

# THE WEST LONDON GUIDE TO SUPPORTED INTERNSHIPS 2020

West  
London  
Alliance



A BETTER WEST LONDON FOR ALL  
NOW AND IN THE FUTURE



The DFN Project SEARCH Interns and  
their supporting managers at Northwick  
Park Hospital

# WEST LONDON INTRODUCTION

**West London Boroughs** are proud to work with many employers and education providers in West London to facilitate and support the establishment and development of supported internships and supported employment initiatives. Over 300 young people with learning disabilities are currently undertaking these programmes in London every year, with an average employment achievement rate of over 60%. The details of 27 of these programmes are contained in this booklet.

**Supported Internships** are designed to develop transferable skills, knowledge and attitudes in preparation for paid employment. Through training and direct work experience young people will develop employability skills, self-confidence, job-specific skills and Maths, English and ICT skills whilst working alongside employees in a real employment setting.

**Classroom-based learning** at the workplace enables interns to try out different work roles, supported by a tutor and job coaches. During the internships, the young people will undertake employment planning and job application exercises designed to put as many of them as possible in a position to move directly into paid employment.

**Health Education England** has been a key supporter and sponsor of our programmes and we express our grateful thanks to them.

**Supported Internships** in West London have a track-record of great success in enabling young people with learning disabilities to gain direct work training within top businesses, hotels, hospitals and other organisations leading directly to employment. They are part of an expanding number of initiatives for supported employment being organised and facilitated by the West London Alliance in partnership with major third-sector organisations, further education colleges, local councils and experienced supported employment advisors and partners.

**Feedback** from host businesses in West London has been extremely positive. Public Health England report that: "Our supported interns have been remarkable. They bring incredible benefits to the organisation and we're always telling other employers about how good Supported Internships and DFN Project SEARCH are – it's one of the most important things we do as an organisation".

The CEO of London North West University Healthcare NHS Trust, Dame Jacqueline Docherty, said "Our interns are truly welcome at the Trust. Our hospital managers and mentors are proud of the contribution made by the interns, who are impressively motivated. They have really bought into the NHS Trust's Values and Standards."

# ELIGIBILITY & APPLICATIONS

**Supported Internships** are open to all applicants with moderate learning disabilities (MLD) who are aged between 18 and 24 on 31 August 2020 (some take applicants at 17) and who are keen to be offered paid employment (not necessarily at the host business or organisation) at the end of the programme. Applicants must be able to commit to the full length of the programme (10 months) and attend 5 days a week (with holidays). A full list of eligibility criteria and the application process for each internship are available from the contact names listed with each programme.

**All applicants** for a DFN Project SEARCH Supported Internship must either have an Education, Health and Care Plan (EHCP) provided through their Local Authority or be in the process of obtaining one. Applicants must also be capable of travelling independently to and from their places of training and home, or be willing to be trained to do so.

**The Further Education Colleges and Schools** will hold open days or open evenings about the Supported Internship(s) they offer, usually between December and March, to enable young people and their families to gain a better understanding of the opportunities they can offer. The open events are also a chance for interested students and their families to ask questions and to submit application forms.

**Shortlisted applicants** will be invited to attend a skills and capabilities assessment day (usually held between February and May) where they will take part in a short informal interview and be asked to participate in some given tasks. Successful applicants will be enrolled as students at a Further Education College at the start of the autumn term (except for those internships where a school or other organisation is indicated as the education partner), while the internship itself takes place on the premises of the host business or organisation.

**Parents and Carers** are asked to supply any necessary information regarding allergies in their applications as the interns are likely to be working with food and cleaning products during their rotations. Parents and Carers are also expected to actively support and assist their young people during their internships and their preparations and plans for employment.

## HILTON TERMINAL 5

### The DFN Project SEARCH Supported Internship at the Hilton London Heathrow Airport Terminal 5

#### ADDRESS

Hilton London Heathrow Terminal 5,  
Poyle Road, Colnbrook SL3 0FF

#### CONTACT

**Angie Hincks**

Hammersmith & Fulham College  
a.hincks@wlc.ac.uk

#### Steve Poole

Ealing Mencap  
steve.poole@ealingmencap.org.uk

#### FURTHER EDUCATION COLLEGE PARTNER

West London College

#### SUPPORTED EMPLOYMENT PARTNER

Ealing Mencap

#### SPONSORING/LEAD LOCAL AUTHORITY

Slough Borough Council

#### PLACEMENTS PLANNED 12

**DATE** September 2020 to July 2021

The Hilton Hotel Terminal 5 is a top-quality airport hotel offering a wide range of work experience and training opportunities for young people with learning disabilities through supported internship rotations which cover many internal hotel operations and customer-facing services.

Key vocational skills and work experience opportunities offered at the hotel include:

- **Food and Beverage** working in the restaurant, serving food to guests and clearing tables
- **Kitchen** preparing food and re-stocking breakfast options
- **Housekeeping** cleaning public areas and bedrooms, linen separation
- **Back of House** helping with deliveries and stock storage, supporting staff restaurant
- **Concierge** greeting guests, giving hotel information and luggage porter duties
- **Meeting and Events** assisting set up of events, serving food to event clients at breaks and servicing meeting rooms
- **Maintenance** general hotel maintenance and painting

## GSK (GlaxoSmithKline)

### The DFN Project SEARCH Supported Internship at GSK Headquarters

#### ADDRESS

GSK House, 980 Great West Road,  
Brentford TW8 9GS

#### CONTACT

**Lorna Misra**

07506 195 863  
Lorna.j.misra@gsk.com

#### FURTHER EDUCATION COLLEGE PARTNER

West Thames College

#### SUPPORTED EMPLOYMENT PARTNER

Springboard UK

#### SPONSORING/LEAD LOCAL AUTHORITY

Hounslow Council

#### PLACEMENTS PLANNED 12

**DATE** September 2020 to July 2021

GSK pioneered Supported Internships in West London with Project SEARCH and has successfully enabled many interns to graduate to paid employment since 2012. Based at GSK's Global Headquarters building in Brentford, the rotation opportunities include work experience and training in a wide variety of administrative and service roles.

