

# THE WEST LONDON GUIDE TO SUPPORTED INTERNSHIPS 2021



A BETTER WEST LONDON FOR ALL  
NOW AND IN THE FUTURE



Supported Interns training at  
Nando's restaurant in Harrow

# 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 400 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 30 of these programmes are contained in this booklet.

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

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

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

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

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

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

# ELIGIBILITY & APPLICATIONS

**Supported Internships** are open to all applicants with moderate learning disabilities (MLD) who are aged between 18 and 24 on 31 August 2021 (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 trained to do so.

**The Further Education Colleges and Schools** will plan to 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 at the start of the autumn term (except for those internships where a school or other organisation is indicated as the education partner), while the internship itself takes place on the premises of the host business or organisation 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 have to be trained away from the host business (such as at home) during the current Covid situation.

During the Covid-19 pandemic it has unfortunately been necessary for young people on the supported internships to be trained away from their host businesses, in many circumstances 'remotely' from home. With the lifting of lockdown every endeavour is being made to return the interns to on-site learning.

## EALING CENTRAL / EALING COUNCIL

### Supported Internship

#### ADDRESS

Ealing Council, Perceval House,  
14-16 Uxbridge Road, Ealing, London W5 2HL

#### CONTACTS

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

**Sajada Sajid** s.sajid@wlc.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

West London College

#### SUPPORTED EMPLOYMENT PARTNER

London Borough of Ealing

#### SPONSORING/LEAD LOCAL AUTHORITY

Ealing Council

#### PLACEMENTS PLANNED 10

**DATE** September 2021 to July 2022

We are planning to hold an Open Event on 30th March 2021 which young people, their parents and carers are very welcome to attend. More details from Ailish Byrne a.byrne@wlc.ac.uk  
The deadline for applications to Ailish Byrne is Friday, 30th April 2021. We are planning to hold basic skills assessments and informal interviews with applicants on 13th May 2021.

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

- **Working in Reception** meeting and greeting customers, using the booking system, answering the phone and signposting clients
- **Hospitality** making and serving hot drinks, preparing and serving food, keeping the kitchen area clean and tidy and clearing the customer area
- **Office Administration** filing and scanning documents, answering phone calls, archiving and data entry
- **Parks Maintenance** grass cutting and tending hedges, litter-picking, planting and maintaining flower beds and carrying out internal decorations in Council buildings
- **Retail Customer Services** serving customers and responding to retail enquiries, stock taking and replenishing stock and operating till
- **Post Room Working** sorting and delivering post to departments

## GSK (GlaxoSmithKline)

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

#### ADDRESS

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

#### CONTACT

**Lorna Misra**

07506 195 863

Lorna.j.misra@gsk.com

#### FURTHER EDUCATION COLLEGE PARTNER

West Thames College

#### SUPPORTED EMPLOYMENT PARTNER

To be confirmed

#### SPONSORING/LEAD LOCAL AUTHORITY

Hounslow Council

#### PLACEMENTS PLANNED 12

**DATE** September 2021 to July 2022

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

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

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

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

## WEST LONDON NHS TRUST

### Project Choice Supported Internship

#### ADDRESS

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

#### CONTACT

**Lindsay McCafferty**  
07864 973 346

Lindsay.mccafferty@westlondon.nhs.uk  
or lindsay.mccafferty@hee.nhs.uk

#### SUPPORTED EMPLOYMENT PROVIDER

Health Education England, Project Choice

#### SPONSORING/LEAD LOCAL AUTHORITY

Ealing Council

#### PLACEMENTS PLANNED 10-12

#### DATE September 2021 to July 2022

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

We have been offering work experience to students from Belvue College for over 2 years and have in place excellent support for students. An Application Form can be obtained from: Lindsay McCafferty, West London NHS Trust, Learning and Development, E Block, 1st Floor, St Bernard's, Southall, Middlesex UB1 3EU.

Expressions of interest made to Lindsay McCafferty.

The Trust will host a virtual Open Day and Evening Event for students and their families to log on and meet mentors in early 2021. This will be followed by a recruitment day where potential candidates will be invited to interview and to undertake some basic skills-based tasks.

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

- **Learning and Knowledge Assistant** meeting and greeting customers, taking photos to produce ID badges and Data Entry of training attendance
- **Library Support** work with our Librarian to ensure the space is tidy and well organised by checking shelves. Also providing good customer service to our customers
- **Administration Support Worker** providing basic typing, shredding, sending emails
- **Payroll Administrator** data inputting, telephone skills, sorting post
- **Finance Administrator** data entry, working in a team, filing, post, photocopying
- **Recruitment Admin Support** supporting our recruitment team with the administration of new employees
- **Pharmacy Assistant** supporting the pharmacy team, data entry, picking and packing medicines for wards
- **HR Admin Support** supporting the HR Workforce Team, scanning, photocopying, taking telephone messages, sending emails, collecting visitors, data entry

## CHARING CROSS HOSPITAL

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

#### ADDRESS

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

#### CONTACT

**Jasmine Jade**  
07860 754 014  
jasmine.jade@cnwl.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

College of North West London

#### SUPPORTED EMPLOYMENT PARTNERS

Action on Disability and Kaleidoscope – Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Brent Council

#### PLACEMENTS PLANNED 12

#### DATE September 2021 to July 2022

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.

