

THE WEST LONDON GUIDE TO SUPPORTED INTERNSHIPS 2024

West
London
Alliance 
A BETTER WEST LONDON FOR ALL
NOW AND IN THE FUTURE



One of our interns at London North West University
Healthcare NHS Trust – Northwick Park Hospital

WEST LONDON INTRODUCTION

West London Boroughs are proud to work with many employers and education providers in West London to facilitate and support the establishment and development of supported internships and supported employment initiatives. Over 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 42 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 31st August 2024 (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, Field 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 2024 to July 2025

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 2024 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 2024 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

Choices College Supported Internship

ADDRESS

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

CONTACT

Annette Lafitte
07392 194 465
annette.lafitte@nhs.net

SUPPORTED EMPLOYMENT PROVIDER

NHS England

SPONSORING/LEAD LOCAL AUTHORITY

Ealing Council

PLACEMENTS PLANNED 12

DATE September 2024 to July 2025

Please contact Annette to arrange a visit or to discussion application process further.

All applicants must be aged 16-24 years old and in receipt of an EHCP. All applicants must have a desire for employment or to progress onto an apprenticeship.

The name and contact address of the person to whom application forms should be submitted to is Annette Lafitte, tel 07392 194 465 or email annette.lafitte@nhs.net

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 for new members of staff 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 other admin tasks, including updating of notice board
- **HR Admin Support:** supporting the Workforce team with scanning, photocopying, taking telephone messages, sending emails, collecting of visitors, data entry, working on mini projects
- **Gym Assistant:** checking the equipment for hazards and malfunction, cleaning of equipment, supporting set up of activities, supporting gym members in the gym
- **Recruitment Admin Support:** supporting our recruitment team with the administration of new employees
- **Well-being Team Assistant:** sending email, data entry, working on mini projects, sending out well-being packs and preparing packs
- **PMVA Support:** admin role, collecting PARQ forms from new starts, scanning, photocopying and stock checks

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 Social Enterprise

SPONSORING/LEAD LOCAL AUTHORITY

Brent Council

PLACEMENTS PLANNED 12

DATE September 2024 to July 2025

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 to organise visits or to receive an application form.

To be eligible for our first round of recruitment applications should be submitted by 8th March 2024.

Please note that placement opportunities vary from term to term, with new employers and departments joining regularly.

Applicants must have an EHC plan. The age range is 18-24.

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

- **Porter:** transport patients and equipment around the hospital
- **Linens:** sort clean laundry such as scrubs and gowns for delivery to wards
- **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

Wendell Park School
Cobbold Road, London W12 9LB

CONTACT

Tafina Davidson
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

DATE September 2024 to July 2025

The name and contact address of the person to whom application forms should be submitted in 2024 is Milly Lapikens, email m.lapikens@wlc.ac.uk

ENTRY CRITERIA

- Interns must be:
- **Aged 17-24** 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.

APPLICATIONS

Application forms can be obtained from:
m.lapikens@wlc.ac.uk

Applications must be submitted by 10th April.

Applicants submit application forms. Successful applicants will be invited to attend a skills and assessment day and upon successful completion will be given a conditional offer to enrol for the programme in August.

Potential interns must be ready to move on from education, committed to the programme, developing their skills to find employment, they should be either independently travel trained or already in the process. 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 2024 – July 2025), and to demonstrate a positive attitude to gaining new skills, receiving instructions, and following host organisations' rules.

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

Maintenance, Housekeeping and Security

– 245 Hammersmith:

- **Moving Light Furniture:** maintaining the fixtures and fittings in the building. Cleaning, hoovering and sweeping. Patrols of the building, securing and testing checkpoints

Receptionist – Spotify and Imperial Brands:

Meeting and Greeting Staff and Visitors: using the booking systems, answering the phone and signposting visitors

Media – Hammersmith and Fulham Youth Council and West London College:

- **Assisting with all aspects of Media Coverage:** including filming and designing. Office Administration, Note taking, Filing, using Adobe Premiere Pro, data entry

Hammersmith and Shepherds Bush Libraries:

- **Archiving Documents:** supporting customers to print and scan. Shelving books, despatching and returning books and assisting with school sessions

Hospitality and Catering – Nando's:

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

Hospitality – Nourish Hub:

- **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

Child Care – Monkey Puzzle, Bright Horizons and Hammersmith & Fulham Council

Children's Centre:

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

CHELSEA AND WESTMINSTER NHS FOUNDATION 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.suarezmilian@thequeensmilltrust.com
projectsearch@queensmill.lbhf.sch.uk

EDUCATION PARTNER

The Queensmill Trust – Queensmill College

SPONSORING/LEAD LOCAL AUTHORITY

Hammersmith & Fulham Council

PLACEMENTS PLANNED

8-12 interns

DATE

September 2024 to July 2025

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 different levels 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 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 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
- **Lab Assistant:** recording test results into the database document. Supporting lab staff and organising stockroom
- **Office Administration:** data entry tasks, patient booking, scanning and organising documents
- **Housekeeping:** cleaning and maintaining hygiene in the hospital. Keeping department stockroom tidy

ST HELIER HOSPITAL

The new DFN Project Search Supported Internship

ADDRESS

St Helier Hospital, Wrythe Lane, Sutton,
London SM5 1AA

CONTACT

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

Assessments and Placements Team

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

EDUCATION PARTNER

Orchard Hill College

SUPPORTED EMPLOYMENT PARTNER

Orchard Hill College

SPONSORING/LEAD LOCAL AUTHORITY

Sutton Council

PLACEMENTS PLANNED

12

DATE

September 2024 to July 2025

ELIGIBILITY CRITERIA

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 St Helier Hospital 2024 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 is a full-time course 5 days a week for one academic year. Students will be based at St Helier Hospital where they will complete workplace rotations based on their preferences and skills sets. They will be supported by an Orchard Hill College tutor and job coach.

The objective of the programme is for the interns to secure paid employment within the hospital or the local community.

