

Supported Internship Programmes

2024/25

Your complete guide
to our supported internship programmes
and how they can help you.



What is a Supported Internship?

A Supported Internship acts as a bridging year between education and paid employment. It is for young people with an Educational Health & Care Plan (EHCP) who require extra support to be work ready. Usually, you will be based in a host business for a year and have the opportunity to try out three workplace rotations in that time. They will be 'real world' jobs where you can develop your employability skills and your understanding of what you would like to do in your future.

A whole team of people will work with you to help you be ready to enter the world of work at the end of the programme. These include a Tutor who will help you develop the knowledge and skills needed for work; A Job Coach who will help you learn your role in each work rotation by breaking the task down into small steps until you can carry out your work independently; A Business Liaison representative from the host business will help the team find rotations that match your aspirations.

What will I gain from a Supported Internship?

The aim for every intern on all programmes is to achieve long term paid employment of 16+ hours/week

- City & Guilds Employability Skills qualification*
- Employability skills
- Maths & English qualifications*
- Confidence
- An understanding of professional behaviour
- A comprehensive CV
- Interview skills
- Support after the programme ends to gain and remain in employment

*Qualification levels are dependent on prior qualifications. You may be required to undertake GCSE or Functional Skills lessons, at another college campus, if you hold Entry 2 - Level 1 Maths or English qualifications

Am I eligible for Supported Internship?

To be able to apply for Supported Internship you must:

- Be aged 17-24*
- Have an active Educational Health & Care Plan (EHCP)
- Be working between Entry Level 1 and Level 1**
- Be an independent traveller or be willing to learn before the programme begins
- Want to get a paid job on completion of internship

*For Charing Cross Hospital candidates must be 18 at the start of the programme

**We will require evidence of prior qualifications including English & Maths.

**If you are unsure if you are eligible please contact
Gen Botezatu at gen.botezatu@cw.ac.uk or on 07956517995.**

How do I apply?

1. You can download and complete an application form on
cnwl.ac.uk/courses/section/supported-internships
cwc.ac.uk/courses/section/supported-internships
2. Contact gen.botezatu@cwc.ac.uk for any enquiries, to book a site visit or to receive an application form over email or post. Applications can be completed using text, audio or video.
3. You can also find QR codes regarding Supported Internships for Wembley Park, Charing Cross Hospital, Goldman Sachs and Westminster City Council in the corresponding pages of the booklet.



Amara at work
in Fika Kitchen at
Westminster Adult
Education Service

Our programmes

Westminster City Council internship

This highly successful internship is run in partnership with Westminster City Council. You will spend one day per week with your teacher in the base room at Westminster City Hall in Victoria and you will undertake work rotations within the council or with one of the many employers the team work with for the rest of the week*.

This internship may be suitable for you if you are interested in:

- Administration
- Retail
- Hospitality
- Gardening

Internship placement examples include departments within the council such as Libraries and Archives. Placements can also take place with local businesses such as Planet Organic and Active Westminster.*

Graduates have gone on to paid inclusive apprenticeships with Westminster City Council and Pret-A-Manger or on to paid employment with companies such as Veolia, Unity Works & within the hospitality sector.

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WESTMINSTER
CITY COUNCIL
INTERNSHIP**



Now that I have started work, I feel very proud of how far I came to earn myself a living.

Working with Veolia has enabled me to learn new skills, such as Data Mapping



Ahmed Mitten, Graduate 2021
Employed as an Administration Assistant with Veolia



**Ahmed
Mitten**

* If you are working towards Entry 3, Level 1 or Level 2 Maths or English you will be required to attend lessons at one of the main college campuses weekly.

**Placements listed are illustrative examples and may not be available every year. Every effort is made to match interns with placements suited to their aspirations.

Westminster City Council Graduates



Daniel
Graduate 2023

Daniel joined the Westminster City Council internship in September 2022.

Daniel completed his term 1 work rotations with Bankside Open Spaces Trust (BOST) in a gardening role, learning about planting, weeding, composting and how to clean and store tools. He also worked in a council department called Early Help in an administrative role.

He undertook further rotations throughout the year with Square Mile Farms, learning about vertical gardening techniques and hydroponics, and Future Gardeners.

By this point Daniel was applying for apprenticeships and had a number of interviews before he chose to accept an offer from Clarion Housing to do a Level 2 apprenticeship in Horticulture.