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

- **Porter** transport patients and equipment around the hospital
- **Post Room** sort incoming mail and deliver to departments
- **Administration** supporting the Patient Dining team with menus and rotas
- **Ward Host** food service, cleaning, supplying teas and coffees
- **Clinical Engineering** auditing and repairing hospital equipment
- **Canteen/shop** combined food service and retail role
- **Housekeeper/admin** dual role with ward cleaning and admin support
- **Linen** preparing orders for scrubs, nightwear, sheets and towels for delivery around the hospital
- **Patient Transport** admin role, booking transport and customer care
- **Welcome Stations** greeting visitors and distributing facemasks and hand gel
- **Quality Improvement Team** admin support for the team who deliver training courses
- **Health Care Assistant** support to nurses including admissions and observations

## L'ORÉAL & HAMMERSMITH & FULHAM COUNCIL

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

#### ADDRESSES

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

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

#### CONTACT

**Rachel Knight (Tutor)**  
r.knight@wlc.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

West London College

#### SUPPORTED EMPLOYMENT PARTNER

Action on Disability

#### SPONSORING/LEAD LOCAL AUTHORITY

Hammersmith & Fulham Council

#### PLACEMENTS PLANNED 10

**DATE** September 2021 to June 2022

#### ENTRY CRITERIA

- Interns must:
- **Be aged between 17-24** on 31st August 2021 and eligible to work in the UK
  - **Have an Education, Health and Care (EHC) plan**
  - **Be enthusiastic** about the world of work, employment being the main focus and aspiring to secure competitive employment
  - **Have their Parents or Carers** sharing in the aspiration for employment and helping to give support
  - **Be able to commit** to the full length of the programmes (September 2021 – June 2022) and work 5 days a week (with holidays)
  - **Be willing to learn** to travel independently or be supported to do so
  - **Have a positive attitude** to gaining new skills and receiving instruction and follow the host organisations' rules of conduct and presentation

#### APPLICATIONS

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

Successful applicants will be enrolled as students at West London College at the start of the term in September 2021.

If you would like an information pack or any further information please contact: Rachel Knight, Tutor, via email at r.knight@wlc.ac.uk

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

#### Roles at L'Oréal include:

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

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

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

#### Roles at Hammersmith Library include:

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

#### Roles at the new development at 245 Hammersmith Road W6

#### Roles at Chelsea Football Club include:

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

#### Roles at Nando's include:

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

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

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

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

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

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

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

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

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



West Middlesex University Hospital

Chelsea and Westminster Hospital   
NHS Foundation Trust



London Borough  
of Hounslow

Completed application forms should be requested from and submitted by early April 2021 to the Supported Learning Department, DFN Project SEARCH, West Thames College, London Road, Isleworth TW7 4HS.

## WEST MIDDLESEX UNIVERSITY HOSPITAL

The DFN Project SEARCH Supported Internship at West Middlesex University Hospital

### ADDRESS

Twickenham Road, Isleworth TW7 6AF

### CONTACT

Oscar Suarez Milian

Osuarezmilian.205@lgflmail.org  
projectsearch@queensmill.lbhf.sch.uk

### EDUCATION PARTNER

Queensmill School

### SPONSORING/LEAD LOCAL AUTHORITY

Hammersmith & Fulham Council

### PLACEMENTS PLANNED

6

**DATE** September 2021 to July 2022

West Middlesex University Hospital, part of the Chelsea and Westminster Hospital NHS Foundation Trust, has partnered with Queensmill School which is an autism-specific provision. We work together with our partners 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 and other Level One awards such as in Food Safety and Hygiene and Office Skills. Application forms may be requested by emailing projectsearch@queensmill.lbhf.sch.uk

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

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

Applications can be sent in as usual but the on-site skills assessment may be held in the summer term. Also, we may require applicants to be available on a video call.

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

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

## HOUNSLOW COUNCIL

The DFN Project SEARCH Supported Internship at Hounslow Council

### ADDRESS

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

### CONTACT

Nicky Bitar (Business Liaison)

020 8583 6144  
nicky.bitar@hounslow.gov.uk

### FURTHER EDUCATION COLLEGE PARTNER

West Thames College

### SUPPORTED EMPLOYMENT PARTNER

To be confirmed

### SPONSORING/LEAD LOCAL AUTHORITY

Hounslow Council

### PLACEMENTS PLANNED

Number TBC

**DATE** September 2021 to July 2022

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

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

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

Applications are welcome up to July 2021. Open Days will be held when possible in the spring and early summer with information on the skills and interview days given at the Open Days.

