POST 16
Vocational Education
PROSPECTUS
## Contents

<table>
<thead>
<tr>
<th>Subject Choices</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Design/Fashion</td>
<td>8-9</td>
</tr>
<tr>
<td>Beauty</td>
<td>10-11</td>
</tr>
<tr>
<td>Business</td>
<td>12-13</td>
</tr>
<tr>
<td>Care/Health and Social Care/Childcare</td>
<td>14-15</td>
</tr>
<tr>
<td>Construction</td>
<td>16-17</td>
</tr>
<tr>
<td>Dance</td>
<td>18-19</td>
</tr>
<tr>
<td>Digital Media</td>
<td>20-21</td>
</tr>
<tr>
<td>Engineering</td>
<td>22-23</td>
</tr>
<tr>
<td>Enterprise and Marketing</td>
<td>24-25</td>
</tr>
<tr>
<td>Hospitality</td>
<td>26-27</td>
</tr>
<tr>
<td>ICT and Computing</td>
<td>28-29</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>30-31</td>
</tr>
<tr>
<td>Music</td>
<td>32-33</td>
</tr>
<tr>
<td>Professional Cookery</td>
<td>34-35</td>
</tr>
<tr>
<td>Sport</td>
<td>36-37</td>
</tr>
<tr>
<td>Science</td>
<td>38-39</td>
</tr>
<tr>
<td>Travel and Tourism</td>
<td>40-41</td>
</tr>
</tbody>
</table>

| Apprenticeships                        | 42-43|
| Public Health England                  | 45   |
| Royal Mencap Society                   | 46   |
| Transport for London                   | 47   |
| Further Information                    | 48   |
Welcome to the Post-16 Directory of vocational options in Barnet!

Here you will be able to find all the courses on offer to you in Barnet. All of them support or lead you to directly to careers and some even give you the chance to learn while you earn!

So if you’re interested in a career in marketing or media, childcare or cuisine or maybe healthcare or engineering then read on for courses designed to help get you there.
London Academy
Spur Road, Edgeware, Middlesex HA8 8DE
Tel: 020 8238 110
Fax: 020 8238 1101
office@londonacademy.org.uk

Hendon School
Golders Rise, Hendon, London NW4 2HP
Tel: 020 8202 9004
info@hendonschool.co.uk

Whitefield School
Claremont Road, London NW2 1TR
Tel: 020 8455 4114
Fax: 020 8455 4382
schooladmin@whitefield.barnet.sch.uk

Menorah High School for Girls
105 Brook Road, Dollis Hill, London NW2 7BZ
Tel: 020 8208 0500
admin@menorahhigh.com

Queen Elizabeth Girls School
High Street, Barnet Herts EN5
Tel: 020 8449 2984
office@qegschool.org.uk

Mill Hill County High School
Worcester Crescent, Mill Hill, London, NW7 4LL
Tel: 020 8238 8180
Fax: 020 8959 6514
admin@mhchs.org.uk

St James’ Catholic High School
Great Strand, Colindale, London NW95PE
Tel: 020 8458 280
Fax: 020 8358 2801
admin@stjames.barnet.sch.uk

The Compton School
North Finchley, Summers Lane, London N12 0QG
Tel: 020 8368 1783
office@thecompton.org.uk

Bishop Douglass School
Hamilton Road, East Finchley, London, N2 0SQ
schooladmin@bishopdouglass.barnet.sch.uk
Fax: 020 8444 0416
Tel: 020 8444 5211

Christ’s College Finchley
East End Road, Finchley, London, N2 0SE
info@ccfplus.com
Tel: 0208 349 3581
Fax: 0208 349 8972

Copthall School
Pursley Road, Mill Hill, London, NW7 2EP
enquiries@copthall.barnet.sch.uk
Tel: 0208 959 1937
Fax: 020 8959 8736

East Barnet School
5 Chestnut Grove, East Barnet, Hertfordshire, EN4 8PU
Tel: 020 8344 2100
Fax: 020 8449 9862

Finchley Catholic High School
Woodside Lane, Finchley, London, N12 8TA
Tel: 020 8445 0105
Fax: 020 8446 0691

Hasmonean High School for Boys
Holders Hill Road, Hendon, London NW4 1NA
Tel: 020 8203 1411
email@hasmonean.co.uk

