><b>TBG</b> 13-14 Ellerslie Square Lyham Road London SW2 5DZ</p> <p><b>Obinna Igboebisi</b> <b>Tel: 20272744106</b> <b>EXTN:268</b></p>	<p><b>Employability Skills Programme (ESP)</b></p> <ul style="list-style-type: none"> <li>Help with job search, job applications, interviews and work placements. Customers will be working towards the ASDAN Employability award.</li> </ul>	<p>18+ claiming working age benefit excluding mandatory ND</p>	<p>15 weeks + 15 week extension.</p>
<p><b>Metropole College</b></p>	<p><b>Employability Skills Programme (ESP)</b></p> <ul style="list-style-type: none"> <li>Help with job search, job applications, interviews and work placements. Customers will be working towards the ASDAN Employability award.</li> </ul>	<p>18+ claiming working age benefit</p>	<p>15 weeks + 15 week extension.</p>
<p><b>Eco-Actif</b> Room 108 Canterbury court 1-3 Brixton road SW9 6DE Tel: 020 3176 095</p> <p><b>Adeola Soyeye</b> - Project Worker</p>	<p><b>Progress to Work</b> CV Preparation Structured Job Search Support and Advice Disclosure advice Arranging training and further education Career Advice Signposting service</p>	<p>Help for customers with a history of alcohol and drugs misuse.</p>	<p>Variable</p> <p>As required for up to 6 weeks</p>
<p><b>Ingeus</b> One Hardwick's Square Wandsworth London SW18 4AW 0800 321 3136</p>	<p><b>Pathways to Work</b> Pathways to Work is a programme that specifically helps those on health benefits to manage their condition to return to work. The programme provides employability skills, condition management programme, training, work experience, job search and other benefits such as free Gym Membership.</p>	<p>All ESA/IB Customers</p>	<p>Variable</p>

<p><b>Centre Manager-</b> Amy Mackinder</p>	<p>The condition management programme is run by an in-house physiotherapist and mental health specialist.</p> <p>Ingeus also provide the ESF contract for disadvantaged groups who have the right to work in the UK; Lone parents, ex-offenders, JSA returners, BME backgrounds, homeless or at risk of homelessness and those aged 50+.</p>		
<p><b>LearnDirect</b> 08000 92 44 29</p>	<p>National Programme offering Information and guidance via 4 intensive phone calls.</p>	<p>Anyone</p>	<p>4 phone calls</p>
<p><b>One Parent Families</b> 255 Kentish Town Road London NW5 2LX 020 7428 5436</p>	<p><b>Marks and Starts</b> Programme is designed for Lone Parents bringing up children under the age of 16 years, who have been out of the job market and are actively considering returning to work. Candidates must be participating in NDLP and would be subject to Marks &amp; Spencer selection criteria. There are limited places available on each programme.</p>	<p>Lone Parents bringing up children under the age of 16 years, who have been out of the job market and are actively considering returning to work. Candidates must be participating in NDLP and would be subject to Marks &amp; Spencer selection criteria.</p>	<p>Up to 2 weeks.</p>
<p><b>Groundwork</b> London Astra House Arklow Road SE14 6EB</p>	<p><b>Discovery Event</b> - The aim is to build confidence, engage with employers, explore career paths and address barriers to help the parents move closer towards the labour market.</p>	<p>Lone Parents not engaged with Jobcentre Plus, have a dependant under the age of 16.</p>	<p>15 hours over 3 days.</p>