The name of the person the application form should be submitted to is Tracey Goddard, email address: tgoddard@orchardhill.ac.uk

Key vocational skills and work experience offered as part of your rotations/placements:

- **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
- **Horticulture**
- **Library Assistants**

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

Saimmah Ali
07714 736 748
supportedinternships@shaw-trust.org.uk

EDUCATION PARTNER

Shaw Trust

SUPPORTED EMPLOYMENT PARTNER

Shaw Trust

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED 14

DATE September 2024 to July 2025

ACCEPTANCE AND ELIGIBILITY CRITERIA

This is a EL3 to Level 2 learning programme. Applicants will be invited to a 'Get to Know You' session and a numeracy and literacy assessment to establish their suitability for the programme and level.

The programme is based in Uxbridge. Travel training can be provided to enable individual travelling to and from home prior to the programme starting.

When requesting an application pack, interested young people will be informed about the Open Days when they can visit the Hillingdon site, meet the team and find out more information about this exciting Hillingdon supported internship. To find out more, contact Saimmah Ali on 07714 736 748 or email supportedinternships@shaw-trust.org.uk

- **Retail/Customer Care:** working in a retail business in Uxbridge shopping area and develop a range customer facing, teamwork and multi-tasking shopwork skills
- **Hospitality:** in Uxbridge's Restaurants/Coffee. Taking orders, serving customers and till, preparing food, washing up and cleaning tables
- **Childcare:** working in a nursery and playing with children and help with basic tasks: feeding, taking to the toilet, cleaning spillages, reading stories
- **Horticulture:** will be in and outdoor, landscaping learning a range of gardening skills, planting seeding, hedge trimming, plant preparation for sale (pricing/stocktake/budget)
- **Admin:** at a local in office – working in a team develop range of skills: reception, arranging meetings, signing in, admin, using office equipment

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 2024 to July 2025

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).

The name and contact address of the person to whom application forms should be submitted in 2024 is Pat Bojduniak, email pbojduniak@orchardhill.ac.uk

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



London North West
University Healthcare
NHS Trust

2024 Open Days:
2 March and 12 June: Uxbridge College.
7 March: Harrow College (Weald Site).
20 March and 15 June: Harrow College
(Hill Site).



NORTHWICK PARK HOSPITAL

The DFN Project SEARCH Supported Internship at Northwick Park Hospital

ADDRESS

Northwick Park Hospital, Watford Road,
Harrow HA1 3UJ

CONTACT

Jane Hamilton
07824 321 333
jane.hamilton@hruc.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

Harrow College

SUPPORTED EMPLOYMENT PARTNERS

Kaleidoscope Social Enterprise LTD

SPONSORING/LEAD LOCAL AUTHORITY

Harrow Council

PLACEMENTS PLANNED 12

DATE September 2024 to July 2025

ELIGIBILITY CRITERIA

No younger than 18 years and no older than 25 years at graduation.

Initial Skills Assessment Days and Interviews are scheduled for 14-15 March 2024 at Harrow College.

Application forms should be submitted to:
Nimet Murji: nimet.murji@hruc.ac.uk or
Jane Hamilton: jane.hamilton@hruc.ac.uk
For more information visit www.hcuc.ac.uk and click on the link Project Search, Harrow College.

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

Trina Rodden
07714 736 753
supportedinternships@shaw-trust.org.uk

EDUCATION PARTNER

Shaw Trust

SUPPORTED EMPLOYMENT PARTNER

Shaw Trust

SPONSORING/LEAD LOCAL AUTHORITY

Harrow Council

PLACEMENTS PLANNED 14

DATE September 2024 to July 2025

ACCEPTANCE AND ELIGIBILITY CRITERIA

This is a EL3 to Level 2 learning programme.

The programme is based in Harrow on the Hill. Travel training can be provided. When requesting an application pack, 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 Harrow supported internship.

To find out more phone Trina Rodden on 07714 736753 or email supportedinternships@shaw-trust.org.uk

Key vocational skills and work experience opportunities here are:

- **Retail/Customer Care:** working in a retail business in Harrow on the Hill shopping area and develop range customer facing, teamwork and multi-tasking shopwork skills
- **Hospitality:** in Harrow's Restaurants/Coffee. Taking orders, serving customers using till, preparing food, washing up and cleaning tables
- **Childcare:** working in a nursery and playing with children and help with basic tasks: feeding, taking to the toilet, cleaning spillages, reading stories
- **Horticulture:** will be in and outdoor, landscaping, learning a range of gardening skills, planting seeding, hedge trimming, plant preparation for sale (pricing/stocktake/budget)
- **Admin:** at a local in office – working in a team develop range of skills, reception, arranging meetings, signing in, admin, using office equipment

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 Social Enterprise LTD

SPONSORING/LEAD LOCAL AUTHORITY

Brent Council

PLACEMENTS PLANNED

12

DATE

September 2024 to July 2025

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

To be eligible for our first round of recruitment, applications should be submitted by 8 March.

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.

Applicants should be aged 17-24 on 31st August 2024, 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:

- **The Drum:** working with the events team to set up rooms and prepare for events, including managing door activation
- **Digital Post Room:** collect, open, sort, prepare, scan and index incoming post and documents and process outgoing post for delivery externally
- **Registrations:** data inputting, checking accuracy, preparing for events such as Citizenship ceremonies, attending ceremonies and helping the public
- **IT:** prepare laptops, tablets and phones for new users, explain how to use equipment to the new users, keep accurate stock records
- **Library:** customer service, return books, general maintenance of appearance of library, use dewey decimal system to shelve books, prepare reservations, support children's sessions
- **Schools Admissions:** working with catchment areas to check eligibility of applications, develop advertisements, data entry and research
- **Well Being Centre:** supporting families with forms, reception work

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 2024 to July 2025

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 (Tutor) 07928 654 134
ssingh@newhaven.greenwich.sch.uk

Zakaria Addow (Job Coach)

zakaria.addow@unityworks.org.uk

FURTHER EDUCATION PARTNER

Newhaven School

SUPPORTED EMPLOYMENT PARTNER

Unity Works

SPONSORING LOCAL AUTHORITY

Greenwich

PLACEMENTS PLANNED 8

DATE September 2024 to July 2025

REQUIREMENTS FOR ELIGIBILITY

- No previous funding received for prior Supported Internship
- Full-time programme. On-site five days a week.
- Resides in Borough of Greenwich
- Have an Education Health and Care Plan
- Age 16-24 years' old
- Be an independent traveller or willing to have travel training
- Not in possession of a Level 2 qualification or above

Must adhere to NHS Code of Conduct above.