To see our latest Supported Internship brochure, please type in [shawtrust.org.uk/what-we-do/supported-internships](http://shawtrust.org.uk/what-we-do/supported-internships) on your web browser and select SI-brochure pdf.



HILLINGDON  
LONDON

## PAVILIONS SUPPORTED INTERNSHIP

The Supported Internship based at the Pavilions, Uxbridge

### ADDRESS

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

### CONTACT

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

### EDUCATION PARTNER

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

### SUPPORTED EMPLOYMENT PARTNER

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

### SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

### PLACEMENTS PLANNED

10-12

### DATE

September 2021 to July 2022

### ACCEPTANCE AND ELIGIBILITY CRITERIA

EHCP is required. Age group 18-24

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

When requesting an application pack, interested young people will be informed about Pavilions Supported Internship Open Days when they can visit the Pavilions Centre meet the team, and find out more about this exciting retail supported internship. The Pavilions Supported Internship is a retail supported internship based 5 days a week at the Pavilions Shopping Centre in Uxbridge. Young people wishing to apply will be invited to attend an Open Day, complete the application form found in the application pack and send it to Elizabeth Ajewole at: [supportedinternship-london@prospects.co.uk](mailto:supportedinternship-london@prospects.co.uk). Young people who apply will be invited for an interview to discuss the internship with the Pavilions team. Parents can attend the Open Day and come on the interview day. If Covid restrictions are still in place, we are fully equipped to support young people and parents to attend information sessions. To apply or find out more, contact us either remotely using Teams/Zoom, by phone or email, or by post. Our email address is [supportedinternship-london@prospects.co.uk](mailto:supportedinternship-london@prospects.co.uk). This is an exciting opportunity giving interns the opportunity to learn about the different roles in the retail environment and gain the skills to obtain work in retail or related work.

- **Retail/Customer Service Hospitality** catering and administration
- **Business Admin** office-based tasks, sending emails, responding to telephone queries, checking orders and monitoring shop product lines
- **Warehouse** stock control, processing deliveries of stock, placing orders, replacing products on the shop floor

## HILLINGDON CIVIC CENTRE

The DFN Project SEARCH Supported Internship at Hillingdon Council

### ADDRESS

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

### CONTACT

**Amy Thoreau**  
[athoreau@orchardhill.ac.uk](mailto:athoreau@orchardhill.ac.uk)

### EDUCATION PARTNER

Orchard Hill College

### SUPPORTED EMPLOYMENT PARTNER

Hillingdon Council

### SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

### PLACEMENTS PLANNED

12

### DATE

September 2021 to July 2022

All applicants must hold an active EHCP, must be aged between 17 to 24 and should be learning at Entry 3 level or above. To apply you can complete an Expression of Interest form on Orchard Hill College's website. When completing the form online please state Project SEARCH 2021 in the 'Year applied for' box <https://orchardhill.ac.uk/admissions/how-to-apply/>

Completed application forms should be sent to [Assessments&Placements@Orchardhill.ac.uk](mailto:Assessments&Placements@Orchardhill.ac.uk) This course is open to applicants from outside Hillingdon borough. It is a full-time course 5 days a week for one academic year.

Students will be based at Hillingdon Council offices, where they will choose different departments to work in on rotation. They will be supported by a college tutor and a job coach from Hillingdon Autistic Care & Support (HACS). The objective of the programme is for the students to secure paid employment (not necessarily at the Council). Key vocational skills and work experience opportunities offered on this programme include:

- **Admin Assistant** in the Health and Social Care department. Booking and attending meetings
- **Admin Assistant** in School Admissions and Placements. Contacting parents and carers via letters, email and on the phone, data collection using Microsoft Office and Excel
- **Media and Project Promotion Assistant** working with the Inclusion Partnerships department liaising with web designers to design information templates
- **Facilities Assistant** carrying out building maintenance across the site
- **Quality Assurance Assistant** within Social Care and Adult Services. Data entry tasks inputting information accurately on spreadsheets using Excel
- **Technical Admin Support Assistant** issuing new and replacement staff car parking permits, attending department staff meetings, taking minutes and notes and giving personalised feedback to managers and mentors
- **Technology Department Assistant** putting together learning packs for young people, using PDF map creation and printing



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



Applications are welcome up to July 2021. Open Days will be held when possible in the spring and early summer with information on the skills and interview days given at the Open Days.