Key vocational skills and work experience opportunities offered at GSK include:

- **Office Administration** managing data and booking meeting rooms
- **Catering Assistant** till work in the restaurant and Deli, and shelf stocking
- **Barista** making coffees, serving customers, and till work
- **Grounds Maintenance** mowing, raking and pruning
- **Bike Shop and Workshop** cleaning bikes, making repairs, assisting in the shop
- **Reception** customer service, logging faults, room checks and using booking systems
- **Hospitality** laying out food for meetings, washing up and stock control
- **Audio Visual** laying out rooms for conferences, setting up a/v equipment, providing technical support
- **Housekeeping** restocking, cleaning vending areas and lift lobbies
- **Security** Checking visitors booking list, patrolling the building, directing visitors and deliveries
- **Fitness Centre** greeting customers, sorting and tidying, taking bookings, and paperwork
- **Mailroom and Loading Bay** sorting post, coding letters to room numbers, delivering parcels, sorting stationery cupboard and receiving goods-in

## WEST LONDON NHS TRUST

### Project Choice Supported Internship

#### ADDRESS

Trust Headquarters, 1 Armstrong Way, Southall, Middlesex UB2 4SD

#### CONTACT

**Lindsay McCafferty**

07864 973 346

[Lindsay.mccafferty@westlondon.nhs.uk](mailto:Lindsay.mccafferty@westlondon.nhs.uk)

#### SUPPORTED EMPLOYMENT PARTNER

Project Choice, Health Education England

#### SPONSORING/LEAD LOCAL AUTHORITY

Ealing Council

#### PLACEMENTS PLANNED 10

#### DATE September 2020 to July 2021

West London NHS Trust are one of the most diverse Trusts in London and pride ourselves on being an inclusive employer offering a wide range of employment opportunities. We provide both physical and mental healthcare to the boroughs of Ealing, Hammersmith & Fulham and Hounslow.

We have been offering work experience to students from Belvue College for over a year and have in place excellent support for students.

This is a new internship and expressions of interest should be made to Lindsay McCafferty.

The Trust will host an Open Day and Evening Event for students and their families to visit the Trust and meet mentors in early 2020. This will be followed by a recruitment day where potential candidates will be invited to interview and to undertake some basic skills based tasks.

Key vocational skills and work experience opportunities offered at the trust include:

- **Learning and Knowledge Assistant** meeting and greeting customers, taking photos to produce ID badges and Data Entry of training attendance
- **Library Support** work with our Librarian to ensure the space is tidy, well organised by checking shelves. Also providing good customer service to our customers
- **Administration Support Worker** providing basic typing, shredding, sending emails
- **Payroll Administrator** data inputting, telephone skills, sorting post
- **Receptionist** customer service, booking rooms, giving out parking permits, setting up rooms
- **Finance Administrator** data entry, working in a team, filing, post, photocopying
- **Recruitment Admin Support** supporting our recruitment team with the administration of new employees
- **Single Point of Access Call Centre Supports** supporting using the telephone, photocopying, shredding and scanning, meeting visitors

## CHARING CROSS HOSPITAL

### The DFN Project SEARCH Supported Internship at Charing Cross Hospital

#### ADDRESS

Charing Cross Hospital, Fulham Palace Road, Hammersmith, London W6 8RF

#### CONTACT

**Jasmine Giles**

**(On-site Lecturer, Charing Cross Hospital)**

07860 754 014

[jasmine.giles@cnwl.ac.uk](mailto:jasmine.giles@cnwl.ac.uk)

#### FURTHER EDUCATION COLLEGE PARTNER

College of North West London

#### SUPPORTED EMPLOYMENT PARTNERS

Action on Disability and Kaleidoscope – Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Brent Council

#### PLACEMENTS PLANNED 12

#### DATE September 2020 to July 2021

The Supported Internship at this world-famous general teaching hospital provides a wide variety of training and work experience in clinical, administrative and facilities management departments working with the NHS Trust and its partner Sodexo.

Candidates should be capable of travelling independently, or be prepared to undergo training to manage their journey to the hospital independently.

Key vocational skills and work experience opportunities offered at the hospital include:

- **Theatre Health Care Assistant** cleaning medical sets and scanning equipment in and out of theatres
- **Administration Assistant** data inputting, filing and booking appointments for patients
- **Domestics Operative** following infection control procedures to maintain cleanliness on the wards
- **Ward Host** taking food orders and serving patients
- **Back of House Operative** packing food for patients and stock rotation
- **Pathology – Call Centre** delivering results to professionals via fax, telephone and email
- **Porter** transporting patients, operating lifts and accepting jobs on the intercom
- **Post Room Assistant** sorting and delivering post around the hospital
- **Store Person** managing the stock rooms on the wards

## L'ORÉAL & HAMMERSMITH & FULHAM COUNCIL

### The Supported Internships at L'Oréal and Hammersmith & Fulham Council

#### ADDRESSES

L'Oréal, 255 Hammersmith Road,  
London W6 8AZ

Hammersmith & Fulham Council,  
3 Shortlands, Hammersmith W6 8DA  
and other sites within the Borough

#### CONTACT

Angie Hincks (Supported Internship  
Coordinator, West London College)  
a.hincks@wlc.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

West London College

#### SUPPORTED EMPLOYMENT PARTNER

Action on Disability

#### SPONSORING/LEAD LOCAL AUTHORITY

Hammersmith & Fulham Council

#### PLACEMENTS PLANNED 10

**DATE** September 2020 to June 2021

#### ENTRY CRITERIA

Interns must:

- **Be aged between 17-24** on 31st August 2020 and eligible to work in the UK
- **Have an Education, Health and Care (EHC) plan**
- **Be enthusiastic** about the world of work, employment being the main focus and aspiring to secure competitive employment
- **Have their Parents or Carers** sharing in the aspiration for employment and helping to give support
- **Be able to commit** to the full length of the programmes (September 2020 – June 2021) and work 5 days a week (with holidays)
- **Be willing to learn** to travel independently or be supported to do so
- **Have a positive attitude** to gaining new skills and receiving instruction and follow the host organisation's rules of conduct and presentation

#### APPLICATIONS

All applicants will be short listed and then invited to attend a skills and assessment day where they will take part in a short informal interview with host organisations (see opposite) and will be asked to participate in some given tasks.

Successful applicants will be enrolled as students at West London College at the start of the term in September 2020.

If you would like an information pack or any further information please contact: Angie Hincks, Supported Internship Coordinator at West London College email a.hincks@wlc.ac.uk

Key vocational skills and work experience opportunities offered at L'Oréal, Hammersmith & Fulham Council and other organisations within the Borough are listed below:

#### Roles at L'Oréal include:

- **Post Room** delivering parcels, franking post, data inputting and room set up
- **Reception** meet and greet
- **In the Academy** assisting hairdressers in training
- **Catering** at L'Oréal Café stocking the fridges, cleaning, serving food, making teas and coffees, and using the till

#### Roles at Hammersmith & Fulham Council's offices include:

- **Post Room** sorting and delivering the post
- **Registrars** prepare a range of different official documents
- **Facilities** learning how the Council's offices are kept clean and safe
- **SEND Department** assisting with meeting notes, scanning and photocopying
- **Working** with St. Quintin's learning how to set up a range of activities for children with disabilities

#### Roles at Hammersmith Library include:

- **Archiving documents** and supporting customers to print and scan
- **Library Services** shelving books, despatching and returning books
- **School Sessions**

#### Roles at Endemol Shine include:

- **Administration** searching credits on Reality TV programmes, filing and data entry

#### Roles at Chelsea Football Club include:

- **Assisting** with training courses including hospitality, stewarding and catering

#### Roles at Nando's include:

- **Using the till** greeting and seating customers
- **Serving food** and also working in the kitchen

#### Roles at Cambridge School in Shepherd's Bush include:

- **Admin** filing documents, greeting visitors and assisting with signing in/out
- **Site Maintenance** gardening support, keeping the school grounds safe for children
- **Classroom & Sports/PE Assistant support** enabling learning in the classroom
- **Kitchen & Classroom Assistant** work serving food, cleaning and tidying eating areas

#### Roles at The Haven Care Centre include:

- **Kitchen and housekeeping** helping prepare hot lunches, cleaning, hoovering and laundry

#### Roles at the Stephen Wiltshire Centre include:

- **Admin** assisting with signing in and out and general admin

#### Roles at Jack Tizard School in Shepherd's Bush include:

- **Classroom assistance** supporting children at lunchtimes and playtimes and helping on school trips





West Middlesex University Hospital

Chelsea and Westminster Hospital **NHS**  
NHS Foundation Trust



London Borough  
of Hounslow

Completed application forms should be requested from and submitted by early April 2020 to the Supported Learning Department, DFN Project SEARCH, West Thames College, London Road, Isleworth TW7 4HS.