<b>LEARNING AND SKILLS COUNCIL – WORK-BASED LEARNING</b>			
<b>Provider Name</b>	<b>Contact details</b>	<b>Programmes</b>	<b>Occupational areas and service description</b> <b>A = Apprenticeship</b> <b>AA = Advanced Apprenticeship</b>
<b>Jace Training and Assessment Centre</b>  Ms Paula Symons Centre Manager	2nd Floor Offices 10 Station Parade Balham High Road London SW12 9AZ <b>Tel: 020 8675 6265</b> <b>Email: <a href="mailto:info@jace-training.co.uk">info@jace-training.co.uk</a></b>	Children Care – Learning & Development; Play Work	Entry to Employment; Apprenticeships and Advanced Apprenticeships for 16-18 year olds and 19-25 year olds only. They deliver in the following sector/subject area: Children Care – Learning and Development and Play Work
<b>Nacro NCT Lambeth</b>  Mr Sam Sykes Manager	Unit 16 The Windsor Centre Windsor Grove London, SE27 9NT <b>Tel: 020 8761 6242</b> <b>Email: <a href="mailto:nctlambethyt@aol.com">nctlambethyt@aol.com</a></b> <b>Email: <a href="mailto:colleen.taylor@nacro.org.uk">colleen.taylor@nacro.org.uk</a></b>	Entry to Employment	Entry to Employment in the following sector/subject areas: Business Administration, Hospitality and Catering; IT
<b>R W Rechere Associates Ltd</b>  Mr Ronnie Rechere	1st Floor 190-194 Mitcham Road Tooting London SW17 9NJ <b>Tel: 020 8767 2266</b> <b>Email: <a href="mailto:Ronnie.rwal@btconnect.com">Ronnie.rwal@btconnect.com</a></b> <b>Website: <a href="http://www.rwal.com">www.rwal.com</a></b>	Entry to Employment	Entry to Employment in the following sectors/subject areas: Music Technology and Hairdressing
<b>South Thames College</b>  Ms Sue Rimmer Principal	Business Centre Wandsworth London, SW18 2PP <b>Tel: 020 8918 7018</b> <b>Email: <a href="mailto:sue.rimmer@south-thames.ac.uk">sue.rimmer@south-thames.ac.uk</a></b>	Further Education College	Main business is to provide further education and vocational education and training. The college offers a variety of courses including support classes in ESOL; Basic Skills training. They are a Centre of Vocational Excellence for Health and Social Care.

<p><b>TBG Learning Ltd</b></p> <p>Ms Sue Gidman Director</p>	<p>Lombard House 145 Great Charles St Birmingham B3 3JR <b>Tel: 0121 200 1140</b> <b>Email: <a href="mailto:sgidman@tbglearning.com">sgidman@tbglearning.com</a></b> <b>Website: <a href="http://www.tbglearning.com">www.tbglearning.com</a></b></p>	<p>Beauty Therapy; Customer Service; ITQ; Logistics; Management; Team Leading</p>	<p>Entry to Employment; Apprenticeships and Advanced Apprenticeships for 16-18 year olds and 19+ (including Adult Apprenticeships for people over 25 years). Subject Sector Areas include: Beauty Therapy; Customer Service; ITQ; Logistics; Management; Team Leading</p>
<p><b>Intraining Employability</b></p> <p>Sam Williams Operations Manager (London &amp; South East)</p>	<p>120 London Road Kingston Surrey KT2 6QJ <b>Tel: 020 8870 0074</b> <b>Email: <a href="mailto:james.lamerton@intraining.co.uk">james.lamerton@intraining.co.uk</a></b> <b>Website: <a href="http://www.intraining.co.uk">www.intraining.co.uk</a></b></p>	<p>Response to Redundancy Employability Skills Programme Entry to Employment</p>	<p>Intraining offer a range of training and support aimed at helping job seekers find work and gain certificates and qualifications. They are currently delivering 3 courses in the Wandsworth area, <b>R2R, E2E and ESP</b>. All of their courses are free and delivered by professional and experienced teachers.</p> <p>R2R (Response to Redundancy) R2R is a flexible course for adults facing redundancy or who have been made unemployed within the past 6 months. We offer a range of support and training, including: A professional, job specific and competitive CV, interview skills practice. Courses including: CSCS construction safety, Business Administration, CLAIT Information Technology, career advice and any support to apply for vacancies.</p> <p>ESP (Employability Skills Programme) ESP offers training in numeracy, literacy and ESOL (English for Speakers of Other Languages), with City &amp; Guilds certificates and an Employability award. The programme is open to adults aged 18+.</p> <p>E2E (Entry to Employment) E2E is for 16 to 19 year olds, offering numeracy, literacy and IT training. We also offer help to enter college or other higher education, as well as support to find work.</p>