Joint enterprise with other DfN Supported Internships, Royal Borough of Greenwich and Education providers.

The name and contact address of the person to whom application forms should be submitted to Alan Fairnie, Head of Campus, King's Park (Newhaven School), Eltham Palace Road, Eltham SE9 5LX. Tel 020 8465 6290.

- **Front-of-House catering:** restaurant tasks related to stock maintenance, using till, serving customers
- **Back-of-House Catering:** unpack deliveries for stock room, freezers, and kitchen, packing orders and cleaning
- **Linen:** receiving cages of clean linen, delivering to wards and storage of linen
- **Library Services:** returning books to shelves, logging, tags on book and helping customers
- **Pharmacy Dispensary:** maintain stocks for dispensing, booking and tracking of prescription and medication ready for driver to take to wards
- **Pharmacy Stores:** ensure stock in right location, rotation, use of computer system to check for expiry dates
- **Chaplain Administration:** cross-check current patients against chaplain register and NHS register to allow allocation of chaplains
- **Using IT:** Excel, printing and scanning
- **Healthcare Assistant, McMillan Brook Unit:** portering duties throughout the day and helping in Wards

MORLEY COLLEGE LONDON

North Kensington Centre for Skills

ADDRESS

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

CONTACT

Annabelle Baiyewu
020 7450 1889
Annabelle.baiyewu@morleycollege.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

Morley College London

SUPPORTED EMPLOYMENT PARTNER

Action on Disability

PLACEMENTS PLANNED 10

DATE September 2024 to July 2025

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).

Applicants can enquire about the programme by sending an email directly to the coordinator, Annabelle Baiyewu, email annabelle.baiyewu@morleycollege.ac.uk

Work experience opportunities take place within and close to Royal Borough of Kensington and Chelsea. 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 may be invited to attend termly Employment Planning Meetings to discuss progress etc.

Applicants should be aged 18-24 on 31st August 2024, 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.

Please contact: Annabelle Baiyewu, Programme Area Manager, Humanities and Applied Studies, email annabelle.baiyewu@morleycollege.ac.uk or tel 020 7450 1889 to whom application forms should be submitted.

- **Library:** ordering and shelving books
- **Admin:** office duties, data entry, auditing
- **Canteen:** restocking and replenishing, making hot drinks, food preparation
- **Cleaning:** wiping tables, chairs and tidying the offices
- **Gardening:** at Holland Park
- **Childcare:** preparing activities in a nursery and tidying away

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

Michael Williams (Job Coach)

michael.williams@unityworks.org.uk

FURTHER EDUCATION COLLEGE PARTNER

Shooters Hill College

SUPPORTED EMPLOYMENT PARTNER

Unity Works

SPONSORING/LEAD LOCAL AUTHORITY

Royal Borough of Greenwich

PLACEMENTS PLANNED 8-10

DATE September 2024 to July 2025

ELIGIBILITY CRITERIA

Applicants will need to hold a current EHC Plan and be aged 16-24.

Application forms should be submitted to: special-needs@royalgreenwich.gov.uk tel 020 8921 8029.

Diedre Johnson, Supported Internship Programme Lead Officer, email diedre.johnson@royalgreenwich.gov.uk tel 020 8921 5974, mobile 07548 823 847.

Rajatha Nidhi, Supported Internship Development Officer, email rajatha.nidhi@royalgreenwich.gov.uk tel 020 8921 5978.

This supported internship is open to residents in the Royal Borough of Greenwich who have a current Education and Health Care Plan and are aged between 16-24.

- **Information Sessions for Parents and YP**
- **Inquiries to be made to Shooters Hill College by Spring of 2024**
- **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:

- **Concierge:** customer service, receiving parcels, giving information
- **Finance Department:** data entry, filing, post, photocopying
- **Admin:** data inputting, filing and scanning, answering telephone, booking appointments
- **Reception:** dealing with customer queries. Operating security barrier and issuing day passes
- **Customer Service:** point of contact to help, guide or signpost visitors to relevant service or department
- **Library Assistant:** organising books on shelves, customer queries, learning about the Dewey Decimal system
- **Barista:** assisting and working in the café, making coffees
- **Logistics:** coordinate and track products and packages

UNIVERSITY OF WEST LONDON

The new DFN Project SEARCH Supported Internship in Ealing

ADDRESS

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

CONTACT

Liam Sinnott
020 8231 6087
l.sinnott@wlc.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

West London College

SUPPORTED EMPLOYMENT PARTNER

Ealing Mencap

SPONSORING/LEAD LOCAL AUTHORITY

Ealing Council

PLACEMENTS PLANNED 12

DATE September 2024 to July 2025

ELIGIBILITY CRITERIA

Age 18-24, education Level +1, independent traveller.

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, Ealing Mencap and DFN Project SEARCH specialists.

Application forms can be obtained from and submitted to Milly Lapikens, email m.lapikens@wlc.ac.uk by 10 April.

Successful applicants will be invited to attend a skills and assessment day and upon successful completion will be given a conditional offer to enrol for the programme in August.

Potential interns must be ready to move on from education, committed to the programme, developing their skills to find employment, they should be either independently travel trained or already in the process.