## WEST MIDDLESEX UNIVERSITY HOSPITAL

The DFN Project SEARCH Supported Internship at West Middlesex University Hospital

### ADDRESS

Twickenham Road, Isleworth TW7 6AF

### CONTACTS

Neeta Singh

projectsearch@queensmill.lbhf.sch.uk

Oscar Suarez Milian

Osuarezmilian.205@lgflmail.org

### EDUCATION PARTNER

Queensmill School

### SPONSORING/LEAD LOCAL AUTHORITY

Hammersmith & Fulham Council

### PLACEMENTS PLANNED

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**DATE** September 2020 to July 2021

West Middlesex University Hospital, part of the Chelsea and Westminster Hospital NHS Foundation Trust, has partnered with Queensmill School, an autism-specific provision, to give young people with autism and learning difficulties an opportunity to develop their skills within a real work environment as well as work towards an ASDAN award in employability. Application forms may be requested by emailing projectsearch@queensmill.lbhf.sch.uk

We apply a specialist, autism-friendly approach to support our interns on site, though we are open to working with young people with other special educational needs.

Application forms may be requested by emailing projectsearch@queensmill.lbhf.sch.uk

Key vocational skills and work experience opportunities offered at the hospital include:

- **Health Records** picking and filing health records
- **Catering Stores** picking and packing meals and delivering to wards
- **Finance** assisting finance team with DB capture and scanning
- **Ward Host** taking patient orders and serving meals
- **Waste Management** removing litter from wards and recycling
- **Restaurant Assistant** clearing tables and trays, restocking, recycling
- **Laundry** delivering and collecting scrubs and linens to and from wards
- **Ward Reception** administration, filing records, photocopying, data entry

## HOUNSLOW COUNCIL

The DFN Project SEARCH Supported Internship at Hounslow Council

### ADDRESS

London Borough of Hounslow,  
Hounslow House, 7 Bath Road,  
Hounslow TW3 3EB

### CONTACT

Nicky Bitar (Business Liaison)

020 8583 6144

nicky.bitar@hounslow.gov.uk

### FURTHER EDUCATION COLLEGE PARTNER

West Thames College

### SUPPORTED EMPLOYMENT PARTNER

Springboard UK

### SPONSORING/LEAD LOCAL AUTHORITY

Hounslow Council

### PLACEMENTS PLANNED

12

**DATE** September 2020 to July 2021

The vision for future local government in Hounslow is as a community leader, not simply a provider of services. It will continue to be an enabling Council, working in partnership with the local community, voluntary and statutory agencies, and the private sector to maximise social and economic development in the borough.

Key vocational skills and work experience opportunities offered at Hounslow Council include:

- **Office Administration** data entry, scanning documents
- **Cafe** working in the coffee shop, serving customers
- **Facilities Management** portering, issuing ID badges, security
- **Emergency Planning** administration duties
- **Reception** customer service, using booking systems, signposting customers
- **WorkSmart** monitoring room bookings, checking audio equipment, reporting faults
- **Library Assistant** customer service, stocking shelves, dealing with queries
- **Care Work** supporting disabled residents in the day centre and community

## PAVILIONS SUPPORTED INTERNSHIP

The Supported Internship based at the Pavilions, Uxbridge

### ADDRESS

18 Chequers Square, Uxbridge UB8 1LN and partly at Uxbridge Library, 13-14 High Street, UB8 1HD

### CONTACT

**Stella Pakapouka**  
07795 684 809 Stella.Pakapouka1@prospects.co.uk

### EDUCATION PARTNER

Ixion Holdings (Apprenticeship and training provider, part of the Shaw Trust Group)

### SUPPORTED EMPLOYMENT PARTNER

Prospects Services (part of the Shaw Trust Group). Application pending for registration and listing as an SPI under Section 41 of the Children and Families Act 2014.

### SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

### PLACEMENTS PLANNED 10

**DATE** September 2020 to July 2021

### ACCEPTANCE AND ELIGIBILITY CRITERIA

EHCP is required. Age group 18-24

For young people interested in applying for the Pavilions Supported Internship, the application process will involve the following steps. Please phone or request by email the Pavilions application pack from supportedinternship-london@prospects.co.uk or call Elizabeth Ajewole on 07920 273 586.

When requesting an application pack, interested young people will be informed of dates of Pavilions Supported Internship Open Days when they can visit the Pavilions Centre meet the team, and find out more about this exciting retail supported internship. The Pavilions Supported Internship is a retail supported internship based 5 days a week at the Pavilions Shopping Centre in Uxbridge. Young people wishing to apply will need to attend an Open Day, complete the application form found in the application and send it to Elizabeth Ajewole at: supportedinternship-london@prospects.co.uk Young people who apply will be invited for an interview to discuss the internship with the Pavilions team. Parents can attend the Open Day and come on the interview day. This is an exciting opportunity giving interns the opportunity to learn about the different roles in the retail environment and gain the skills to obtain work in retail or related work.

- **Customer Service** responding to customer retail enquiries, taking payments and operating the till, checking and replacing shop stock
- **Business Admin** office-based tasks, sending emails, responding to telephone queries, checking orders and monitoring shop product lines
- **Warehouse** stock control, processing deliveries of stock, placing orders, replacing products on the shop floor
- **Hospitality** making and serving hot and cold drinks, preparing sandwiches and other cold foods, taking payments and operating the till, cleaning customer areas and washing up and tidying kitchen space

## HARROW RETAIL

Supported Internship

### ADDRESS

Harrow Youth Stop, The Twenty One Building, Ground Floor, 21 Pinner Road, Harrow HA1 4ES

### CONTACTS

**Saimmah Ali** 07714 736 748  
Saimmah.ali@prospects.co.uk

**Elizabeth Ajewole** 07920 273 586

Elizabeth.ajewole@prospects.co.uk

### EDUCATION PARTNER

Ixion Holdings (Apprenticeship and training provider, part of the Shaw Trust Group)

### SUPPORTED EMPLOYMENT PARTNER

Prospects Services (part of the Shaw Trust Group). Application pending for registration and listing as an SPI under Section 41 of the Children and Families Act 2014.