Hasmonean High School for Girls
2-4 Page Street, Mill Hill, London NW7 2EU
Tel 0208 203 1411
Email: email@hasmonean.co.uk

JCoSS
Castlewood Road, New Barnet, EN4 9GE
Tel: 020 8344 2220
Fax: 0871 918 2214
admin@jcoss.barnet.sch.uk

Barnet and Southgate College
7 Bristol Avenue, London NW94BR
Tel: 020 8266 4000
info@barnetsouthgate.ac.uk
POST 16 OPTIONS

When you enter Post 16 education, there are many alternatives to A Levels which offer a more practical route to your chosen career. These routes give you the option to get on the job training, learn while you earn and clear pathways straight to the job of your choice.

BTECs
BTEC stands for the Business and Technology Education Council. BTECs are specialist work-related qualifications that combine practical learning with subject and theory content. BTECs are designed for young people interested in a particular sector or industry but who are not yet sure what job they’d like to do. You could study a BTEC at Level 2 or 3, either alongside academic qualifications or as part of a wider programme (such as an apprenticeship). You can also study a BTEC as a standalone course.

Cambridge Technical
Cambridge Technicals are vocational qualifications at Level 2 and Level 3 for students aged 16+. They’re designed with the workplace in mind and provide a high-quality alternative to A Levels with a great range of subjects to choose from.

Apprenticeships
Apprenticeships allow you to combine work and study by mixing on-the-job training with classroom learning. You’ll be employed to do a real job while studying for a formal qualification, usually for one day a either at a college or a training centre. By the end of your apprenticeship, you’ll hopefully have gained the skills and knowledge needed to either succeed in your chosen career or progress onto the next apprenticeship level.

City & Guilds
A City and Guilds qualification is a technical education option that focuses more on practical work.

Please note that the courses listed in this document are correct at the time of production/publication. Schools and colleges can change their course offer depending on their circumstances.
Studying Art, design or fashion can help to support students with a career within the creative industries such as graphic design or fashion design.

Types of careers

**Graphic Designer**
Graphic designers use text and artwork to create imagery, this usually takes the form of books, magazines, posters and flyers.

**Product Designer**
Product Designers plan, direct and undertake creations of design for industrial or commercial products such as furniture or lifestyle accessories.

WHERE CAN I STUDY EACH QUALIFICATION?

**Level 1**
- Barnet and Southgate College
  Bridging Course Level 1
  Art and Design Level 1

**Level 2**
- Barnet and Southgate College
  Art Design Level 2

**Level 3**
- Barnet and Southgate College
  Fashion Level 3
  Fashion Business and Retail Level 3
  Art and Design Level 3
  Art and Design Photography Level 3
  3D Product Design and Architecture Level 3
Studying Beauty is perfect for anyone aspiring to be in the beauty industry, or that has a passion for Beauty Therapy. You will learn a wide variety of skills such as client care and communication, workplace practices and procedures, body massage, self-tanning, make-up for performers, nail enhancements, and reflexology.

Types of careers

**Beautician**
A Beautician carries out a variety of beauty related jobs such as manicures, pedicures, waxing and facials.

**Makeup Artist**
Makeup Artists offer general makeup services or work in prosthetic design. This includes enhancing facial aesthetics through makeup, creating custom looks for clients and working with actors on movie sets.

**Masseuse**
As a Masseuse you will massage muscles and soft tissues of the body to provide treatment for medical conditions, injuries, or wellness maintenance.

WHERE CAN I STUDY EACH QUALIFICATION?

**Level 1**
- Barnet and Southgate College
  Skills for Hair and Beauty

**Level 2**
- Copthall School
  Level 2 Technical Certificate in Beauty Therapy
  City and Guilds
  Level 2 Technical Award in Hair and Beauty Studies
  City and Guilds
- Barnet and Southgate College
  Beauty Therapy
  Make-up Artistry
  Nail Treatments
  Threading Techniques

**Level 3**
- Copthall School
  City and Guilds Advanced Level 3 Technical Diploma in Beauty and Spa Therapy
- Barnet and Southgate College
  Spa and Beauty Therapies
  Media Make-up Artistry
A knowledge of business and business processes are useful for many different job roles, for example, accountancy, banking, sales and customer service. It is also useful if you plan to set up your own business in the future or be self-employed. It teaches you valuable skills such as teamwork, numeracy, management and basic finance.

