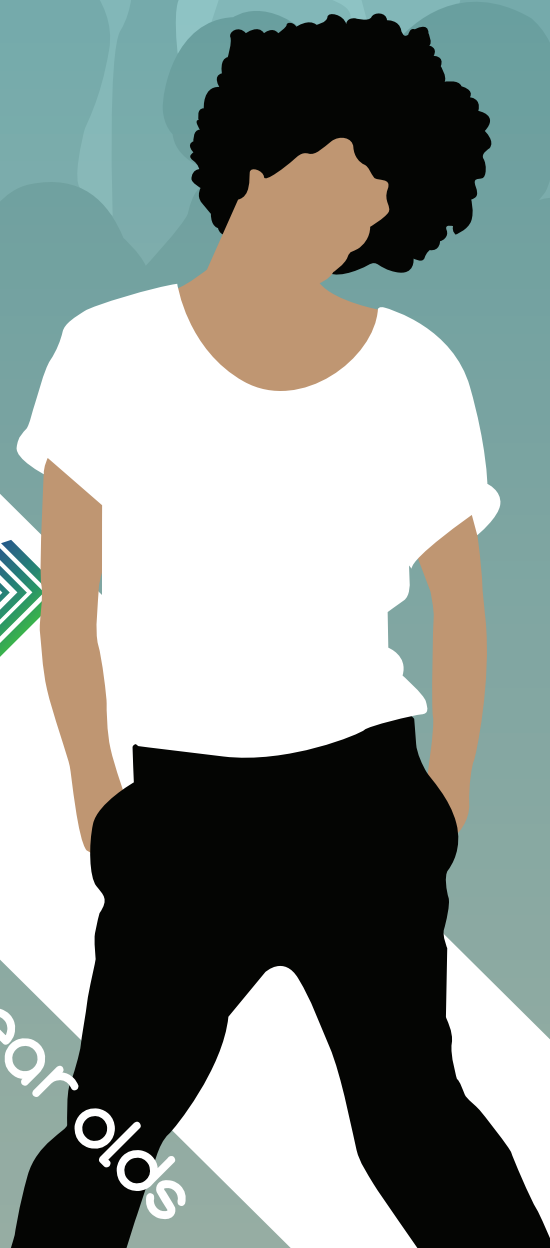


# FOR YOU

Course listings for 16 to 19 year olds



# Contents

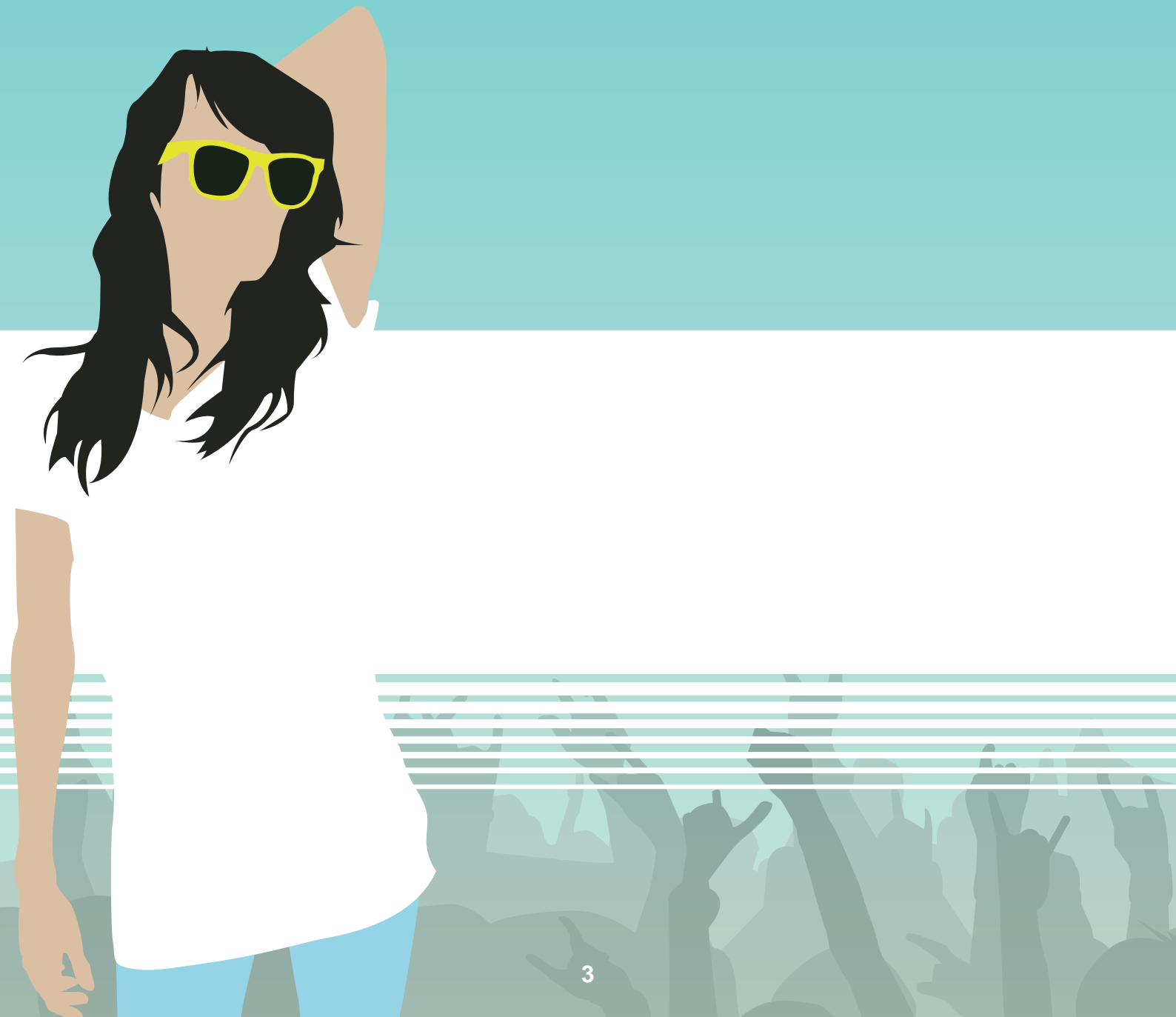
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# Introduction

Welcome to Choices 2011, the young person's guide to further education in the London Borough of Richmond upon Thames.

The new-look Choices has been designed by a Richmond upon Thames College student, Craig Lawrence, as part of the Choices 2011 design project. The local authority sent a brief of what was required to Richmond upon Thames BTEC art and design students and received 19 entries. Out of those entries, a shortlist of six were chosen.

The shortlisted students were invited to present their work to a panel of judges, which included an employer from a local graphic design company, and Craig's design was selected. Craig's retro design, including several 'characters' he created, has formed the basis for the brochure. The whole process has been an interesting developmental project for the students to become involved with and Richmond Borough, as the client, is very pleased with Craig's new design for our **Choices** brochure.