### SPONSORING/LEAD LOCAL AUTHORITY

Harrow Council

### PLACEMENTS PLANNED 10

**DATE** September 2020 to July 2021

### ELIGIBILITY CRITERIA

An EHCP is required. Age group 18-24. Travel training can be provided to enable individual travelling to and from home and the Shopping Centres.

This supported internship is for young people interested in working in a retail environment. When requesting an application pack, interested young people will be informed of the dates of the Open Days when they can visit the Harrow retail centres, meet the team and find out more information about this exciting retail supported internship.

For young people interested in applying for this Internship please phone or request by email the Harrow Retail application pack from supportedinternship-london@prospects.co.uk Or call Elizabeth Ajewole: 07920 273 586/ Saimmah Ali 07714 736 748. Key vocational skills and work experience opportunities offered at this internship include:

- **Customer Service** responding to customer retail enquiries, taking payments and operating the till, checking and replacing shop stock
- **Business Admin** office-based tasks, sending emails, responding to telephone queries, checking orders and monitoring shop product lines
- **Warehouse** stock control, processing deliveries of stock, placing orders, replacing products on the shop floor
- **Hospitality** making and serving hot and cold drinks, preparing sandwiches and other cold foods, taking payments and operating the till, cleaning customer areas and washing up and tidying kitchen space
- **Maintenance** repair and maintenance of equipment in a retail centre, ensuring equipment in the centre is in good working order

## NORTHWICK PARK HOSPITAL

### The DFN Project SEARCH Supported Internship at Northwick Park Hospital

#### ADDRESS

Northwick Park Hospital, Watford Road,  
Harrow HA1 3UJ

#### CONTACT

**Oliver Dixon (Foundation Learning)**  
020 8909 6317 odixon@hcuc.harrow.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

Harrow College

#### SUPPORTED EMPLOYMENT PARTNERS

Kaleidoscope-Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Harrow Council

#### PLACEMENTS PLANNED 12

**DATE** September 2020 to July 2021

Northwick Park Hospital is part of London North West University Healthcare NHS Trust, one of the largest integrated healthcare trusts in the country. Key vocational skills and work experience opportunities here are:

**Health Care Assistant Roles** these roles are on wards and in various clinics in the hospital, including the Moorfields Eye Centre. HCA's support clinical staff to carry out patient observations and checks such as blood pressure and temperature. They also attend to personal care needs of patients

- **Admin Assistant** working in a variety of departments tasks include data inputting, filing and scanning, photocopying, answering the telephone, booking patient appointments and general admin duties
- **Restaurant Operative** restocking of food items, clearing and cleaning tables, refilling paper towels, sweeping and mopping, restocking cutlery and serving customers
- **At Subway** kitchen portering, cleaning utensils, preparing food for customers, maintaining a clean environment, serving customers
- **Medical Library** conduct functional checks on medical devices, clean and sterilise, configure data displays on the machines, book and collect faulty instruments and send off for repair
- **Housekeeping** control of stock, replenishing, medical equipment supply, collecting deliveries and transferring goods to wards
- **Domestic Stores Person** picking & packing domestic stock for wards. Packing cages and delivering stock around the hospital. Keeping the stockroom tidy and helping with regular stock takes
- **Ward Host** taking food orders, preparing patient meals, making tea and coffee, following food safety procedures, cleaning the ward kitchen and liaising with patient dining staff
- **Patient Dining Operative** picking and packing food orders for patient meals, stock rotation, matching food order paperwork to deliveries
- **Porter** transporting patients, accepting jobs on the radio and via written request forms, moving equipment

## ROYAL BOROUGH OF KENSINGTON & CHELSEA

### RBKC Supported Internship programme

#### ADDRESS

Based at Kensington Town Hall, Hornton Street,  
Kensington, London W8 7NX

#### CONTACTS

**Angie Hincks**  
a.hincks@wlc.ac.uk

#### Rachel Edwards

rachel.edwards@rbkc.gov.uk

#### FURTHER EDUCATION COLLEGE PARTNER

West London College

#### SUPPORTED EMPLOYMENT PARTNER

Action on Disability

#### PLACEMENTS PLANNED 12

**DATE** September 2020 to July 2021

#### ELIGIBILITY CRITERIA

Aged 17-24. EHC plan and eligible to work in the UK. Working around entry 1 to Level 1 English and maths. Capable of travelling independently to their workplace (with travel training). Real aspirations to progress into paid employment (and this is a realistic outcome after the 11 month programme). Able to commit to the full length of the programme (September 2020 – June 2021), and to demonstrate a positive attitude to gaining new skills, receiving instructions, and following host organisations' rules.

#### Roles at Kensington Town Hall include:

- **Post Room** delivering parcels, franking post, data inputting and room set up
- **Customer Service** greeting and supporting residents of the borough
- **Catering** stock replenishment
- **Administration & IT** in various offices within RBKC

#### Roles at Nando's include:

- **Server** taking orders and serving
- **Cleaning & Preparation** prepping and cleaning customer and staff areas
- **Cashier** taking customers orders and handling payments

#### Roles at the Design Museum include:

- **Hosting** welcoming visitors and issuing tickets



## COPTHORNE TARA HOTEL

### Supported Internship

#### ADDRESS

Scarsdale Place, Kensington, London, W8 5SR

#### CONTACTS

**Fitzroy Lewinson (Tutor)** 07776 041 629  
Fitzroy.Lewinson@prospects.co.uk

**Elena Dragonova (Job Coach)** 07584 205 020:  
Elena.Dragonova@prospects.co.uk

#### EDUCATION PARTNER

Ixion Holdings (Apprenticeship and training provider, part of the Shaw Trust Group)

#### SUPPORTED EMPLOYMENT PARTNER

Prospects Services (part of the Shaw Trust Group). Application pending for registration and listing as an SPI under Section 41 of the Children and Families Act 2014.

#### SPONSORING/LEAD LOCAL AUTHORITY

City of Westminster and the Royal Borough of Kensington and Chelsea

#### PLACEMENTS PLANNED

10 for 2020/21

#### ELIGIBILITY CRITERIA

An EHCP is required. Age group 18-24. Travel training can be provided to enable individual travelling to and from the hotel.

The Cophorne Tara Supported Internship is a hospitality supported internship based 5 days a week at the Cophorne Tara Hotel in Kensington.

This is an exciting opportunity to learn about the different roles in the hospitality environment and gain the skills to obtain work in hospitality or related work. Young people wishing to apply will need to attend an open day and complete the application form found in the application pack, obtainable at the open day.

Young people who apply will be invited to attend a skills day and interview to discuss the internship with the Cophorne team. Parents can attend the Open Day and come on the skills/interview day.