Types of careers

**Marketing Manager**
Managing all marketing for the company and activities within the marketing department.

**Finance Officer**
Financial Officers are in charge of overseeing the financial transactions of a company and running the accounts.

**Business Development**
Business development staff identify sales opportunities, pitch goods or services to new clients and maintain a good relationship with new contacts.

WHERE CAN I STUDY EACH QUALIFICATION?

**BTEC Level 1**
- Barnet and Southgate College
  Progression into Business

**BTEC Level 2**
- Bishop Douglass School
- Finchley Catholic High School
- Mill Hill County High School
- Barnet and Southgate College

**Cambridge Technical Level 2**
- East Barnet School
- Hendon School
- London Academy
- St James Catholic School

**BTEC Level 3**
- Bishop Douglass School
- Finchley Catholic High School
- Mill Hill County High School
- The Compton School
- Barnet and Southgate College
  (Business/Business and Law)
  Business and Marketing

**Cambridge Technical Level 3**
- East Barnet School
- Hendon School
- JCoSS
- London Academy
- St James Catholic School

**Level 3 Finance**
- Whitefield School
Studying Health Studies is useful for anyone wanting a career in the Health Sector. It will give you the opportunity to learn about healthcare systems and progress to university and study a degree specifically related to health, e.g. radiography, midwifery, nursing or the ambulance service. It covers a wide variety of health modules from communication in health and social care, to Anatomy and Physiology.

Types of careers

**Care Management**
As a care assistant you will help clients with personal care tasks, such as washing, dressing and eating to help them in their day to day lives.

**Social Work**
Social workers provide advice, support and resources to individuals and families to help them solve their problems.

**Nursing**
Nursing jobs involve treating patients who are sick and injured, and also offering advice and emotional support to patients and their families.

WHERE CAN I STUDY EACH QUALIFICATION?

**Level 1**
- Barnet and Southgate College
  - Caring for Children
  - Preparing for Work in Schools

**Level 2**
- Bishop Douglass School
- Hendon School
- Copthall School (Level1/2)
  - Technical Award in Health and Social Care
- Barnet and Southgate College
  - Early Years Practitioner

**BTEC/Cambridge Technical Level 3**
- Bishop Douglass School
- Hendon School
- Copthall School
- JCoSS
- London Academy
- The Compton School
- Barnet and Southgate College
- Hasmonean High School for Boys
- Hasmonean High School for Girls
- Barnet and Southgate College - Level 3
  - Early Years Educator
  - Early Years Workforce
  - Childminding
  - Education and Training
Constructing Construction helps you take your first steps towards a career in the construction industry. You’ll learn essential skills from bricklaying, carpentry and joinery to plumbing, painting and decorating.

Types of careers

**Builder**
Builders oversee, coordinate and work on the construction, repair and renovation of homes and other buildings. They may also manage entire projects.

**Plumber**
Plumbers' main role is to design and build layouts for pipes, drainage systems, and other plumbing materials.

**Electrician**
Electricians solve electrical issues using appropriate testing devices and repair and replace equipment, or wiring.

WHERE CAN I STUDY EACH QUALIFICATION?

**Level 1**
- Barnet and Southgate College
  - Progress into Technical Occupations
  - Construction Multi-skills
  - Plumbing
  - Electrician Installations

**Level 2**
- Barnet and Southgate College
  - Carpentry and Joinery
  - Plumbing
  - Electrical Installations

**Level 3**
- Electrical Installations
  - Gas Engineering
  - Plumbing
Studying Dance will give you the skills and understanding that you will need to prepare for a career in the Dance or Performing Arts industry. You will learn performance skills in both solo and group situations and study the theory behind Dance. The course can be truly tailored around you and your peers.

Types of careers

**Dance Instructor**
Dance Teachers are responsible for leading dance classes for individual or groups of people.

**Choreographer**
Choreographers create routines for individual performers, competitions, musical performances, marching bands and ballets.

**Stage Performer**
Performers entertain others through various arts, such as music, dance, stage entertainment, and theatre.

WHERE CAN I STUDY EACH QUALIFICATION?