Daniel says "The supported Internship gave me the opportunity to develop my Maths and English skills and learn new things about horticulture from my work placements with BOST and Square Mile Farm in Paddington I am now enjoying my Horticulture Level 2 Apprenticeship with the Clarion Housing Group, as I am learning lots of new skills and have the opportunity to meet new colleagues and local residents." (September 2023)



Ahmed
Graduate 2021

Ahmed joined the Westminster City Council internship in September 2020. He clearly enjoyed the work environment and demonstrated excellent professionalism within both his work rotations and his academic work.

Ahmed undertook a placement in Spring 2021 with Veolia Waste Management as an Administrative Assistant. His friendly personality and positive work ethic paid off and the team at Veolia created a bespoke, 3 days per week, paid role for Ahmed after the placement finished where he could continue the work he had started. This allowed him time to study design alongside work, which continues to be a passion for him.

Ahmed says "Now that I have started work, I feel very proud of how far I have come to earn myself a living. Working with Veolia enabled me to learn new skills, such as Data Mapping. I enjoy participating in new projects and I have a keen interest in all the graphical design aspects of my new role." (September 2022)

Ahmed remains employed at Veolia as of October 2023

Our programmes

DFN Project Search Goldman Sachs

You will be based at Goldman Sachs full time for lessons* and rotations; you will attend a core curriculum lesson with your tutor every morning and then be at work within a department at Goldman Sachs until 3pm. You will return to the baseroom at 3.30pm for daily reflection with your tutor and peers.

This is primarily an office-based environment and may be suitable for you if you are interested in:

- Administration
- IT
- Hospitality

Rotations are available in a range of divisions and offer the opportunity to develop skills such as filing, data entry, food service & making coffee. **

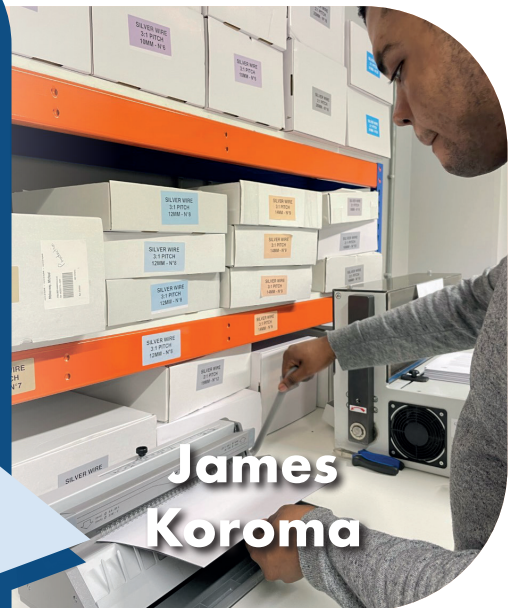
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It has been a learning experience and I have learnt so much, not just about work but about myself. If somebody had told me five to six years ago that I would be here at GS and have this opportunity I would not have believed them.



**James Koroma,
Graduate 2023**



**James
Koroma**

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Goldman Sachs Supported Internship Case Studies



Meera joined the DFN Project Search Supported Internship at Goldman Sachs in September 2022.

She settled in quickly to her peer group and showed a commitment to developing her skills & academic qualifications.

Meera completed three work rotations over the course of the academic year, developing a range of work skills, including; sending emails, using the phone, managing calendars, fixing printers, working with others, working to deadlines and how to multi-task.

Meera enjoyed all three placements and decided that she wanted to learn more about customer service, particularly within retail; her experiences on the internship helped to build up her knowledge and understanding of what is involved in the role.

After graduating Meera had a temporary paid role with Fortnum & Masons before securing a permanent role with the Science Museum as a Visitor Experience assistant.

Meera says "I have worked with some lovely people. I experienced working in different departments. I learnt how to work in a team. I am now working in Fortnum & Masons and working at GS really helped me with my confidence." (July 2023)



Dilara joined the DFN Project Search Supported Internship at Goldman Sachs in September 2022.

Dilara struggled in the beginning with managing her anxiety and learning to travel to central London from Enfield on her own.

However, Dilara had a clear goal of developing her skills in reception and administrative work and was determined to succeed. She learned the route and became a confident traveller, she significantly improved her communication, literacy and presenting skills and became a well-liked member of her peer group.

She undertook 3 rotations in Goldman Sachs and developed work skills including; researching, booking rooms, processing expenses and making travel arrangements.

Dilara has recently achieved her goal by securing an administrative role at her local leisure centre and is looking forward to starting soon.