<b>Other Contacts</b>			
<b>Name</b>	<b>Organisation</b>	<b>Telephone Number</b>	<b>Email Address</b>
<b>Stephen Nation-Tellery</b>	Working Links	0779 133 6123	<a href="mailto:Stephen.nation-tellery@workinglinks.co.uk">Stephen.nation-tellery@workinglinks.co.uk</a>
<b>Steve Swan</b>	Tomorrow's People	020 8089 9915 / 07771 621931	<a href="mailto:sswan@tomorrows-people.co.uk">sswan@tomorrows-people.co.uk</a>
<b>Margaret Strickland</b>	Tomorrow's People	020 8893 7615	<a href="mailto:mstrickland@tomorrows-people.co.uk">mstrickland@tomorrows-people.co.uk</a>
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<b>Jon Adams</b>	Work Directions UK	07812 203 540	<a href="mailto:jadams@workdirections.co.uk">jadams@workdirections.co.uk</a>
<b>Mark Lunn</b>	Kennedy Scott	07528 979 446	<a href="mailto:Mark.lunn@kennedyscott.co.uk">Mark.lunn@kennedyscott.co.uk</a>
<b>Jon Townsend</b>	Kennedy Scott	030 8903 4318	<a href="mailto:Jon.townsend@kennedyscott.co.uk">Jon.townsend@kennedyscott.co.uk</a>

### **Work-related Qualifications Explained**

Apprenticeships	An Apprenticeship provides on the job training for people aged 16 to 24. The training encompasses an NVQ, Key Skills and a Technical Certificate. The programme is ordinarily an employed status programme. A limited number of places are available in some providers where learners can commence as non-employed status. The NVQ is at level 2 or 3. At level 3 the programme is known as advanced apprenticeship.
AVCEs (Advanced Vocational Certificate of Education)	AVCEs cover broad career-related areas such as business or leisure and recreation. Assessment is a mixture of coursework and exams. Subjects may not be available at all unit levels.
BTEC Certificates and Diplomas	Like AVCEs, BTEC Nationals cover broad career-related areas and consist of coursework and exam assessments. AVCEs and BTECs may have similar course titles but different content. NB: BTEC is also an awarding body, and awards other qualifications than BTECs.
City & Guilds Certificates and Diplomas	City & Guilds qualifications cover a wide range of practical qualifications such as plumbing, floristry, tyre fitting and airfare ticketing. NB: City & Guilds is also an awarding body, and awards other qualifications than City & Guilds, such as NVQs in certain subjects.

CLAIT (Computer Literacy and Information Technology)	CLAIT qualifications cover basic level computer skills
ECDL (European Computer Driving License)	ECDL is an internationally recognised basic computer skills qualification. It is made up of 7 modules, including using the computer and managing files, word processing, spreadsheets, databases and presentations. The modules may be taken in any order over a period of up to three years. Basic and Advanced Levels are available.
ITQ (Information Technology Qualification)	ITQ is a new flexible qualification primarily aimed at IT users rather than professional IT staff. It allows individual units to be taken at different levels so that staff is trained in the IT skills they need and that your business requires.
LCCI (London Chamber of Commerce and Industry)	LCCI qualifications cover vocational and business related courses such as secretarial, IT, retail, tourism and customer service, as well as basic skills qualifications. NB: LCCI is also an awarding body and awards other qualifications such as some NVQs and Apprenticeships.
eDCC	The eDCC computer certification scheme offers general IT courses such as databases, desktop publishing and web design. Certificates are awarded for qualifications gained at three levels of attainment: Beginner, Intermediate and Advanced.
NVQs (National Vocational Qualifications)	NVQs are work-related competence-based qualifications. They are usually taken during employment and cover occupational areas ranging from Business Administration to Vehicle Fitting. NVQs are designed to develop the skills and knowledge needed to do a specific job and are normally assessed through on-the-job observation, oral questions and evidence the candidate produces through their work. NVQs are available at Levels 1-5 (1 being the lowest) and are free for under-19-year-old employees. NB: NVQs can be awarded by a host of different bodies, including OCR, City & Guilds and CACHE.
Professional Qualifications	Professional organisations - such as the Chartered Institute of Personnel and Development (CIPD) for HR professionals, the Chartered Insurance Institute (CII) for professionals in the insurance and finance industries, or the Institute of Leadership and Management (ILM) - all offer professional qualifications that are nationally recognised.