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

- **Reception:** at University of West London, meeting and greeting staff, students and visitors, using the booking systems, answering the phone and signposting visitors
- **Hospitality and 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, using the Sharepoint, data entry
- **Customer Services:** meeting and greeting, answering queries
- **Cleaning Team:** cleaning, hoovering and sweeping
- **Caretaking:** moving light furniture, preparing classrooms and working in the Post Room
- **Café/Catering:** serving food and drinks
- **Human Resources:** physical and Cloud filing, using Excel

KING'S COLLEGE HOSPITAL

The new DFN Project SEARCH Supported Internship in Camberwell

ADDRESS

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

CONTACT

Zoe Carthew
020 7501 5837
zcathrew@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 2024 to July 2025

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 to is zcathrew@southbankcolleges.ac.uk

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

Arran Greenwood (Head of School LDD)

arran.greenwood@capitalccg.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 2024 to June 2025

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

Choices College 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.hamid1@nhs.net
england.choices.college@nhs.net

EDUCATION PARTNER

Project Choice Independent Specialist Provider College

SUPPORTED EMPLOYMENT PARTNER

NHS England

SPONSORING/LEAD LOCAL AUTHORITIES

London Borough of Camden
London Borough of Barnet

PLACEMENTS PLANNED

14+

DATE

September 2024 to July 2025

The Trust will host a virtual Open Day and Evening Event for students and their families to log on and meet mentors in 2024. 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.

Choices College 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
- **Radiology and Imagine HCA:** supporting in clinical roles with the department, MRI, CTScans and Ultrasound
- **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
gmullan@ambitiouscollege.org.uk

Ambitious College Admissions Team

admissions@ambitiousaboutautism.org.uk

EDUCATION PARTNER

Ambitious College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise LTD

PLACEMENTS PLANNED

10

DATE

September 2024 to July 2025

For further information, eligibility and details about open events please visit our website. <https://ambitiouscollege.org.uk/supported-internships>

Eligibility:

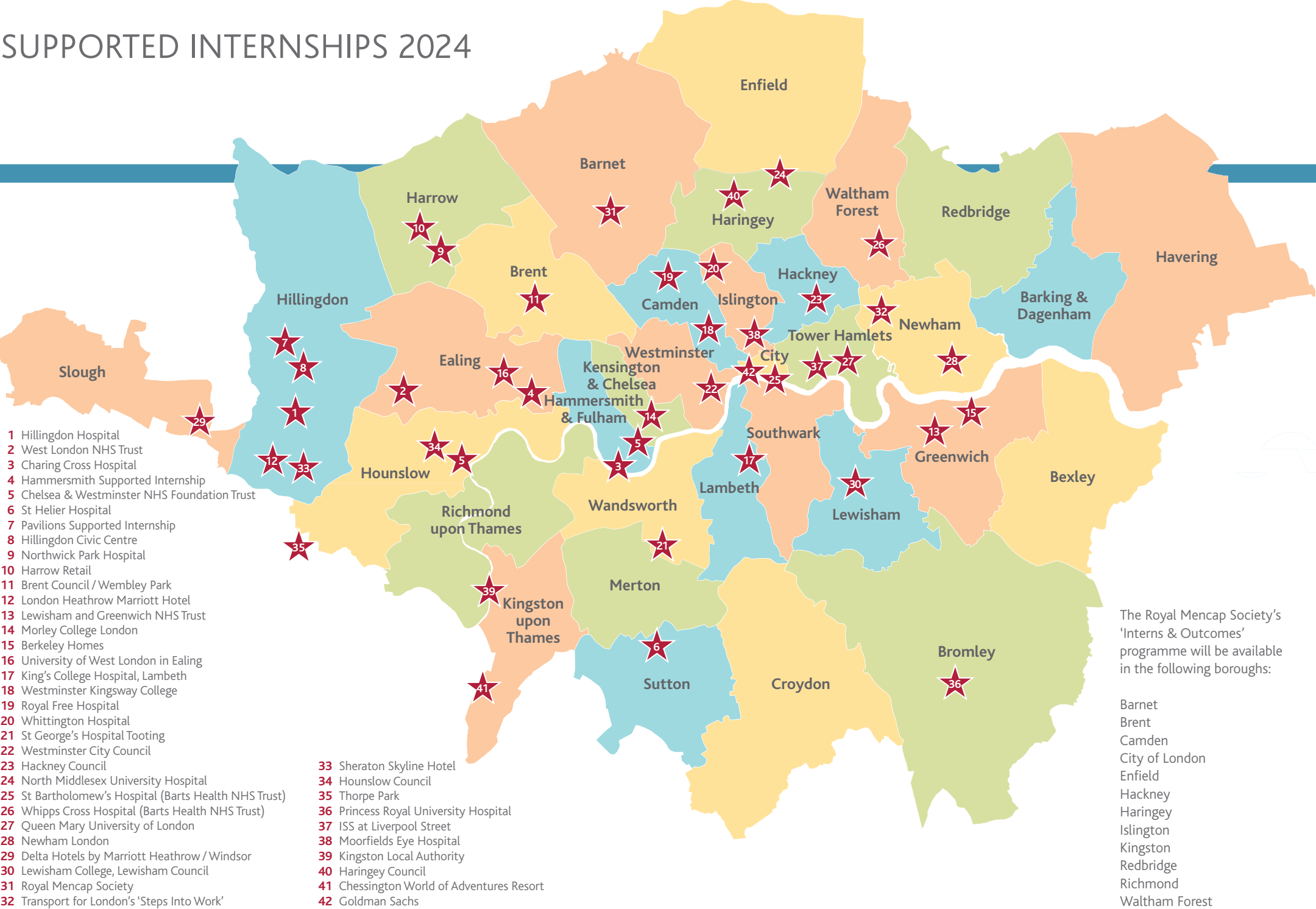
- **Aged 16-25 years old with an Education, Health and Care (EHC) plan**
- **Be an autistic young person or have a related learning difficulty**
- **Have an interest to move into employment**
- **Interested in spending a year learning new skills or developing existing skills in the workplace**

If you are interested in this opportunity, please contact: acsupportedinternship@ambitiouscollege.org.uk for an application form and details of upcoming open events.