Dilara says "You have to act more mature, and this gives you confidence and makes you more independent at work and at home. I used to rely on my mum to do things but now I do it myself." (July 2023)

Our Programmes

DFN Project Search Wembley Park

This is a highly popular programme in the vibrant area of Wembley Park. You will be based at Brent Civic Centre for a lesson with your tutor every morning* and then be working within in your rotation within a department at Brent Civic Centre or a local business within Wembley Park until 3pm. You will return to the classroom at 3.30pm for daily reflection with your tutor and peers.

This is a primarily office based environment and may be suitable for you if you are interested in:

- Customer Service
- Administration
- IT
- Domestic work

Rotations have included the Digital Post Room, the Welcome desk, Registrations & Nationalities and working with the Domestics and IT teams.**

Examples of jobs secured by graduates are; GP Receptionist, restaurant service staff, research assistant and theatre ushering.

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WEMBLEY PARK
INTERNSHIP**



“ I wouldn't have got my dream job without this programme - I'd recommend it to anyone. I got so much help and I love my job now ”

Jai Govind Singh, Graduate 2022
Jay Sheekey's employee since October 2022.



Jai Govind Singh

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Wembley Park Graduates 2022



Chris also joined the DFN Project Search Supported Internship at Wembley Park in 2020. Like Abbie, he was invited to return in September 2021 to allow her to get the full benefit of the internship.

For his first rotation in Chris was placed in the Digital Post Room where he learnt how to follow a sequential task and developed his interpersonal skills, he then went on to work in the library where he continued to develop his communication skills and work standards. He struggled with some of the rotations, finding some of the work repetitive and at times found managing his emotions and behaviour difficult. However, Chris always took on board advice and feedback and attempted to put it into practice, which ensured he progressed over time. He is also an excellent public speaker which served him well come interview time.

Chris is a keen musician and expressed an interest in working as a theatre usher from the start. Following graduation, he has successfully found work in Marylebone theatre as an usher. He recently came back to the civic centre to present his experience to potential candidates for 2023.

Chris says "I would never have got this job without the help from my tutor and job coach. I'm so happy in the job I do now." (October 2022)



Priyal joined the DFN Project Search Supported Internship at Wembley Park in 2022 from College of North West London.

Priyal was quite shy when she joined the programme but was popular with her peers for her kind and gentle nature. For her first rotation Priyal joined the School Admissions team at Brent Civic Centre. She learned to update the primary and secondary schools information from 2022-2023 to 2023-2024 brochures and check the detail of school applications.

Priyal did a brilliant job in School Admissions that was very positively commented on by the team there, and she remained there for her second rotation, continuing to develop her confidence and communication and IT skills.

She then moved across to the Debt Recovery department where she learned about data entry. While she was in this rotation Priyal was offered a short term paid contract as a research assistant for 3 months with Young Brent Foundation. She has now completed this and is being supported by the follow on job coaching service to look for her preferred role as an Administrative Assistant.

Priyal says "The skills that I have developed are my IT skills and problem-solving skills. I have developed my communication skills and my confidence." (June 2023)

Our Programmes

DFN Project Search Charing Cross Hospital internship

This award winning internship is run in partnership with Imperial College Healthcare NHS Trust, West London Alliance and Brent Local Authority and is based within Charing Cross hospital in Hammersmith.

You will attend lessons* with your tutor in the base room at the hospital every morning from 9am – 10am. You will then be in your work rotation until 3pm. You will end the day with daily reflection with your tutor and class mates.

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INTERNSHIP**



This programme may be suitable for you if you are interested in:

- Administration
- Scientific or technical activities
- IT
- Caring for others

Rotations may include the Microbiology lab, Pathology call centre, Patient Dining, Portering or working as a Ward Host.**

Graduates have gone on to paid roles as Porters, Laundry Technicians and Patient Dining Supervisors within the hospital and other paid work and apprenticeships externally.



**The DFN Project SEARCH
Supported Internship
helped me to get new
skills and I loved that
when I got a
little bit stuck, I got help
and after that I could do
it independently"**

Will Smith, Graduate 2020
Employed as a Catering Assistant at
Charing Cross Hospital since 2020.



**Will
Smith**

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Charing Cross Hospital Graduates 2022



Paolo joined the DFN Project Search Supported Internship at Charing Cross Hospital in 2021 from Belvue College, aged 18. Paolo was initially a little shy when he joined but his friendly personality and infectious smile meant he quickly became a popular member of his peer group.