# Journey planner

## Just imagine your journey...

You are currently **in school** studying several GCSEs including maths and English and are also attending your local college enjoying the City & Guilds level 1 Hair and beauty *or* Construction crafts in brickwork.

The **level 2** course you are considering now is a BTEC L2 Diploma in Beauty therapy *or* Construction brickwork. *See the courses on page 10.*

When you have achieved your level 2 qualification, you can choose from another range of qualifications at **level 3**:

- equivalents to A levels; **or**
- an apprenticeship with a local employer? *See page 14.*

**Speak to your school or college for more advice on what is the best route for you and what is needed to progress to a higher level.**



**BTEC L3 Extended Diploma**  
Equivalent to 3 A levels

**BTEC L4 HNC**  
Equivalent to intermediate level qualifications

**GCSEs A\*-C**

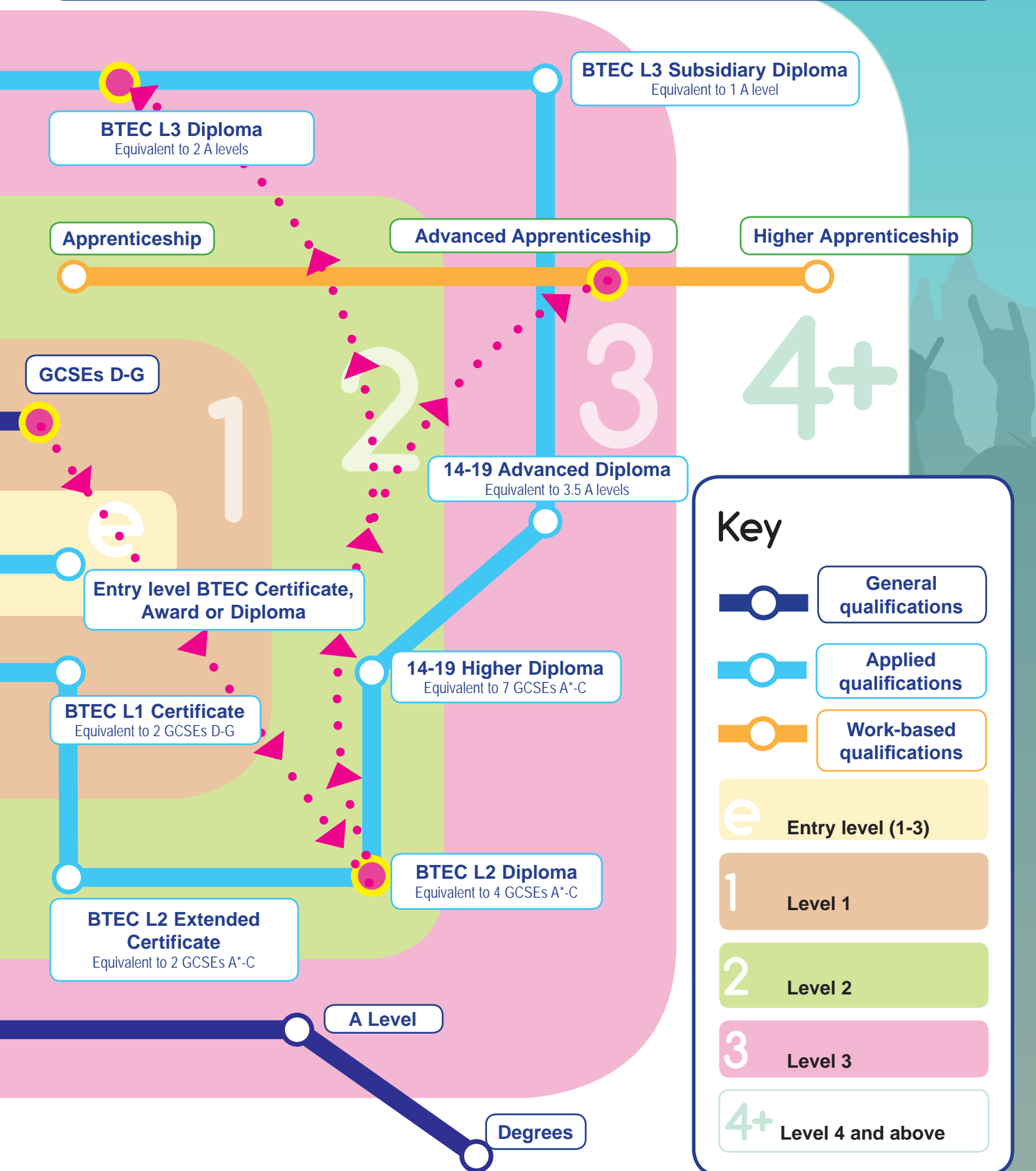
**BTEC L1 Diploma**  
Equivalent to 4 GCSEs D-G

**14-19 Foundation Diploma**  
Equivalent to 5 GCSEs D-G

**BTEC L5 HND**  
Equivalent to Foundation Degree

**International Baccalaureate**  
Available at Richmond upon Thames College only

- The map shows a range of different qualifications available
- The three coloured lines show the different types of learning you can follow: general, **applied** and **work-based** qualifications
- In your journey you can 'jump lines' to progress up the levels (see example on the left)
- The different qualifications shown can all lead to further study or a range of different career and life opportunities



# What type of course can I do?

There is a wide choice of qualifications available and, whatever your starting point, you can progress as far as your interests, dreams and hard work take you.

## Vocational courses

These are linked to a particular career. They train you for specific jobs like catering, hairdressing, building trades, secretarial work, nursery nursing, engineering and IT. These are offered by colleges, training providers and some employers.

Some vocational courses such as horticulture or agriculture are offered at specialist colleges. You will find these listed on page 19 of this booklet.

## AS and A2 levels

The advanced level, or A level, lets you study up to five subjects in the first year or Year 12, and achieve an AS level in each subject. In the second year or Year 13, you can continue with each subject and complete the A2 (the A2 is not a separate qualification but is the second part of an A level). Adding the AS to the A2 equals one complete A level. Most students will be expected to study four subjects in the first year and retain three in the second. You can also combine AS and A levels with vocational A levels and other qualifications such as BTECs.

## The new 14-19 Diplomas

The 14-19 Diplomas are an alternative to the traditional GCSE or A level route, but one which keeps just as many options open for you. It could lead to further study, or to a job. Diplomas are not replacing GCSEs and A levels, but give you a different option, and you can take GCSEs or A levels alongside them.

You need a whole range of skills in life. The new Diploma will help you to develop skills and experience that employers and universities really value. These will include teamwork and creative thinking. Plus, it will improve your level of English, maths and ICT. In fact, it will give you the skills you need to start a career, or to go to university.

