

THE WEST LONDON GUIDE TO SUPPORTED INTERNSHIPS 2022

West
London
Alliance



A BETTER WEST LONDON FOR ALL
NOW AND IN THE FUTURE



One of our interns at the University of West
London Supported Internship in Ealing

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 450 young people with learning disabilities are now undertaking SI programmes in London every year, with an average employment achievement rate of over 60%. The details of 32 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.

North West London NHS 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 reported that: "Our supported interns have been remarkable. They have brought 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 have done as an organisation."

The former 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 2022 (some take applicants at 16) 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 travel-trained to do so.

The Further Education Colleges and Schools hold open days or open evenings about the Supported Internship(s) they offer, usually between January and April, 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 or a school, or other organisation indicated as the education provider, at the start of the autumn term while the internship itself takes place on the premises of the host business or organisation in normal circumstances.

Parents and carers are asked to supply any necessary information regarding allergies in the 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 in their preparations and plans for employment, particularly if they need to be trained away from the host business (such as at home) during the current Covid situation.

As a result of the Covid pandemic there are now additional requests (and sometimes requirements) made of everyone participating in supported internships covering health and safety (such as the wearing of masks) to protect themselves and others. Information on what these requirements are is available from every SI programme on application.



Application forms should be requested from Supported Learning Department, DFN Project SEARCH, West Thames College, London Road, Isleworth TW7 4HS and submitted asap to Mitsie Butler: mitsie.x.butler@gsk.com. We are hoping to hold an assessment day in the summer term. We offer remote initial meetings with young people and carers.

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GSK (GlaxoSmithKline)

The DFN Project SEARCH Supported Internship at GSK Headquarters

ADDRESS

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

CONTACT

Mitsie Butler
mitsie.x.butler@gsk.com

FURTHER EDUCATION COLLEGE PARTNER

West Thames College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope-Sabre

SPONSORING/LEAD LOCAL AUTHORITY

Hounslow Council

PLACEMENTS PLANNED 12

DATE September 2022 to July 2023

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
- **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 stationary cupboard and receiving goods-in

All accepted interns must have an EHCP and either be travel trained or willing to undertake travel training to the GSK building. We welcome young people from all boroughs.

WEST LONDON NHS TRUST

Project Choice Supported Internship

ADDRESS

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

CONTACT

Annette Lafitte
07519 615 698
Annette.Lafitte@hee.nhs.uk

SUPPORTED EMPLOYMENT PROVIDER

Health Education England, Project Choice

SPONSORING/LEAD LOCAL AUTHORITY

Ealing Council

PLACEMENTS PLANNED 12

DATE September 2022 to July 2023

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 2 years and have in place excellent support for students. An Application Form can be obtained from: Annette Lafitte, West London NHS Trust, Learning and Development, E Block, 1st Floor, St Bernard's, Southall, Middlesex UB1 3EU or by email (above).

Application form to be sent to project.choice@hee.nhs.uk

Applicants must not have already completed a supported internship programme.

The Trust will host a virtual Open Day and Evening Event for students and their families to log on and meet mentors in 2022. Please register your interest by contacting Annette Lafitte by e-mail. 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 and well organised by checking shelves. Also providing good customer service to our customers
- **HR Admin Support** supporting the HR Workforce Team, scanning, photocopying, taking telephone messages, sending emails, collecting visitors, data entry
- **Pharmacy Assistant** supporting the pharmacy team, data entry, picking and packing medicines for wards
- **Administration Support Worker** providing basic typing, shredding, sending emails
- **Payroll Administrator** data inputting, telephone skills, sorting post
- **Finance Administrator** data entry, working in a team, filing, post, photocopying
- **Recruitment Admin Support** supporting our recruitment team with the administration of new employees

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

Maureen McHugh
07860 753 986
maureen.mchugh@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 2022 to July 2023

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 partners.

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

Please contact Maureen McHugh for details of our open days and to receive an application form, and return it to her at 129 Elgin Avenue, London, W9 2NR.

Applicants must be aged 17-24 on 31 August 2022, and hold a current EHC Plan. Applicants must want to progress into employment by the end of the programme, should currently be learning at Entry 1 – Level 1, and must meet standard UK 'right to work' checks.

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

- **Porter** transport patients and equipment around the hospital
- **Post Room** sort incoming mail and deliver to departments
- **Ward Host** food service, cleaning, supplying teas and coffees
- **Clinical Engineering** auditing and repairing hospital equipment
- **Canteen / Shop** combined food service and retail role
- **Patient Transport** admin role, booking transport and customer care
- **Welcome Stations** greeting visitors and distributing facemasks and hand gel
- **Health Care Assistant** support to nurses including admissions and observations
- **Maintenance** repairing equipment and property around the hospital. Opportunities to learn skills in plumbing, carpentry and electrical work

HAMMERSMITH SUPPORTED INTERNSHIP

Partnered with 245, Lyric and Nando's

ADDRESSES

245 Hammersmith Road, London W6 8PW

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

CONTACT

Adetutu Olalemi (Tutor)
a.olalemi@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 12

DATE September 2022 to June 2023

245 Hammersmith Road is a major new development in the centre of Hammersmith realised over one brilliant office building, 3 retail units, a public Plaza and an Urban Park which will feature year-round events. 245 is providing many inspiring and exciting job rotations for SEND students.

ENTRY CRITERIA

- Interns must:
- **Be aged between 17-24** on 31st August 2022 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 2022 – June 2023) 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 organisations' 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 one of the 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 2022.

To obtain an application form please e-mail Milly Lapikens, Supported Internship Co-Ordinator, m.lapikens@wlc.ac.uk and return it to her as soon as possible.

Key vocational skills and work experience opportunities offered at 245, Hammersmith & Fulham Council and other organisations within the Borough are listed below:

Roles at the new development at

245 Hammersmith Road W6 include:

- **Security** regular internal and external patrols, Front of House duties, loading bay reception, logging deliveries, recognised online training
- **Reception** greeting visitors, managing meeting rotas, upkeep of reception area and library, telephone queries, creating posters, and updating social media posts
- **Maintenance** assisting with painting, replacing air filters, flushing, repair work, testing fire alarms, general maintenance duties
- **Housekeeping** rotas include watering plants, mopping floors, dusting, general cleaning tasks inside and outside the building

Roles at Hammersmith & Fulham Council's offices include:

- **Working in the Quality Assurance Department** of Adult Social Care, sending emails, setting online meetings, note-taking for online meetings, and visiting residents
- **Fulham Children's Centre** assisting with Reception duties and setting up for events

Roles at Hammersmith Library include:

- **Customer Service** and supporting customers to print and scan
- **Library Services** shelving books, despatching and returning books
- **School Sessions** including under-5s activities, and displays

Roles at Nando's include:

- **Hosting** greeting and seating customers, clearing and cleaning tables, collecting feedback from each table, serving at the till, and running food orders from the kitchen

Roles for Action on Disability include:

- **Admin Assistant** housekeeping, welcoming visitors sanitising areas and adhering to cleaning rotas, scanning, data entry, shredding, and other duties

Roles for West London College at Barons Court include:

- **Drama Assistant** to the teacher
- **Supporting Students** with varied needs to memorise scripts/dances for performance, supporting the teacher in both the theatre and the classroom



CHELSEA AND WESTMINSTER NHS TRUST

The DFN Project SEARCH Supported Internship at Chelsea and Westminster Hospital and West Middlesex University Hospital

SITE ADDRESSES

Chelsea and Westminster Hospital
369 Fulham Road, London SW10 9NH

West Middlesex University Hospital
Twickenham Road, Isleworth TW7 6AF

CONTACT

Oscar Suarez 07428 936 795
oscar.suarez@queensmill.lbhf.sch.uk
projectsearch@queensmill.lbhf.sch.uk

EDUCATION PARTNER

The Queensmill Trust – Queensmill College

SPONSORING/LEAD LOCAL AUTHORITY

Hammersmith & Fulham Council

PLACEMENTS PLANNED 10/12 interns

DATE September 2022 to July 2023

Chelsea and Westminster Hospital NHS Foundation Trust and The Queensmill Trust have partnered together 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. Our programme is based within one hospital Trust at two different London sites: The Chelsea and Westminster Hospital in Chelsea and the West Middlesex University Hospital in Isleworth.