- **Concierge (Front of House)** responding to guest enquiries, taking luggage and guests who are checking in or out, supporting the successful running of the reception area
- **Housekeeping** preparing rooms for guests, cleaning the public areas – brasserie and breakfast rooms including hoovering and cleaning
- **Warehouse Stock Control** processing deliveries of stock, placing orders, replacing products on the shop floor
- **Kitchen** preparing food, cutting, chopping fruit and vegetables; setting up and clearing of food courts, preparing cold meals such as salads, fruit cocktails for serving; cleaning cutlery and floors; making and serving hot and cold drinks, preparing sandwiches and other cold foods
- **Maintenance** repair and maintenance of equipment in the guest rooms and around the hotel, ensuring equipment in the hotel is in good working order including plumbing, painting and decorating, simple electrical tasks

## WESTMINSTER CITY COUNCIL

### Westminster City Council's Supported Internship with City of Westminster College

#### ADDRESS

Westminster City Hall, 64 Victoria Street, London SW1E 6QP

#### CONTACTS

**Phil Bunce**  
philip.bunce@cw.ac.uk

**Rachel Edwards**  
rachel.edwards@rbkc.gov.uk

#### FURTHER EDUCATION COLLEGE PARTNER

City of Westminster College

#### SUPPORTED EMPLOYMENT PARTNER

Westminster Employment

#### SPONSORING/LEAD LOCAL AUTHORITY

Westminster City Council

#### PLACEMENTS PLANNED

12

**DATE** September 2020 to July 2021

#### ELIGIBILITY CRITERIA

Aged 16-24. EHC plan. Working around entry 1 to Level 1 English and maths. Capable of travelling independently to their workplace (with Travel Training). Aspirations to progress into paid employment.

A wide range of opportunities will be available through Westminster City Council, providing a broad range of experience for interns. Examples of potential rotations are:

- **Administration** (Licensing, Economy, National Portrait Gallery)
- **Facilities Management** meeting room set up
- **ICT** archiving
- **Catering** (The Camden Society Unity Kitchen, Elmor canteen, Planet Organic central kitchen)
- **Planet Organic Retail** tills, deliveries, stock replenishment, online shopping orders
- **Deliveries** (GEM Building Services)
- **Horticulture** Natural History Museum Urban Garden
- **Front of House Events** (Economy events/schools, Lord Mayor's Parlour)



## PUBLIC HEALTH ENGLAND

### The DFN Project SEARCH Supported Internship at Public Health England (PHE) Colindale

#### ADDRESS

Public Health England, 61 Colindale Avenue, London NW9 5EQ

#### CONTACT

SEN@barnetsouthgate.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

Barnet and Southgate College

#### SUPPORTED EMPLOYMENT PARTNER

The Tottenham Hotspur Foundation

#### SPONSORING/LEAD LOCAL AUTHORITY

Barnet Council

#### PLACEMENTS PLANNED 10

#### DATE September 2020 to July 2021

Application forms should be requested from SEN@barnetsouthgate.ac.uk and submitted by 31st March 2020.

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

Their main laboratories and offices at Colindale offer significant work training opportunities in laboratory and facilities management environments.

Key vocational skills and work experience opportunities offered at the laboratories and offices include:

- **Glass Preparation** assisting in the washing and sterilisation of glassware for laboratory use
- **Laboratory Support** ensuring laboratory equipment is calibrated
- **Audio Visual** providing support to the Audio Visual Manager
- **Print Room** using multifunctional devices and a variety of binding techniques
- **Warehouse Operative** assisting in the picking of stock for customer orders and delivering them
- **Media Preparation** packing, cleaning and sterilisation of glassware
- **Media Dispatch** dispatch of growth and nutrient media to customers
- **Waste Management** collecting and recording of clinical waste and recycling
- **Admin Support** for procurement functions

## MARRIOTT HOTEL

### The DFN Project SEARCH Supported Internship at the Marriott London Heathrow hotel

#### ADDRESS

Bath Road, Harlington, Hayes UB3 5AN

#### CONTACT

Andy Bunker (Assistant Head)

Meadow High School, Hillingdon  
abunker@meadowhighschool.org

#### EDUCATION PARTNER

Meadow High School 01895 443 310

#### SUPPORTED EMPLOYMENT PARTNERS

Education Development Trust and Prospects

#### SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

#### PLACEMENTS PLANNED 10

#### DATE September 2020 to July 2021

Applicants need to:

- **Maintain appropriate behaviour** and social skills in the workplace
- **Have independent personal hygiene and grooming** ability
- **Take direction from supervisors** and modify performance
- **Be able to communicate effectively**
- **Desire and plan** to enter work at the conclusion of the internship

The London Heathrow Marriott Hotel is a top-quality airport hotel offering a wide range of work experience and training opportunities for young people with learning disabilities covering many internal hotel operations and customer-facing services.

Key vocational skills and work experience opportunities offered at the hotel include:

- **Engineering** Daily site patrols and basic maintenance tasks
- **Housekeeping** portage, cleaning bedrooms and public areas
- **Food and Beverage** clearing tables, restocking items and setting up for next service
- **Administration** sorting credit card receipts, data input, printing/laminating documents
- **Goods Receiving** checking deliveries, labelling and storing food items, rotating stock and cleaning food storage areas
- **Leisure** reception duties, maintaining a supply of towels, checking and cleaning gym equipment, tidying changing rooms
- **Conference and Banqueting** set-up and clearance of refreshment breaks, restocking items and refreshing meeting rooms



You can download a City and Islington college application form from [www.candi.ac.uk](http://www.candi.ac.uk) or pop along to any City and Islington College Campus. You can also come along to an open day – contact Nikki Russell for details of this. Completed application forms can be handed in FAO Nikki Russell to the 444 Camden Road campus or scan and email the form to [nikki.russell@candi.ac.uk](mailto:nikki.russell@candi.ac.uk)



## GREAT ORMOND STREET HOSPITAL

### GO into Employment – DFN Project SEARCH @ GOSH

#### ADDRESS

Great Ormond Street Hospital,  
Great Ormond Street, London WC1N 3JH

#### CONTACT

**Nikki Russell (DFN Project SEARCH Tutor)**  
[nikki.russell@candi.ac.uk](mailto:nikki.russell@candi.ac.uk)

#### FURTHER EDUCATION COLLEGE PARTNER

City and Islington College

#### SUPPORTED EMPLOYMENT PROVIDER

Kaleidoscope-Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Camden Council

#### PLACEMENTS PLANNED 10

**DATE** September 2020 to July 2021

Applicants must have an EHCP and be 18-24. They will be enrolled as students at City and Islington College.

An Open Evening is planned, followed by a Recruitment Day where potential candidates will be invited in for interview and to undertake some basic skills-based tasks.

Applicants who are offered a place must attend City and Islington College to do a DBS application and complete an honorary contract with Great Ormond Street Hospital and have Occupational Health clearance prior to starting.

Contact Nikki Russell for an informal chat / visit to the classroom for further information. We cater for a range of special educational needs and disabilities.