## International Baccalaureate

The International Baccalaureate is an internationally recognised broad-based qualification offered as an alternative to AS/A2 levels and prepares you very effectively for university. It is a demanding two-year pre-university course of study designed for highly motivated students aged 16 to 19. The programme has earned a reputation for rigorous assessment, giving International Baccalaureate Diploma holders access to the world's leading universities.

The essence of the International Baccalaureate is that students share an academic experience that emphasises critical thinking, inter-cultural understanding and exposure to a variety of points of view. Young people are expected to develop social and creative skills alongside academic excellence. Assessment is ongoing, with exams at the end of the second year.

The International Baccalaureate is offered at Richmond upon Thames College. The entry requirement is 46 points from your best eight GCSEs, however a maximum of 10 points from vocational qualifications can also be used.

# Choosing a course and applying

The earlier you apply for your course the better – usually between October and March – but ask when forms need to be in.

## Before applying to college

If you already have some idea of what job you would like to do, then try to find out what qualifications are needed for that job. Some jobs ask for particular qualifications so make sure that you are studying the right combination of subjects or the right level and type of course.

Find information about courses and colleges by using the Choice e-prospectus ([www.mychoicelondon.co.uk](http://www.mychoicelondon.co.uk)), which offers up-to-date information about all the college courses on offer in London, or visit the individual college websites.

## Where do I study?

Having chosen your course, your next decision is where to apply. You could go to:

### School sixth form

Sixth forms tend to concentrate on A levels, but many also offer GCSEs (limited choice of subjects) and BTEC Certificates and Diplomas.

This is a good choice for someone looking for a familiar environment.

### Further education and sixth form colleges

Colleges usually offer a wide range of courses including A levels, GCSEs, BTEC Certificates and Diplomas.

They are usually much bigger than schools. You will need to motivate yourself to meet all your deadlines. This can be a good preparation for higher education and work.

Sixth forms and colleges often have sport and leisure facilities, clubs and social events. Many have learning support centres where extra help is available, if needed.

Whichever you choose, it helps to visit institutions to see which one you like. A good way to do this is to go to open days and meet the tutors. Ask students already on the course what they think about it.

## Applications

- Contact colleges from July for a prospectus and application forms.
- Discuss your options with your school's careers co-ordinator or Connexions personal adviser at your school or in a Connexions centre.
- Find out more information at your school's Connexions resource centre, or from colleges and training providers by getting their prospectus or visiting their website.
- Complete an application form and remember to keep a copy.
- You will then normally be invited for an interview, which is an opportunity for you to find out more about the course as well as demonstrate your ability to take the course. If you don't hear back from them, phone the college to check.
- Try to find out how easy it is to get to the college and what the fares will be.
- Find out what size the college is and what facilities and extra opportunities it offers to students.
- Speak to your friends and family and find out what others think of the college.
- And don't forget [www.mychoicelondon.co.uk](http://www.mychoicelondon.co.uk) offers a lot of information about courses – all on one website.



The following information on courses is correct at time of going to press. Please check with individual providers for an up to date course prospectus.

# GCSEs and 14-19 Diplomas

	Ashcroft Technology Academy	Croydon College	Ealing, Hammersmith and West London College	Esher College	Farnham College	Guildford College	Kingston College	William Morris Sixth Form	Richmond Adult Community College	Richmond upon Thames College	John Ruskin College	Strode's Sixth Form College	South Thames College (Merton campus)	South Thames College (Wandsworth campus)	West Thames College	Wimbledon College
Art and design									◆							
Biology						●	●	●								
Business							●	●	◆							
Business and economics								●								
Ceramics									◆							
Chemistry							●									
<b>English (language and literature)</b>	●		●	●	●	●	●				●	●		●	●	
English language		●					●		◆	●	●	●	●			●
English literature							●									
Film studies								●	◆							
French		●	●				●	●	◆							
Geography							●									
German		●														
Human physiology and health									◆							
Humanities			●				●		◆							
Information and communication technology							●	●	◆							●
Italian		●						●	◆	●						
Law									◆							
<b>Mathematics</b>	●	●	●	●	●	●	●	●	◆	●	●	●	●	●	●	●
Media studies			●				●	●								
Applied performing arts								●								
Photography			●					●	◆							
Physics							●									
Psychology									◆							
Religious studies									◆							
<b>Science</b>	●		●	●	●		●	●	◆	●		●				
Sociology							●	●	◆							
Spanish		●	●				●	●	◆	●		●				
Russian																
<b>14-19 Diplomas</b>																
Business, administration and finance		●											●	●		
Construction and the built environment		●				●										
Creative and media		●												●	●	
Engineering		●														
Environmental and land-based studies						●										
Hair and beauty studies		●				●								●		
Hospitality		●														
Information technology		●												●	●	
Public services		●														
Society, health and development		●												●	●	
Sport and active leisure		●												●		

● or ◆ Only with grade D

◆ All classes are for adults and those aged 16+

Courses at Ealing, Hammersmith and West London College are located at four different sites. Please contact the college for more information.

# Vocational courses

	Ashcroft Technology Academy	Croydon College	Ealing, Hammersmith and West London College	Esher College	Farnham College	Guildford College	Kingston College	William Morris Sixth Form	Richmond Adult Community College	Richmond upon Thames College	John Ruskin College	Strode's Sixth Form College	South Thames College (Merton campus)	South Thames College (Wandsworth campus)	West Thames College	Wimbledon College
<b>Agriculture, horticulture, animal care</b>																
Arboriculture/tree surgery						●										
Animal care/management						●										
Countryside management						●										
Environmental conservation studies						●			◆							
Floristry						●			◆					●		
Garden design/gardening/landscape studies						●			◆			●				
Green keeping						●										
Horse management/horse studies						●										
Horticulture						●			◆							
Other land-based courses						●			◆							
<b>Art, design, fashion, hairdressing, beauty</b>																
Art and design Level 3			●	●			●	●	◆	●		●		●	●	
Art and design Level 2			●		●		●	●	◆	●				●	●	
Art and design Level 1 or introductory courses		●	●				●	●	◆					●	●	
Art and design – other courses		●							◆			●		●	●	
Beauty/make-up/beauty and hairdressing		●	●			●	●		◆	●	●			●	●	
Fashion design		●					●		◆	●			●	●	●	
Fine art									◆	●		●		●	●	
Graphic design		●	●				●		◆	●	●	●		●	●	
Hairdressing		●	●		●	●	●			●	●			●	●	
Multimedia		●					●		◆	●			●	●	●	
Textiles		●							◆	●		●		●	●	
3D design/product design							●			●		●			●	
Other design courses									◆					●		
<b>Business, computing, secretarial</b>																
Accountancy/finance						●	●		◆			●	●	●	●	
Administration		●				●	●		◆				●	●	●	
Business Level 3		●	●		●	●	●	●	◆	●	●	●	●	●	●	
Business Level 2	●	●	●		●	●	●	●	◆	●	●	●	●	●	●	●
Business Level 1 or introductory courses		●	●			●	●	●	◆	●	●	●	●	●	●	
Computing or ICT Level 3		●	●		●	●	●	●	◆	●	●	●	●	●	●	
Computing or ICT Level 2		●	●		●	●	●		◆	●	●	●	●	●	●	
Computing or ICT Level 1 or introductory courses		●	●			●	●		◆	●	●	●	●	●	●	
E-business							●		◆					●	●	
Legal executive							●					●		●	●	
Business, retail and administration		●	●			●	●			●	●			●	●	
Secretarial studies (including specialisms - medical, legal)						●	●		◆			●		●		
Specialist computer courses (CISCO)							●		◆	◆			●	●	●	●