**BTEC Level 3**
- Whitefield School
Digital Media/Multimedia

This course helps you to build your media knowledge through practical work and projects in preparation both for work and further study. The course lets you study a range of media such as video, radio and print and learn skills in audio computer and animation technology on the Digital Media Pathway. You will learn a range of skills that will help you to undertake research projects, organise productions, and work in a production team.

Types of careers

**Video Editor**
Video Editors are responsible for editing and assembling video into a product ready for broadcasting. The material may include dialogue, sound effects, graphics and special effects.

**Blogger**
Bloggers write, edit, post, and promote the content on their web pages or websites, normally for brand partnerships or paid work.

**Producer**
A film producer is a person who oversees film production. They select the script; coordinate writing, directing, and editing; and arrange financing.

WHERE CAN I STUDY EACH QUALIFICATION?

**BTEC Level 2**
- Mill Hill County High School

**BTEC Level 3**
- East Barnet School
- Hasmonean High School for Boys
- Hasmonean High School for Girls
- St James Catholic School
- Whitefield School

**Cambridge Technical Level 3**
- JCoSS
The Engineering BTEC includes Maths, Physics and Science. There are so many units to choose from so students can bring her own personality into their learning. Engineering can take you into multiple creative industries, such as product design, aerospace, manufacturing, electronics, electrical engineering or the automotive industry as a project leader or designer.

**Types of careers**

**Aerospace Engineering**  
Aerospace engineers design aircrafts and study the aerodynamic performance of aircraft and construction materials.

**Chemical Engineer**  
Chemical engineers are involved in the research and development of chemical processes required to produce products such as food, drinks, and cleaning products.

**Mechanical Engineer**  
Mechanical engineers design powerproducing machines such as electric generators, internal combustion engines, and steam and gas turbines.

**WHERE CAN I STUDY EACH QUALIFICATION?**

**Level 1**  
- Barnet and Southgate College  
  Bridging Course

**BTEC Level 2**  
- Finchley Catholic High School  
- Barnet and Southgate College

**BTEC Level 3**  
- Barnet and Southgate College
Enterprise and Marketing

Studying Enterprise and Marketing gives you the practical skills, knowledge and creativity you will need for a future career in business, enterprise or marketing. You will learn practical elements and theoretical knowledge so that you can put their learning into practice while also developing valuable skills.

Types of careers

**Digital Marketing**
Digital Marketing staff are in charge of planning and managing marketing campaigns that promote a company's brand, products, and services.

**Social Media Executive**
A Social Media Executive manages all social media channels, team members, campaigns to engage customers.

**Market Research Analyst**
Market research analysts perform research and gather data to help a company market its products or services.

WHERE CAN I STUDY EACH QUALIFICATION?

**Cambridge Technical Level 2**
- Hendon School
Hospitality can help you take your first steps towards a career in events, catering or accommodation. You'll learn essential skills such as planning and running an event, preparing and serving food and drink, and delivering first-class customer service.

Types of careers

**Concierge**
Concierge staff help arrange or give advice on transportation, business services or entertainment, or monitor guest requests for housekeeping and maintenance.

**Events Planning**
Events planning involves organizing event facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.

**Hotel Manager**
A Hotel Manager oversees all operations and day-to-day activities in a hotel. They take on a variety of duties including accounting, sales, business development, and customer service.

WHERE CAN I STUDY EACH QUALIFICATION?

**BTEC Level 2**
- Finchley Catholic High School
Types of careers

App Developer
App Developers create new apps for businesses/games, and work on the graphics and design of them.

Graphics Designer
Graphics Designers develop the overall layout and production design for advertisements, brochures, magazines, and corporate reports.

ICT Security

WHERE CAN I STUDY EACH QUALIFICATION?

BTEC Level 2
- Bishop Douglass School
- Barnet and Southgate College
- Copthall School

BTEC Level 3
- Bishop Douglass School
- Finchley Catholic High School
- Barnet and Southgate College

Cambridge Technical Level 2
- Hendon School

Cambridge Technical Level 3
- Hendon School
- London Academy
- St James’ Catholic High School
- Whitefield School

Information communications technology (ICT) involves studying technology that uses telecommunication to store, transmit or access digital information. It focuses on the way that modern technology affects our society and how we communicate. If you go down the computing path, you will gain an insight into programming and computer theory which is useful for a wide variety of careers.
Performing Arts

Studying Performing Arts is designed to be the first steps in developing as an actor support progression to Higher Education. It is an exciting vocational course that engages the learners on assignment projects that culminate in practical performances. You will have the chance to investigate the work of performing arts practitioners and explore technical performance skills and creative skills.