As SEND specialists we work successfully with learners with a diagnosis of an autism spectrum condition as well as other learning disabilities, or both, centring the programme around the needs of each intern.

It is designed for young people functioning at Entry Level who would benefit from an academic year of intensive and immersive support to gain valuable skills for employment.

All applicants must hold an active EHC Plan, be aged between 18 and 24, and be learning at Entry Level 2 or above. Application forms may be requested by emailing projectsearch@queensmill.lbhf.sch.uk and can be scanned and sent in to the same email address. We offer video calls with applicants to answer possible questions. Once your application has been received you will be notified of the dates for the Open Day and the on-site skills assessment (usually in the summer term).

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

At Chelsea and Westminster Hospital

- **Patient 'in-booker'** putting patient information into an Excel spreadsheet
- **Pharmacy** working with the 'loading robot', classifying medicines and box deliveries, printing out forms
- **Kitchen Assistant** washing kitchen tools and plates, cleaning tables in the canteen area
- **Assisting** at Harbour Yard

At West Middlesex University Hospital

- **Delivering parcels** across the hospital to different departments
- **Costa Coffee** stocking food and drinks and cleaning tables
- **Finance** assisting with data capture and scanning
- **With Bouygues** completing checks and inspections across the hospital

HOUNSLOW COUNCIL

The DFN Project SEARCH Supported Internship at Hounslow Council

ADDRESS

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

CONTACTS

Mica L Hutton (Tutor and Programme Co-Ordinator) 07525 224 854
Mica.Hutton@hounslow.gov.uk

Nicky Bitar (Business Liaison) 020 8583 6144
nicky.bitar@hounslow.gov.uk

FURTHER EDUCATION COLLEGE PARTNER

West Thames College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope-Sabre

SPONSORING/LEAD LOCAL AUTHORITY

Hounslow Council

PLACEMENTS PLANNED 11

DATE September 2022 to July 2023

We believe passionately about public service and have been proudly hosting DFN Project SEARCH at the London Borough of Hounslow since 2015. Working with our partners, we are committed to giving our interns a true One Hounslow experience by fully immersing our interns into our organisation.

We are open for applications for our September 2022 start. To receive more information about our upcoming open days, or to receive an application form please contact the programme tutor: Mica.hutton@hounslow.gov.uk

Applicants should be aged 17-24 with an active EHCP, be committed to learning and developing new skills and to a 5-day-week training programme, be an independent traveller or be undertaking travel training, and have the desire to enter work at the end of the programme.

Key vocational skills and work experience opportunities offered on this programme include:

- **Office Administration** data entry, scanning documents, making phone calls, etc
- **Reception** customer service, using booking systems, signposting customers
- **Library Assistant** customer service, stocking shelves, dealing with queries, assisting in running sessions
- **Care Work** supporting disabled residents in the day centre and community
- **Emergency Planning** administration duties, communicating with members of the public
- **Leisure centres** greeting guests, tidying equipment and changing rooms, using the computer system
- **Facilities Management** desk/room checking, portering, issuing ID badges, security
- **Post Room** checking and sorting mail, delivering parcels

Applications are now welcome. Open Days will be held when possible in the spring and early summer with information on the skills and interview days given at the Open Days.

Our email address is supportedinternship-london@prospects.co.uk or call Elizabeth Ajewole on 07920 273 586. For more information visit www.shawtrust.org.uk/what-we-do/supported-internships/



HILLINGDON
LONDON

We are holding Open Days at the Civic Centre on 4 and 5 April 2022 – morning sessions 9.30am – 12 noon, and afternoon sessions 12.30 – 3pm. These are bookable.

PAVILIONS SUPPORTED INTERNSHIP

The Shaw Trust Supported Internship based at the Pavilions Centre, Uxbridge

ADDRESS

The Pavilions Centre, 18 Chequers Square, Uxbridge UB8 1LN

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

The Shaw Trust

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED

10-12

DATE

September 2022 to July 2023

ACCEPTANCE AND ELIGIBILITY CRITERIA

EHCP is required. Age group 16-24

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

When requesting a brochure, interested young people will be informed about Pavilions Supported Internship Open Days when they can visit the Pavilions retail 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 be invited to attend an Open Day, complete the application form found in the application pack 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. If any Covid restrictions are still in place, we are fully equipped to support young people and parents to attend information sessions via MS Teams.

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.

- **Retail/Customer Service Hospitality** catering and administration
- **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

HILLINGDON CIVIC CENTRE

The DFN Project SEARCH Supported Internship at Hillingdon Council

ADDRESS

Hillingdon Civic Centre 3W/01, High Street, Uxbridge UB8 1UW

CONTACTS

Linda Kamara (Tutor) or Anthea Rowley (Asst. Principal) 0345 402 0453 (choose option 1, and then option 1 again for Wyvern) enquiries@orchardhill.ac.uk

EDUCATION PARTNER

Orchard Hill College

SUPPORTED EMPLOYMENT PARTNER

Hillingdon Autistic Care & Support

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council projectsearch@hillingsdon.gov.uk

PLACEMENTS PLANNED

12

DATE

September 2022 to July 2023

All applicants must hold an active EHCP, must be aged between 17 to 24 and should be learning at Entry 3 level or above. To apply you can complete an Expression of Interest form on Orchard Hill College's website. When completing the form online please state Project SEARCH 2022 in the 'Year applied for' box <https://workstart.me.uk/courses/project-search>

Completed application forms should be sent to Assessments&Placements@Orchardhill.ac.uk This course is open to applicants from outside Hillingdon borough. It is a full-time course 5 days a week for one academic year. Students will be based at Hillingdon Council offices, where they will choose different departments to work in on rotation.

They will be supported by a college tutor and a job coach from Hillingdon Autistic Care & Support (HACS). The objective of the programme is for the students to secure paid employment (not necessarily at the Council).

Key vocational skills and work experience opportunities offered on this programme include:

- **Admin Assistants** in School Admissions and Placements. Contacting parents and carers via letters, email and on the phone, data collection using Microsoft Office and Excel
- **Media and Project Promotion Assistants** working with the Inclusion Partnerships department liaising with web designers to design information templates
- **Facilities Assistant** carrying out building maintenance across the site
- **SEN Advisory Service** reviewing SEN resources and documents, advising on their design and user-friendliness and the content required. Producing newspaper articles, leaflets and website pages offering advice & support to people with additional needs and their families. Research, and learn basic journalism skills, presentation and creative skills. Write articles which will be published
- **Contact Centre Assistant** processing online applications for local residents requesting Blue Badges
- **Library Assistant (Uxbridge Library)** customer service, shelving items, repairing book jackets and operating library computer systems
- **Electoral and Registration Services Admin** Support Officer, inc. data entry (e.g. ensuring entries are up-to-date), filing and scanning



For more information and to register your interest please contact Tafina Davidson at Harrow College or Suba Dickerson at sdickerson@uxbridgecollege.ac.uk



Applications are now welcome. Open Days will be held when possible in the spring and early summer with information on the skills and interview days given at the Open Days.