◆ All classes are for adults and those aged 16+

Courses at Ealing, Hammersmith and West London College are located at four different sites. Please contact the college for more information.

# Vocational courses

	Ashcroft Technology Academy	Croydon College	Ealing, Hammersmith and West London College	Esher College	Farnham College	Guildford College	Kingston College	William Morris Sixth Form	Richmond Adult Community College	Richmond upon Thames College	John Ruskin College	Strode's Sixth Form College	South Thames College (Merton campus)	South Thames College (Wandsworth campus)	West Thames College	Wimbledon College
<b>Construction, electronics, engineering, motor mechanics, plumbing</b>																
Brickwork/bricklaying		●	●			●				●				●	●	
Building skills/building crafts (general)		●				●									●	
Carpentry/joinery/woodwork		●	●			●				●				●	●	
Computer aided design						●				◆			●		●	
Construction Level 3		●	●			●				●				●		
Construction Level 2		●	●			●				●				●	●	
Construction Level 1 or introductory courses		●	●			●				●				●	●	
Electrical installation		●	●			●	●							●	●	
Electronics/Electronic servicing (of computers)			●										●		●	
Engineering Level 3		●	●				●			●			●		●	
Engineering Level 2		●	●			●	●			●			●		●	
Engineering Level 1 or introductory courses		●	●			●	●						●		●	
Engineering specialisms (mechanical, aerospace)		●					●									
Forensic science Level 3														●	●	
Motorcycle engineering													●			
Motor vehicle repairs/servicing/studies		●	●			●	●						●		●	
Painting and decorating/interior design										●				●	●	
Plastering			●											●		
Plumbing		●	●			●	●			●				●	●	
Sound engineering/sound recording														●		
Telecommunications															●	
Tiling			●													
<b>Health, nursery nursing, health care, public services, science</b>																
Childcare or early years Level 3		●	●		●	●	●			●	●		●	●	●	
Childcare or early years Level 2		●	●			●	●	●		●	●	●	●	●	●	●
Childcare or early years - other courses		●	●			●	●			●	●	●	●	●	●	●
Complementary/holistic/healthcare therapies			●				●		◆					●	●	
Dental technology or dental nurse													●		●	
Health and/or social care Level 3		●	●	●	●	●	●	●	◆	●	●	●	●	●	●	●
Health and/or social care Level 2		●	●		●	●	●	●	◆	●	●	●	●	●	●	●
Health and/or social care Level 1 or introductory courses		●	●				●	●	◆	●	●	●	●	●	●	
Public services		●	●			●							●	●		
Science Level 3		●	●		●		●				●		●		●	
Science Level 2		●	●				●				●	●	●		●	●
Science Level 1 or introductory courses		●	●								●					

◆ All classes are for adults and those aged 16+

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# Vocational courses

	Ashcroft Technology Academy	Croydon College	Ealing, Hammersmith and West London College	Esher College	Farnham College	Guildford College	Kingston College	William Morris Sixth Form	Richmond Adult Community College	Richmond upon Thames College	John Ruskin College	Strode's Sixth Form College	South Thames College (Merton campus)	South Thames College (Wandsworth campus)	West Thames College	Wimbledon College
<b>Media, performing arts, music, printing</b>																
Dance Level 3		●	●			●	●			●		●				●
Dance Level 2			●													●
Media Level 3		●	●	●	●	●	●	●	◆	●	●	●		●	●	
Media Level 2		●	●		●	●	●		◆	●	●			●	●	
Media Level 1 or introductory levels			●								●			●	●	
Performing arts		●	●			●	●		◆	●				●	●	
Performing arts Level 2		●	●			●	●		◆	●				●	●	
Performing arts Level 3	●	●	●			●	●	●	◆	●		●		●	●	
Photography						●	●		◆	◆	●	●		●		
Music/popular music	●		●			●	●		◆	●		●		●	●	
Music technology		●	●			●	●		◆	●		●	●	●	●	
<b>Personal development</b>																
Communication/basic (English) skills		●	●			●	●		◆		●	●	●	●	●	●
ESOL (various)		●	●			●	●		◆	●	●	●	●	●	●	●
Introduction to studying/foundation for learning		●	●			●	●		◆			●	●			
Life skills		●	●			●	●		◆	●		●	●	●		
Numeracy		●				●	●		◆	●	●	●	●	●	●	●
Personal effectiveness (CoPE)	●									●						
Work preparation courses		●	●			●			◆	●	●	●	●	●	●	●
<b>Tourism, leisure, catering, sport</b>																
Fitness/exercise studies							●			●	●			●		
Hospitality or catering (inc. chef) Level 3		●	●			●				●			●		●	●
Hospitality or catering (inc. chef) Level 2		●	●			●				●			●		●	
Hospitality or catering Level 1 (inc. chef) or introductory courses		●	●			●				●			●		●	
Leisure or tourism Level 3		●	●	●		●	●			●		●	●		●	
Leisure or tourism Level 2		●	●			●	●			●		●	●		●	
Leisure or tourism Level 1 or introductory courses		●	●			●	●			●			●		●	
Sports courses Level 3			●	●	●	●	●			●	●	●	●	●		
Sports courses Level 2		●	●		●	●	●			●	●	●	●	●	●	●
Sports courses Level 1 (inc. Community Sports Leadership Award) or introductory courses		●		●			●			●	●	●	●	●	●	
Specialist sports courses (golf, football)					●	●	●			●	●					