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
- **Health Care Support Worker Assistant:** supporting patient care on hospital wards
- **Stores Assistant:** delivering goods and packages to various locations around the hospital
- **Catering and Retail:** assisting in the hospital canteen and shop
- **Patient Dining Services:** picking and packing patient meals and delivering them to wards
- **Pharmacy Distribution:** supporting the pharmacy team with data entry and picking and packing medicines for wards
- **Decontamination Services:** assisting the team with the cleaning and drying of endoscopes
- **Whittington Education Centre Assistant:** welcoming visitors, dealing with queries, and setting up rooms for training

SUPPORTED INTERNSHIPS 2024





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 2024 to July 2025

ELIGIBILITY CRITERIA

Applicants must be aged between 18 and 24, have the desire to find paid work, and have an EHC 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 2024 to July 2025
- **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
- **Ingredient's Café/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@cw.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 2024 to July 2025

ELIGIBILITY CRITERIA

Aged 16-24. All applicants must have a current EHC plan. Contact Rachael Heppenstall for details of our open days and to receive an application form.

Application forms should be submitted to: Rachael Heppenstall, 129 Elgin Avenue, London W9 2NR or emailed to rachael.heppenstall@cw.ac.uk

Please note that placement opportunities vary from term to term, with new employers joining regularly. All graduates benefit from ongoing support from the job coaching team to apply for and transition into work.

Some graduates may have the potential to progress to inclusive apprenticeships with Westminster City Council where applicable.

Westminster residents can progress to support from Westminster Employment on completion of programme.

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
- **Fika:** including barista training; Working within business catering and hospitality to maintain service area, set up food for service, make hot drinks, operate till, service food
- **Facilities:** support the reception team with room bookings, setting up rooms, and sorting and delivering mail for the departments
- **London Edition Hotel:** sort laundry, iron shirts, clean public spaces, sorting laundry and washing and tumble drying
- **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
- **Bankside Open Spaces Trust:** use gardening tools safely to prune and rake. Clean and store tools, weeding, cultivating ground
- **Orsted:** working within business catering and hospitality to maintain service area, set up food for service, make hot drinks, operate till, service food

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

DATE September 2024 to July 2025

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.

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

Hetvi Doshi (Curriculum Instructor)
 hetvi.doshi@conel.ac.uk

Antony Kyriakou (Job Coach)

Antony.kyriakou@tottenhamhotspur.com

FURTHER EDUCATION COLLEGE PARTNER

College of Haringey, Enfield & North East London (CONEL)

SUPPORTED EMPLOYMENT PARTNER

Tottenham Hotspur Foundation and
 North Middlesex University Hospital

SPONSORING/LEAD LOCAL AUTHORITY

Enfield and Haringey Councils

PLACEMENTS PLANNED

DATE September 2024 to July 2025

Application forms: Interns fill out application forms to register interest. This can be requested from any of the contacts on this page. Application forms should be submitted to Hetvi Doshi, email hetvi.doshi@conel.ac.uk or Antony Kyriakou, email antony.kyriakou@tottenhamhotspur.com

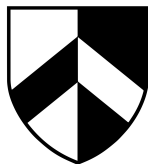
Assessment of interns: By evaluating their capabilities on 3 main components: IT Skills, Following Instructions and Communication. These will take place in April, June and August 2024.

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:** organising 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



There will be open days in February, March and April with talks and tours. Attend recruitment careers events. Visiting schools and Colleges giving presentations. Planned visits and tours of the hospital to meet the team, graduates and interns.

There will be open days in February, March and April with talks and tours. Attend recruitment careers events. Visiting schools and Colleges giving presentations. Planned visits and tours of the hospital to meet the team, graduates and interns.

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

Applications to be made to Janet Wingate-Whyte
Flourish Learning Trust, McDonald Road,
Walthamstow E17 4AZ.

CONTACT

Janet Wingate-Whyte
Flourish Learning
07889 406 920
j.wingate-whyte@flourishlearningtrust.org.uk

We are into our 2nd year at St Bartholomew's Hospital. The hospital offers a wide range of different and very interesting rotations tailored to the intern's skills and interests. The Project is about getting meaningful quality jobs.

EDUCATION PARTNER

Waltham Forest College and Flourish Learning Trust

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

SUPPORTED EMPLOYMENT PARTNER

Generate Opportunities

- **Pharmacy Assistant:** administrative duties, stocking and restocking, loading the robot
- **Museum Archives:** administrative duties, scanning documents, updating patients' notes on to the computer system
- **Speech and Language Therapy:** administrative tasks. Helping to create communication charts and resources for the patients. Filling in GP letter templates for patients. Visiting patients on the ward
- **Radiotherapy:** administrative tasks, meeting and greeting
- **Skanska Maintenance Assistant:** assisting with repairs around the Hospital
- **GP X-Ray:** meeting and greeting, supporting with cannulas. Booking porters onto the system
- **Linex Beds:** decontaminating mattresses, fixing beds, going to the wards
- **Clinic Health Care Assistant:** meet and greet. Booking in patients. Measuring height and weight, blood pressure, helping with cannulas. Supporting patients that have mobility issues
- **Porters:** safely pushing wheelchairs and beds. Dealing with oxygen cylinders. Using the radio

SPONSORING/LEAD LOCAL AUTHORITY

Waltham Forest Borough Council

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

Applications to be made to Janet Wingate-Whyte
Flourish Learning Trust, McDonald Road,
Walthamstow E17 4AZ.

CONTACT

Janet Wingate-Whyte
Flourish Learning
07889 406 920
j.wingate-whyte@flourishlearningtrust.org.uk

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

EDUCATION PARTNER

Waltham Forest College and Flourish Learning Trust

SUPPORTED EMPLOYMENT PARTNER

Generate Opportunities

SPONSORING/LEAD LOCAL AUTHORITY

Waltham Forest Borough Council

PLACEMENTS PLANNED 13

DATE September 2024 to July 2025

ELIGIBILITY CRITERIA

Age group between 17-24 with an EHC Plan. The interns will be enrolled at Waltham Forest College. An aspiration to gain paid employment during or following the end of the programme. The interview process follows DFN Project SEARCH Recruitment rubric.

Application forms to be submitted by June 2024.

We are into our 11th year at Whipps Cross Hospital. Over 40 graduates are in full time paid jobs across all departments in the hospital. The interns and graduates are valued members of the community.