- **Ward Housekeeper** preparing meal trays for children, serving meals, working with the pharmacy team, cleaning & remaking beds, topping up gloves and aprons
- **HR Reception** meet and greet people, scan documents for new staff, set up meeting rooms, photocopying, take messages
- **MRI – Housekeeper** cleaning toys and surfaces in the sedation and recovery rooms, topping up trolleys with bandages etc, cleaning kitchen
- **X-Ray – Reception** folding appointment letters and putting in to envelopes, using the Tannoy to announce patients, writing the waiting time on the whiteboard, handing out family feedback forms to parents and patients, filing
- **Main Kitchen – Commis Chef, Kitchen Assistant / Pizza Bar Chef** preparing ingredients for soups, pizzas, and items needed for restaurant service, breakfast prep, portioning, helping sort ward orders for patients
- **Interventional Radiology Housekeeper** topping up stock, cleaning trolleys, cleaning surfaces in the labs
- **Theatres Anaesthetic Stock Room Assistant** handing out stock lists and collecting and delivering stock to the Anaesthetic rooms
- **Catering – Restaurant Catering Assistant** restocking drinks, sandwiches snacks, stock take, cleaning tables and serving, helping in the coffee bar

## CAMDEN COUNCIL

### Internship Programme

#### ADDRESS

5 Pancras Square, Kings Cross,  
London N1C 4AG

#### CONTACTS

[supportedinternship@westking.ac.uk](mailto:supportedinternship@westking.ac.uk)

#### Gisele Jupp

[Gisele.Jupp@Camden.gov.uk](mailto:Gisele.Jupp@Camden.gov.uk)  
020 7974 3061

#### Lynne Barnes

[Lynne.Barnes@Camden.gov.uk](mailto:Lynne.Barnes@Camden.gov.uk)  
020 7974 4358

#### FURTHER EDUCATION COLLEGE PARTNER

Westminster Kingsway College

#### SUPPORTED EMPLOYMENT PARTNER

To be confirmed

#### SPONSORING/LEAD LOCAL AUTHORITY

Camden Council

#### PLACEMENTS PLANNED 10

**DATE** September 2020 to July 2021

Camden supported internship offers a range of placement opportunities within Camden. If you are interested in this internship, please request an Expression of Interest form and submit an application by the end of April 2020.

This internship is for young people aged 18-24 with an EHC plan and Camden residents only. Interns should be around entry level to Level 1 English and Maths and capable of travelling independently to their workplace (with Travel Training if needed) and with the aspiration to progress into paid employment (and this is a realistic outcome) after the 10-month programme.

Key vocational skills and work experience opportunities offered at this internship include:

- **Customer Services Assistant** based in libraries, processing new and existing stock, using the library management system, tidying books and audio items on shelves
- **Activity Support Services** working in adult day service to prepare rooms, materials and equipment for activities
- **First Contact Support Officer** guide customers to navigate the building
- **General Assistant** maintaining and cleaning facilities at GLL Better gym
- **Office Administration** preparing materials for training sessions, maintaining a social media presence

## HOMERTON UNIVERSITY HOSPITAL & HACKNEY COUNCIL

### DFN Project SEARCH Supported Internships

#### ADDRESSES

Homerton University Hospital, Homerton Row, Clapton, London E9 6SR and Hackney Town Hall, Mare Street, London E8 IEA and other council venues

#### CONTACT

**Alison Miller**  
020 8356 6575 Alison.Miller@hackney.gov.uk

#### EDUCATION PARTNER

Brook House Sixth Form College (BSix)

#### SUPPORTED EMPLOYMENT PARTNER

Hackney Works Supported Employment

#### SPONSORING/LEAD LOCAL AUTHORITY

Hackney Council (Learning Trust)

#### PLACEMENTS PLANNED 24

**DATE** September 2020 to July 2021

These two Supported Internships are offering 24 placements to young people who are residents of Hackney or members of the Hackney LAC team. They are shared between two different organisations and spread across 3-4 different sites including Homerton Hospital and Hackney Council venues. For Open Day information and application forms please contact Alison Miller using the email address above. Applications are now open for September 2020 entry.

Applicants should be capable of travelling independently or, with the assistance of travel training, would be capable of travelling independently to and from home and the training venues. Key vocational skills and work experience opportunities offered through these placements include:

- **Museum Assistant** registering, inspecting and archiving historical artifacts. Learning how to do inventory, audits, learning the use of a database and its function
- **Data/Administration** scanning, recording and archiving documentation and files on database and on shelves
- **Hospitality** food preparation in kitchens. Health and hygiene information
- **Receptions** customer service, using ITC, sending and checking emails, using a database to input information and checking accuracy
- **Stores** processing incoming orders against delivery notes and ensuring products are correct, contacting or taking deliveries to the correct department
- **Mayor Office** identifying the correct department to address correspondence. Responding to complaints and dealing with resident queries. Learning about council resources services to best inform residents with enquiries by responding via email and letters
- **HR** supporting HR team with documentation via scanning and filing information using the electronic Database
- **Planning** inputting information into a database, Uploading and emailing relevant parties

## MOORFIELDS EYE HOSPITAL

### The DFN Project SEARCH Supported Internship at Moorfields Eye Hospital

#### ADDRESS

Moorfields Eye Hospital  
162 City Road, London EC1V 2PD

#### CONTACT

**Emma Lord (DFN Project SEARCH Tutor)**  
07458 003 795 emma.lord@candi.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

City and Islington College

#### SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope-Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Islington Council

#### PLACEMENTS PLANNED 12

**DATE** September 2020 to July 2021

An Open Evening is to be held in early 2020, followed by a Recruitment Day where potential candidates will be invited to interview and to undertake some basic skills-based tasks.

Applicants must be aged 16-24 and have an EHCP and a desire to gain employment at the end of the programme.

Please contact Emma Lord using the email address or phone number above to register your interest in the programme and she can share this information or organise an informal visit to the site.

Key vocational skills and work experience opportunities offered at the hospital include:

- **Portering** patient transportation, phone skills and customer service skills
- **Admin skills** e.g. data entry, presentations, reception skills and using the phone
- **Maintenance** learning a range of trade skills to carry out repairs in the hospital
- **Theatre Healthcare Assistant** sterilising surgical kits, assisting the medical team to prepare for surgeries
- **Kitchen Porter/Catering Assistant** customer service on the private patient ward, preparing and delivering food orders, cleaning
- **Domestic Assistant** ensuring all clinical and public areas are clean at all times. Tasks include sweeping, high dusting and using chemicals to clean specific areas
- **Meet and Greet Receptionist** maintaining the busy meet & greet areas in A&E, assisting patients to check-in to appointments and giving directions
- **Barista in Costa Coffee** making and serving hot drinks, cleaning the cutlery and dishes and providing customer service

## WHITTINGTON HOSPITAL

### The DFN Project SEARCH Supported Internship at the Whittington Hospital

#### ADDRESS

Whittington Hospital, Magdala Avenue,  
Archway, London N19 5NF

#### CONTACTS

**Gemma Mullan**

07472 521 805

gmullan@ambitiouscollege.org.uk

#### Ambitious College Admissions Team

admissions@ambitiousaboutautism.org.uk

#### EDUCATION PARTNER

Ambitious College

#### SUPPORTED EMPLOYMENT PARTNER

Springboard

#### PLACEMENTS PLANNED 10

**DATE** September 2020 to July 2021

The role will be based at the Whittington Hospital five days a week. In addition to work experience, interns will work towards a recognised employability qualification and develop their English and maths skills. Read more information on Ambitious College's website: [www.ambitiousaboutautism.org.uk/parents-hub/supported-internships](http://www.ambitiousaboutautism.org.uk/parents-hub/supported-internships)

Please contact [admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk) for an application form. You can also come along to one of our open events – contact Gemma Mullan or Stacia Neverson [sneverson@ambitiouscollege.org.uk](mailto:sneverson@ambitiouscollege.org.uk) for dates and information.