◆ All classes are for adults and those aged 16+

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# AS and A2 levels

	Ashcroft Technology Academy	Croydon College	Ealing, Hammersmith and West London College	Esher College	Farnham College	Guildford College	Kingston College	William Morris Sixth Form	Richmond Adult Community College	Richmond upon Thames College	John Ruskin College	Strode's Sixth Form College	South Thames College (Merton campus)	South Thames College (Wandsworth campus)	West Thames College	Wimbledon College
Accounting		●	●	●	●	●				●		●			●	
Anthropology						●										
Arabic								●		■						
Archaeology										●						
Art: critical and contextual studies										●						
Art and design or art	●	●	●		●		●	●								●
Art and design: 3D design				●												
Art and design: applied					●			▲				●				
Art and design: fine art				●				●		●		●	●			
Art and design: graphic communication					●	●				●		●	●			
Art and design: photography					●	●		●		●		●				
Art and design: textiles				●				■		●		●	●		●	●
Biology	●		●	●	●		●	●		●		●	●		●	●
Biology: human												●				
Business studies	●	●	●	●	●	●	●	▲		●		●	●		●	●
Business applied										▲		●	●			
Chemistry	●		●	●	●		●	●		●		●	●		●	●
Citizenship				●				●		■		●				■
Classical civilisation				●						●		●				●
Communication and culture						●	●			●						
Computing (also see ICT)	●	●	●				●	●		●		●	●			
Critical thinking			●	●						●		●			■	■
Dance and/or dance and theatre studies				●				●		●		●				
Design and technology: product design (graphics, resistant materials or textiles)	●			●								●				●
Design and technology: product design (graphics with materials technology)												●				
Drama and theatre studies	●			●	●			●		●		●	●		●	●
Economics	●	●	●	●	●		●	●		●		●	●			●
Electronics										●						
Engineering	●															
English language				●	●		●	●	■◆	●		●			●	●
English language and literature		●	●			●	●	●		●		●	●		●	
English literature		●	●	●	●	●	●	●		●		●	●		●	●
Environmental studies		●								●		●				
Extended project qualification		■		■		■		●		■						
Film studies			●	●	●	●	●	●		●		●	●		●	●
Financial studies										●						
French	●	●	●	●	●		●	●		●		●				●
General studies												●				
Geography	●		■	●	●		●	●		●		●				●

● AS/A2 level      ■ AS level      ▲ Applied      ◆ All classes are for adults and those aged 16+  
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# AS and A2 levels

	Ashcroft Technology Academy	Croydon College	Ealing, Hammersmith and West London College	Esher College	Farnham College	Guildford College	Kingston College	William Morris Sixth Form	Richmond Adult Community College	Richmond upon Thames College	John Ruskin College	Strode's Sixth Form College	South Thames College (Merton campus)	South Thames College (Wandsworth campus)	West Thames College	Wimbledon College
Geology				●						●						
German	●	●		●			●			●		●	●			●
Government and politics		●	●	●		●	●	●		●		●	●			●
Health and social care	●			●				▲		▲		●				●
History	●	●	●	●	●	●	●	●		●		●	●			●
History of art and design										●						
ICT	●	●	●		●	●	●	▲		●		●	●		●	●
ICT applied				●				●				●	●			
Italian		●						●		●						
Law	●	●	●		●	●				●		●	●		●	
Leisure studies				●						▲		●				●
Mathematics (also see statistics)		●	●	●	●	●		●		●		●	●		●	
Mathematics: further	●	■		●	●		●	●		●		●				●
Mathematics: pure				●				●				●				
Mathematics: pure and mechanics	●			●				●		●		●				●
Mathematics: pure and statistics	●			●				●		●		●				●
Mathematics: use of							●			●		●				
Media: communication and production								●								
Media studies	●	●	●	●	●	●	●	●▲		●		●	●		●	●
Music				●						●		●				●
Music technology										●						●
Performing arts				●	●			●								
Philosophy		●		●			●	●		●		●				●
Photography		●			●	●	●	●		●		●				
Physics	●		●	●	●		●	●		●		●	●		●	●
Portuguese								●								
Psychology	●		●	●	●	●	●	●		●		●	●		●	●
Religious studies	●									●		●				
Russian										■						
Science								▲								
Science applied	●	●						●		▲						
Science in society				■						■						
Sociology	●	●	●	●	●	●	●	●		●		●	●		●	●
Spanish	●	●	●	●			●	●		●		●				●
Sport and physical education	●			●						●		●				●
Statistics							●									
Theatre design (3D costume and set) or theatre studies										●						●
Travel and tourism	▲									▲		●				
Urdu													●			
World development				■				●		●						

● AS/A2 level      ■ AS level      ▲ Applied      ◆ All classes are for adults and those aged 16+  
 Courses at Ealing, Hammersmith and West London College are located at four different sites. Please contact the college for more information.

# Employment and training

If you are considering leaving full-time education to start work or training, you need to look at the range of opportunities available and how your career can develop through experience and training.

## Learning at work

Work-based learning offers young people between 16 and 18 the opportunity to gain work experience, earn money and work towards a vocational qualification.

## Apprenticeships

These provide training in occupational areas, the opportunity to work towards a level 2 vocational qualification and the key skills (information technology, communication and application of number) required by all employers. These skills are transferable to any workplace. Entry normally includes an assessment. There is a structured training programme based on the skills identified by the industry as essential. There are optional modules allowing employers and trainees to tailor training to meet their needs. Apprenticeships offer a direct route to the skills and experience needed for jobs today and in the future. They provide a range of further opportunities and young people can progress to an advanced apprenticeship or return to education to gain additional qualifications.

## Advanced apprenticeships

This scheme aims to produce the technicians and managers of the future. Advanced apprenticeships work towards a level 3 vocational qualification and higher level key skills. There is again some flexibility to tailor training to meet the employer's needs.

For more information go to [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

## Apprenticeship vacancy matching service

The service allows you to search, apply and manage applications for apprenticeships and advanced apprenticeships offered by employers anywhere in England. The service is supported by the government and provides a 'one stop shop' for young people to search and apply for apprenticeships and for employers to place vacancies to be advertised to the widest possible audience. The service is free to use and you can register at [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

## Applications

### Where to find job and training opportunities

- Your local Connexions centre has vacancies for school and college leavers
- Way to Work
- Hawk Training
- The Jobcentre, Jobcentre Plus offices and local employment agencies – if you are 16 or 17 years of age you must register with Connexions first
- The employment section of local newspapers
- On the internet – there are a number of sites for job searching, such as:
  - [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)
  - [www.monster.co.uk](http://www.monster.co.uk)
  - [www.mychoicelondon.co.uk](http://www.mychoicelondon.co.uk)
  - [www.jobsite.co.uk](http://www.jobsite.co.uk)
  - [www.direct.gov.uk/jobseekers](http://www.direct.gov.uk/jobseekers)
- Personal contacts – ask friends, family or neighbours about possible vacancies
- Shop windows – these can be useful for jobs within the local area

Contact the training providers shown below to get more information about work-based learning opportunities and apprenticeships available in Richmond upon Thames.

### Way to Work

Offers training in business administration, customer service, IT, and warehouse and stores.

