

THE WEST LONDON GUIDE TO SUPPORTED INTERNSHIPS 2023



A BETTER WEST LONDON FOR ALL
NOW AND IN THE FUTURE



One of our interns at Imperial College Healthcare NHS Trust

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 500 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 33 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 2023 (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.

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HILLINGDON HOSPITAL

Supported Internship at Hillingdon Hospital

ADDRESS

Hillingdon Hospital, Pield Heath Road,
Uxbridge UB8 3NN

CONTACTS

Pat Bojduniak 07792 105 649
pbojduniak@orchardhill.ac.uk

Assessments & Placements Team

0345 402 0453
assessments&placements@orchardhill.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

Orchard Hill College

SUPPORTED EMPLOYMENT PARTNER

Hillingdon Autistic Care & Support

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED 12

DATE September 2023 to July 2024

All applicants must hold an active EHCP, must be aged between 17 to 24 and should be learning at Entry Level 3 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 Hillingdon hospital 2023 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

It is a full-time course 5 days a week for one academic year. Students will be based at Hillingdon Hospital, where they will complete workplace rotations based on their preferences and skill sets. 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 within the hospital or the local community.

Application forms should be submitted in 2023 to Tracey Goddard, email tgoddard@orchardhill.ac.uk

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

- **Porter:** transporting patients and equipment around the hospital
- **Administration:** working in a variety of departments completing tasks such as data inputting, filing and scanning, answering the telephone, booking appointments
- **Patient Dining Operative:** picking and packing food orders for patient meals and delivering them to wards
- **Ward Assistant:** cleaning patients' wards and ensure that they are safe. Helping with regular stock taking, picking and packing domestic stock for wards
- **Health Records Assistant:** selecting and filing patient health records
- **Maintenance:** repairing equipment and property around the hospital
- **Housekeeping:** replenishing stock, collecting deliveries, medical equipment supply and transferring goods to different wards

WEST LONDON NHS TRUST

Project Choice Supported Internship

ADDRESS

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

CONTACT

Annette Lafitte
07392 194 465
Annette.Lafitte@hee.nhs.uk
project.choice@hee.nhs.uk

SUPPORTED EMPLOYMENT PROVIDER

Health Education England, Project Choice

SPONSORING/LEAD LOCAL AUTHORITY

Ealing Council

PLACEMENTS PLANNED 12

DATE September 2023 to July 2024

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.

All applicants need to be in receipt of an updated EHCP. Please register your interest by contacting Annette Lafitte by email. 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 and ensuring books are replaced correctly. 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, Project Choice
- **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

Rachael Heppenstall
07485 347 887
rachael.heppenstall@cw.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

College of North West London

SUPPORTED EMPLOYMENT PARTNERS

Kaleidoscope – Sabre

SPONSORING/LEAD LOCAL AUTHORITY

Brent Council

PLACEMENTS PLANNED 12

DATE September 2023 to July 2024

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 Rachael Heppenstall for details of our open days. The name and contact address of the person to whom application forms should be submitted in 2023 is Rachael Heppenstall, 129 Elgin Avenue, London W9 2NR. Applications can be emailed to rachael.heppenstall@cw.ac.uk

Applicants must be aged 17-24 on 31 August 2023, and hold a current EHC Plan. Applicants must want to progress into employment by the end of the programme. Please note that placement opportunities vary from term to term, with new employers and departments joining regularly.

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
- **Domestics Team:** maintaining hospital standard cleanliness and hygiene
- **Health Care Assistant:** support to nurses including admissions and observations
- **Patient Dining:** pick and pack meals and special diets and deliver to wards and departments

HAMMERSMITH SUPPORTED INTERNSHIP

ADDRESS

The Clockwork Building 45 Beavor Lane,
Hammersmith, London W6 9AR

CONTACT

Tafina Davidson (Supported Internship Lecturer)
07833 083 963
t.davidson@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 2023 to June 2024

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 16-24** 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 2023 – July 2024), and to demonstrate a positive attitude to gaining new skills, receiving instructions, and following host organisations' rules.

APPLICATIONS

All applicants will be shortlisted and then invited to attend a skills and assessment day in May 2023 where they will take part in a short informal interview with one of the host organisations and will be asked to participate in some given tasks.

The 12 interns selected for September entry will be notified in June and will be enrolled as students at West London College at the start of the term in September 2023.

The name and contact address of the person to whom application forms should be submitted in 2023 is: Tafina Davidson, email t.davidson@wlc.ac.uk or Louisa Noel, email louisa.noel@aod.org.uk

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 include:

- **Security / Receptionist:** responding to visitor enquiries, taking note of all visitors entering and exiting the building. Patrols of the building, answering the phones, filing and photocopying. Supporting the successful running of the reception area
- **Maintenance:** maintenance of equipment in the meeting rooms and around the multipurpose building, ensuring equipment in 245 Hammersmith is in good working order including plumbing, painting and decorating, simple electrical tasks
- **Housekeeping:** preparing rooms for guests, cleaning the public areas, brasserie and breakfast rooms including hoovering and cleaning

Roles at Hammersmith & Fulham Council's offices include:

- **Post Room:** sorting and delivering the post

Roles at Hammersmith and Shepherds Bush Libraries include:

- **Archiving Documents:** supporting customers to print and scan
- **Library Services:** shelving books, despatching and returning books and assisting with school sessions

Roles at Nando's include:

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

Roles at Nourish Hub include:

- **Kitchen:** preparing food, cutting, chopping fruit and vegetables; setting up and clearing of food courts, preparing hot and cold meals such as salads, fruit cocktails and pasta for serving; cleaning cutlery and floors; making and serving hot and cold drinks, preparing sandwiches and other cold foods

Roles for Hammersmith & Fulham Council Children's Centre include:

- **Preparing Displays:** supporting the preparation for services such as learn and play sessions and baby massage

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

8-10 interns

DATE

September 2023 to July 2024

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 3 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