To see our latest Supported Internship brochure, please type in [shawtrust.org.uk/what-we-do/supported-internships](http://shawtrust.org.uk/what-we-do/supported-internships) on your web browser and select SI-brochure pdf

## NORTHWICK PARK HOSPITAL

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

#### ADDRESS

Northwick Park Hospital, Watford Road, Harrow HA1 3UJ

#### CONTACT

**Tafina Davidson (Tutor)**  
tsimon@hcuc.harrow.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

Harrow College

#### SUPPORTED EMPLOYMENT PARTNERS

Kaleidoscope-Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Harrow Council

#### PLACEMENTS PLANNED 12

**DATE** September 2021 to July 2022

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

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

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

## HARROW RETAIL

### Supported Internship

#### ADDRESS

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

#### CONTACTS

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

**Elizabeth Ajewole** 07920 273 586  
Elizabeth.ajewole@prospects.co.uk

#### EDUCATION PARTNER

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

#### SUPPORTED EMPLOYMENT PARTNER

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

#### SPONSORING/LEAD LOCAL AUTHORITY

Harrow Council

#### PLACEMENTS PLANNED 10-12

**DATE** September 2021 to July 2022

#### ELIGIBILITY CRITERIA

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

This supported internship is for young people interested in working in a retail environment. When requesting an application pack, interested young people will be informed about the Open Days when they can visit the Harrow retail centres, meet the team and find out more information about this exciting retail supported internship. If Covid restrictions are still in place, we are fully equipped to support young people and parents to attend information sessions. To apply or find out more, contact us either remotely using Teams/Zoom, by phone or email, or by post. Our email address is [supportedinternship-london@prospects.co.uk](mailto:supportedinternship-london@prospects.co.uk)

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

- **Retail/Customer Service Hospitality** catering and administration
- **Business Admin** office-based tasks, sending emails, responding to telephone queries, checking orders and monitoring shop product lines
- **Warehouse** stock control, processing deliveries of stock, placing orders, replacing products on the shop floor
- **Maintenance** repair and maintenance of equipment in a retail centre, ensuring equipment in the centre is in good working order



There is an online Open Event on 17th March 2021, 4pm-5pm via Teams. Please contact either Cathy McCann or Huda Al-Najar (details below) for an invitation.



Open Evenings for young people, parents and carers to learn more about the Supported Internship at the Marriott will be held at the Hotel, including site tours, on dates to be confirmed. Please contact us at [marriottprojectsearch@gmail.com](mailto:marriottprojectsearch@gmail.com) for further information and to register interest.

## 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

#### CONTACTS

**Cathy McCann (Tutor)**

07860 753 985 [cathy.mccann@cnwl.ac.uk](mailto:cathy.mccann@cnwl.ac.uk)

**Huda Al-Najar (Curriculum Leader)**

[huda.al-najar@cnwl.ac.uk](mailto:huda.al-najar@cnwl.ac.uk)

#### FURTHER EDUCATION COLLEGE PARTNER

College of North West London

#### SUPPORTED EMPLOYMENT PARTNERS

Tottenham Hotspur Foundation and Kaleidoscope-Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Brent Council

#### PLACEMENTS PLANNED 12

**DATE** September 2021 to July 2022

You can request an application form to be sent to you: <https://www.cnwl.ac.uk/courses/supported-learning>

SI applications to be made to the college by 19th April 2021 ([cathy.mccann@cnwl.ac.uk](mailto:cathy.mccann@cnwl.ac.uk))

Skills Assessment Day on 12th May, 10am-3pm, at Brent Civic Centre (TBC)

Work experience opportunities take place within and close to Brent Civic Centre.

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

Applicants should be aged 18-24 on 31st August 2021, and hold a current Education Health & Care Plan (EHCP). All applicants should be able to travel independently or be supported to travel, be eligible to work in the UK and aspire to secure paid employment on the completion of the course.

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

- **Data Management** data entry and matching records to support housing services for Public Health & Culture
- **Website Editing** updating a CMS and liaising with external providers offering youth activities
- **Public Library Duties** customer service, returned book processing, sorting books destined for other Brent libraries
- **Housekeeping, Portering** and facilities management, post delivery, filing, cleaning, stock replenishment and conference meeting room setup
- **Restaurant Work** food preparation, cleaning, an opportunity to gain Food Hygiene certificate
- **IT Support** assisting engineers, laptop fault troubleshooting, face-to-face and telephone customer service
- **Business Administration** manage certificate requests, print and send certificates, complete certificate log for Nationality & Registration
- **Audio-visual** setting up and testing technical equipment to support events, working within a team

## MARRIOTT HOTEL

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

#### ADDRESS

Bath Road, Harlington, Hayes UB3 5AN

#### CONTACT

**Maxine Simpson**

[marriottprojectsearch@gmail.com](mailto:marriottprojectsearch@gmail.com)

#### 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 2021 to July 2022

Applicants should meet the following criteria:

- Be aged 18-24 at the start of the programme, in September 2021
- Have a current EHC Plan
- Want to move into paid employment on completion of the programme
- Live within the local area

The Marriott internship provides 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 Duty Engineer
- **Goods Receiving** checking deliveries, labelling and storing food items, rotating stock, cleaning food storage areas, delivering parcels to hotel departments
- **Conference & Banqueting** setting up and clearing refreshment breaks, waiting on guests during breaks, refreshing meeting rooms, preparing rooms for events
- **Kitchen Assistant** setting out breakfast grill trays, preparing cold food platters, vegetable preparation, using industrial dishwasher and restocking clean items