Paolo wasn't sure what he wanted to do in the future but was willing to work hard at his qualifications and to try his hand at any practical role. His first rotation was within Patient Dining where workers pick and pack lunches to order and deliver them to the wards. Paolo worked hard and integrated well with the team. He enjoyed it so much he requested to remain there to develop his skills and knowledge of the role for his second rotation. For his third rotation he worked as a Ward Host where he developed his communication skills further, however, he was intent on returning to Patient Dining in the longer term. Since graduating from his internship Paolo has been in paid employment as part of the bank team for Patient Dining within the Imperial Healthcare NHS Trust for 22.5 hours per week and hopes to secure a permanent position soon.



Khalid joined the programme in 2022 after a number of years undertaking a variety of courses at college. Even after remaining in education until he was 24, he still felt unclear about what he wanted to do and thought an internship might help as he could try some different roles and learn new skills.

Khalid found his perfect role in his first rotation. He was interested in Portering so underwent the trust portering induction and tried his hand in the department.

He enjoyed moving around all the different areas of the hospital, meeting new people, learning to use the radio and how to transport items such as gas bottles and blood which required him to have additional training.

Towards the end of his internship Khalid successfully applied to become part of the trust bank staff as a porter and now works around 20 hours per week. He has recently applied for a permanent post and is hoping to have a successful interview soon.

Khalid says "I carry out my tasks with pride, doing the best I can do"
(June 2021)

FAQ

What is DFN Project Search?

Project SEARCH is an international transition to work programme committed to transforming the lives of young people with learning disabilities and autism. They provide a model of delivery used for some of our internships. You can find more information here:

www.dfnprojectsearch.org

Will I be paid during internship?

No, you will not be paid. You will receive the education, help and support you need to gain a paid job on completion of the internship.

Will there be support available for travel training?

We are not funded to provide travel training. We can help interns learn new routes to placement but you should be talking to your school, college or local authority now about support to ensure you are an independent traveller before the programme begins.

What is expected from families?

Please support your young person by helping them to learn the route to their internship before the programme begins, ensure they are dressed appropriately and leave on time. You will also be invited to attend regular meetings and events so you can be an active part of your young person's progression towards employment

Can I continue in education after internship?

Generally, local authorities consider Supported Internship to be your final year of education as the expectation is that you will progress into work. This means that your EHCP will be ceased on completion of the programme. It is important that you consider whether you are joining an internship at the right time for you.

Do you have to get a job at the end?

We expect all applicants to want to find long term paid employment of 16+ hours per week on completion of this programme.

What about the impact in benefits?

Your normal benefits will apply during the course. You can request a better off in work calculation from your local job centre to assess the future impact of the young person entering work or use the online calculator.

www.betteroffcalculator.co.uk

Is there any financial support available during this course?

You may be able to apply for a college bursary if the young person is in receipt of eligible benefits and holds their own bank account. Please be aware the young person can receive Universal Credit alongside PIP, do enquire with your Job Centre about this.

www.gov.uk/universal-credit/eligibility

How will I pay for travel?

If you do not have a Freedom Pass please apply for one now. If you are not eligible for a Freedom Pass please apply for an 18+ Student Oyster Card to receive reduced fares during the programme.

londoncouncils.gov.uk/services/freedom-pass/disabled-persons-freedom-pass/apply

tfl.gov.uk/fares/free-and-discounted-travel/18-plus-student-oyster-photocard

Am I guaranteed a job?

No, we cannot guarantee a job however many of our interns have successfully progressed into paid work or gone on to apprenticeships or traineeships. You will receive job coaching support after the programme finishes to help you apply for jobs, attend interviews and if you are successfully employed, to settle into and be successful in your new role.