- **Office Administration:** data entry tasks, patient in-booking, scanning and organising documents
- **Ward Host:** serving food to patients, cleaning ward areas and surfaces
- **Kitchen Assistant:** washing kitchen tools and plates, cleaning tables in the canteen area, organising and delivering food across the hospital
- **Department Assistant:** organising items, reporting messages, data entry tasks, and cleaning designated areas

At West Middlesex University Hospital

- **Maintenance Work:** fire, water and light checks. Keeping the stockroom tidy and organising department areas. Clean outside hospital ground areas
- **Procurement:** delivering parcels to departments and collecting signatures
- **Office Administration:** data entry tasks, patient in-booking, scanning and organising documents
- **Housekeeping:** cleaning and maintaining hygiene in the hospital. Keeping department stockroom tidy

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

Shaza Aminuddin
(Tutor / Programme Coordinator)
07525 224 854
shaza.aminuddin@hounslow.gov.uk
projectsearch@hounslow.gov.uk

FURTHER EDUCATION COLLEGE PARTNER

West Thames College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope-Sabre

SPONSORING/LEAD LOCAL AUTHORITY

Hounslow Council

PLACEMENTS PLANNED

12

DATE

September 2023 to July 2024

Our Vision – we are driven by a desire to be an outstanding council serving an outstanding borough.

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.

The name and contact address of the person to whom application forms should be submitted in 2023 is projectsearch@hounslow.gov.uk

Applicants are required to:

- Be aged 17-24
- Have an EHCP plan
- Preferably live in Hounslow Borough
- Be committed to a 5 day a week programme
- Be an independent traveller, or agree to undertake travel training
- Be committed towards the goal of securing open and meaningful full time paid employment by the completion of the programme

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

- **Reception:** greeting customers, using booking systems, signposting customers
- **Digital and ICT:** software preparation, booting, auditing, stock control
- **Facilities Management:** portering, security, issuing ID badges
- **Direct Payments:** administration duties, contacting customers, data entry
- **Care Work:** supporting vulnerable residents in the day centre and community
- **Property Services:** manual work, including clearing furniture, painting and decorating
- **Greenspace:** working outdoors, using machinery, completing groundwork and maintenance
- **Library Assistant:** customer service, issuing library resources, supporting events/ community groups

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 2023 to July 2024

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.

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

Christine Dale (Tutor) or
Anthea Rowley (Asst. Principal)

EDUCATION PARTNER

Orchard Hill College

SUPPORTED EMPLOYMENT PARTNER

Hillingdon Autistic Care & Support

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED

12

DATE

September 2023 to July 2024

All applicants must hold an active EHCP, must be aged between 17 to 24 and should be learning at Entry 3 level or above.

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).

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 2023 in the 'Year applied for' box <https://workstart.me.uk/courses/project-search>

For further information please phone 020 8254 7824.

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

- **Admin Assistants:** providing admin support such as emails, data entry and monitoring of spreadsheets
- **Media and Project Promotion Assistants:** working with web designers to create information templates such as newsletters and promotional material
- **Facilities Assistant:** carrying out building maintenance across the site including porter duties
- **School Admin Assistant:** contacting schools, parents and carers via letters, email and on the phone, data collection using Microsoft Office and Excel
- **Battle of Britain Museum Assistant:** assisting with ticket sales and front desk enquiries, support with guided tours of the Bunker. Complete a range of admin tasks e.g., historical inventories and cataloguing items
- **Library Assistant:** customer service, shelving items, repairing book sleeves, and operating library computer systems
- **Green Spaces Assistant:** carrying out ground maintenance of the green spaces around Hillingdon such as parks and recreation grounds
- **Geographical Mapping Assistant:** supporting with map making, data analysis and programming using specialist software

NORTHWICK PARK HOSPITAL

The DFN Project SEARCH Supported Internship at Northwick Park Hospital

ADDRESS

Northwick Park Hospital, Watford Road,
Harrow HA1 3UJ

CONTACT

Nimet Murji
020 8909 6126
nmurji@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 2023 to July 2024

Northwick Park Hospital is part of London North West University Healthcare NHS Trust, one of the largest integrated healthcare trusts in the country.

Application forms should be submitted to:
Nimet Murji, Section Manager, Foundation Learning
HRUC – Harrow Weald Campus
Tel 020 8909 6126
nmurji@hcuc.harrow.ac.uk
www.hcuc.ac.uk

Key vocational skills and work experience opportunities here are:

- **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 2023 to July 2024

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 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

Rachael Heppenstall

07485 347 887

rachael.heppenstall@cw.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

College of North West London

SUPPORTED EMPLOYMENT PARTNERS

Kaleidoscope-Sabre

SPONSORING/LEAD LOCAL AUTHORITY

Brent Council

PLACEMENTS PLANNED 12

DATE September 2023 to July 2024

Contact Rachael Heppenstall for details of our open days and to receive an application form. You can also contact Maureen McHugh for details of our Open Days and for more information about the programme.

The name and contact address of the person to whom application forms should be submitted in 2023 is Rachael Heppenstall, 129 Elgin Avenue, London W9 2NR. Applications can be emailed to rachael.heppenstall@cw.ac.uk

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 2023, 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, explain how to use equipment to the new users, keep accurate stock records
- **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 2023 to July 2024

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

LEWISHAM AND GREENWICH NHS TRUST

Queen Elizabeth Hospital

ADDRESS

Queen Elizabeth Hospital,
Station Road, London SE18 4QN

CONTACT

Sonia Singh
07928 654 134
sonia.singh@newhaven.greenwich.sch.uk

SUPPORTED EMPLOYMENT PARTNER

Unity Works

SPONSORING LOCAL AUTHORITY

Greenwich

PLACEMENTS PLANNED 8

DATE September 2023 to July 2024

Information sessions for parents and YP. Enquiries to be made to Shooters Hill College by Spring of 2023. Assessment and recruitment days to be confirmed. Only open to young people who resides in the Greenwich Borough, aged between 16-18 years old, known to the SEND Department or have a current EHCP. Motivated to secure employment. No specific deadline for applications for 2023.