42 York Street  
Twickenham  
TW1 3BW  
020 8487 5383  
[www.waytowork.org.uk](http://www.waytowork.org.uk)

### Hawk Training

Offers training in customer service, business and administration, childcare, retail, team leading, management, warehousing and logistics, IT, and learning and development.

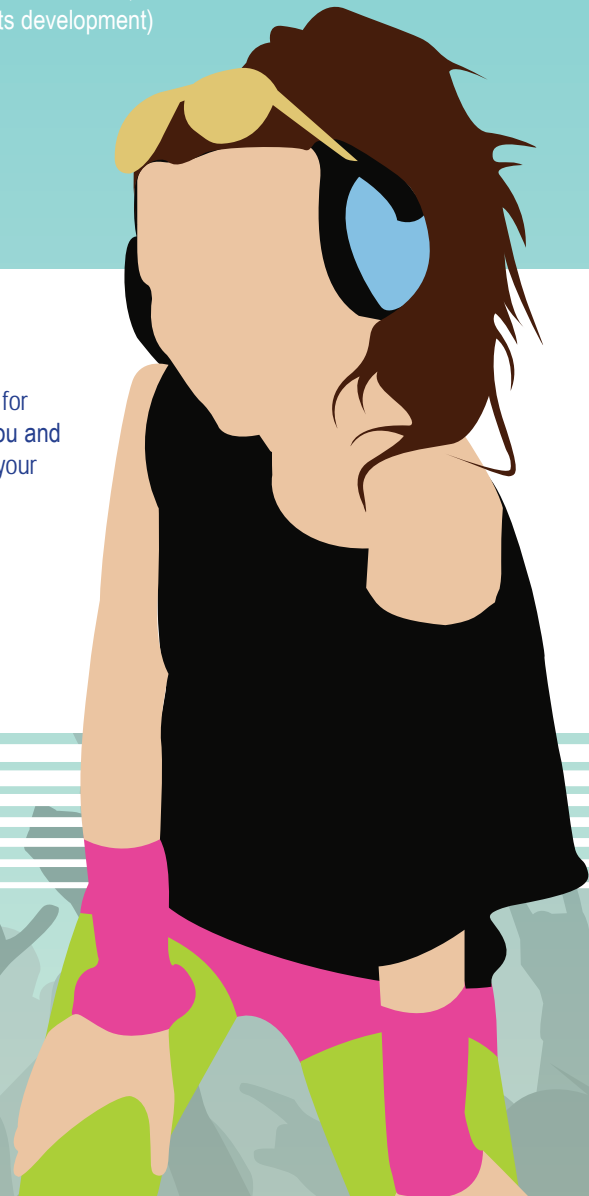
Regal House (fourth floor)  
London Road  
Twickenham  
TW1 3QS  
020 8891 0992  
[www.hawktraining.com](http://www.hawktraining.com)

### Richmond upon Thames College

Offers apprenticeships and advanced apprenticeships including customer service, catering, IT professionals, plumbing, site carpentry, bench joinery, brickwork, painting and decorating, sport and recreation (operational services, exercise and fitness, coaching, teaching and instructing, activity leadership, leisure management, and sports development) and sporting excellence.

Egerton Road  
Twickenham  
TW2 7SJ  
020 8607 8305 or 020 8607 8314  
[www.rutc.ac.uk](http://www.rutc.ac.uk)

Once accepted on a programme you will be fully supported to develop the skills necessary for the workplace. When you are ready to begin work, a suitable placement will be found for you and an individual training programme agreed with your new manager. What better way to start your career and a lifetime of opportunities?



# Applying for a job or place on a training scheme

Employers and training providers recruit in various ways including using CVs (a brief job and education history), application forms and interviews.

## Electronic applications

You may be asked to apply via email or on a website. Make sure you follow the application instructions carefully. You may be asked to email a CV so your email should include a covering letter.

## Covering letter

The purpose of a covering letter is to highlight to an employer why they should employ you. A covering letter should accompany every CV. You must send out a new covering letter for each company you apply to, to show that you have researched that company and why you are applying to them in particular. Carefully plan what you are going to write and do a draft first. Write neatly or type. Address the letter personally if you have a named person and remember to do one of the following:

- Dear Sir or Madam is followed by yours faithfully
- Dear Mr xxxx is followed by yours sincerely

Remember to highlight your skills and qualities and how they will help you in the job you are applying for – refer back to the person specification or job description if you have one. Keep the letter short and to the point – on one side of A4 if you can.

## CVs

### How to start

- Before writing your own CV look at other people's examples – friends, family or online. Decide on the most suitable format of CV for the job you are applying for.
- Use the following guidelines and make sure that your CV is:
  - **Typed** – if you don't have your own equipment use what is available at school, college or at your local Connexions Centre and local library.
  - **Clear** – don't try to be fancy, keep it black print on white paper in an easy to read font such as Arial 11.
  - **Logical** – start with your name and contact details, work through your school, college and any work.
  - **Accurate** – proof read it and make sure it makes sense and there are no spelling mistakes.
  - **Concise** – keep it short - two pages if possible.
- Above all be honest in your CV – remember you will have to support anything you have written if you get an interview.

Source: [www.connexions-direct.com](http://www.connexions-direct.com)

## Interviews

### Before the interview

- Phone and confirm attendance.
- Plan your journey.
- Do some research on the company.
- Read your CV before the interview.
- Make a list of possible questions.
- Be smart but comfortable (no trainers or denims).

### At the interview

- Shake hands with the interviewers with a smile.
- Don't smoke, chew gum, interrupt, or lie about anything.
- Maintain good eye contact.
- Talk about your personal qualities and past experiences.
- Ask questions about anything that has not been covered.

### Interviewers might ask any or all of the following:

- What are you good at or what are your strengths and weaknesses?
- What do you see yourself doing in three years' time?
- Why do you want this job?

### After the interview

If you are unsuccessful, it is worth phoning the employer for feedback. Constructive comments may help you with future job applications and interviews. If you do not like the idea of doing this yourself, ask your personal adviser.

### What do employers look for?

In addition to the qualification relevant to the job, personal qualities most frequently requested are:

- Good spoken and written communications skills
- Punctuality
- Good team work
- Good telephone manners and customer care skills
- Flexibility – prepared to help with a variety of tasks
- Enthusiastic and motivated
- Willingness to learn
- Reliability, able to meet deadlines
- Ability to use initiative and organise own workload
- Ability to work under pressure.

Compare yourself to these and see how you compare. Why not ask friends and family?

# Money and finance for study

There are a number of ways to support yourself financially while you are studying or building a career.