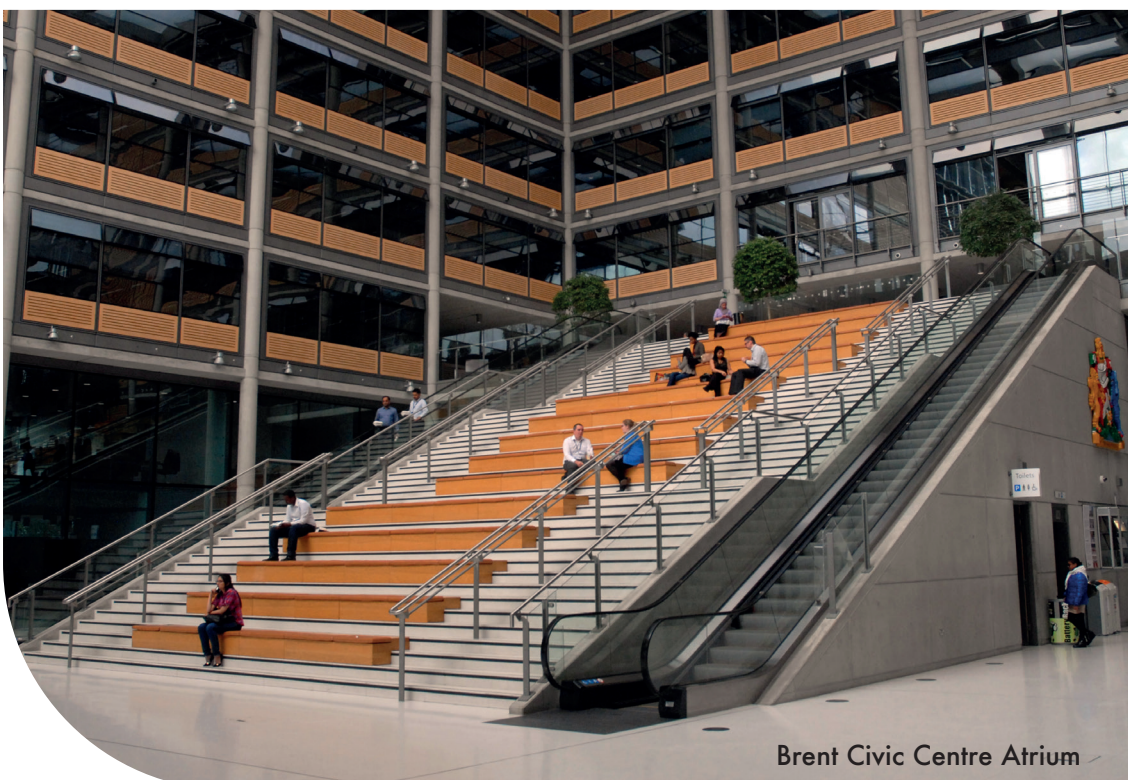
We look forward to meeting you

If you require any further information

contact Gen Botezatu at

gen.botezatu@cwc.ac.uk

or on 07956517995.



Your guide to our recruitment process for September 2025 start

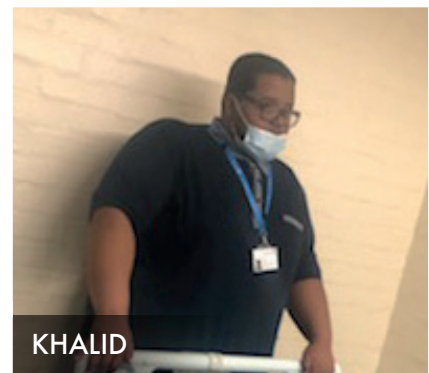
Please remember that this is a competitive, multi-stage process, as places are limited at each site. It is important to get your applications in for the first deadline where possible.

Find out more information and book your space for our information events now!

| STAGE | TIMELINE |
|--|--------------------------------------|
| Open events – See table below | January 2025 |
| First application deadline | Friday 23rd February |
| Skills Assessment & Interview days | Site specific dates throughout March |
| Find out if you have been successful | By 31st March |
| Ongoing recruitment for any outstanding places | Until Summer 2025 |

INFORMATION EVENT DATES

| Supported Internship | Key Information | Eventbrite Link |
|--|--|---|
| DFN Project Search Goldman Sachs | Date: Tuesday 4th February Time: 4pm – 6pm Location: Goldman Sachs | DFNProjectSEARCHGoldman.eventbrite.co.uk |
| DFN Project Search Wembley Park & Charing Cross Hospital joint event | Date: TBC Time: TBC Location: Venue to be confirmed in Wembley Park | DFNProjectSEARCHCNWL.eventbrite.co.uk |
| Westminster City Council | Date: Wednesday 12th February, Time: 10am -12pm Date: Thursday 13th of February, Time: 5:30pm -18:30pm Location: Westminster City Hall | WestminsterSupportedInternship.eventbrite.co.uk |





City of Westminster College

Paddington Green Campus

Paddington Green
London W2 1NB

Maida Vale Campus

129 Elgin Avenue
London W9 2NR

020 7723 8826
www.cwc.ac.uk



College of North West London

Willesden Campus

Denzil Road
(Dudden Hill Lane)
London NW10 2XD

Wembley Campus

Wembley Park Drive
London W9 2NR

020 8208 5000
www.cnwl.ac.uk