Types of careers

**Drama Teacher**
Being a drama teacher involves creating lesson plans, teaching the history of drama and assisting students in creating their own dramatic pieces.

**Actor/Actress**
Actors express ideas and portray characters in theatre, film, television, and other performing arts media. They also work at theme parks or other live events.

**Set Designer**
A set designer is in charge of designing and creating the sets that appear in films and television programmes as well as in the theatre.

WHERE CAN I STUDY EACH QUALIFICATION?

**BTEC Level 3**
- JCoSS
- Whitefield School
Studying Music gives you the opportunity to learn about performance in both ensemble and solo settings, general musicianship as well as researching and investigating professional practice in the pop music industry and the range of opportunities for solo performance. You will learn how to respond to a set performance briefs alongside developing your knowledge of the musical language.

Types of careers

**Song Writer**
Songwriters often specialize in writing and composing music for one specific instrument or part of a song.

**Music Producer**
Music producers oversee all aspects of a recording session, from planning the sessions to the finished product.

WHERE CAN I STUDY EACH QUALIFICATION?

**BTEC Level 3**
- Bishop Douglass School
- JCoSS
- Whitefield School
Studying Professional Cookery will teach you a wide variety of skills that you will need going into a job as a Chef or any food related role. You will learn everything from cookery skills and processes, to how to create the best dishes and presentations. The course takes a very hands-on approach.

Types of careers

**Chef**
Oversees a restaurant’s kitchen by managing other members of the food preparation team, deciding what dishes to serve and adjusting orders to meet guests’ requests.

**Nutritionist**
Nutritionists assess patients’ and clients’ health needs and diet and help patients with nutrition issues and healthy eating habits.

**Food Blogger**
Food bloggers select culinary topics that readers may be interested in and report on those topics using photos and blog posts.

WHERE CAN I STUDY EACH QUALIFICATION?

**City and Guilds Level 1**
- London Academy

**City and Guilds Level 2**
- London Academy
Sports BTEC enables students to develop their knowledge in the different areas of sport in both a theoretical and practical way. You can study a range of topics from Anatomy and Physiology to Health and Nutrition, and it is a great subject to study if you would like a career in the sporting world, whether that be as an athlete or from management level.

Types of careers

**Sports Presenter**
The role of a presenter is to present up to date information to viewers/listeners. This involves interviewing guests and preparing content.

**Nutritionist**
Nutritionists assess patients’ and clients’ health needs and diet and help patients with nutrition issues and healthy eating habits.

**Physiotherapist**
Physiotherapists help people recover with injuries sustained from surgery, illness, ageing or disability by creating a treatment plan of exercises and therapy.

WHERE CAN I STUDY EACH QUALIFICATION?

**Level 1**
Sport Introductory Diploma
  - Barnet and Southgate College

**BTEC Level 2**
- Barnet and Southgate College
- Activity Leadership Level 2
- Sports Certificate Level 2
- Health, Fitness and Exercise Instruction Level 2

**OCR Cambridge National**
- Barnet and Southgate College
- St James Catholic School

**BTEC Level 3**
- Bishop Douglass School
- London Academy
- Christ’s College Finchley
- Whitefield School
- Barnet and Southgate College
  - Personal Training
  - Sport Extended Diploma
  - Sport Extended Certificate

**Cambridge Technical Level 3**
- JCoSS
For anyone who sees their future career in science, Applied Science is an excellent starting point. It covers a wide range of topics across biology, chemistry and physics and will allow you to learn a high level of practical laboratory skills. The course suits anyone. Whether you love laboratory work, enjoy learning facts about the human body, watching chemical reactions or the agri-food industry.

Types of careers

Chemist
A chemist searches for new knowledge about chemicals and uses it to improve the way we live. This could include new medicines or new scientific technologies.

Archaeologist
Archaeologists study past human activity by excavating, dating and interpreting objects and sites of historical interest.