Our email address is supportedinternship-london@prospects.co.uk or call Saimmah Ali on 07714 736 748. For more information visit www.shawtrust.org.uk/what-we-do/supported-internships/

NORTHWICK PARK HOSPITAL

The DFN Project SEARCH Supported Internship at Northwick Park Hospital

ADDRESS

Northwick Park Hospital, Watford Road, Harrow HA1 3UJ

CONTACT

Tafina Davidson (Tutor)
tsimon@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 2022 to July 2023

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 here. HCAs support clinical staff to carry out patient observations and checks such as for 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
- **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

HARROW RETAIL

The Shaw Trust Supported Internship in Harrow

ADDRESS

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

CONTACT

Fitzroy Lewinson
07776 041 629
fitzroy.lewinson@prospects.co.uk

EDUCATION PARTNER

Ixion Holdings (part of the Shaw Trust Group)

SUPPORTED EMPLOYMENT PARTNER

The Shaw Trust

SPONSORING/LEAD LOCAL AUTHORITY

Harrow Council

PLACEMENTS PLANNED 10-12

DATE September 2022 to July 2023

ELIGIBILITY CRITERIA

An EHCP is required. Age group 16-24. Travel training can be provided to enable individual travelling to and from home.

This supported internship is for young people interested in working in a retail environment.

When requesting a brochure, interested young people will be informed about the Open Days when they can visit the Harrow site, meet the team and find out more information about this exciting retail supported internship. If any Covid restrictions are still in place we are fully equipped to support young people and their parents and carers to attend information sessions via MS Teams. Our email address is supportedinternship-london@prospects.co.uk

For young people interested in applying for this Internship please request by email the Harrow Retail application pack from supportedinternship-london@prospects.co.uk or call Saimmah Ali 07714 736 748. Application forms should be returned to Saimmah at the same email address.

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

- **Retail/Customer Service Hospitality** catering and administration
- **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
- **Maintenance** repair and maintenance of equipment in a retail centre, ensuring equipment in the centre is in good working order

BRENT COUNCIL / WEMBLEY PARK

The DFN Project SEARCH Supported Internship at Brent Council and Wembley Park

ADDRESS

Brent Civic Centre, Engineers Way, Wembley HA9 0FJ

CONTACT

Maureen McHugh
07860 753 986
maureen.mchugh@cnwl.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

College of North West London

SUPPORTED EMPLOYMENT PARTNERS

Tottenham Hotspur Foundation and Kaleidoscope-Sabre

SPONSORING/LEAD LOCAL AUTHORITY

Brent Council

PLACEMENTS PLANNED 12

DATE September 2022 to July 2023

Please contact Maureen McHugh for an application form. You can also contact Maureen McHugh for details of our Open Days and for more information about the programme.

Applications can be sent to Maureen McHugh at 129 Elgin Avenue, London W9 2NR.

Work experience opportunities take place within and close to Brent Civic Centre. Please note that work experience opportunities/placements vary from term to term, with new employers joining regularly.

Parents/Carers must share the aspiration for employment and attend regular Employment Planning Meetings to discuss progress etc.

Applicants should be aged 17-24 on 31 August 2022, and hold a current Education Health & Care Plan (EHCP). All applicants should be able to travel independently or be willing to undergo travel training, must be eligible to work in the UK and aspire to secure paid employment on the completion of the course. Ideally candidates should be currently learning at Entry 1 – Level 1.

Key vocational skills and work experience opportunities offered on this programme include:

- **Customer Services** provide a professional first point of contact for all customers of Brent Civic Centre. Help, guide or signpost visitors to the relevant service or department
- **Registrations** data inputting, checking accuracy, preparing for events such as Citizenship ceremonies, attending ceremonies and helping the public
- **Digital Post Room** collect, open, sort, prepare, scan and index incoming post and documents and process outgoing post for delivery externally
- **IT** prepare laptops, tablets and phones for new users, help explain how to use equipment to the new users, keep accurate stock records
- **Council Inclusion Team** edit content for the website, track work using a spreadsheet
- **Housekeeping** work as a team, manage hygiene and cleanliness for a designated area, work safely and meet deadlines

LONDON HEATHROW MARRIOTT HOTEL

The DFN Project SEARCH Supported Internship at the London Heathrow Marriott Hotel

ADDRESS

Bath Road, Harlington, Hayes UB3 5AN

CONTACT

Maxine Simpson
07842 309 879
msimpson@meadowhighschool.org

EDUCATION PARTNER

Meadow High School, Hillingdon

SUPPORTED EMPLOYMENT PARTNER

Prospects, part of the Shaw Trust Group

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED 10

DATE September 2022 to July 2023

Applicants should meet the following criteria:

- Be aged 18-24 at the start of the programme, in September 2022
- Have a current EHC Plan
- Want to move into paid employment on completion of the programme
- Live within the local area

Marriott hotel internships provide a supportive, disability-confident environment. We have a wide selection of internship placements where interns learn transferrable skills and our graduates are now employed in many different employment sectors.

Marriott offers a range of benefits to interns, including uniform, free lunch and free use of the hotel's gym and swimming pool.

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

- **Leisure Club** greeting guests, tidying gym equipment and changing rooms, testing pool water quality, checking memberships on computer system
- **Food & Beverage** clearing tables, keeping the restaurant clean, restocking drink and snack areas, polishing cutlery and glasses, setting tables for next service
- **Lobby Host** greeting/directing guests, making wake-up calls, delivering messages/packages to guest rooms, filing guest paperwork, tidying lobby
- **House Keeping Porter** removing used linen from guest floors, restocking housekeeping cupboards, removing room service items, cleaning guest floors
- **Engineering/Maintenance** completing site patrols, room checks and basic maintenance tasks, moving items within the hotel, assisting the Duty Engineer
- **Goods Receiving** checking deliveries, labelling and storing food items, rotating stock, cleaning food storage areas, delivering parcels to hotel departments
- **Conference & Banqueting** setting up and clearing refreshment breaks, waiting on guests during breaks, refreshing meeting rooms, preparing rooms for events
- **Kitchen Assistant** setting out breakfast grill trays, preparing cold food platters, vegetable preparation, using industrial dishwasher and restocking clean items

COPTHORNE TARA HOTEL

The Shaw Trust Supported Internship in Kensington

ADDRESS

Scarsdale Place, Kensington, London W8 5SY

CONTACT

Elena Draganova

07584 205 020

Elena.Draganova@prospects.co.uk

EDUCATION PARTNER

Ixion Holdings (part of the Shaw Trust Group)

SUPPORTED EMPLOYMENT PARTNER

The Shaw Trust

LEAD LOCAL AUTHORITIES

City of Westminster and the Royal Borough of Kensington and Chelsea

PLACEMENTS PLANNED 10-12

DATE September 2022 to June 2023

ELIGIBILITY CRITERIA

An EHCP is required. Age group 16-24. 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.

When requesting a brochure, interested young people will be informed about the Open Days when they can visit the hotel, meet the team and find out more information about this exciting retail supported internship. If any Covid restrictions are still in place we are fully equipped to support young people and their parents and carers to attend information sessions via MS Teams. Our email address is supportedinternship-london@prospects.co.uk

For young people interested in applying for this Internship please request by email the Cophorne Tara Hotel application pack from supportedinternship-london@prospects.co.uk or call Saimmah Ali 07714 736 748. Application forms should be returned to Saimmah at the same email address.