Completed application forms can be scanned and emailed to [admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk) or posted FAO Admissions, The Pears National Centre for Autism Education, Woodside Avenue, London N10 3JA.

Key vocational skills and work experience opportunities offered at the hospital include:

- **Reception** customer service, booking appointments, preparing files for clinics
- **Administration** data entry, preparing files, booking appointments
- **Retail** working in the hospital shop
- **Control areas** conducting audits, reporting faults and breakages
- **Health Records Admin** picking out and filing health records
- **Learning and Development** admin assistant making induction packs, updating training logs, booking rooms for events and meetings
- **Portering** transporting patients, accepting jobs over the radio

## NORTH MIDDLESEX UNIVERSITY HOSPITAL

### The DFN Project SEARCH Supported Internship at the North Middlesex University Hospital

#### ADDRESS

North Middlesex University Hospital,  
Sterling Way, Edmonton, London N18 1QX

#### CONTACT

**Lucy Edwards (Programme Instructor)**

[ledwards@conel.ac.uk](mailto:ledwards@conel.ac.uk)

#### FURTHER EDUCATION COLLEGE PARTNER

The College of Haringey, Enfield & North East London

#### SUPPORTED EMPLOYMENT PARTNER

The Tottenham Hotspur Foundation

#### SPONSORING/LEAD LOCAL AUTHORITY

Haringey Council

#### PLACEMENTS PLANNED 12

**DATE** September 2020 to July 2021

Applications are welcome from residents of Haringey and Enfield Boroughs who hold valid EHC Plans. We may accept applications from other Boroughs depending on the volume of applications we receive.

Please apply online at:  
<https://www.conel.ac.uk/courses/supported-learning/116-entry-level/1666-supported-internship-entry-level-3.html>

Following receipt of your application we may ask you to come for a short skills assessment and interview for you to demonstrate your enthusiasm to gain work through this skills training opportunity.

Please note you need to be capable of independent travel to enrol on this programme.

Key vocational skills and work experience opportunities offered at the hospital include:

- **Librarian Assistant** organising books, customer service, helping set up rooms for training events
- **HR Department** archiving files, adding information onto Excel
- **Pharmacy Department** stock replenishing, checking prescriptions and collecting medication
- **Pharmacy Department** booking in patients, customer services and admin tasks
- **Outpatients** greeting clients, providing directions, helping patients use self-service machine and completing admin tasks
- **Oncology Receptionist** greeting patients at the desk, providing directions, archiving files
- **X-Ray Receptionist** booking in appointments, booking GP requests and folding letters
- **E-Rostering** adding staff annual leave and sickness on the system



## ST GEORGE'S HOSPITAL

### The DFN Project SEARCH Supported Internship at St George's Hospital

#### ADDRESS

St George's Hospital, Blackshaw Road,  
Tooting, London SW17 0QT

#### CONTACT

**Amy Vinall**  
amy.vinall@cricketgreen.merton.sch.uk

#### EDUCATION PARTNER

Cricket Green School, Lower Green West,  
Mitcham, London CR4 3AF

#### SUPPORTED EMPLOYMENT PARTNER

To be confirmed

#### SPONSORING/LEAD LOCAL AUTHORITIES

Merton and Wandsworth Councils

#### PLACEMENTS PLANNED 7

**DATE** September 2020 to July 2021

This internship is open to residents of Wandsworth and Merton.

St George's Hospital is one of the UK's largest teaching hospitals. Run by the St George's University Hospitals NHS Foundation Trust, the hospital offers general tertiary care, such as accident and emergency, maternity services and care for older people and children. As a major acute treatment hospital, St George's Hospital also offers specialist care for more complex injuries and illnesses.

Please request an application form by the end of November 2019 for interviews on the 17th & 18th December 2019. Candidates may be accepted after this date if there are spaces available. Young people will need to have an EHCP or be in the process of obtaining one and be between the ages of 18-24 years old.

Key vocational skills and work experience opportunities offered at the hospital include:

- **Administration** photocopying and collating training packs
- **Portering** moving patients within the hospital in wheelchairs or beds
- **Reception** directing patients to the correct clinics, registering Blue Badges and using the phone
- **Scanning** transferring medical records onto the computer
- **Medical Records** finding and returning the files needed for clinics
- **Theatre Portering** moving patients within theatre departments, collecting Blood and Oxygen
- **Retail** University Shop-stocking the shelves, operating the tills
- **Macmillan Cancer Support** services- distributing support information leaflets around the hospital to different wards

## BARTS HEALTH NHS TRUST

### The DFN Project SEARCH Supported Internship at Whipps Cross University Hospital

#### ADDRESS

Whipps Cross University Hospital  
Whipps Cross Road, Leytonstone E11 1NR

#### CONTACTS

**Janet Wingate-Whyte**  
Whitefield Academy Trust  
07947 761 483  
j.wingate-whyte@whitefield.waltham.sch.uk

#### Anna Cotton

a.cotton@whitefield.waltham.sch.uk

#### EDUCATION PARTNER

Whitefield Academy Trust

#### SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope – Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Waltham Forest Borough Council

#### PLACEMENTS PLANNED 13

**DATE** September 2020 to July 2021

Barts Health NHS Trust running the DFN Project SEARCH model in partnership with Whitefield Academy Trust, Kaleidoscope Sabre and Waltham Forest Council has established one of the most successful Project SEARCH internship programmes in the UK offering a wide and diverse range of placements leading to meaningful and sustainable jobs.

Key vocational skills and work training opportunities offered at the hospital include:

- **Administrative** sorting patient notes and making and taking phone calls
- **Technical** working in medical engineering and the equipment library
- **Portering** moving patients and equipment around the hospital
- **Ward Based** restocking equipment, Friends and Family survey
- **Ward Host** serving and preparing food
- **Laboratory** booking and logging samples and specimens
- **Outpatients** reception and booking appointments
- **Food Preparation** preparing food pots and delivering meals
- **Portering** moving patients and equipment around the hospital

## QUEEN MARY UNIVERSITY OF LONDON

### The DFN Project SEARCH Supported Internship Programme at Queen Mary University

#### ADDRESS

Mile End Road, Bethnal Green, London E1 4NS

#### CONTACT

Elizabeth Robinson

erobinson@phoenix.towerhamlets.sch.uk

#### EDUCATION PARTNER

Phoenix School/College

#### SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope-Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Tower Hamlets

#### PLACEMENTS PLANNED 12

**DATE** September 2020 to July 2021

Queen Mary is one of the UK's leading global universities, highly rated for our teaching, research and innovation. Based at our Bethnal Green site interns will gain experience across the site.