- **GP X-ray and Ultrasound Imaging Assistant:** reception duties., meeting and greeting. Triage. Managing patient flow. Stocking. Liaising with Doctors and Radiographers
- **Main Stores:** Good Distribution Officer delivering parcels and packages across the hospital in some cases, having to obtain signatures
- **Patient Experience Team:** inputting data onto the Trust computer system. Reading and interpreting information on the feedback forms. Collecting feedback forms from departments. Working with different departments within the hospital
- **Therapies:** phoning patients to remind them of their appointments. Rebooking appointments. Coding. Administrative tasks
- **Ward Host:** taking the patients' lunch and dinner orders on the tablet. Providing a good food service to the patients. Helping to prepare the food. Making tea, coffee and refreshments. Keeping the kitchen clean and tidy
- **Pharmacy:** inputting data onto the Trust computer system. Sorting and stocking medication
- **Margaret Centre:** reception and administrative duties. Supporting with Aromatherapy and Yoga sessions. Talking with patients and their families. Making tea, coffee and refreshments
- **A&E Healthcare Assistant Specialist:** ordering, stocking, reporting faulty equipment, lost property. Stocking the trollies and drawers in the patient cubicles

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 8

DATE September 2024 to July 2025

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 2024 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
07984 676 146 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

DATE September 2024 to July 2025

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:

- **Ward Host:** assisting with patient meals, ordering meals on a tablet making tea and coffee
- **Stores:** Goods Distribution Officer: delivering goods around the hospital
- **Data Entry Assistant:** inputting data onto the Trust computer system
- **Health Care Assistant:** cleaning medical equipment, ordering, restocking and drawers in the patient cubicles
- **Catering Assistant:** food hygiene, food storage, food preparation and cleaning
- **Receptionist:** checking in patients, using computer to scan post photocopying, taking phone calls, sorting patient notes
- **Maintenance Assistant:** working with the electricians and maintenance workers to repair things around the hospital
- **Retail:** working in supermarkets assisting customers, restocking shelves and ordering
- **Customer Service:** learning to use the tills, to stock shelves correctly and taking deliveries
- **Catering:** setting tables, using tills, washing up, restocking and cleaning

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 2024 to July 2025

Open Evening on 23rd January, 4pm and 6pm at Delta Hotels by Marriott the Hotel.

Applications to be completed and submitted by 3rd March 2024 for the September 2024 intake. The skills and assessment day to be held on 7th March.

Young people should be aged 18 years to 24 years. Able to travel independently to SL3 8PT, available Monday-Friday 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 2024 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 2024 to July 2025

The names and contact addresses to whom application forms should be submitted in 2024 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

Unit 3, 30 Friern Park, North Finchley,
Barnet N12 9DA

CONTACT

Megan Clark
megan.clark@mencap.org.uk

EDUCATION PARTNER

Mencap

SUPPORTED EMPLOYMENT PARTNER

Mencap

SPONSORING/LEAD LOCAL AUTHORITY

Barnet

PLACEMENTS PLANNED

12 on Pre-Internship. 22 on Supported Internship

EDUCATION AND EMPLOYMENT SUPPORT PROVIDER

Mencap

DATE

September 2024 to July 2025

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 2024 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 2024. 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

Loretta Fontaine (Manager for TfL) 07783 811 157
supportedinternships@shaw-trust.org.uk

EDUCATION PARTNER

Shaw Trust

SUPPORTED EMPLOYMENT PARTNER

Shaw Trust

SPONSORING/LEAD LOCAL AUTHORITIES

Greater London Authority (GLA) and TfL

PLACEMENTS PLANNED 24

DATE September 2024 to July 2025

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 TfL.

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 supportedinternships@shaw-trust.org.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

Rebecca Bishop (Employment Coach)
01895 853 671
rebecca.bishop@hruc.ac.uk

EDUCATION PARTNER

HRUC – Uxbridge College

SUPPORTED EMPLOYMENT PARTNER

Uxbridge College / Kaleidoscope

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED 8

DATE September 2024 to July 2025

Open day on 11th March 2024, from 6-8pm, at Sheraton Skyline Hotel.

Applications to be completed and submitted by 1st April 2024 for the September 2024 intake.

The skills and assessment, date to be confirmed. Students will be enrolled at the HRUC – Uxbridge College.

For more details contact Sohail Sayed, email sohail.sayed@hruc.ac.uk

Course code reference number: SINTRF.

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

- **Engineering:** daily venue patrols, upkeeping high standard of Hotel Premises, and maintenance tasks
- **We Proudly Serve (Starbucks):** serving customers food and drink, Restock goods for sale, cleaning tables
- **Admin:** working within finance, HR, sales and goods receiving. Administration tasks, monitoring deliveries, invoicing, stock control, working with PCs and spreadsheets
- **Conference and Banqueting:** setting up meeting room, serving food and drinks, clearing the conference room for meetings and events
- **Front Office:** meet and greet customers, lobby hosting, helping with enquires and parcels
- **Housekeeping:** room cleaning, and maintaining room to the hotel's high standards
- **Laundry:** delivering and collecting linen, folding towels, washing, hoovering
- **Kitchen Porter and Canteen Assistant:** food preparation, restocking breakfast and lunch options, cleaning canteen
- **Restaurant and Room Service:** serving customers, cleaning tables, setting up tables, serve food and drinks

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 Social Enterprise LTD

SPONSORING/LEAD LOCAL AUTHORITY

Hounslow Council

PLACEMENTS PLANNED 12

DATE September 2024 to July 2025

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 2024 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

THORPE PARK

The new DFN Project Search Supported Internship at Thorpe Park

ADDRESS

Thorpe Park, Staines Road, Chertsey KT16 8PN

CONTACT

Tutor/Programme Coordinator 07376 636 302
sandra.julian@west-thames.ac.uk

EDUCATION PARTNER

West Thames College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise LTD

SPONSORING LOCAL AUTHORITY

Thorpe Park

PLACEMENTS PLANNED 6-8

DATE September 2024 to July 2025

ELIGIBILITY CRITERIA

Applicants and required to:

- **Be aged 17-24**
- **Have an EHCP Plan**
- **Preferably live in Hounslow Borough and if you are from surrounding boroughs you can apply**
- **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 a meaningful full-time paid employment by the completion of the programme**

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

Key vocational skills and work experience offered as part of your rotations/placements:

- **Engineering Assistant:** supporting engineering team over the winter months with ride strip down, clean up and rebuilds
- **Waste Management Operator:** ensure park bins are emptied on a regular basis. Use of a range of equipment such as compactors, jet washers, trailers. Collection of bulk waste. Help general cleaning and maintenance
- **HR Administrator:** working within a small team, paper documentation into digital, filing and organising HR, marketing, finance and admin teams
- **Site Presentations/Facilities Operator:** supporting the facilities team over winter building maintenance with painting, building, clean up and rebuilds
- **Resort Cleaning Host:** resort cleaning hosts spend their time ensuring the park is looking clean and clear of litter and rubbish. Using a litter picker or brush and pan to keep the park pristine, Good knowledge of the park is a must!
- **Ride Host:** work alongside the service hosts, for attraction of strict, safety critical instructions, to ensure guests have a thrilling and safe experience on our rides at all times
- **Retail Shop Floor Host:** across the resort are a number of retail outlets all varying in size – responsibility to make sure the store is stocked, clean and interacting with our guests whenever we can to find the right products for them
- **Warehouse Host:** working within a warehouse environment, processing deliveries to the resort shops, but also for our online shop

Assessment days will be in May 2024. All applicants will be shortlisted and then invited to attend an assessment day where they will take part in a short informal interview.

PRINCESS ROYAL UNIVERSITY HOSPITAL

The new DFN Project Search Supported Internship

ADDRESS

Princess Royal University Hospital
Farnborough Common, Orpington BR6 8ND

CONTACT

Dave King 07534 325 642 david.king@lsec.ac.uk

EDUCATION PARTNER

London South East Colleges

SUPPORTED EMPLOYMENT PARTNER

Bromley MENCAP

SPONSORING LOCAL AUTHORITY

Bromley Council

PLACEMENTS PLANNED 8-10

DATE September 2024 to July 2025

ELIGIBILITY CRITERIA

Applicants are required to:

- **Be aged 17-24**
- **Have an EHC Plan**
- **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**

Applications can be made via the London Southeast Colleges website: www.lsec.ac.uk/courses/health-and-social-care – select other courses. Applications should be made by 28th March 2024.

Application forms should be submitted to Dave King, email david.king@lsec.ac.uk

The Supported Internship is based 5 days a week at Princess Royal University Hospital. Applicants will gain experience in three different roles and departments at the hospital, gaining different work skills.

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

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

- **Housekeeping:** cleaning and maintaining hygiene in the hospital
- **Admin Assistant:** working in a variety of departments. Tasks include data inputting, filing, and scanning, photocopying, answering the telephone, and general admin duties
- **Restaurant Operative:** restocking of food items, clearing and cleaning tables, sweeping and mopping, restocking cutlery and serving customers
- **Porter:** attending to patients, transporting patients around the hospital in beds and wheelchairs, moving equipment
- **Health Care Assistant:** providing support to nurses including admissions and observations
- **Costa Coffee Shop Assistant:** restocking of food items, clearing and cleaning tables, serving customers
- **Physiotherapy Assistant:** assisting with the maintenance of patient exercise programmes
- **Library Assistant:** customer service, shelving items, and operating library computer systems

ISS AT LIVERPOOL STREET

The new DFN Project Search Supported Internship

ADDRESS

ISS at Liverpool Street, 5 Broadgate,
London EC2M 2QS

CONTACT

Phoenix School
matthew.snow@phoenix.towerhamlets

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise LTD

SPONSORING/LEAD AUTHORITY

Tower Hamlets

PLACEMENTS PLANNED 7

DATE September 2024 to July 2025

ELIGIBILITY CRITERIA

Must be between 17-25 with an Educational Health Care Plan.

May 2024 – Recruitment and selection day to be confirmed.

The name and contact address of the person to whom application forms should be submitted to is: matthew.snow@phoenix.towerhamlets.sch.uk

Key vocational skills and work experience offered as part of your rotations/placements:

- **Domestics**
- **Security**
- **Workplace coordinator**
- **Engineering**
- **Security Mansion House – External**
- **Admin/Reception Barbican – External**

MOORFIELDS EYE HOSPITAL

Search Supported Internship at Moorfields Eye Hospital

ADDRESS

Moorfields Eye Hospital, 15 Ebenezer Steet N1 7NP

CONTACT

Maria Rodriguez (Tutor of Project Search)

020 7704 5578

maria.rodriguez@candi.ac.uk

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise LTD

SPONSORING LOCAL AUTHORITY

Islington Council

PLACEMENTS PLANNED 8-10

DATE September 2024 to July 2025

ELIGIBILITY CRITERIA

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

A series of Open Evenings are held, followed by a Recruitment Day (or days) where potential candidates will be invited to interview and to undertake some basic skills-based tasks.

To register your interest in the programme and have more information submit an application form, please contact the team:

First contact: Maria Rodriguez

Tutor of Project Search

email maria.rodriguez@candi.ac.uk

or tel 020 7704 5578.

Second contact: Jane Broderick

ALS and Foundation Learning Curriculum Manager

email jane.broderick@candi.ac.uk

or tel 020 7704 7243.

Third contact: Lee Bones

Job Coach Manager Kaleidoscope Social Enterprise LTD

email lee.bones@kaleido-scope.org.uk

or tel 07931 526 213.