- **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
- **Kitchen** preparing food, cutting, chopping fruit and vegetables; setting up and clearing of food courts, preparing cold meals such as salads and 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

ROYAL BOROUGH OF KENSINGTON & CHELSEA

The Kensington Town Hall and High Street SI

ADDRESS

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

CONTACT

Oyinda Malafa

o.malafa@wlc.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

West London College

SUPPORTED EMPLOYMENT PARTNER

Action on Disability

PLACEMENTS PLANNED 12

DATE September 2022 to July 2023

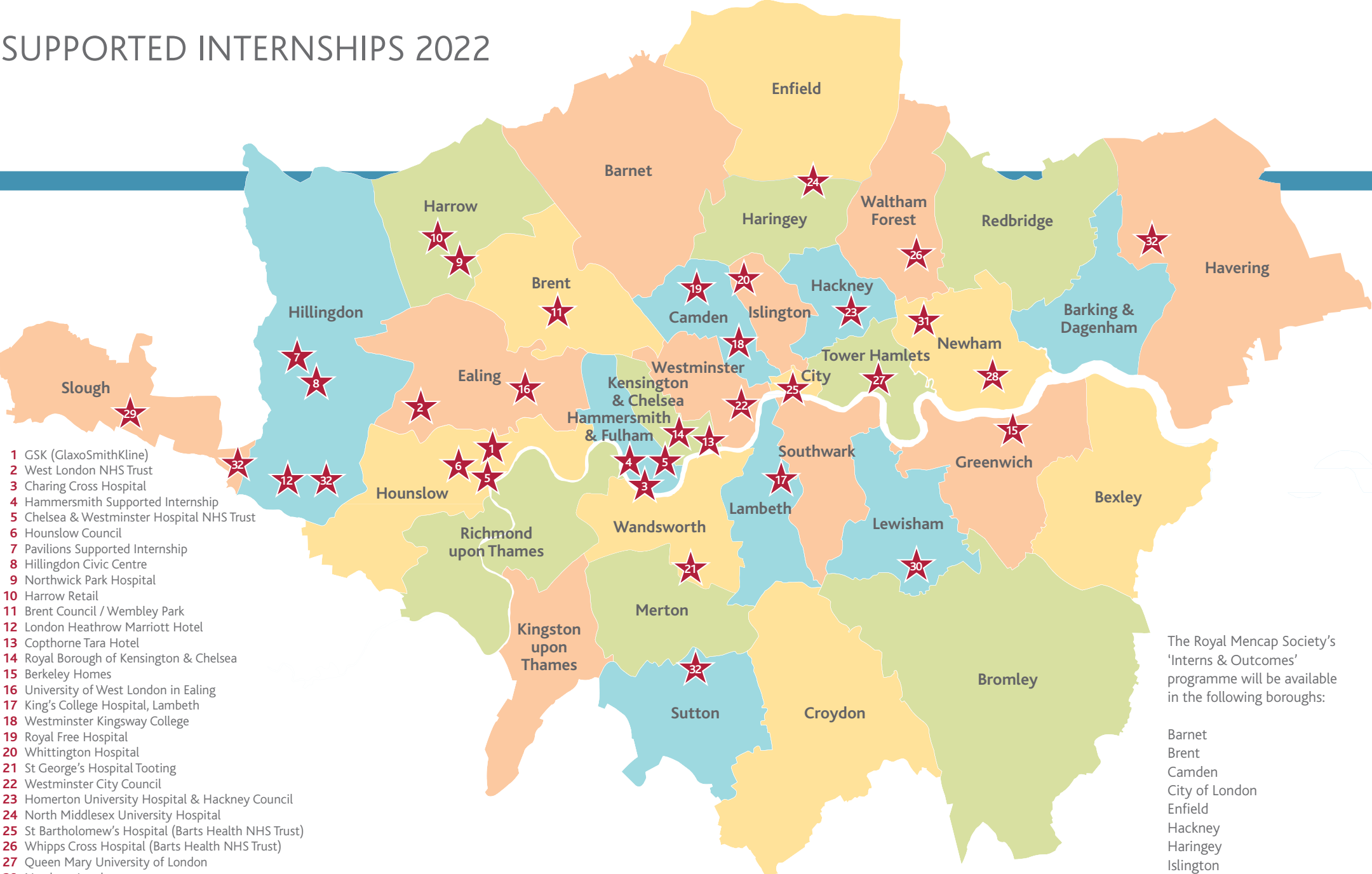
ELIGIBILITY CRITERIA

Aged 18-24. An EHC Plan is required, with eligibility to work in the UK. Working around Entry 3 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 2022 – July 2023), and to demonstrate a positive attitude to gaining new skills, receiving instructions, and following host organisations' rules.

Interviews for this SI programme will be held in May 2022, and the 12 interns selected for September entry will be notified in June. For more information, and if you would like to make an application please contact: Milly Lapikens (Supported Internship Coordinator), at m.lapikens@wlc.ac.uk to whom application forms should be submitted.

- **Central Library** providing a full librarian assistant experience
- **Bellrock Admin** the security services provider for RBKC welcomes interns to an administration role: filing, photocopying, scanning and general admin duties
- **Registrars** at Chelsea Old Town Hall: booking people in, answering customer questions, general admin duties
- **Design Museum** a customer services role. Meeting and greeting and other duties
- **RBKC's Local Offer** an office-based role offering administration team experience with full Excel training and other ad-hoc duties
- **Cleaning** RBKC's cleaning contractors Atlas offer a cleaning role based in the Town Hall. Covers a full range of cleaning services
- **Frestons Cafe** an independent café providing a full behind-the-scenes work experience including cleaning, washing up, preparation and general health and safety checking
- **Petra's Place** an inclusive nursery and early-intervention therapy centre that provides cleaning and food preparation work experience

SUPPORTED INTERNSHIPS 2022



- 1 GSK (GlaxoSmithKline)
- 2 West London NHS Trust
- 3 Charing Cross Hospital
- 4 Hammersmith Supported Internship
- 5 Chelsea & Westminster Hospital NHS Trust
- 6 Hounslow Council
- 7 Pavilions Supported Internship
- 8 Hillingdon Civic Centre
- 9 Northwick Park Hospital
- 10 Harrow Retail
- 11 Brent Council / Wembley Park
- 12 London Heathrow Marriott Hotel
- 13 Copthorne Tara Hotel
- 14 Royal Borough of Kensington & Chelsea
- 15 Berkeley Homes
- 16 University of West London in Ealing
- 17 King's College Hospital, Lambeth
- 18 Westminster Kingsway College
- 19 Royal Free Hospital
- 20 Whittington Hospital
- 21 St George's Hospital Tooting
- 22 Westminster City Council
- 23 Homerton University Hospital & Hackney Council
- 24 North Middlesex University Hospital
- 25 St Bartholomew's Hospital (Barts Health NHS Trust)
- 26 Whipps Cross Hospital (Barts Health NHS Trust)
- 27 Queen Mary University of London
- 28 Newham London
- 29 COINS Global Slough
- 30 Phoenix Community Housing, Lewisham
- 31 Transport for London's 'Steps Into Work'
- 32 NEW – Opening in 2022, see page 37

The Royal Mencap Society's 'Interns & Outcomes' programme will be available in the following boroughs:

- Barnet
- Brent
- Camden
- City of London
- Enfield
- Hackney
- Haringey
- Islington
- Kingston
- Redbridge
- Richmond
- Waltham Forest

BERKELEY HOMES

The new DFN Project SEARCH Supported Internship in Woolwich

ADDRESS

5 Station Way
Woolwich, London SE18 6NJ

CONTACTS

Daren Nunn daren.nunn@shc.ac.uk
Laura Ashton laura.ashton@shc.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

Shooters Hill College

SUPPORTED EMPLOYMENT PARTNER

Unity Works

SPONSORING/LEAD LOCAL AUTHORITY

Royal Borough of Greenwich

PLACEMENTS PLANNED 10

DATE September 2022 to July 2023

ELIGIBILITY CRITERIA

Applicants will need to hold a current EHC Plan and be aged 18-24.

Please contact Daren or Laura on the email addresses above for more information and an application form.