The name and contact address of the person to whom application forms should be submitted in 2023 is Diedre Johnson, SEND Employment Officer and Supported Internship Programme Lead, Assessment and Review Team, Children's Services, The Woolwich Centre, 35 Wellington Street, London SE18 6HQ. Tel 020 8921 8029.

Additionally application request can be made to Shooters Hill Sixth Form College, Red Lion Lane, London SE18 4LD. Tel 020 8319 9700 or email Daniel.Marchant@shc.ac.uk

Key vocational skills and opportunities offered at hospital include:

- **House Keeping**
- **Reception – Education Dept**
- **Admin Library**
- **Catering (Back of House)**
- **Hospitality – Catering (Front of House)**
- **Administration**

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

Milly Lapikens
m.lapikens@wlc.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

West London College

SUPPORTED EMPLOYMENT PARTNER

Action on Disability

PLACEMENTS PLANNED 10

DATE September 2023 to July 2024

ELIGIBILITY CRITERIA

The programme is for 18 – 24 year olds who have Special Educational Needs and Disabilities and also hold an EHCP (Education Health and Care Plan).

We have an Open Day on the 8th of March. Please kindly come along to have a tour of the site and see what we offer.

Please contact: Milly Lapikens (Supported Internship Coordinator), at m.lapikens@wlc.ac.uk to whom application forms should be submitted.

- **Library Assistant:** ordering and shelving books
- **Canteen Placement:** restocking and replenishing
- **Registrar Office:** booking people in, answering customer questions, general admin duties
- **Design Museum:** visitor experience assistant
- **Nandos:** waiter/waitressing, clearing tables
- **Cleaning:** wiping tables, chairs and tidying the offices
- **Holland Park:** outdoor horticultural placement
- **Frestons Café:** food preparation in the kitchen

BERKELEY HOMES

The new DFN Project SEARCH Supported Internship in Woolwich

ADDRESS

Berkeley Homes, Greenwich

CONTACT

Daniel Marchant

020 8319 9700

daniel.marchant@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 8

DATE September 2023 to July 2024

ELIGIBILITY CRITERIA

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

The name and contact address of the person to whom application forms should be submitted in 2023 is Diedre Johnson, SEND Employment Officer and Supported Internship Programme Lead, Assessment and Review Team, Children's Services, The Woolwich Centre, 35 Wellington Street, London SE18 6HQ. Tel 020 8921 8029.

Additionally application requests can be made to Shooters Hill Sixth Form College, Red Lion Lane, London SE18 4LD. Tel 020 8319 9700 or email daniel.marchant@shc.ac.uk

Planned activities:

- **Information Sessions for Parents and YP**
- **Inquiries to be made to Shooters Hill College by Spring of 2023**
- **Only open to young people who resides in the Greenwich Borough aged between 16-18 years old**
- **Known to the SEND Department or have a current EHCP**
- **Motivated to secure employment**

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

- **Social Value – Admin Assistant**
- **Concierge – Reception**
- **Finance Department**
- **Cleaning**
- **Hospitality – Catering**
- **Administration**
- **Resident Integration**
- **Logistics**

UNIVERSITY OF WEST LONDON

The new DFN Project SEARCH Supported Internship in Ealing

ADDRESS

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

CONTACT

Ailish Byrne (Tutor) a.byrne@wlc.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

West London College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope-Sabre

SPONSORING/LEAD LOCAL AUTHORITY

Ealing Council

PLACEMENTS PLANNED 10

DATE September 2023 to July 2024

This 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.

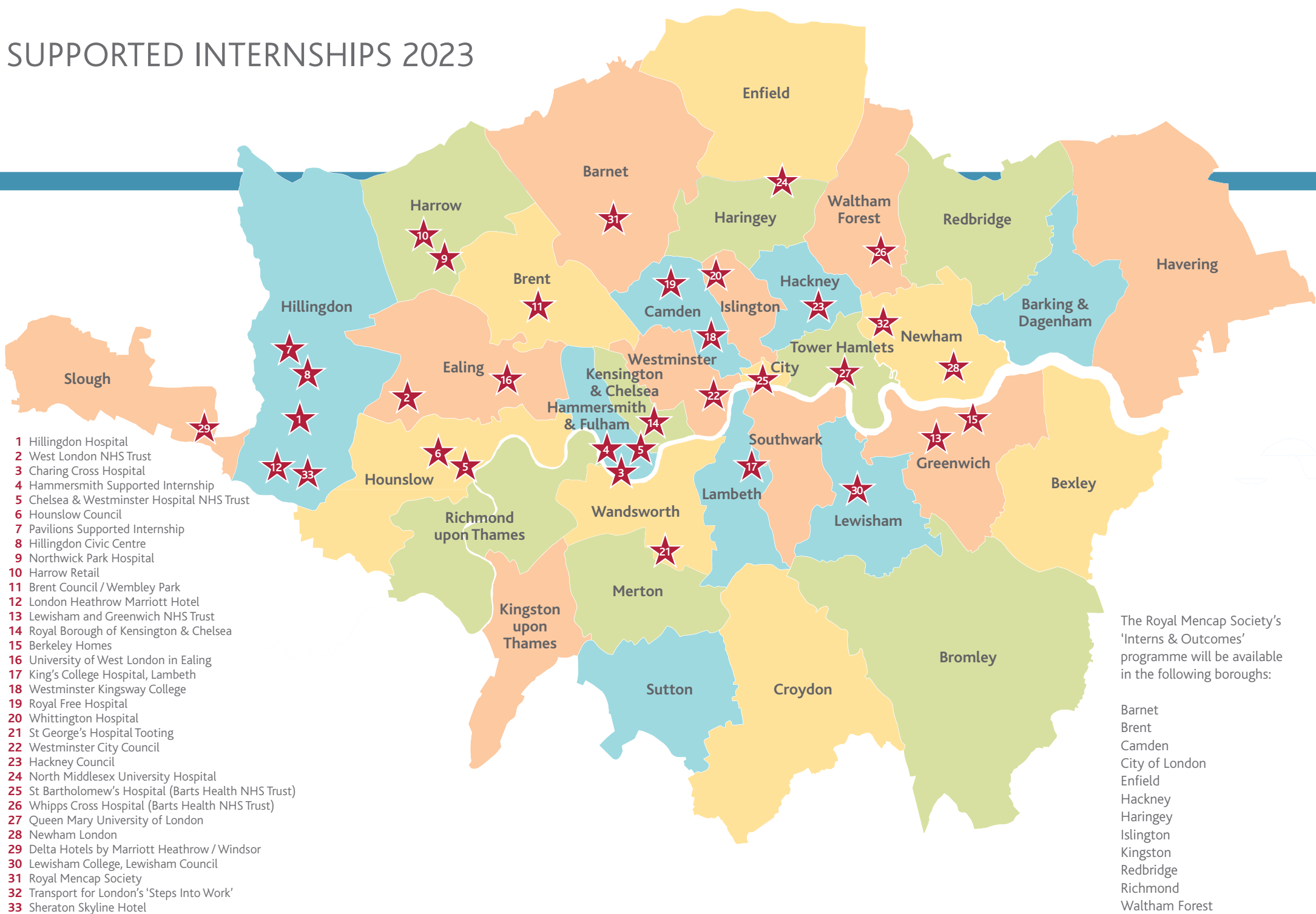
Applications need to be completed and returned to m.lapikens@wlc.ac.uk by 15th March 2023 as the interview and skill assessment day takes place on Tuesday 28th March 2023 at the University of West London.

