

**About our Supported Internships at Wembley Council**

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 in the workplace, fire safety, 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 being developed**

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| 1. **Librarian**

Storing books, pick and pack books for orders, scanning and categorising books, learning the computer system, customer services and support.  |
| 1. **Admin Assistant**

Filing, inputting data, filling envelopes, booking rooms, taking phone calls.  |
| 1. **Receptionist**

Customer service, inputting data, scheduling appointments, answering phones and taking messages.  |
| 1. **Barista**

Making hot drinks, serving customers, cleaning, organising, stock rotation, food hygiene, health and safety.  |
| 1. **Shop Keeping Assistant**

Stocking shelves, stock rotation and checking, customer service, learning to operate the tills, giving change, manual handling and pricing of items.  |
| 1. **Hotel Porter**

Manual handling, delivering items around the hotel, interacting with guests, filling orders and following form forms.  |
| 1. **Restaurant Assistant**

Serving customers, handling food, portioning, following food hygiene procedures, stock rotation, cleaning. |

**Application**

Please complete the details below and return to be considered to attend the Skills

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**

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