## COPTHORNE TARA HOTEL

### Supported Internship

#### ADDRESS

Scarsdale Place, Kensington, London, W8 5SR

#### CONTACTS

**Fitzroy Lewinson (Tutor)** 07776 041 629  
[Fitzroy.Lewinson@prospects.co.uk](mailto:Fitzroy.Lewinson@prospects.co.uk)

**Elena Draganova (Job Coach)** 07584 205 020  
[Elena.Draganova@prospects.co.uk](mailto:Elena.Draganova@prospects.co.uk)

#### EDUCATION PARTNER

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

#### SUPPORTED EMPLOYMENT PARTNER

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

#### LEAD LOCAL AUTHORITIES

City of Westminster and the Royal Borough of Kensington and Chelsea

#### PLACEMENTS PLANNED 10-12

#### ELIGIBILITY CRITERIA

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

The Copthorne Tara Supported Internship is a hospitality supported internship based 5 days a week at the Copthorne Tara Hotel in Kensington. This is an exciting opportunity to learn about the different roles in the hospitality environment and gain the skills to obtain work in hospitality or related work.

Young people who apply will be invited to attend a skills day and interview to discuss the internship with the Copthorne team. Parents can attend the Open Day and come on the skills/interview day. If Covid restrictions are still in place, we are fully equipped to support young people and parents to attend information sessions.

To apply or find out more, contact us either remotely using Teams/Zoom, by phone or email, or through the post. Please contact us via email at this address: [supportedinternship-london@prospects.co.uk](mailto:supportedinternship-london@prospects.co.uk)

To see our latest Supported Internship brochure, please type in [shawtrust.org.uk/what-we-do/supported-internships](http://shawtrust.org.uk/what-we-do/supported-internships) on your web browser and select SI-brochure pdf.

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

## ROYAL BOROUGH OF KENSINGTON & CHELSEA

### RBKC Supported Internship programme

#### ADDRESS

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

#### CONTACTS

**Oyinda Malafa**  
[o.malafa@wlc.ac.uk](mailto:o.malafa@wlc.ac.uk)

#### Rachel Edwards

[rachel.edwards@rbkc.gov.uk](mailto:rachel.edwards@rbkc.gov.uk)

#### FURTHER EDUCATION COLLEGE PARTNER

West London College

#### SUPPORTED EMPLOYMENT PARTNER

Action on Disability

#### PLACEMENTS PLANNED 12

**DATE** September 2021 to June 2022

#### ELIGIBILITY CRITERIA

Aged 17-24. EHC plan and eligible to work in the UK. Working around Entry 1 to Level 1 English and maths. Capable of travelling independently to their workplace (with travel training). Real aspirations to progress into paid employment (and this is a realistic outcome after the 10 month programme). Able to commit to the full length of the programme (September 2021 – June 2022), and to demonstrate a positive attitude to gaining new skills, receiving instructions, and following host organisations' rules.

#### Roles at Kensington Town Hall include:

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

#### Roles at Nando's include:

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

#### Roles at the Design Museum include:

- **Hosting** welcoming visitors and issuing tickets



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



## GREAT ORMOND STREET HOSPITAL

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

#### ADDRESS

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

#### CONTACT

**Victoria Lovelock (DFN Project SEARCH Tutor)**  
[victoria.lovelock@candi.ac.uk](mailto:victoria.lovelock@candi.ac.uk)

#### FURTHER EDUCATION COLLEGE PARTNER

City and Islington College

#### SUPPORTED EMPLOYMENT PARTNERS

Kaleidoscope-Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Camden Council

#### PLACEMENTS PLANNED 10

**DATE** September 2021 to July 2022

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

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

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

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

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

## CAMDEN COUNCIL

### Camden Borough Council's Supported Internship Offer

#### ADDRESSES

5 Pancras Square, Kings Cross,  
London N1C 4AG

Westminster Kingsway College  
211 Grays Inn Road, London WC1X 8RA  
(for numeracy, literacy & employability skills)

#### CONTACTS

**Brooks Seyoum** Programme Manager, WKC  
[Brooks.Seyoum@westking.ac.uk](mailto:Brooks.Seyoum@westking.ac.uk)  
[supportedinternship@westking.ac.uk](mailto:supportedinternship@westking.ac.uk)

#### Gisele Jumpp

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

#### FURTHER EDUCATION COLLEGE PARTNER

Westminster Kingsway College

#### SUPPORTED EMPLOYMENT PARTNER

Options via Westminster Kingsway College (WKC)

#### SPONSORING/LEAD LOCAL AUTHORITY

Camden Borough Council

#### PLACEMENTS PLANNED 10, more at WKC

**DATE** September 2021 to June 2022

Camden's supported internship offers a range of placement opportunities within Camden. Open Days are arranged regularly every term by Westminster Kingsway College and applications can be received until August 2021, but **early applications are highly recommended.**

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

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.