It is preferred that applicants are over 18 and have an EHC Plan. If applicants are successful and are invited to attend an interview, they need to be accompanied by one adult only.

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

- **Learning:** the health and safety policies and protocol and GDPR requirements as they relate to the job role
- **Reception at UWL:** meeting and greeting staff
- **Cleaning General Housekeeping:** emptying bins, cleaning touch points, picking up litter and dealing with spillages
- **Maintenance Events:** set up, layout of stall, room and tables, gardening, weeding, leaf blowing, general upkeep of gardens and flower beds, collection of rubbish and recycling
- **Library:** organising books on shelves, dealing with customer queries at reception, learning about the Dewey Decimal system
- **HR:** uploading and filing documents electronically, use of scanner and photocopiers. Learning to use appropriate software such as outlook, MS Office and Sharepoint
- **Finance:** search online rental accommodation sites to find and secure suitable accommodation for local and overseas students. Use Microsoft Excel to enter data for accommodation
- **Kitchen Assistant:** cleaning the tables, preparing food and serving customers. Replenishing stocks of condiments, serviettes and cutlery
- **General Sports Assistant:** equipment setup and provision. Recording bookings of classes and membership information
- **Reception:** directing customers and dealing with customer queries. Operating the security barrier and issuing day passes

SUPPORTED INTERNSHIPS 2023



KING'S COLLEGE HOSPITAL

The new DFN Project SEARCH Supported Internship in Camberwell

ADDRESS

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

CONTACT

Beth Fillingham Douglas
020 7501 5378
bfillingham-douglas@southbankcolleges.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

South Bank Colleges (Lambeth College)

SUPPORTED EMPLOYMENT PARTNER

Unity Works

SPONSORING/LEAD LOCAL AUTHORITY

Lambeth Council

PLACEMENTS PLANNED 8-10

DATE September 2023 to July 2024

ELIGIBILITY CRITERIA

This supported internship is open to residents in Lambeth who have a current Education and Health Care Plan and are aged between 18-24. The internship is suited to students with learning disabilities and autism spectrum conditions who are approaching readiness for the world of work. The Supported Internship is based 5 days a week at Kings College Hospital. Applicants will gain experience in three different roles and departments at the hospital gaining different work skills.

The day is structured as follows:

9am-10am Classroom based functional maths and English lessons.

10am-3pm Work place.

3pm-4pm Classroom based functional maths and English lessons.

At the end of the programme applicants are supported to progress into paid employment.

The name and contact address of the person to whom application forms should be submitted in 2023 is bfillingham-douglas@southbankcolleges.ac.uk

Applications should be made by 28th February 2023. Assessment days will be in March 2023.

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
- **Nursery Duties:** helping look after small children
- **Administrative Skills:** emailing patients information and appointment times, filing, photocopying and scanning
- **Telephone Skills:** calling patients to check and rearrange appointment times
- **Housekeeping Duties**
- **Data Input:** using Excel and Edge to input data onto the hospital systems
- **Food Handling:** in cafés and kitchens, preparing food and serving customers
- **Post Room:** administrative duties

WESTMINSTER KINGSWAY COLLEGE

WKC's Supported Internship for Camden

MAIN SITE ADDRESS

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

CONTACTS

Joanna Krasinska (Head of School LDD)
joanna.krasinska@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

DATE September 2023 to June 2024

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 name and contact address of the person to whom application forms should be submitted to is Joanna Krasinska, joanna.krasinska@westking.ac.uk

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

- **Working in Hospitality:** in restaurants, cafés, pubs, hotels, kitchens, being responsible for food prep, customer service
- **Office Administration:** preparing materials and equipment for meetings, training sessions
- **Customer Services Assistant:** working in libraries, checking stock, using library management systems, working at the reception – meeting and greeting customers

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

Yusaf Hamid 07538 863 108

Yusaf.Hamid@hee.nhs.uk
 project.choice@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

20

DATE

September 2023 to July 2024

The Trust will host a virtual Open Day and Evening Event for students and their families to log on and meet mentors in 2023. Please register your interest by contacting Yusaf Hamid via email. This will be followed by a recruitment day where potential candidates will be invited to interview and to undertake some basic skills-based tasks. Applicants must not have already completed a supported Internship Programme.