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

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

KINGSTON LOCAL AUTHORITY

The new DFN Project Search Supported Internship

ADDRESS

Guildhall 2, Kingston Upon Thames, KT1 1EU

CONTACT

Pat Bojduniak

07792 105 649

pbojduniak@orchardhill.ac.uk

Assessments & Placements Team

0345 402 0453

assessments&placements@orchardhill.ac.uk

EDUCATION PARTNER

Orchard Hill College

SUPPORTED EMPLOYMENT PARTNER

Kingston AFC

SPONSORING/LEAD LOCAL AUTHORITY

Achieving for Children

PLACEMENTS PLANNED 12

DATE September 2024 to July 2025

ELIGIBILITY CRITERIA

All applicants must hold an active EHCP, must be aged between 17 to 24 and should be learning at Entry 3 level or above. This is a full-time course 5 days a week for one academic year. Students will be based at Guildhall 2 Building, Kingston Council offices, where they will choose different departments to work in on rotation. They will be supported by a college tutor from Orchard Hill College and a job coach from Achieving for Children. The objective of the programme is 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 Supported Internship 2024 in the 'Year applied for' box.
<https://workstart.me.uk/courses/project-search>

For further information please phone 020 8254 7824.

Expressions of interest are now welcome. Open Days are held in Autumn and Spring. Assessment days are held in the Spring/Summer Terms.

Key vocational skills and work experience offered as part of your rotations/placements:

- **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
- **Horticulture**
- **Library Assistants**



HARINGEY COUNCIL

The new DFN Project Search Supported Internship at Haringey Council

ADDRESS

Haringey Council, 48 Station Road, London N22 7TY

CONTACT

Gavin Cox
gavin.cox@conel.ac.uk

EDUCATION PARTNER

CONEL

SPONSORING LOCAL AUTHORITY

Haringey Council

PLACEMENTS PLANNED 12

DATE September 2024 to July 2025

ELIGIBILITY CRITERIA

You will need to be a Haringey resident and aged between 17-25 years old with an Education, Health, and Care (EHC) plan. You should be able to travel independently or willing to undergo travel training. You need to be motivated to move into paid employment.

An assessment is required as part of the enrolling process. This is so we can get to know you more, understand your support needs and ensure you can commit to the 5-day programme. More information about the SI programme can be found in the link below: <https://www.haringey.gov.uk/children-and-families/local-offer/preparing-adulthood/supported-internship-programme>

Applications are currently open for September 2024.

The expression of interest form can be found in the link above. Once we receive your completed form, we will contact you within 5 working days to discuss next steps and provide you with details for the assessment day. If you meet the eligibility criteria and you pass the assessment, you will be invited to enrol.

Key vocational skills and work experience offered as part of your rotations/placements:

- **Library Assistant:** assisting with library services, customer, checking stock, shelving books
- **Sports and Leisure:** ensuring centre is clean and tidy, e.g., spot checking main area, prepared for activities and helping customers
- **Childcare:** support the smooth running of nursery and ensuring activities are engaging in a proactive manner
- **Business Administration:** provide a range of administration support, filing, collating data, using in-software and checking/sending emails
- **Community engagement:** administrative support to team, for resident engagement and attending community events
- **ICT Assistant/ICT Repairs:** to work with the digital team to provide IT support services to Haringey staff
- **Caretaker:** daily maintenance of building, heating, equipment, maintaining entrance, carpark and directing guests
- **Welcome Worker:** administrative support greeting and directing guests and creating posters, leaflets for events

CHESSINGTON WORLD OF ADVENTURES RESORT (MERLIN)

DFN Project Search Supported Internship at Chessington World of Adventures

ADDRESS

Chessington World of Adventures (Resort)

CONTACT

acsupportedinternship@ambitiouscollege.org.uk

EDUCATION PARTNER

Ambitious College

SPONSORING/LEAD AUTHORITY

Achieving for Children (AfC)

PLACEMENTS PLANNED 10

DATE September 2024 to July 2025

A brand-new supported internship programme starting September 2024, delivered by Ambitious College in partnership with the Chessington World of Adventures (Resort) and DFN Project Search.

For further information, eligibility and details about open events please visit our website: <https://ambitiouscollege.org.uk/supported-internships>

ELIGIBILITY CRITERIA

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 email acsupportedinternship@ambitiouscollege.org.uk for an application form and details of upcoming open events.

Key vocational skills and work experience offered as part of your rotations/placements:

- **Customer Service**
- **Marketing Assistant**
- **Waste and Recycling Assistant**
- **Zoo Experience**
- **Park Presentation**
- **Business Support**
- **Engineering Assistant**

GOLDMAN SACHS

The DFN Project SEARCH Supported Internship at Goldman Sachs

ADDRESS

Goldman Sachs International, 25 Shoe Lane,
London EC4A 4AU

CONTACT

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

FURTHER EDUCATION COLLEGE PARTNER

City of Westminster College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise LTD

SPONSORING LOCAL AUTHORITY

Westminster

PLACEMENTS PLANNED 10

DATE September 2024 to July 2025

ELIGIBILITY CRITERIA

Aged 17-24. All applicants must have a current EHC Plan. Contact Rachel Heppenstall for details of our open days and to receive an application form.

Candidates should be able to travel independently or be willing to learn prior to the programme beginning. Recruitment is ongoing until Summer 2024, however, to be part of our first round of interviews and assessments in March, please complete an application form and return to the contact above by 8th March. Application forms can be found at <https://www.cw.ac.uk/courses/section/course/supported-internship-at-goldman-sachs>

Applicants must be aged 17-24 on 31st August 2024, and hold a current EHC Plan. At the end of this programme, applicants should want and be willing to pursue employment opportunities outside of Goldman Sachs. Please note that placement opportunities listed are indicative and are subject to change.

The name and contact address of the person to whom application forms should be submitted is Rachael Heppenstall, 129 Elgin Avenue, London W9 2NR.

A fantastic opportunity to develop your work skills at a global investment bank. Based in Farringdon, central London, this internship provides you with an experience of working in a variety of departments and roles within Goldman Sachs.

Key vocational skills and work experience offered as part of your rotations/placements:

- **IT:** data entry, using MS Office applications, including Outlook and bespoke booking systems and software. Taking part in various projects related to the business and participation in meetings including virtual and in person
- **Administration:** filing, booking travel, helping to process expenses
- **Food Services:** checking, restocking and labelling items, ensuring displays are correct
- **Production/Document Services:** helping to produce booklets and presentation materials for events and for clients. Ensuring all printers throughout the office are in working order





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



CHOICES COLLEGE
STEPS TO SUCCESS

The North West London
health and care partnership