Key vocational skills and work experience opportunities offered at Berkeley Homes include:

- **Work in Estate Management**
- **Work in Property Management**
- **Marketing & Communications experience**
- **Work with Social Value**
- **Administrative Support**

UNIVERSITY OF WEST LONDON

The new DFN Project SEARCH Supported Internship in Ealing

ADDRESS

UWL, St Mary's Road, Ealing, London W5 5RF

CONTACTS

Milly Lapikens m.lapikens@wlc.ac.uk
Ailish Byrne (Tutor) a.byrne@wlc.ac.uk
Sajada Sajid s.sajid@wlc.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

West London College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope-Sabre

SPONSORING/LEAD LOCAL AUTHORITY

Ealing Council

PLACEMENTS PLANNED 12

DATE September 2022 to July 2023

This new supported internship offers an excellent host business with the University of West London in a great location in South Ealing, with great support offered by Ealing Council, West London College, Kaleidoscope-Sabre and DFN Project SEARCH specialists.

An application form can be obtained from Milly Lapikens, m.lapikens@wlc.ac.uk and emailed back to her at inclusive-learning-admin@wlc.ac.uk or by post to her at Supported Internship Applications, West London College, 9 Gliddon Road, Barons Court, London W14 9BL

All applicants must be aged 18-24 and have a current EHC Plan and a UK National Insurance Number.

Key vocational skills and work experience opportunities which we aim to offer on this programme include:

- **Reception at UWL** meeting and greeting staff, students and visitors, using the booking systems, answering the phone and signposting visitors
- **Hospitality & Catering** making and serving hot drinks, preparing and serving food, keeping food preparation areas clean and tidy and clearing the customer area
- **Office Administration** filing and using the Sharepoint, data entry
- **Customer Services** meeting and greeting, answering queries
- **Domestics** cleaning, hoovering and sweeping
- **Caretaking** moving light furniture, preparing classrooms and working in the Post Room
- **Café / Catering** serving food and drinks
- **Student Union** customer support and admin work
- **Study Support** administration, with some exam invigilation
- **HR** physical and Cloud filing with some Excel work
- **Finance** working with Excel spreadsheets and data entry

KING'S COLLEGE HOSPITAL

The new DFN Project SEARCH Supported Internship in Camberwell

ADDRESS

King's College Hospital
Denmark Hill, London SE5 9RS

CONTACT

Abu Shaid Lambeth College
020 7501 5163
AShaid@lambethcollege.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

South Bank Colleges (Lambeth College)

SUPPORTED EMPLOYMENT PARTNER

Unity Works

SPONSORING/LEAD LOCAL AUTHORITY

Lambeth Council

PLACEMENTS PLANNED 12

DATE September 2022 to July 2023

ELIGIBILITY CRITERIA

This supported internship is open to residents in Lambeth who have a current Education and Health Care Plan.

Applications should be made by mid-March. An application form is available from Abu Shaid, Curriculum Operations Administrator at Lambeth College AShaid@lambethcollege.ac.uk and submitted back to him.

There will be one or possibly two Assessment Days (dates to be confirmed) at which applicants will be asked to complete a series of tasks and have an informal interview.

A DFN Project SEARCH supported internship is suitable for students with learning disabilities and autism spectrum conditions who are approaching readiness for the world of work. The assessment day will identify the most suitable candidates for our available places.

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

- **Customer Service** guiding people to the correct department within the hospital and answering basic queries
- **Stock Management** organising and counting food stock for the café
- **Administrative Skills** emailing patients information and appointment times
- **Telephone Skills** calling patients to check and rearrange appointment times
- **Financial Skills** handling payments and giving the correct change at the till in the staff café
- **Data Input** using Excel and Edge to input data onto the hospital systems
- **IT Skills** updating and loading computer software
- **Design Skills** using Photoshop to create posters and signs

WESTMINSTER KINGSWAY COLLEGE

WKC's Supported Internship for Camden

MAIN SITE ADDRESS

Westminster Kingsway College
211 Grays Inn Road, London WC1X 8RA

CONTACTS

Aklima Bilkis (SI Programme Coordinator)
supportedinternship@westking.ac.uk

Gisele Jumpp

020 7974 3061
Gisele.Jumpp@Camden.gov.uk

FURTHER EDUCATION COLLEGE PARTNER

Westminster Kingsway College

SUPPORTED EMPLOYMENT PARTNER

Options via Westminster Kingsway College (WKC)

SPONSORING/LEAD LOCAL AUTHORITY

Camden Borough Council

PLACEMENTS PLANNED 10, more at WKC

DATE September 2022 to June 2023

All applicants will be shortlisted and then invited to attend an assessment day where they will take part in a short informal interview. Parents and carers must share in the aspiration for employment, and help to give support during the internship.

Applicants are offered a guided tour of the College and where practical offered an opportunity to observe Employability Skills lessons.

This internship is for young people aged 18-24 with an EHC plan and is for 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), with the aspiration to progress into paid employment (and this is a realistic outcome) after the 10-month programme.

The programme includes 2 days a week on site Employability, literacy and numeracy lessons between September and December. From January 2023, on site lessons will be one day a week and the rest of the week spent in work placements. Weekly one-to-one tutorial sessions take place to review individual targets and progress. Termly meetings with parents/guardians are held to review interns' progress. An Application form is available from Aklima at supportedinternship@westking.ac.uk

Key vocational skills and work experience opportunities offered on this SI include:

- **Activity Support Services** working in adult day service to prepare rooms, materials and equipment for activities
- **Office Administration** preparing materials for training sessions, maintaining a social media presence
- **Play Worker** assistant based in children centres, assisting to set up play activities, sanitise toys and books, meeting and greeting
- **Customer Services Assistant** based in libraries, processing new and existing stock, using the library management system, tidying books and audio items on shelves
- **Working in the Restaurant** taking orders and serving customers
- **Working in the Kitchens** preparing and making dishes



ROYAL FREE HOSPITAL

The Project Choice Supported Internship at the Royal Free Hospital

ADDRESS

The Royal Free Hospital, Pond Street, Hampstead, London NW3 2QG

CONTACT

Sam Brown 07867 191 262
Sam.Brown1@hee.nhs.uk

EDUCATION PARTNER

Project Choice Independent Specialist Provider College

SUPPORTED EMPLOYMENT PARTNER

HEE Project Choice

SPONSORING/LEAD LOCAL AUTHORITY

London Borough of Camden

PLACEMENTS PLANNED

DATE September 2022 to July 2023

Our priority is providing a secure, uplifting experience for our interns, ensuring they develop academic, work and life skills throughout the Internship. Our staff are dedicated to the welfare of interns, providing skilled, informed support and working closely with family members and other professionals to ensure the work experience is positive and skill-enhancing. We support the interns in their journey to employment, and continue that support for 5 years post-programme if needed.

Project Choice is a work experience and Supported Internship programme for young adults with an EHCP aged 16-24 with learning difficulties, disabilities and/or Autism and an aspiration to enter employment either full or part time, as an apprentice or employee.

Through the highly supported internship they develop independence skills and increase their employability. We prefer applications to be submitted before May but always remain open to enquiries. Travel training can be provided where needed.

To apply for this programme a link to the Maytas Hub can be obtained from Sam Brown (Sam.Brown1@hee.nhs.uk) who can also supply further details and to whom you can register your interest. Applicants will be invited to an assessment day and an informal interview.

Key vocational skills and work experience opportunities offered on this programme include:

- **Communication** reception, meet and greet, appointment booking, directions giving, encouraging communication
- **IT/Organisational Skills** booking offices, data processing, process driven tasks e.g. data inputting, patient correspondence, medical records retrieval
- **Science Pathology Labs** sterile services, using practical skills to support the scientific staff to produce test results
- **Pastoral Skills, Ward Assistant** child care nursery, helping patients with non-medical aspects of hospital stay, assisting with child play activities
- **Food Handling** in cafés and kitchens, preparing food and serving customers
- **Retail** working in hospital shops, serving customers, stocktaking, ordering and receipt of goods

WHITTINGTON HOSPITAL

The DFN Project SEARCH Supported Internship at the Whittington Hospital

ADDRESS

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

CONTACTS

Gemma Mullan (Programme Tutor)
gmullan@ambitiouscollege.org.uk

Ambitious College Admissions Team

admissions@ambitiousaboutautism.org.uk

EDUCATION AND EMPLOYMENT PARTNER

Ambitious College

PLACEMENTS PLANNED

DATE September 2022 to July 2023

Ambitious College is working with The Whittington Hospital to support interns to develop workplace skills. The programme will run from September 2022 for one academic year. Supported internships benefit employers to learn what young people with additional needs can contribute and achieve. More information is available on Ambitious College's website: <https://www.ambitiousaboutautism.org.uk/what-we-do/employment/supported-internships> which provides eligibility details and notice of our Open Events.