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.

Royal Free Hospital is a diverse and inclusive working environment with highly skilled and experienced staff to help interns along their journeys. They are able to provide work placements across the 5 north London sites and a variety of areas and this includes bespoke requests.

The name and contact address of the person to whom application forms should be submitted in 2023 is project.choice@hee.nhs.uk

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

- **Learning and Knowledge Assistant:** meeting and greeting customers, taking photos to produce ID badges and Data Entry of training attendance
- **Hospitality:** working across a variety of catering areas including cooking, barista, café assistants and food serving
- **Psychology Assistance:** assist on wards with patient care helping to support and deliver patient care plans
- **Pharmacy Assistant:** supporting the pharmacy team, data entry, picking and packing medicines for wards
- **Recruitment Admin Support:** supporting our recruitment team with the administration of new employees
- **Clinical Admin:** assisting with booking, cancelling and phoning patients, sending letters
- **Physiotherapy Assistant:** assisting with the maintenance of department and patient exercise programmes in gym and hydrotherapy
- **Administration Support Worker:** providing basic typing, shredding, sending emails

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 PARTNER

Ambitious College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope-Sabre

PLACEMENTS PLANNED

10

DATE

September 2023 to July 2024

For further information, eligibility and details about open events please visit our website: <https://www.ambitiousaboutautism.org.uk/what-we-do/employment/supported-internships>

Eligibility:

- Aged 16-25 years old with an Education, Health and Care (EHC) plan
- Be an autistic young person or have a related learning difficulty
- Have an interest to move into employment
- Interested in spending a year learning new skills or developing existing skills in the workplace

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

Matthew Kaye
07360 159 940
matthew.kaye@cricketgreen.merton.sch.uk

EDUCATION PARTNER

Cricket Green School, Mitcham

SPONSORING/LEAD LOCAL AUTHORITY

Merton Council

PLACEMENTS PLANNED 10

DATE September 2023 to July 2024

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.

Application forms should be submitted to Matthew Kaye, matthew-kaye@cricketgreen.merton.sch.uk
Tel 07360 159 940.

Some placements require trainees to buy clothing e.g. smart black trousers to comply with Hospital's dress code and that of Project SEARCH.

Trainees must be:

- **Available term-time:** September 2023 to July 2024
- **Willing to undertake visits:** to business, work trials, pay for travel (A Freedom Pass recommended to reduce cost) on the Project
- **Support of parents/carers:** to attend meetings, independence at home, support job development, job finding and trainee to participate and paid employment
- **Trainees:** must explore suitable job opportunities both within St George's Hospital and outside

These are some examples of work rotations we provide:

- **Reception Work:** general admin, attending to patients and directing them where to go, scanning and photocopying
- **Portering:** attending to patients, transporting patients around the hospital in beds and wheelchairs
- **Student Union Shop:** retail work experience, tills training, customer service, stocking drinks, crisps, confectionary and a variety of other stock
- **General Admin:** photocopying, scanning and folding patient letters. Iclip training and patient booking
- **Ingredients Café:** kitchen assistant, serving customers at lunch and breakfast times, prep for breakfast and lunch for the next day, floor staff, cleaning tables, arranging chairs, collecting trays, mopping and using commercial dishwasher
- **Gardening:** maintaining the Hospital Grounds, watering plants, weeding where needed, learning about different plants, emptying bins and salting the roads when needed

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

Rachael Heppenstall
07485 347 887
rachael.heppenstall@cwac.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 10

DATE September 2023 to July 2024

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 Rachael Heppenstall for details of our open days and to receive an application form.

The name and contact address of the person to whom application forms should be submitted to:
Rachael Heppenstall, 129 Elgin Avenue,
London W9 2NR. Applications can be emailed to rachael.heppenstall@cwac.ac.uk

Please note that Placement opportunities vary from term to term with new employers joining regularly. Graduates have the potential to progress to inclusive apprenticeships with Westminster City Council where applicable.

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

- **Museum of Brands:** front of house duties, greeting visitors and dealing with enquiries
- **Elior Kitchen:** preparing food, manage hygiene
- **Facilities:** support the reception team with room bookings, setting up rooms, and sorting and delivering mail for the departments
- **Planet Organic:** using the retail tills, deliveries, stock replenishment, online shopping orders
- **Libraries:** shelve books, assist with events such as Rhyme Time or 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 stationary orders, carry out research

HACKNEY COUNCIL

A DFN Project SEARCH Supported Internship

ADDRESSES

Technology & Learning Centre (TLC)
1 Reading Lane, London E8 1GQ and
Homerton Hospital, Homerton Row, London E9 6SR

CONTACT

intern@hackney.gov.uk

EDUCATION PARTNER

BSix Sixth Form College

SUPPORTED EMPLOYMENT PARTNERS

Hackney Council

SPONSORING/LEAD LOCAL AUTHORITY

Hackney Supported Employment Service

PLACEMENTS PLANNED 24

DATE September 2023 to July 2024

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 our interns to complete an application form and an assessment. Must be a Hackney resident, age 16-24 with an EHCP plan.

This internship is for young people aged 18-24 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.

Application forms should be submitted to:
intern@hackney.gov.uk

Placements are offered by Homerton Healthcare Foundation Trust, Hackney Council and local trusted employers such as GLL.

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.