## Funding for college students

There is a range of help available:

### EMA – Education Maintenance Allowance

This is available to 16 to 18 year old students at school or college. This provides allowances of £10, £20 or £30 a week and also bonuses for attendance. It is available in sixth forms at schools, colleges or work-based learning, for example, entry to employment. It is means-tested, which means that your parents will have to give proof of their income. The money can be used for any expenses involved in going to college and will be paid directly to you, the student. You will need to open a bank account if you qualify for this payment. It is not money for nothing as you will have a learning contract that you must stick to. Go to <http://ema.direct.gov.uk> or phone 0800 121 8989 for more information.

### Child benefit

Child benefit is paid to your parent, guardian or carer until you are 19 years old if you remain in full-time education. It can also be paid for 16 or 17 year olds who have just left school and are registered for work at their Connexions centre.

### Access funds

Sometimes a college or sixth form will have a small budget available to help you with the costs of studying. Contact student advice or the welfare service where you will be studying to see if any funds are available.

### Part-time work

Many students have part-time jobs while they are at school or college. Work will give you useful skills, such as time management, communication skills and dealing with money. These skills can be put on **CVs or application forms**. Don't let the job affect your studies. Be sensible about how many hours you work.

### Further education

If you are between 16 and 19 and attending school, sixth form college or further education college, your tuition is free. Your parents or carers can still claim benefit for you.

### Learner support funds

Learner support funds grant for school sixth form students are administered by the student finance section of the local authority where you live.

### Travel grants

Your local authority's student finance section can offer travel grants in particular circumstances.

Each authority has its own eligibility policy and you should contact the student finance section of the local authority where you live for more information.

### Bus and tram fare concessions

All full-time students aged 16 to 17 and living in Greater London are entitled to free travel on London's buses and trams. For more information, visit the Transport for London website [www.tfl.gov.uk](http://www.tfl.gov.uk)

### Other sources of help

There is sometimes help available from your local authority and sometimes local charities or trusts.

For more information about student finance contact:

Ealing: [www.ealing.gov.uk](http://www.ealing.gov.uk)

Student Support 020 8825 5222

Hounslow: [www.hounslow.gov.uk](http://www.hounslow.gov.uk)

Student Support 020 8583 2811

Richmond upon Thames: [www.richmond.gov.uk/studentssupport](http://www.richmond.gov.uk/studentssupport)

Student Finance 0845 607 7577

## Benefits during work or training

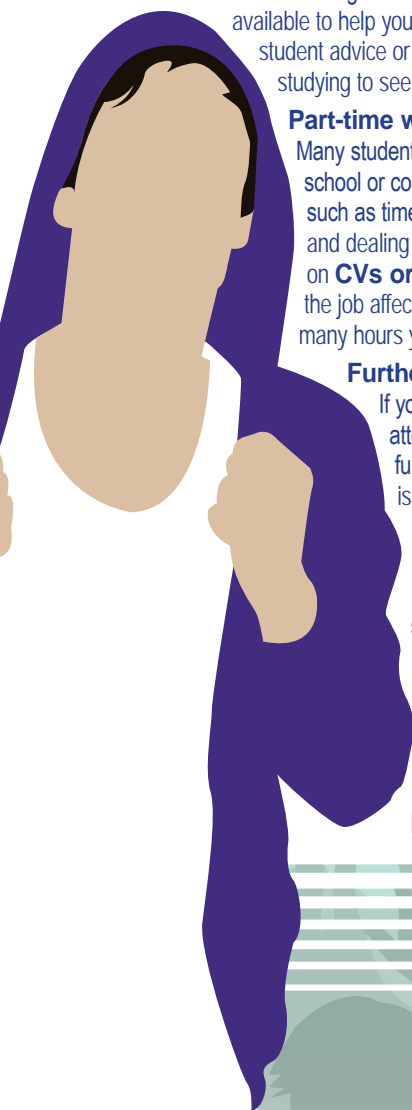
If you have been in work or training in the past but are now out of work, you can receive a bridging allowance (lasting up to eight weeks). You need to be registered with Connexions as looking for work or training. Benefits that depend on your circumstances or the circumstances of your family include the Job Seeker's Allowance, Income Support, Housing Benefit and the Disability Allowance. If you are under 18 and leave school to look for work or training your family can usually continue to receive child benefit for a few months.

## Useful finance contacts

[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

<http://moneytolearn.direct.gov.uk>

[www.scholarship-search.org.uk](http://www.scholarship-search.org.uk)



# Learning difficulties and disabilities

## Additional learning support or disability statement

All colleges have staff available to support students with learning difficulties, medical needs and other disabilities, including specialist support for students with physical, visual and hearing impairment. Special provision or support in classes and examinations can be provided for students with identifiable needs.

Richmond upon Thames College is proactive in looking at ways to make sure that disabled young people are treated equally in all aspects of college life. They will try to make sure that arrangements and reasonable adjustments can be made for those needing them. If you have any concerns, please discuss these at the interview stage.

## Connexions

Connexions provides information, advice, guidance and support for all 13 to 19 year olds and for people with learning difficulties or physical disabilities up to the age of 25. This is provided through a network of personal advisers (PAs). The PAs give advice and support on a range of subjects including jobs, further education and personal issues. They can be found in schools' Connexions centres. You can also make contact by phone, text, email or via a live webchat, seven days a week from 8am until 2am (calls from landlines are free, but mobile networks may charge so ask the adviser to phone you back).

### Connexions (Direct)

Phone: 080 800 13219

Text: 077 6641 3219

**The Garage** (Heatham House, Whitton Road, Twickenham, TW1 1BH)

Phone: 020 8288 7503

**Richmond Adult Community College** (Parkshot, Richmond)

Phone: 020 8891 5907

[www.connexions-direct.com](http://www.connexions-direct.com)

[www.need2know.co.uk](http://www.need2know.co.uk)

Information on health, money, time out, travel, relationships, learning, work, housing, law, environment.

[www.youthinformation.com](http://www.youthinformation.com)

All you need to know about education, employment and training, environment, family and relationships, health, housing, justice and equality, money, sport, leisure and travel.

[www.skill.org.uk](http://www.skill.org.uk)

Help for students with disabilities.