Open to autistic young people and young people with a related learning difficulty aged 16-24 with a current Education Health and Care Plan, capable of travelling independently to the workplace (with travel training) interested in spending a year learning new skills or developing existing skills in the workplace and with aspirations to progress into paid employment.

If you are interested in this opportunity, please contact admissions@ambitiousaboutautism.org.uk for an application form.

Completed application forms can be scanned and emailed to 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:

- **Administration** in a variety of departments across the hospital. Duties include data entry, filing, reception, booking appointments and general office support
- **Grounds Maintenance** supporting the facilities team to clean and maintain the hospital site
- **Portering** transporting patients and equipment around the hospital
- **Clinical Engineering** auditing and repairing hospital equipment
- **Pharmacy Assistant** supporting the pharmacy team, data entry, picking and packing medicines for wards
- **Health Records Assistant** selecting and filing patient health records
- **Patient Dining Services** picking and packing patient meals and delivering them to wards
- **Catering and Retail** assisting in the hospital canteen and shop



ST GEORGE'S HOSPITAL

The DFN Project SEARCH Supported Internship in Tooting

ADDRESS

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

CONTACTS

Beth Madigan

bethany.madigan@cricketgreen.merton.sch.uk

Sarah Darby

sarah.darby@cricketgreen.merton.sch.uk

EDUCATION PARTNER

Cricket Green School, Mitcham

SPONSORING/LEAD LOCAL AUTHORITY

Merton Council

PLACEMENTS PLANNED 9-10

DATE September 2022 to July 2023

ELIGIBILITY CRITERIA

Applicants must be aged between 18 and 24, have the desire to find paid work, and have an EHCP or LDA. Those offered a place on the SI will need to be DBS-checked and be cleared as "fit for work" by the St George's Hospital Occupational Health Service, and capable of independent travel to the workplace. Documentation will need to be provided to enable a DBS check to be done, advice on what is required is available from the school.

We have a wide variety of work placements, providing real-life learning opportunities for our interns to gain employability skills and confidence. St George's staff provide excellent mentorship to our interns and support them to learn tasks and gain self-belief in their many abilities. We focus on achieving in the workplace and each intern will have an individual employment plan based on their own interests and abilities. We aim to match each intern to a suitable work placement.

These are some examples of work rotations we provide:

- **Administration** (In Haematology, Medical Records)
- **Reception** (Main reception, Endoscopy)
- **University Shop**
- **Portering** (Theatres, General)
- **Gardening**
- **Catering** (Restaurant, Wash-up, Setting up for events)
- **Emergency Department** (Admin, reception, collecting notes, scanning and uploading)
- **Playroom**
- **Library**

WESTMINSTER CITY COUNCIL

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

ADDRESS

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

CONTACT

Maureen McHugh

07860 753 986

Maureen.McHugh@cnwl.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

City of Westminster College

SUPPORTED EMPLOYMENT PARTNER

Westminster Supported Employment

SPONSORING/LEAD LOCAL AUTHORITY

Westminster City Council

PLACEMENTS PLANNED 12

DATE September 2022 to July 2023

ELIGIBILITY CRITERIA

Aged 16-24. All applicants must have a current EHC plan. Working around Entry 1 to Level 1 English and maths. Capable of travelling independently to their workplace (with Travel Training provided if required). Aspirations to progress into paid employment.

Contact Maureen McHugh for details of our Open Days and to receive an application form. Forms should be returned to Maureen at 129 Elgin Avenue, London W9 2NR.

Students graduating from the supported internship have the potential to progress to inclusive apprenticeships with Westminster City Council where applicable.

Please note that Placement opportunities vary from term to term with new employers joining regularly.

Key vocational skills and work opportunities offered on this supported internship include:

- **Museum of Brands** front of house duties, greeting visitors & dealing with enquiries
- **Elior Kitchen** preparing food, managing hygiene and overall cleanliness
- **Facilities** support the reception team with room bookings, setting up rooms, and sorting and delivering mail for the departments
- **Planet Organic** experience using the retail tills, deliveries, stock replenishment, online shopping orders
- **Libraries** shelve books, assist with events such as Rhyme Time and school visits, help with enquiries
- **Archives** learn about historical objects and keep them in good condition, take part in community projects
- **Digital Place** provide administrative support to the team and help with projects
- **Integrity Care** administrative support including sending emails, placing stationery orders, carrying out research

HOMERTON UNIVERSITY HOSPITAL & HACKNEY COUNCIL

A DFN Project SEARCH Supported Internship

ADDRESSES

Homerton University Hospital, Homerton Row, Hackney, London E9 6SR and Hackney Council Service Centre, 1 Hillman Street, London E8 1DY

CONTACT

Richard Allen
 Richard.Allen@hackney.gov.uk
 or intern@hackney.gov.uk

EDUCATION PARTNER

BSix Sixth Form College

SUPPORTED EMPLOYMENT PARTNERS

Homerton University Hospital and Hackney Council

SPONSORING/LEAD LOCAL AUTHORITY

Hackney Council

PLACEMENTS PLANNED 24

DATE September 2022 to July 2023

This internship is for young people aged 16-24 with an EHC plan and Hackney 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), with the aspiration to progress into paid employment (and this is a realistic outcome) after the 10-month programme.

We require candidates to complete an application form and to have a short assessment.

If you are a Hackney resident with an EHC Plan please submit an application obtainable by emailing intern@hackney.gov.uk or Richard.Allen@hackney.gov.uk Interns study for an accredited employability qualification alongside completing 3 work placements. Applicants who are offered a place will be supported to complete a DBS application if working at Homerton University Hospital, and will sign an honorary contract with the Hospital or Hackney Council and have Occupational Health clearance prior to starting.

Key vocational skills and work experience can be available at the hospital in:

- **The Restaurant**
- **Maternity Ward**
- **General Wards** as a Ward Host
- **Children's Ward** (Starlight)
- **Healthcare Records**
- **Diabetic Eye Screening** – Administrative
- **Outpatients' Reception**
- **Human Resources**
- **Occupational Health**
- **Warehousing**

and in Hackney Council departments such as:

- **I.T. Assistant** (Device and customer service)
- **Library Assistant**
- **Food Bank Assistant** at Hackney Foodbank
- **Customer Service** Hackney Council Housing Tenancy Department
- **Hackney Education** – Admin assistant
- **With the Parks Team**
- **Also at BSix** as a canteen catering assistant, library assistant and in the gym

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

Gavin Cox
 Gavin.Cox@conel.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

The College of Haringey, Enfield & North East London (CCCG)

SUPPORTED EMPLOYMENT PARTNER

The Tottenham Hotspur Foundation

SPONSORING/LEAD LOCAL AUTHORITY

Haringey Council

PLACEMENTS PLANNED 12

DATE September 2022 to July 2023

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.

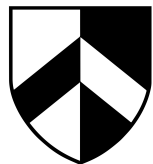
All potential applicants should refer to the College of Haringey, Enfield and North East London website. Applicants need to be independent travellers, able to travel to the hospital. The programme runs 5 days per week.

Every Monday until the end of June (excluding half terms) open evening sessions are held 4.00pm-6.00pm.

