[](https://www.google.co.uk/url?sa=i&url=https://college.jobs.ac.uk/employer/2590/united-colleges-group/&psig=AOvVaw0Et-Xw2r3XnwBRCW1AkrLt&ust=1615894606619000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCLj1-9Gasu8CFQAAAAAdAAAAABAE)

**About our Supported Internships at Charing Cross Hospital**

Please read the information and complete the short form overleaf to be considered for the Supported Internship programme starting September 2021.

**About the programme**

During the first few weeks of the programme, the interns complete the host’s business induction to ensure they are fully prepared to start work placements.

Topics covered are; mission & values, how to communicate, employee benefits, policies & procedures, personal hygiene, agreement to report infection, rules of conduct, uniform dress code, food safety, health & safety working in a hospital, manual handling, fire safety, COVID-19 training, incident reporting and Equality & Diversity.

The qualification which Interns work towards is the City & Guilds Award in Employability Skills. Maths and English are embedded at every opportunity within the programme.

All potential supported interns must have an Education Health Care Plan and bank account in their own name.

Once a place has been offered, the College of North West London will support with DBS checks prior to starting the programme.

**Types of vocational skills and work experience roles offered**

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| 1. **Theatre Health Care Assistant**   Preparing and cleaning medical sets, scanning equipment in and out of theatres. Following infection control procedures. |
| 1. **Admin Assistant**   Opportunities in Neuro Science, Finance, Medical Records and on the wards. Data inputting, filing and scanning, photocopying, answering the telephone and booking appointments for patients. |
| 1. **Domestics Operative**   Cleaning the wards, using colour coded equipment, refilling hand towels, emptying bin bags, mopping and following strict infection control and health & safety procedures. |
| 1. **Ward Host**   Taking food orders, serving patients, preparing snacks, portioning food, following food safety procedures, cleaning. |
| 1. **Back of House Operative**   Picking and packing food for patient meals, stock rotation, delivering trollies of food to the wards and matching food order paperwork to deliveries. Following food safety/ health and safety procedures. |
| 1. **Porter**   Transporting patients, accepting jobs on the radio, moving equipment. Following infection control and health and safety procedures. |
| 1. **Post Room Assistant**   Sorting the post, delivering around the hospital and franking post. |
| 1. **Restaurant Assistant**   Serving customers, handling food, portioning, following food hygiene procedures, stock rotation, cleaning. |

**Application**

Please complete the details below and return by ASAP to be considered to attend a Skills Assessment and Interview.

Student’s Name: ……………………………………………………………………………………………………………………………………….

Address: ……………………………………………………………………………………………………………………………………………………

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DOB:

Parent/Guardian name: ………………………………………………………………………………………………………………………………

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Parent/Guardian phone

Parent/Guardian email:

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**Confirm you have an Education Health Care Plan in place YES / NO**

**I have read the United Colleges Group Privacy Notice and agree to my personal data being added to the Supported Internship recruitment data base. YES/NO**

Local Authority where you live ……….…………………………………………… ……………………………………………………………….

Current Place of Education…………………………………………………………………………………………………………………………….

**Our Contact Details**

**Jasmine Jade** - On-site Lecturer at Charing Cross Hospital - College of North West London

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**The College of North West London** [www.cnwl.ac.uk](http://www.cnwl.ac.uk) General information: Tel: 020 8208 5000