Forensic Scientist
Forensic scientists use scientific techniques to look at evidence from crimes and prepare legal statements used in court cases.

WHERE CAN I STUDY EACH QUALIFICATION?

Level 1
- Barnet and Southgate Bridging Course
- Applied Science

BTEC Level 2
- Barnet and Southgate College

BTEC Level 3
- Bishop Douglass School
- Hasmonean High School for Boys
- Hasmonean High School for Girls
- Copthall School
- Barnet and Southgate College
- St James Catholic School
Studying Travel and Tourism is an exciting start to a career in the tourism industry. You will learn by completing projects and assignments based on real life workplace situations and activities, and develop the skills needed to progress a career in the travel industry.

Types of careers

**Flight Attendant**
A Flight Attendant is responsible for attending to the safety and comfort needs of passengers aboard a flight.

**Travel Agent**
A travel agent's role is to help people plan, choose and arrange their holiday.

**Travel Blogger**
A travel blogger is someone who travels around the world collecting content for writing about their travel experiences, and advising on the best places to travel.

WHERE CAN I STUDY EACH QUALIFICATION?

**BTEC Level 2**
- Hendon School
- Barnet and Southgate College

**BTEC Level 3**
- Hendon School
- Barnet and Southgate College
- Whitefield School
Apprenticeships

A real job, with hands-on experience, a salary and the chance to train while you work. You’re treated just like all the other employees, with a contract of employment and holiday leave. If you’re 16 or over, you can become an apprentice as long as you spend at least 50% of your working hours in England for the duration of the apprenticeship and you are not in full-time education.

When you are an apprentice...

• you get paid and train at the same time, with at least 20% of your time spent in off the job training, often at a college, university or with a training provider

• you train to be fully competent in your chosen occupation

Your apprenticeship can take between one and six years to complete, depending on which apprenticeship you choose, what level it’s at, and your previous experience.

Different apprenticeships are available all over England, at companies large and small, in a wide range of industries and organisations. From local organisations to large national brands. You get valuable hands-on experience working whilst you learn, which helps you progress in your working life.

To find an apprenticeship, visit

www.apprenticeships.gov.uk

or contact Barnet and Southgate College on

info@barnetsouthgate.ac.uk

or telephone 0208 266 4000
Supported Internships provide on-site practical work training, for young adults with special educational needs to gain work skills, leading to competitive paid employment.

They are designed to develop transferable skills, knowledge and attitudes in readiness for paid employment. Students can develop Employability, Customer Service, Confidence, Maths, English and ICT whilst working alongside employees in a real employment setting. The classroom based learning at the workplace enables young people to try out different work roles, supported by a job coach.

Benefits of the programme:

• Participate in a variety of placements at a high-status local employer
• acquire competitive, transferable and marketable job skills
• gain increased independence, confidence, self-esteem and friendship groups
• receive work-based individual instruction, coaching, support and feedback from the job coach, tutor and host business managers
• access to qualification in English, Maths and Work Skills.

More information about SEND supported internships in Barnet and surrounding areas of West London can be found on Barnet Local Offer: https://www.barnetlocaloffer.org.uk/pages/young-peopleszone/ education-and-careers/employment-training-and-careers
The DFN Project SEARCH Supported Internship at Public Health England (PHE) Colindale

This Project SEARCH Work Training Programme is a collaborative venture between key partners:

Host Employer: Public Health England, Colindale, 61 Colindale Avenue, London NW9 5EQ
Further Education College Partner: Barnet and Southgate College
Supported Employment Partner: The Tottenham Hotspur Foundation
Lead Authority: London Borough of Barnet
Contact: projectsearch@phe.gov.uk
Programme Date Sept – July

Public Health England is an executive agency, sponsored by the Department of Health, set up to protect and improve the nation’s health and wellbeing and reduce health inequalities.

Entry Requirement for this programme is that students are aged 18-24 on the 1st September in the year of the programme and have an Education, Health and Care Plan in place. The student must commit to a 5 day a week programme and be an independent traveller or be undertaking travel training.