# School and college listings

## Ashcroft Technology Academy

100 West Hill, London, SW15 2UT  
020 8877 0357  
info@ashcroftacademy.org.uk • www.atacademy.org.uk

## Croydon College

College Road, Croydon, CR9 1DX  
020 8760 5914  
info@croydon.ac.uk • www.croydon.ac.uk

## Ealing, Hammersmith and West London College

Gliddon Road, Barons Court, London, W14 9BL  
College Information Centre 0800 980 2175  
Main Switchboard 020 8741 1688  
cic@wlc.ac.uk • www.westlondoncollege.ac.uk

## Esher College

Weston Green Road, Thames Ditton, KT7 0JB  
020 8398 0291  
eshercollege@esher.ac.uk • www.esher.ac.uk

## Farnham College

Morley Road, Farnham, GU9 8LU  
01252 71 69 88  
farnham@guildford.ac.uk • www.farnham.ac.uk

## Guildford College

Stoke Park Campus, Stoke Road, Guildford, GU1 1EZ  
01483 448585  
info@guildford.ac.uk • www.guildford.ac.uk

## John Ruskin College

Selsdon Park Road, South Croydon, CR2 8JJ  
020 8651 1131  
info@johnruskin.ac.uk • www.johnruskin.ac.uk

## Kingston College

Kingston Hall Road, Kingston upon Thames, KT1 2AQ  
020 8546 2151  
info@kingston-college.ac.uk • www.kingston-college.ac.uk

## Richmond Adult Community College

(Courses generally offered are for 17 year olds and adults)  
Parkshot, Richmond, TW9 2RE  
020 8891 5907  
info@racc.ac.uk • www.racc.ac.uk

## Richmond upon Thames College

Egerton Road, Twickenham, TW2 7SJ  
020 8607 8305/8314  
courses@rutc.ac.uk • www.rutc.ac.uk

## South Thames College (incorporating Merton College)

Wandsworth campus: Wandsworth High Street, London, SW18 2PP  
020 8918 7777  
Merton campus: London Road, Morden, SM4 5QX  
020 8408 6400  
studentservices@south-thames.ac.uk • www.south-thames.ac.uk

## St Mary's University College

Waldegrave Road, Twickenham, TW1 4SX  
020 8240 2314  
recruit@smuc.ac.uk • www.www.smuc.ac.uk

## Strode's College

High Street, Egham, TW20 9DR  
01784 437506  
info@strodes.ac.uk • www.strodes.ac.uk

## West Thames College

Main Campus, London Road, Isleworth, TW7 4HS  
020 8326 2020  
info@west-thames.ac.uk • www.west-thames.ac.uk

## William Morris Sixth Form

St Dunstan's Road, London, W6 8RB  
020 8748 6969  
info@wmsf.ac.uk • www.wmsf.ac.uk

## Wimbledon College

### (including the Ursuline High School for girls)

Edge Hill, London, SW19 4NS  
020 8946 2533  
mail@wimbledoncollege.org.uk • www.wimbledoncollege.org.uk

## Specialist courses

### Berkshire College of Agriculture

Burchetts Green, Maidenhead, SL6 6QR  
01628 824444  
enquiries@bca.ac.uk • www.bca.ac.uk  
Courses in agriculture, animal care, floristry, garden design and landscaping, green keeping, horse studies and management, horticulture and veterinary nursing. Transport available from Slough and Uxbridge.

### Capel Manor

Bullsmoor Lane, Enfield, Middlesex, EN1 4RQ  
08456 122 122  
enquiries@capel.ac.uk • www.capel.ac.uk  
Courses in horticulture, landscaping, floristry, animal care, and forestry and arboriculture.

## Local authority contacts

Croydon	020 8726 6000	www.croydon.gov.uk
Ealing	020 8825 5000	www.ealing.gov.uk
Hammersmith	020 8748 3020	www.lbhf.gov.uk
Hounslow	020 8583 2000	www.hounslow.gov.uk
Kingston	020 8547 5757	www.kingston.gov.uk
Merton	020 8274 4901	www.merton.gov.uk
Richmond upon Thames	020 8891 7500	www.richmond.gov.uk
Surrey	08456 009 009	www.surreycc.gov.uk
Sutton	020 8770 5000	www.sutton.gov.uk
Wandsworth	020 8871 6000	www.wandsworth.gov.uk

# Open days and events

## Richmond upon Thames College

Saturday 16 October 2010, 9.30am to 1.00pm  
Wednesday 20 October 2010, 5pm to 8pm  
Thursday 10 February 2011, 5pm to 8pm

## St Mary's University College

Saturday 11 September 2010, 10am to 3pm  
Wednesday 27 October 2010, 10am to 3pm  
Wednesday 3 November 2010, 5pm to 8pm

To register for these dates go to [www.smuc.ac.uk](http://www.smuc.ac.uk), phone 020 8240 2314 or email [recruit@smuc.ac.uk](mailto:recruit@smuc.ac.uk) to request a booking.

For other schools' and colleges' open events, please contact them direct or look on their websites. See page 19 for contact information.

## Richmond Business and Education Roadshow

Friday 8 October 2010, Twickenham Stadium

Schools and colleges in Richmond upon Thames have been invited and each will be taking groups of students to this information event. If you would like further information please go to [www.richmond.gov.uk](http://www.richmond.gov.uk) and search for 'Roadshow' or alternatively ask your teacher or Connexions PA.

# Translation advice

Please contact us if you need this booklet in Braille, large print, on audio tape or in another language.

Phone 020 8891 7500 or  
Minicom 020 8891 7539

London Borough of Richmond upon Thames  
Civic Centre  
44 York Street  
Twickenham  
TW1 3BZ

[www.richmond.gov.uk](http://www.richmond.gov.uk)

**Albanian** Nese keni veshtersi per te kuptuar kete botim, ju lutemi ejani ne recepcionin ne adresen e shenuar me poshte ku ne mund te organizojme perkthime nepermjet telefonit.

**Arabic** إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الإستقبال في العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية هاتفية.

**Bengali** এই প্রকাশনার অর্থ বুঝতে পারায় যদি আপনার কোন সমস্যা হয়, নিচে দেওয়া ঠিকানায় রিসেপশন-এ চলে আসুন যেখানে আমরা আপনাকে টেলিফোনে দোভাষীর সেবা প্রদানের ব্যবস্থা করতে পারবো।

**Farsi** اگر در فهمیدن این نشریه مشکل دارید، لطفاً به میز پذیرش در آدرس قید شده در زیر رجوع فرمایید تا سرویس ترجمه تلفنی برایتان فراهم آورده شود.

**Gujarati** જો તમને આ પુસ્તિકાની વિગતો સમજવામાં મુશ્કેલી પડતી હોય તો, કૃપયા નીચે જણાવેલ સ્થળના રિસેપ્શન પર આવો, જ્યાં અમે ટેલિફોન પર ગુજરાતીમાં ઇન્ટરપ્રિટીંગ સેવાની ગોઠવણ કરી આપીશું.

**Punjabi** ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮੁਸਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸਿਪਸ਼ਨ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

**Urdu** اگر آپ کو اس اشاعت کو سمجھنے میں کوئی مشکل ہے تو، براہ کرم نیچے دیئے ہوئے ایڈریس کے استقبال پر جا کر بیٹھیے، جہاں ہم آپ کیلئے ٹیلیفون انٹرپرائٹنگ سروس (ٹیلیفون پر ترجمانی کی سروس) کا انتظام کر سکتے ہیں۔