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

- **Customer Services Assistant** based in libraries, processing new and existing stock, using the library management system, tidying books and audio items on shelves
- **Activity Support Services** working in adult day service to prepare rooms, materials and equipment for activities
- **First Contact Support Officer** guide customers to navigate the building
- **General Assistant** maintaining and cleaning facilities at GLL Better gym
- **Office Administration** preparing materials for training sessions, maintaining a social media presence
- This year's partner employers also include **GLL Better** (leisure), **Lendlease** (administration), and **UCL** (assistant to Digital Accessibility)

## ROYAL FREE HOSPITAL

### The Project Choice Supported Internship at the Royal Free Hospital

#### ADDRESS

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

#### CONTACT

**Linda Selby (Project Choice National Programme Lead)** Linda.selby@hee.nhs.uk 07747 775 659

#### EDUCATION PARTNER

Project Choice Independent Specialist Provider College

#### SUPPORTED EMPLOYMENT PARTNER

HEE Project Choice

#### SPONSORING/LEAD LOCAL AUTHORITY

London Borough of Camden

#### PLACEMENTS PLANNED 10-12

**DATE** September 2021 to July 2022

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

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

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

Applications to be sent to [Project.choice@hee.nhs.uk](mailto:Project.choice@hee.nhs.uk) Project Choice aims to empower Interns and build their confidence as individuals in the workplace, while also offering life experience beyond their home and school environments.

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

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

## WHITTINGTON HOSPITAL

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

#### ADDRESS

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

#### CONTACTS

**Gemma Mullan**  
 07472 521 805  
[gmullan@ambitiouscollege.org.uk](mailto:gmullan@ambitiouscollege.org.uk)

#### Ambitious College Admissions Team

[admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk)

#### EDUCATION AND EMPLOYMENT PARTNER

Ambitious College

#### PLACEMENTS PLANNED 6

**DATE** September 2021 to July 2022

Ambitious College is working with The Whittington Hospital to support interns to develop workplace skills. The programme will run from September 2021 for one academic year. Supported internships also benefit employers to learn what young people with additional needs can contribute and achieve.

Read more information on Ambitious College's website: <https://www.ambitiousaboutautism.org.uk/what-we-do/employment/supported-internships>

Open to young people aged 19-25 with a current Education Health and Care Plan, capable of travelling independently to the workplace (with travel training) and with aspirations to progress into paid employment.

If you are interested in this opportunity, please contact [admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk) for an application form. You can also sign up to one of our virtual open events. Please visit our website for more information on upcoming dates and how to book: <https://www.ambitiousaboutautism.org.uk/what-we-do/employment/supported-internships>

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

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

- **Receptionist** customer service, booking appointments, preparing files for clinics
- **Administration Assistant** data entry, filing, general office admin support
- **Control Assistant** conducting audits, reporting faults and breakages, working in different clinics
- **Health Records Admin** picking out and filing health records
- **Portering** transporting equipment, accepting jobs over the radio



# City of Westminster

An Open day will be held at Westminster City Hall. For further information please contact Phil Bunce or Rachel Edwards.

## WESTMINSTER CITY COUNCIL

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

#### ADDRESS

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

#### CONTACTS

##### Phil Bunce

philip.bunce@cw.ac.uk

##### Rachel Edwards

rachel.edwards@rbkc.gov.uk

#### FURTHER EDUCATION COLLEGE PARTNER

City of Westminster College

#### SUPPORTED EMPLOYMENT PARTNER

Westminster Employment

#### SPONSORING/LEAD LOCAL AUTHORITY

Westminster City Council

#### PLACEMENTS PLANNED 12

**DATE** September 2021 to July 2022

#### ELIGIBILITY CRITERIA

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

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

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

**Opposite: One of the supported interns on the Charing Cross Hospital SI**

## HOMERTON UNIVERSITY HOSPITAL & HACKNEY COUNCIL

### A DFN Project SEARCH Supported Internship

#### ADDRESSES

Homerton University Hospital, Homerton Row, Clapton, London E9 6SR and Hackney Council, 1 Hillman Street, London E8 1DY and other council venues

#### CONTACT

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

#### EDUCATION PARTNER

To be confirmed

#### SUPPORTED EMPLOYMENT PARTNER

Hackney Council Supported Employment

#### SPONSORING/LEAD LOCAL AUTHORITY

Hackney Council

#### PLACEMENTS PLANNED 24

#### DATE September 2021 to July 2022

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. A face-to-face open day is scheduled for April 2021. Information about the open day can be found on our website <https://opportunities.hackney.gov.uk/placements/supported-internships-2/>

If you are a Hackney resident with an EHC Plan please submit an application – <https://docs.google.com/forms/d/1oSrWNexZfMmef4Ygll8qsAu0YtPSvbxq946XWe2mjA/edit> Interns study for an accredited employability qualification alongside completing 3 work placements. Applicants who are offered a place will be supported to complete a DBS application if working at Homerton University Hospital, and will sign an honorary contract with the Hospital or Hackney Council and have Occupational Health clearance prior to starting. Key vocational skills and work experience opportunities offered through these placements include:

- **Facilities** delivering post, setting up for events and meetings. Operating scanner and photocopier
- **Portering** patient transportation, phone skills and customer service skills
- **Maintenance** learning a range of trade skills to carry out repairs in the hospital or repairs to council buildings and housing
- **Data/Administration** scanning, recording and archiving documentation and files on databases and on shelves. Sending emails responding to complaints and dealing with residents' queries
- **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
- **Reception** customer service, using ICT, sending and checking emails, using a database to input information and checking accuracy
- **Museum Assistant** registering, inspecting and archiving historical artifacts. Learning how to do inventory, audits, learning the use of a database and its function
- **Hospitality** food preparation in kitchens. Health and hygiene information

## MOORFIELDS EYE HOSPITAL

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

#### ADDRESS

Moorfields Eye Hospital  
162 City Road, London EC1V 2PD

#### CONTACT

**Victoria Lovelock**  
victoria.lovelock@candi.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

City and Islington College

#### SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope-Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Islington Council

#### PLACEMENTS PLANNED 12

#### DATE September 2021 to July 2022

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

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

Please contact Victoria Lovelock via the email address shown or phone number above to register your interest in the programme and she can share this information or organise an informal visit to the site.

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

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

## NORTH MIDDLESEX UNIVERSITY HOSPITAL

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

#### ADDRESS

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

#### CONTACT

**Lucy Edwards (Programme Instructor)**  
 lucy.edwards@conel.ac.uk

#### FURTHER EDUCATION COLLEGE PARTNER

The College of Haringey, Enfield & North East London

#### SUPPORTED EMPLOYMENT PARTNER

The Tottenham Hotspur Foundation

#### SPONSORING/LEAD LOCAL AUTHORITY

Haringey Council

#### PLACEMENTS PLANNED 12

#### DATE September 2021 to July 2022

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

Please apply online at:

<https://www.conel.ac.uk/course-detail/project-search-supported-internship-entry-level-3/13098/>

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

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

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

- **HR Department** general administration tasks such as archiving files, adding information onto Excel and assisting the workforce team
- **Pharmacy Stores** unpacking boxes of different medication, stock replenishing
- **Pharmacy Dispensary** stock replenishing, checking prescription dates are in order
- **Catering** cleaning tables, clearing away trays from tables including any rubbish
- **Portering**
- **Oncology** receptionist duties such as greeting patients at the desk, providing directions and organising files
- **Urology** assisting with general administration duties such as organising files and using technical systems

## BARTS HEALTH NHS TRUST

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

#### ADDRESS

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

#### CONTACTS

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

#### EDUCATION PARTNER

Whitefield Academy Trust

#### SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope – Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Waltham Forest Borough Council

#### PLACEMENTS PLANNED 14

#### DATE September 2021 to July 2022

We are in the process of recruiting for September 2021 for Whipps Cross. We will be holding virtual Open Days with our local Colleges and schools.

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

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

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

## QUEEN MARY UNIVERSITY OF LONDON

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

#### ADDRESS

Mile End Road, Bethnal Green, London E1 4NS

#### CONTACT

**Matt Snow**

[matthew.snow@phoenix.towerhamlets.sch.uk](mailto:matthew.snow@phoenix.towerhamlets.sch.uk)

#### EDUCATION PARTNER

Phoenix School and Phoenix College

#### SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope-Sabre

#### SPONSORING/LEAD LOCAL AUTHORITY

Tower Hamlets

#### PLACEMENTS PLANNED 8-12

#### DATE September 2021 to July 2022

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

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

Candidates are required to have an EHCP and be aged between 16-24. Please ensure applications for this internship are emailed to Matt Snow by 31st March 2021. [matthew.snow@phoenix.towerhamlets.sch.uk](mailto:matthew.snow@phoenix.towerhamlets.sch.uk) General enquiries can be sent to [enquiries@projectsearchtowerhamlets.org](mailto:enquiries@projectsearchtowerhamlets.org) Successful applicants will be invited to take part in a basic skills assessment with a short informal interview in April.

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

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

## NEWHAM LONDON

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

#### ADDRESS

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

#### CONTACTS

**Joseph Kunyeda**

[Joseph.Kunyeda@newhamworkplace.co.uk](mailto:Joseph.Kunyeda@newhamworkplace.co.uk)

**Angie Hincks (Newham College)**

[angie.hincks@newham.ac.uk](mailto:angie.hincks@newham.ac.uk)

#### FURTHER EDUCATION COLLEGE PARTNER

Newham College

#### SUPPORTED EMPLOYMENT PARTNER

Our Newham Work Supported Employment Team, London Borough of Newham

#### SPONSORING/LEAD LOCAL AUTHORITY

London Borough of Newham

**PLACEMENTS PLANNED** 33 places (only for residents of Newham), spread over 5 sites

#### ELIGIBILITY CRITERIA

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

To apply please contact:

**Joseph Kunyeda** call 020 3373 1101 or email [Joseph.Kunyeda@newhamworkplace.co.uk](mailto:Joseph.Kunyeda@newhamworkplace.co.uk) or **Angie Hincks** (Newham College) email [angie.hincks@newham.ac.uk](mailto:angie.hincks@newham.ac.uk)

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

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

## PHOENIX COMMUNITY HOUSING

### The DFN Project SEARCH Supported Internship in Lewisham

#### ADDRESS

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

#### CONTACT

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

#### FURTHER EDUCATION COLLEGE PARTNER

Lewisham College

#### SUPPORTED EMPLOYMENT PARTNER

Toucan Employment

#### SPONSORING/LEAD LOCAL AUTHORITY

Lewisham Council

#### PLACEMENTS PLANNED

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**DATE** September 2021 to July 2022

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

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

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

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

## COINS AT SLOUGH

### The DFN Project SEARCH Supported Internship at Construction Industry Solutions

#### ADDRESS

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

#### CONTACT

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

#### FURTHER EDUCATION COLLEGE PARTNER

West London College

#### SUPPORTED EMPLOYMENT PARTNER

Ealing Mencap

#### SPONSORING/LEAD LOCAL AUTHORITY

Slough Local Authority

#### PLACEMENTS PLANNED

10

**DATE** September 2021 to July 2022

We are planning to hold an Open Evening on 31st March 2021.

The deadline for applications is 23rd April 2021, with a basic skills assessment and interview day on 7th May 2021.

Applicants need to be aged between 18-24 on 31st August 2021, and have a current Education Health and Care Plan in place. Applicants should have a valid UK National Insurance Number and be in their final year of education and willing to start work at the end of the Supported Internship (not necessarily at COINS).

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

- **Social Media** for the COINS Foundation, linking with other Foundation projects, creating media content
- **Administrative Tasks** customer support, performance reports, invoice processing.
- **Café** customer service, food preparation, ordering, keeping the café clean and tidy

## ROYAL MENCAP SOCIETY

### Mencap's Interns and Outcomes Supported Internship Programme

We deliver our training and support into employment sessions from community venues across London.

#### CONTACT

**Ruth Collins**

Ruth.collins@mencap.org.uk

07903 643 509

#### LOCATIONS

From September 2021 our programme will be available in the following Boroughs in London:

- Islington
- Barnet
- Waltham Forest
- Redbridge
- Haringey
- Hackney
- Lambeth
- Southwark
- Richmond
- Kingston
- Sutton

#### PLACEMENTS PLANNED

Approx. 100 across these Boroughs

#### EDUCATION AND EMPLOYMENT SUPPORT PROVIDER

The Royal Mencap Society

Mencap's supported internship programme offers a bespoke approach to learning. The support is tailored to each individual's need and placement is sought in line with their career aspirations.

To be eligible for our programme you must:

- have a current EHCP
- want to find sustained employment
- believe that you will have the skills to work by the end of the programme

We are looking for applications by 31st March in order to start in September 2021. Applications should be sent to Ruth Collins at Ruth.collins@mencap.org.uk For those who may not be ready for a supported internship, please do get in touch as there may be the option of a two-year programme.

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

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

## TRANSPORT FOR LONDON (TfL)

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

#### ADDRESS

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

#### CONTACT

**Steps into Work enquiries**

020 3054 2718

stepsintowork@tfl.gov.uk

#### FURTHER EDUCATION COLLEGE PARTNER

Barnet & Southgate College

#### SUPPORTED EMPLOYMENT PARTNER

Royal Mencap Society

#### PLACEMENTS PLANNED 24

#### DATE September 2021 to July 2022

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. The one year programme offers a great opportunity to study for a BTEC Level 1 work skills qualification, including gaining real life work experience in unpaid placements within Transport for London.

The programme is currently being delivered remotely due to the pandemic, and we will continue to do this until we are able to return safely to our work locations.

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

Please note that we accept people aged 16 and above and there is no upper age limit, and also that you do not have to have an EHC Plan to join this programme.

Please email stepsintowork@tfl.gov.uk to register your interest. Application forms will be sent out in April 2021 with the programme recruitment window open in May 2021.

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

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

**LGO Awards**  
2020

**FINALIST**

**West  
London  
Alliance**



A BETTER WEST LONDON FOR ALL  
NOW AND IN THE FUTURE

**The West London Alliance (WLA)** is a partnership between the seven West London local authorities of Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow. With over 25 years' experience in partnership working, the WLA is committed to an enduring programme of collaboration and innovation to improve outcomes for the residents and businesses of West London.

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

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

**DFN Project | SEARCH**



**kaleidoscope**  
Changing perspectives Changing lives



**SABRE**  
& Associates



**TOTTENHAM  
HOTSPUR  
FOUNDATION**



**action on  
disability**  
Life beyond barriers



**Ealing  
mencap**



**prospects**  
Inspiring People: Developing Potential



**NHS**

**Health Education England**

**The North West London**  
health and care partnership



[wlc.ac.uk](http://wlc.ac.uk)