Programme
The programme is designed to develop transferable skills, knowledge and attitudes in readiness for paid employment. Students will develop Employability, Customer Service, Confidence, Maths, English and ICT whilst working alongside employees in a real employment setting. The classroom-based learning at the workplace enables young people to try out three different work roles with ten weeks in each role, supported by the tutor and the job coach. Work placements are unpaid.

Work experience in:
Media Production - packing, cleaning and sterilisation of glassware, dispatch of growth and nutrient media to customers
Warehouse – customer orders and deliveries
Front of House – Customer Service
Laboratory Support – preparing laboratory equipment
Business Administration – Admin support in various departments
Waste Management
Conferencing – supporting the Audio Visual Manager

Applications made directly to PHE projectsearch@phe.gov.uk
For more information contact - projectsearch@phe.gov.uk
Mencap’s Interns and Outcomes programme is tailored to the unique needs and career aspirations of the individual.

Host Employer: Various  
Education Partner: Royal Mencap Society  
Supported Employment Partner: Royal Mencap Society  
Lead Authority: London Borough of Barnet  
Contact: helpline@mencap.org.uk  
Programme Date: Sept - July

Entry Requirement for this programme is that students are aged 16-24 and have an Education, Health and Care Plan in place, who also:
• would like to find a job
• will be ready for work after completing the programme
• live in the London borough of Barnet
• will be able to travel independently by the end of the programme (Mencap can provide travel training to help with this).

WORK PLACEMENTS
A range of unpaid placements will be offered determined by individual needs and aspirations.

Programme
Interns And Outcomes is a full-time study programme lasting 12 months, including a work experience placement – usually about 6 months. The programme also provides a job coach to help interns learn on the job, plus group work opportunities to learn from one another and develop social skills.

How does it help?
Interns And Outcomes offers a range of benefits, helping people with a learning disability to:
• build greater confidence
• improve English and maths skills
• better understand employment
• show employers what they can do
• progress towards paid work.

Find out more - contact helpline@mencap.org.uk 0808 808 1111 and ask about Interns And Outcomes
The Supported Internship initiative at Transport for London (TfL) – the ‘Steps into Work’ Programme

**Host Employer:** Transport for London (TfL), TfL Offices, 14 Pier Walk, North Greenwich, London SE10 0ES  
**Education Partner:** Barnet Southgate College  
**Supported Employment Partner:** Remploy  
**Contact:** anna.nichol@barnetsouthgate.co.uk  
**Programme Date:** Sept - Aug

**Entry Requirement** for this programme is that students are aged 16-24 and have an Education, Health and Care Plan in place, who also:

- would like to find a job  
- will be ready for work after completing the programme  
- live in the London borough of Barnet  
- will be able to travel independently by the end of the programme (Mencap can provide travel training to help with this).

**WORK PLACEMENTS**
A range of unpaid placements will be offered determined by individual needs and aspirations.

**Programme**
Students will have the opportunity to gain practical experience in the workplace whilst learning and developing employability skills.

They will study for a BTEC Level 1 qualification and will be students of Barnet & Southgate College and not TfL employees. The programme, is based in TfL’s offices in central London and is made up of three unpaid work placements, mainly in offices across TfL, supported by tutor and job coaches.

Those aged 18 or over will also have the option of working as a customer service assistant (CSA) in a London Underground station. This placement also provides an opportunity to gain an NVQ Level 2 Customer Services in the Rail Industry award.

**WORK EXPERIENCE offered by the programme include:**
Administration – sorting and delivering mail to departments; filing, photocopying, scanning, data entry

Office support – sending emails, setting up IT and equipment for meetings; create and issue letters; stationery orders, organising meetings; labelling files for archiving; storing and shredding.

Customer Service – meeting visitors; helping with enquiries.
If you are looking for career guidance, information and advice after leaving Year 11 until the age of 19 (or 25 for young people with EHC Plans), you can contact Barnet Education, Employment and Training Support (BEETS).

They can advise you on the following options:
- Remaining in full time education or training in a school, college or training provider
- applying for an apprenticeship or traineeship
- getting a job, becoming self-employed or a volunteer for more than twenty hours a week, including doing part-time training or education alongside (usually approximately one day a week).
- Career guidance
- Writing CVs
- Interview techniques

How to contact us:
- Facebook: @BEETSinfo
- Email: Sharon.Glover@barnet.gov.uk
- Phone: 020 8359 7875