Applicants can come to either our Enfield Centre or Tottenham Centre to find out more information and potentially complete an application. Staff will be available to discuss the programme in greater detail and answer any questions. Applications are completed online. If coming on site for an open evening then the process will be completed online with the learner and staff.

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

- **General Admin Duties** in rotation across the different hospital departments, including clinical and business support areas
- **Pharmacy Restocking** sorting of deliveries and stocking storage areas. Checking of supplies
- **Support with Patient Transfer** use of chairs and mobile beds with patients. Movement of light equipment
- **Support / Reception** across different hospital departments. Front facing duties with visitors and patients
- **Working within the Facilities Team** maintenance, cleaning etc. Support with providing relevant equipment required to dispose of medical items. Checking supplies are maintained or ordered as required
- **Completion of online training modules** including Fire safety, Moving & Handling L1, Safeguarding Adults and Children, Equality, Diversity and Inclusion, Conflict Resolution
- **Digital Skills in the Workplace.** familiarity with hospital systems
- **Post Room Duties**



ST BARTHOLOMEW'S HOSPITAL

Within the Barts Health NHS Trust

The new DFN Project SEARCH Supported Internship at St Bart's

ADDRESS

St Bartholomew's Hospital
West Smithfield, London EC1A 7BE

CONTACT

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

EDUCATION PARTNER

Whitefield Academy Trust

SUPPORTED EMPLOYMENT PARTNER

Generate Opportunities Ltd

SPONSORING/LEAD LOCAL AUTHORITY

City of London and other local authorities

PLACEMENTS PLANNED 12

DATE September 2022 to July 2023

ELIGIBILITY CRITERIA

Applicants should be aged between 17-24, with a current EHC Plan and have aspirations to gain paid employment during or by the end of the programme.

Information and application packs are available upon request to Janet Wingate-Whyte
j.wingate-whyte@whitefield.waltham.sch.uk to whom completed forms should be returned. We plan to hold Open Days, please email Janet for details.

This is a brand-new site for DFN Project SEARCH and Generate and as such, our first interns will play an important role in shaping the programme at St Barts and identifying the placements that best suit their skills, interests and ambitions.

Key vocational skills and work experience opportunities we will be offering at the hospital include:

- **Portering** moving patients and equipment around the hospital
- **Catering Assistant** food hygiene, food storage, food preparation and cleaning
- **X-Ray Imaging Assistant** triage, managing patient flows and restocking items. Liaising with Doctors and Radiographers
- **Ward Assistants** cleaning patients' tables, beds and lights and making sure areas are safe and reporting any faults. Restocking equipment
- **Main Stores Goods Distribution Officer** delivering goods around the hospital
- **Receptionist** managing confidential waste, scanning, post duties photocopying. Making and taking phone calls and sorting patient notes
- **Data Entry Assistant** inputting data onto the system
- **Endoscopy** Decontamination Technician. Includes preparing scopes

WHIPPS CROSS UNIVERSITY HOSPITAL

Within the Barts Health NHS Trust

The DFN Project SEARCH Supported Internship at Whipps Cross

ADDRESS

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

CONTACT

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

EDUCATION PARTNER

Whitefield Academy Trust

SUPPORTED EMPLOYMENT PARTNER

Generate Opportunities Limited

SPONSORING/LEAD LOCAL AUTHORITY

Waltham Forest Borough Council

PLACEMENTS PLANNED 12

DATE September 2022 to July 2023

We are in the process of recruiting for September 2022 for Whipps Cross. We are holding Open Days with our local Colleges and schools. Information and application packs are available upon request.

Over 70% of our graduates secure meaningful paid employment following completion of the programme. Interns are treated as full members of their hospital teams and receive significant support from job coaches.

Applicants should be aged between 17-24 with a current EHC Plan and an aspiration to gain paid employment during or following the end of the programme.

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

- **Pharmacy Assistant** administrative duties, top up rounds on the wards, assisting with dispensing
- **Eye Treatment Centre** Orthoptist Support Worker. Clinic room preparation, cleaning equipment, patient reminder calls, testing adult colour vision in virtual clinics
- **Outpatients' Central Appointments** Pathway Co-ordinator. Updating GP requests, booking and confirming appointments
- **Oral Surgery and Orthodontics** **Administrative Assistant** triage, telephone and administrative duties
- **Ward Host** providing a food service to patients
- **Catering Assistant** preparing and delivering food and supplements to the wards
- **Theatres** Health Care Assistant and Theatre Department Orderly
- **Main Stores Goods Distribution Officer** Delivering goods across 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

Matt Snow
matthew.snow@phoenix.towerhamlets.sch.uk

EDUCATION PARTNER

Phoenix School and Phoenix College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope-Sabre

SPONSORING/LEAD LOCAL AUTHORITY

Tower Hamlets

PLACEMENTS PLANNED 8-12

DATE September 2022 to July 2023

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.

Candidates are required to have an EHCP and be aged between 16-24. Please ensure applications for this internship are emailed to Matt Snow (matthew.snow@phoenix.towerhamlets.sch.uk). General enquiries can be sent to enquiries@projectsearchtowerhamlets.org. Successful applicants will be invited to take part in a basic skills assessment with a short informal interview.

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

- **Portering** arranging tables and chairs in classrooms in line with health guidelines. Supporting the team to move furniture around the campus
- **Customer Service** working across two of the retail shops on campus. Learning how to use the till, how to stock shelves correctly, take in deliveries and deliver excellent customer service
- **Food Preparation** assisting the chefs in the university restaurant to prepare food for lunch service. This includes preparing vegetables, making wraps and burgers and serving customers. All whilst following health and safety guidelines
- **Admin Skills** within the Law School and Business Development there are opportunities for interns to develop a range of different admin skills. This includes learning how to use Excel, research and inputting data, creating posters and getting involved in regular team meetings
- **Gardening and Grounds Maintenance** planting flower beds, weeding, using the leaf blower and doing the general up-keep of the university grounds
- **Cleaning** in the residential buildings or the Student Union buildings. Following university guidelines and COSHH training
- **Gym Assistant** working in the gym to support gym members, cleaning the equipment and covering at the reception desk when required
- **Helpdesk** answering phone and email enquiries on the helpdesk and assigning jobs to the correct departments. Learning good communication skills. range of different admin skills

NEWHAM LONDON

The Newham Supported Internship Programme (NSIP) in partnership with DFN Project SEARCH

CONTACT ADDRESS

Newham College, High Street South,
East Ham, London E6 6ER

CONTACT

Angie Hincks (Newham College)
angie.hincks@newham.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

Newham College

SUPPORTED EMPLOYMENT PARTNERS

Our Newham Work Supported Employment Team and Generate Opportunities

SPONSORING/LEAD LOCAL AUTHORITY

London Borough of Newham

PLACEMENTS PLANNED 40 places, spread over 5 sites

ELIGIBILITY CRITERIA

Please request an application form from angie.hincks@newham.ac.uk to whom it should be returned. All applicants must hold a current EHC Plan, have mild to moderate learning difficulties or disabilities, be aged between 16-24 and hold a National Insurance Number.

We are currently working on our Supported Internship Brochure for September 2022-July 2023, which can be sent on request with an application form.

Residents of other Boroughs are also welcome to apply. Please apply only if you intend to get into employment. Parents & carers must be supportive in achieving employment outcomes for their young person.

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

- **In Retail** working in supermarkets assisting customers, restocking shelves and ordering the isles
- **Data analysis and entry** working with corporate clients to solve digital business problems
- **Barista** working in specialty café shops to make food and drinks including latte art, serving customers and maintaining the coffee shop
- **At the hospital** (with Project SEARCH) working in Newham Hospital in a number of different roles within the health sector
- **Admin** working with MS Office and other IT systems, data entry, printing, filing and scanning
- **Warehouse** taking deliveries, managing and counting stock and transporting equipment
- **Catering** setting tables, using tills, washing up, restocking fridges with drinks, sandwiches and salads, cleaning tables and other surfaces
- **Customer service** learning how to use the till, how to stock shelves correctly, take in deliveries and deliver excellent customer service



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.