- **Administration:** working as an admin assistant in the council or Homerton hospital
- **Food Preparation and Serving:** working in the hospital or external restaurants, bakery, or as a ward host
- **Customer Service Skills:** reception Working in Hackney service centre customer service team, reception in outpatients
- **Facilities Management Skills:** in the Hospital warehouse or council facilities team
- **Building Maintenance and Gardening:** in the council parks team, council caretaker
- **Data Management and Reprographics Skills:** in the Homerton HR department, healthcare records, council library

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

CONTACTS

Ines Grilo (Programme Instructor)
07866 973 638 or 020 8442 3158
ines.grilo@conel.ac.uk

Anita O'Sullivan (Curriculum Manager)
LLDD & ALS (EC)
020 8442 3622
anita.osullivan@conel.ac.uk

College: 020 8442 3055 courseinfo@conel.ac.uk
Host Business Liaison: 020 8887 3571
Email: mkalotichou@nhs.net

FURTHER EDUCATION COLLEGE PARTNER

The College of Haringey, Enfield & North East London

SUPPORTED EMPLOYMENT PARTNER

North Middlesex University Hospital

SPONSORING/LEAD LOCAL AUTHORITY

Enfield and Haringey Councils

PLACEMENTS PLANNED 12

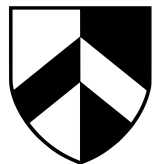
DATE September 2023 to July 2024

Entry requirements:

- **Aged 18-24** at the time of enrolment and have an Education, Health and Care Plan (EHCP), formally a Statement of SEN
- **Commitment** to five days a week, with the ability to travel independently to and from a place of work
- **Willingness** to achieve paid employment by the end of the programme

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

- **Outpatients' Offices and Department Receptions:** preparing medical correspondence, scanning, printing and archiving documents, imputing patients date in a computer programme, calling patients to confirm attendance to appointments
- **Receipt and Delivery Departments:** delivering medical equipment around the hospital's wards, portering linen or patients
- **Post Office:** organizing and delivering and collecting correspondence for the hospital's post office
- **eHealth Records Department:** retrieving or archiving patients records in the hospital's libraries
- **Pharmacy Dispensary:** organizing medication stock according to name, expiry date and type of medication
- **Medical Day Clinic:** meet and greet patients, serve them meals, take on housekeeping duties such as organising medical equipment supplies in the stock room
- **IT Department:** setting up printers, assist IT engineers in their tasks, complete IT equipment inventory, meet and greet visitors and direct their queries to staff



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@whitefieldacademytrust.org.uk

EDUCATION PARTNER

Whitefield Academy Trust

SUPPORTED EMPLOYMENT PARTNER

Generate Opportunities Ltd

SPONSORING/LEAD LOCAL AUTHORITY

Waltham Forest Council

PLACEMENTS PLANNED

DATE September 2023 to July 2024

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.

A few open days in February, March and April are planned. Visiting and giving presentations in Colleges and School settings, attending careers events, planned visits to meet the team and interns, tours of the hospital.

Application form and pack available upon request. The name and contact address of the person to whom application forms should be submitted in 2023 to is j.wingate-whyte@whitefieldacademytrust.org.uk

St Bartholomew's Hospital is celebrating its 900th anniversary this year. The hospital offers a wide range of different and very interesting rotations. The Project is about getting meaningful quality jobs.

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

- **Pharmacy Assistant:** administrative duties, stocking and restocking, loading the robot
- **Main Stores Goods Distribution Officer:** delivering goods around the hospital
- **Cath Labs:** stocking and restocking, checking home monitor devices, assisting with ECG preparation equipment
- **Data Entry Assistant:** inputting data onto the Trust computer system
- **Skanska Maintenance Assistant:** assisting with repairs around the Hospital
- **Linnet Beds Assistant:** cleaning foam mattresses, delivering and collecting mattresses from the wards. Inputting information onto the computer
- **Fontenella Coffee Shop Assistant:** making different types of coffee and tea. Serving cakes and paninis. Food hygiene and food storage
- **Receptionist:** checking patients in using the computer system, scanning patients notes, post duties, photocopying. Making and taking phone calls
- **Linen and Laundry Assistant:** preparing the trolleys with all the scrubs and linen. Delivering to the ward. Putting clean linen into the cupboards. Bringing back the dirty linen

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@whitefieldacademytrust.org.uk

EDUCATION PARTNER

Whitefield Academy Trust

SUPPORTED EMPLOYMENT PARTNER

Generate Opportunities Limited

SPONSORING/LEAD LOCAL AUTHORITY

Waltham Forest Borough Council

PLACEMENTS PLANNED

DATE September 2023 to July 2024

A few open days in February, March and April are planned. Visiting and giving presentations in Colleges and School settings, attending careers events, planned visits to meet the graduates and interns and tours of the hospital. Application form and pack available upon request. The name and contact address of the person to whom application forms should be submitted in 2023 to is j.wingate-whyte@whitefieldacademytrust.org.uk

We are into our 10th year at Whipps Cross. Many of our graduates are in full time paid jobs across all departments in the hospital. The interns and graduates are valued members of the community. The Project is about getting meaningful quality jobs and sustainability.

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:

- **Ward Hosts:** assisting with patient meals, ordering meals on a tablet making tea and coffee
- **Main Stores Goods Distribution Officer:** delivering goods around the hospital and in some cases getting signatures
- **X-Ray and Ultrasound Imaging Assistants:** triage, managing patient flow, restocking items, liaising with Doctors and Radiographers
- **Data Entry Assistant:** inputting data onto the Trust computer system
- **Health Care Assistant Specialist in A&E:** ordering, stocking, reporting faulty equipment, lost property, stocking the trolleys and drawers in the patient cubicles
- **Theatres:** Porter and Theatre Department Orderly
- **Eye Treatment Centre Orthoptist Support Worker:** checking patients list, phoning to confirm appointments, helping with administrative tasks, checking stock
- **Catering Assistant:** food hygiene, food storage, food preparation and cleaning
- **Receptionist:** checking patients in using the computer system, scanning, post duties, photocopying, making and taking phone calls, sorting patient notes
- **Maintenance Assistant:** working with the electricians and maintenance workers to repair things in and around the hospital

QUEEN MARY UNIVERSITY OF LONDON

The DFN Project SEARCH Supported Internship Programme at Queen Mary University

ADDRESS

Students' Union Hub, 329 Mile End Road, London E1 4NT

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

DATE September 2023 to July 2024

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.