We are holding an Open Evening for potential interns who are interested in joining the programme in 2020.

The deadline for applications for this Supported Internship will be in February 2020 (Date TBC).

Candidates are required to have an EHCP and be aged between 16-24.

Key vocational skills and work experience opportunities offered at the University include:

- **Food preparation** for lunch service
- **Serving** customers food during lunch
- **Painting** different areas of the university and the residential buildings
- **Using the leaf blower** to gather leaves and collect them
- **Sorting** the incoming post
- **Delivering** the post to different departments around the university
- **Setting up** the classrooms with the porters
- **Planting** seeds in the flowerbeds using the correct procedures

## NEWHAM LONDON

### The Newham Supported Internship Programme (NSIP) with DFN Project SEARCH at Newham University Hospital

#### ADDRESS

London Borough of Newham, Workplace  
112-118 The Grove, Stratford, London E15 1NS

#### CONTACTS

Joseph Kunyeda

Joseph.Kunyeda@newhamworkplace.co.uk

**Jean Cole** Jean.Cole@newham.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

Newham College of Further Education

#### SUPPORTED EMPLOYMENT PARTNER

Workplace Supported Employment Team, London Borough of Newham

#### SPONSORING/LEAD LOCAL AUTHORITY

London Borough of Newham

**PLACEMENTS PLANNED** 61 places (only for residents of Newham), spread over 4 sites

#### ELIGIBILITY CRITERIA

This programme is available to all young people aged 18 – 30 years old resident in Newham with health and social care needs (learning disabilities, autism, physical and sensory impairments, mental health and other long-term health conditions) who require support to gain and/or sustain employment.

NSIP offers work experience to young people and adults at 4 sites across Newham to prepare for, gain and maintain paid or self employment.

All Newham residents who are interested can refer themselves directly to Workplace or Newham College. The service is only for Newham residents.

- **Library Duties** stocking/labelling, issuing books, stocking bookshelves, cleaning bookshelves and other surfaces, issuing library cards, customer care
- **Catering** setting tables, using tills, washing up, restocking fridges with drinks and sandwiches, Barista Cafe, salads, cleaning tables and other surfaces, customer service, clearing cutlery and crockery, labelling food
- **Administration** welcoming and directing guests, answering telephone, booking meetings, dealing with simple requests/enquiries
- **Concierge** greeting and checking in visitors, directing visitors or deliveries to relevant car parks, patrolling the building, monitoring CCTV in the control room, customer service
- **Records/Data** collecting old records from archives, locating reference numbers and details of records, data entry
- **IT Support** printing and typing, emailing colleagues, booking surgeries for equipment service/management, data entry, customer service
- **Reception** managing meeting rooms bookings, customer service, reporting any faulty items, Health and Safety risks, checking meeting rooms and restocking stationery items
- **Others include** grounds maintenance and gardening, porter, nursery, post room and post delivery, care assistant, stores management, ward matron roles, messenger, printing and typing, shop assistant

## PHOENIX COMMUNITY HOUSING

### DFN Project SEARCH Supported Internship in Lewisham

#### ADDRESS

Phoenix Community Housing, The Green Man,  
355 Bromley Road, London SE6 2RP

#### CONTACT

**Laura Dunn**  
020 3757 3855  
SupportedLearningAdmin@lscollege.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

Lewisham College

#### SUPPORTED EMPLOYMENT PARTNER

Toucan Employment

#### SPONSORING/LEAD LOCAL AUTHORITY

Lewisham Council

#### PLACEMENTS PLANNED 6-8

**DATE** September 2020 to July 2021

Please attend the planned Information Evening at Lewisham College, Lewisham Way, London SE4 1UT and/or complete a Supported Learning application form from the College.

Apply to Laura Dunn at Lewisham College by post to the above address or online to: SupportedLearningAdmin@lscollege.ac.uk Applicants should be independent travellers or should be able to become so.

Placements are available in the following areas of the organisation to provide key vocational skills acquisition and work experience opportunities:

- **Facilities**
- **Caretaking**
- **Administration**
- **Front of House**
- **Communications**
- **Resident Liaison**

## TRANSPORT FOR LONDON (TfL)

### The Supported Internship initiative at Transport for London (TfL) – the 'Steps into Work' Programme

#### ADDRESS

TfL Offices, 14 Pier Walk, North Greenwich,  
London SE10 0ES

#### CONTACT

**Steps into Work enquiries**  
020 3054 2718  
stepsintowork@tfl.gov.uk

#### FURTHER EDUCATION COLLEGE PARTNER

Barnet & Southgate College

#### SUPPORTED EMPLOYMENT PARTNER

Royal Mencap Society

#### PLACEMENTS PLANNED 24

**DATE** September 2020 to July 2021

TfL's Steps into Work programme is designed to give young people 16 years + with learning disabilities or on the autism spectrum the opportunity to gain practical experience in the workplace, whilst learning and developing valuable skills needed for any employment. The one year programme offers a great opportunity to study for a BTEC Level 1 work skills qualification, including gaining real life work experience in unpaid placements within Transport for London.

Several of the placements will be office-based but there is an opportunity to experience customer service at a London Underground station (for students 18 years or older). Steps into Work is fully supported with job coaching provided by Royal Mencap Society and Barnet and Southgate College delivering daily tutorials.

Key vocational skills and work experience opportunities offered by the programme include:

- **Computer Skills** general use of Microsoft Office, Excel & PowerPoint and the internet
- **Customer Service** meeting and greeting visitors and helping them with enquiries
- **Administration** photocopying, attending meetings, sending and receiving emails
- **Organisational Skills** stock taking and managing stock levels of certain resources
- **Team Working and Problem Solving** collaborating with others to undertake and complete tasks
- **Communication skills** in the professional environment



A BETTER WEST LONDON FOR ALL  
NOW AND IN THE FUTURE

**The West London Alliance (WLA)** is a partnership between the seven West London local authorities of Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow. With over 20 years' experience in partnership working, the WLA is committed to an enduring programme of collaboration and innovation to improve outcomes for the residents and businesses of West London.

For further information on the West London Supported Internship Programme please contact: Chris Delger at [Delgerc@ealing.gov.uk](mailto:Delgerc@ealing.gov.uk) or Amanda Griffiths at [Griffithsa@ealing.gov.uk](mailto:Griffithsa@ealing.gov.uk)

[www.wla.london](http://www.wla.london) Follow us on Twitter @WLA\_tweets

The West London Alliance is very appreciative of the support which the following organisations are providing to the West London Supported Internship Programme, in addition to the companies and organisations specifically featured in this Guide:



**NHS**  
*Health Education England*

With thanks to West London College for once again hosting the West London Supported Internship Fair, on 26th November 2019 at the Hammersmith & Fulham campus, Barons Court