COINS GLOBAL SLOUGH

The DFN Project SEARCH Supported Internship at Construction Industry Solutions

ADDRESS

COINS Building, 11 St Laurence Way, Slough SL1 2EA

CONTACT

Rahma Maina (Tutor)
07795 126 738
r.maina@wlc.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

West London College

SUPPORTED EMPLOYMENT PARTNER

Ealing Mencap

SPONSORING/LEAD LOCAL AUTHORITY

Slough Local Authority

PLACEMENTS PLANNED 12

DATE September 2022 to July 2023

It will be helpful to all applicants if their latest Annual Review and their expected qualifications can be made available.

We will hold an Open Evening on Wednesday, 2 March, and application forms should be completed and submitted before 11 March. A skills assessment and interview day will be held on Wednesday 16 March.

Applicants need to be aged between 18-24 on 31 August 2022, and have a current Education Health and Care Plan in place. Applicants should have a valid UK National Insurance Number and be in their final year of education and willing to start work at the end of the Supported Internship (not necessarily at COINS).

Key vocational skills and work experience opportunities offered on this programme include:

- **Data Analysis** looking at data sets, organising and arranging them, finding trends and patterns, creating pivot tables to display information to streamline productivity to enhance business future planning
- **Administration and Social Media** the use of social media within a business context, planning and delivering social events for business, developing the company's values through teamwork with global partners
- **Customer Service and Invoicing** understanding the role of customer service, identifying paid/unpaid invoices and forwarding information to Accounts, updating the information on the COINS systems to ensure up to date information is available to the Customer Service Manager

PHOENIX COMMUNITY HOUSING

The Internship with Lewisham Council

ADDRESS

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

CONTACT

Catalin Caruntu
Catalin.Caruntu@lewisham.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

Lewisham College

SUPPORTED EMPLOYMENT PARTNER

Toucan Employment

SPONSORING/LEAD LOCAL AUTHORITY

Lewisham Council

PLACEMENTS PLANNED 6

Apply to Catalin Caruntu at Lewisham College by post to the above address or online to: SupportedLearningAdmin@lscollge.ac.uk

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

- **Concierge** meet and greet staff members, residents or the public, direct residents or public to front of house
- **Catering** working in the Green Man Café, serving staff, residents and general public, setting and clearing tables, restocking and stocktaking
- **Facilities** cleaning inside and outside, restocking and replenishing (staff kitchen, photocopiers etc), maintaining environment (e.g. watering plants)
- **Administration/Front of House** providing services to residents, working on the front desk, photocopying, assisting with key fobs, relaying messages
- **Communications** assisting with newsletters and other information for residents, interviewing staff members and residents, sorting and filing photos, scanning and photocopying
- **Caretaking** polishing and sweeping communal areas, sweeping inside and pathways, litter-picking grass and hard surface areas and raised beds

NEW SUPPORTED INTERNSHIPS PLANNED TO OPEN IN 2022

Four more Supported Internships are planning to open this year, at the following locations:

- ST. HELIER HOSPITAL IN SUTTON (DFN PROJECT SEARCH)
- THE HEATHROW/WINDSOR MARRIOTT HOTEL AT LANGLEY, SLOUGH
- THE SHERATON SKYLINE HOTEL ON THE BATH ROAD AT HEATHROW
- IN ROMFORD, RUN BY THE SHAW TRUST

Please contact DFN Project SEARCH or The Shaw Trust for further details.

ROYAL MENCAP SOCIETY

Mencap's Interns and Outcomes Supported Internship Programme

We deliver our classroom sessions from community venues across London.

CONTACTS

Jade Frater

Jade.frater@mencap.org.uk 07970 223 994

Joyce Tainton

Joyce.tainton@mencap.org.uk 07930 547 099

LOCATIONS

From September 2022 our programme will be available to young people in the following boroughs:

Barnet – 35 Hendon Lane, N3 1RT
(We can also take applicants from Haringey, Brent and Enfield here)

Islington – 123 Golden Lane, EC1Y 0RT
(We can also take applicants from Camden, City of London, Hackney and Enfield here)

Waltham Forest – (We can also take applicants from Redbridge and Enfield here)

Kingston – United Reformed Church, Eden Street, KT1 1HT
(We can also take applicants from Richmond here)

PLACEMENTS PLANNED

Approximately 100 in London

EDUCATION AND EMPLOYMENT SUPPORT PROVIDER

Mencap

Mencap's supported internship programme offers a bespoke approach to learning.

The support is tailored to each individual's need and placement is sought in line with their career aspirations.

To be eligible for our programme you must:

- have a current EHC Plan
- be aged 18-24
- want to find sustained employment
- believe that you will have the skills to work by the end of the programme

We are now looking for applications and referrals for this programme by the end of March in order to start in September 2022. Applications should be sent to Employment.support@mencap.org.uk For those who may not be ready for a supported internship, please do get in touch as there may be the option of a two-year programme. More info is available via our website: <https://www.mencap.org.uk/advice-and-support/employment/supported-internships>

Key work experience and vocational skills training offered on this programme includes:

- Significant **supported work experience placements** chosen for the interns based on their vocational profiles and personal choices
- **Work preparation activities** to support the development of employability skills
- **Individual travel training support** to promote independent travel to learning venue and work experience placements
- **Personal and social development** activities to build confidence and understand expected workplace behaviours
- **Development of CV** and covering letter
- Embedded **English and maths** activities

TRANSPORT FOR LONDON (TfL)

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

ADDRESS

TfL Offices, 9th Floor, Area 9R1,
5 Endeavour Square, Stratford, London E20 1JN

CONTACT

Caroline Nolan

07518 293 799

caroline.nolan@prospects.co.uk

EDUCATION PARTNER

Ixion Holdings (part of The Shaw Trust Group)

SUPPORTED EMPLOYMENT PARTNER

The Shaw Trust

PLACEMENTS PLANNED 24

DATE September 2022 to July 2023

TfL's Steps into Work programme is designed to give young people 16 years and over 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. This 11-month programme is for young people interested in working within TfL or in another transport environment, including gaining real life work experience in unpaid placements within Transport for London.

This is a Level 1 or 2 learning programme. Applicants will be invited to a numeracy and literacy assessment to establish their suitability for the programme and level.

Travel to Stratford (Westfield) will be required for classroom-based activities as well as initially for London-wide work placements.

Travel training can be provided to enable individual travelling to and from home prior to the programme starting.

When requesting a brochure, interested young people will be informed about the Open Days when they can visit the Westfield site at Stratford, meet the team and find out more information about this exciting supported internship. If any Covid restrictions are still in place, we are fully equipped to support young people and parents to attend information sessions via MS Teams. To find out more, contact us by email at supportedinternship-london@prospects.co.uk or phone Saimmah Ali on 07714 736 748.

More information about this and all the Shaw Trust's SI programmes can be obtained from www.shawtrust.org.uk/what-we-do/supported-internships

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

- **Administration** this will involve working in one of the TfL central service departments such as finance, HR and planning. Key duties include attending meetings, taking notes, using spreadsheets and organising appointments
- **Customer Care** this placement could be based at any of the TfL locations such as tube stations, bus depots and other transport hubs. Duties would include customer-facing support, ticketing, signposting and supporting operational delivery
- **Maintenance** this would involve the placement being based at a transport depot. Duties would include supporting the planning, preparation and delivery of support services

LGO Awards
2020
FINALIST

West London Alliance 

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 25 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 Employment Programme please email us on WLA@ealing.gov.uk

www.wla.london Follow us on Twitter [@WLA_tweets](https://twitter.com/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:



shaw trust



The North West London
health and care partnership