Open Days for Spring to be confirmed.

The name and contact address of the person to whom application forms should be submitted in 2023 is Matt Snow, Phoenix School and Phoenix College, 49 Bow Road, E3 2AD.

Eligibility:

- Aged 17-25
- Up to date/valid EHCP
- Outside borough welcome

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

- Retail
- Catering
- Portering and Post
- Admin
- Receptionist
- Grounds Maintenance
- Library Assistant
- Domestic/Cleaning

NEWHAM LONDON

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

CONTACT ADDRESS

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

CONTACTS

Kanvil Ali (Newham College)
Kanvil.Ali@newham.ac.uk
020 8257 4000 www.newham.ac.uk

Joseph Kunyeda (Our Newham Work)

joseph.kunyeda@newham.gov.uk
020 3373 4849 or 07815 613 474

FURTHER EDUCATION COLLEGE PARTNER

Newham College

SUPPORTED EMPLOYMENT PARTNERS

Our Newham Work Supported Employment Team

SPONSORING/LEAD LOCAL AUTHORITY

London Borough of Newham

PLACEMENTS PLANNED

30 spread over 3 sites

ELIGIBILITY CRITERIA

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.

Please request an application form from Kanvil Ali at kanvil.ali@newham.ac.uk or Joseph Kunyeda at joseph.kunyeda@newham.gov.uk

Application forms should be submitted to:

Kanvil Ali

Newham College London, East Ham Campus, High Street South, London E6 6ER
kanvil.ali@newham.ac.uk
020 8257 4000

Joseph Kunyeda

Our Newham Work, 112-118 The Grove, Stratford, London E15 1NS
joseph.kunyeda@newham.gov.uk
020 3373 4849 or 07815 613 474

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

- **Retail:** working in supermarkets assisting customers, restocking shelves and ordering the shop isles
- **At the Hospital (Project Search):** working in a number of different roles within the health sector
- **Admin:** working with MS office and other ICT systems, data entry, printing, filling and scanning
- **Warehouse:** taking deliveries, managing and counting stock and transporting equipment
- **Catering:** setting tables, using tills, washing up, restocking fridges with drinks, sandwiches, making salads, cleaning tables and other work surfaces
- **Customer Service:** learning how to use the tills, how to stock shelves correctly and taking deliveries and delivering excellent customer service

DELTA HOTELS BY MARRIOTT HEATHROW/WINDSOR

The DFN Project SEARCH Supported Internship at Heathrow/Windsor

ADDRESS

Ditton Road, Langley, Slough SL3 8PT

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 2023 to July 2024

Open day on the 6th February 9am to 3pm at Delta Hotels by Marriott the Hotel. Applications to be completed and submitted by the 3rd of March 2023 for the September 2023 intake. The skills and assessment day to be held on the week commencing 13th March, the exact day to be confirmed. Young people should be aged 18 years to 24 years. Able to travel independently to SL3 8PT, available Mon-Fri 9am-3pm.

Interested applicants should have an interest in the hospitality industry or have some experience of the sector. Interns will be at the hotel during the entire academic year.

The hotel will provide uniforms. The name and contact address of the person to whom application forms should be submitted in 2023 is Rahma Maina, email r.maina@wlc.ac.uk

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

- **Meeting and Events:** layout the meeting and gallery rooms, restock food and drinks
- **Housekeeping/Linen Porter:** cleaning, laundry separation, and restocking linen
- **Public Area Cleaner:** hoover, dust and clean all public areas of the hotel
- **Front Office and Concierge:** customer service, arranging taxis, giving hotel information
- **Food and Beverage:** polishing cutlery, clearing tables and serving food
- **Engineering:** daily site patrols and basic maintenance tasks
- **Kitchen:** food preparation and restocking breakfast options
- **Conference and Banqueting:** setting, clearing the conference room and serving food

LEWISHAM COLLEGE, LEWISHAM COUNCIL, PHOENIX COMMUNITY HOUSING AND BROCKLEY RESTAURANT

Offices, Leisure Centres, Parks, etc

ADDRESS

Lewisham College, Lewisham Way, London SE4 1UT

CONTACTS

Pamela Frost

pamela.frost@lewisham.ac.uk

Kevin Plews

kevin.plews@lewisham.ac.uk

Charlotte Holsgrove

charlotte.holsgrove@lewisham.gov.uk

FURTHER EDUCATION COLLEGE PARTNER

Lewisham College

SPONSORING/LEAD LOCAL AUTHORITY

Lewisham Council

PLACEMENTS PLANNED 24

DATE September 2023 to July 2024

Supported Internship Information Session, Wednesday 8th February 2023, 1.30pm-3pm, Reception, Lewisham College, Lewisham Way, London SE4 1UT.

The names and contact addresses to whom application forms should be submitted in 2023 is
pamela.frost@lewisham.ac.uk
kevin.plews@lewisham.ac.uk
charlotte.holsgrove@lewisham.gov.uk

We accept young people from within and outside Lewisham.

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

- **Fitness Instructors:** working in the gyms, supporting customers, managing the equipment
- **Premises Administrator:** working in facilities, room booking, maintenance
- **Travel Trainer:** travel training young people with SEND, administration, data processing
- **Administrator:** post, printing, scanning and speaking to customers
- **Data Processing:** data entry and assessment
- **Café and Restaurant:** food handling, customer service, coffee making
- **Reception:** customer service, room booking, data handling

ROYAL MENCAP SOCIETY

Mencap's Interns and Outcomes Supported Internship Programme

ADDRESS

23 Hendon Lane, Finchley
Barnet N3 1RT

CONTACT

Megan Clark
megan.clark@mencap.org.uk

EDUCATION PARTNER

Mencap

SUPPORTED EMPLOYMENT PARTNER

Mencap

SPONSORING/LEAD LOCAL AUTHORITY

Barnet

PLACEMENTS PLANNED

10 on Pre-Internship. 10 on Supported Internship

EDUCATION AND EMPLOYMENT SUPPORT PROVIDER

Mencap

We are hosting an open event on 25th January, tickets for this can be found on Eventbrite. We can take referrals at any time, but people should be signed up by 31st March for a September start.

