**Project Search**

**Frequently Asked Questions**

*\*Details subject to alteration based on any current COVID public health guidelines*

**Where will I be based?**

You will enrol at West Thames College but you will be based full time at either GSK House in Brentford or Hounslow House in Hounslow. There will be occasional days when you may need to attend the college or go on field trips.

**How long is the internship and what will the working hours be?**

The programme will run from September to July. During this time you will complete 3 department placements over 3 college terms.

You will work Monday to Friday each week and will start at 9.00am each day. You begin each day in the onsite training room before going to your department. Training room time reduces from around Easter. You will have a lunch break during your shift and finish at 3pm each day. The timings may vary depending on the requirements of the department. At the end of the day there is a feedback session in the training room.

**What holidays will I get?**

You will follow the college term times and therefore will get the same holidays as West Thames College students - October half term week, February half term, spring half term, Christmas break, Easter break, and occasionally some additional dates in between which you will be informed of at the start of the programme.

**Can I choose the department I will be working in?**

Yes, we will have a selection of departments within GSK and Hounslow to choose from

You will receive support from the Tutor and Job Coaches to make your choice. There may be an occasion where the Tutor and Job Coach decide the placement for you (to best help you develop valuable work skills) but this will be discussed with you first.

**What happens if I want to change my department during the placement?**

If one particular placement area in not right for you, we will look at something that is more appropriate, although we will take time with you to make sure each work placement matches your aims as closely as possible

**What happens if I have any concerns?**

We will take time to talk with you if you have any concerns and hopefully resolve any difficulties

If any issues persist and can't be resolved we may be able to refer you onto a more appropriate programme or project

**What should I wear?**

For the first couple of weeks of your internship you will be asked to wear your own clothes. Once you have started in your work placement there may be a uniform requirement, if so this will be supplied by the work department.

**Can I apply for jobs before the end of the internship?**

Yes, although you will probably be more confident in doing so after you have experienced working in all 3 departments.

**Will I be guaranteed a job at the end of the internship?**

No but you will be supported by the job coaches and tutor to apply for vacancies throughout London

**Is there financial support?**

Yes each young person over 19 will be supported to apply for a college bursary and lunch allowance. Some other bursaries may be available for others under this age.

**Will I have meal breaks during the day?**

Yes lunch break is 1 hour. Depending on your work rotation you may be offered a free meal

**How will I get there?**

Travel Training for those who request it will be provided and the best route will be planned for you to reach the project sites in plenty of time to start your working day. There are plenty of buses and trains to get you to work at either site.

**Will I get a qualification?**

Yes as part of your internship you will be working towards gaining an employability qualification.

**How can I apply?**

Email the project administrator Parmeen Sardar for further information:

[Parmeen.Sarda@west-thames.ac.uk](mailto:Parmeen.Sarda@west-thames.ac.uk)

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