Interested applicants must be aged 16-24 and holds a valid EHCP. Students can be based in any borough, we also have services available in Kingston, Islington and Waltham Forest.

The name and contact address of the person to whom application forms should be submitted in 2023 is Megan Clark megan.clark@mencap.org.uk

We are now looking for applications and referrals for this programme in order to start in September 2023. 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:

- **Customer Service:** working with people in a customer service role
- **Hospitality:** working in restaurants, hotels, cafés
- **Retail:** working in a shop, completing shelf stacking, stock taking, till work
- **Travel and Tourism:** working in a theatre or tourist attraction
- **Catering:** working with food or in a kitchen
- **Health and Social Care:** working in a care home, nursery or school

OPTION 1: SUPPORTED INTERNSHIP

A Supported Internship is an employer-based learning programme. The aim is to support SEND young people aged 16-24 with an Education, Health and Care Plan who want to find work to develop the skills, knowledge and experience to progress into employment.

To access the programme, you must want to find work at the end of the programme, be able to complete 400+ hours of work experience and be age 16-24 and have an EHCP.

Included in the programme:

- 200 hours off the Job Training
- Employability Skills
- CV Writing
- Employer Visits
- Interview Skills
- Health and Safety at Work
- Employee Rights
- Equality and Diversity at Work
- 400+ hours supported work experience placement

We have partnerships with employers in hospitality, retail, catering, theatres, travel and tourism and more!

We encourage our interns to take on new experiences and be open to a range of sectors

OPTION 2: PRE-INTERNSHIP STUDY PROGRAMME

The first year is a Pre-Internship, study programme progressing to the Supported Internship in year two. Year 1 is targeted at those who aspire to work but for whom the one-year Supported Internship programme might be too big a step from school or college.

Included in the programme:

- Minimum of 640 off the Job Training with Tutor
- Meeting with Level 6 Qualified Careers Leader
- Workplace and Employer Visits
- Community Impact Project

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

Treasia Fulton (TfL SI Manager) 07342 059 346
treasia.fulton@prospects.co.uk
supportedinternship-london@prospects.co.uk

EDUCATION PARTNER

Ixion Holdings (part of The Shaw Trust Group)

SUPPORTED EMPLOYMENT PARTNER

The Shaw Trust

PLACEMENTS PLANNED 24

DATE September 2023 to July 2024

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

SHERATON SKYLINE HOTEL

The DFN Project Search Internship Programme at Sheraton Skyline

ADDRESS

Sheraton Skyline Hotel, Bath Road, Harlington,
Hayes UB3 5BP

CONTACTS

Clare Husbands 01895 853 464
chusbands@uxbridgecollege.ac.uk
Main reception 01895 853 333

Rebecca Bishop (Employment Coach)

rbishop@uxbridgecollege.ac.uk

EDUCATION PARTNER

HRUC – Uxbridge College

SUPPORTED EMPLOYMENT PARTNER

Uxbridge College / Kaleidoscope

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED 9

Applications are open online or an application form can be picked up from the college campuses via IAG Teams.

Students must be over 18 with an EHCP. Interviews will be held by both HRUC – Uxbridge College staff and at the Sheraton Hotel.

Students will be enrolled at the HRUC – Uxbridge College.

The name and contact address application forms should be submitted in 2023 is:

Clare Husbands

Section Manager, Foundation Studies
chusbands@uxbridgecollege.ac.uk

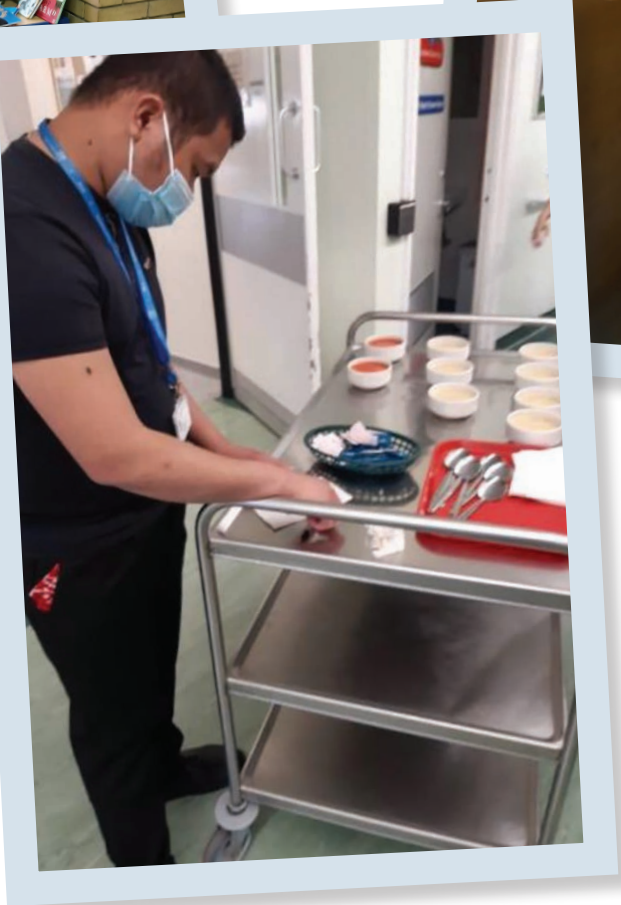
Rebecca Bishop

Employment Coach, Foundation Studies
rbishop@uxbridgecollege.ac.uk

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

- **Housekeeping**
- **Maintenance**
- **Hospitality – Front of House**
- **HR**
- **Food and Beverage – Room Service**

SOME OF OUR INTERNS...





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

