# A GUIDE TO SUPPORTED INTERNSHIPS IN LONDON 2024/2025







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# WELCOME TO YOUR SUPPORTED INTERNSHIP GUIDE FOR 2024/2025

#### **UNLOCKING OPPORTUNITIES**

Discover over 40 programmes across London, designed to empower young people with learning disabilities towards employment. Each year, 500+ interns embark on this journey, with 60% successfully securing jobs, thanks to partnerships with the NHS, educators and large employers.

#### WHAT ARE SUPPORTED INTERNSHIPS?

A stepping stone to paid employment, offering on-the-job training, skill-building, and confidence enhancement. Supported by the West London Alliance, colleges, councils, and businesses, these internships are a pathway to diverse career opportunities. A paid role should be the goal!



#### **ELIGIBILITY AND APPLICATION**

- Age 18-24, some programmes accept 16-year-olds.
- Must have a moderate learning disability and an Education Health & Care Plan (EHCP).
- Independent travel skills are required (travel training provided if needed).
- Apply through colleges/schools from January to April. Some placements will take up until September (please enquire).



#### PROGRAMME STRUCTURE

- 10-month commitment, five days a week.
- Inclusive of job planning, application practice and various job roles exploration.
- Supported by specialist tutors, coaches, and the North West London NHS.

#### **FEATURED INTERNSHIPS**

Each programme offers unique opportunities in large public and private sector businesses, including, hospitals, hotels, councils and more, preparing interns for roles in administration, hospitality, healthcare, and other sectors.

#### YOUR JOURNEY STARTS HERE

Prepare for a rewarding career by joining a Supported Internship programme that suits your interests and goals. With a strong support network and diverse opportunities, your path to meaningful employment is within reach!



#### **HOW TO JOIN**

For more detailed information, please scan the QR Code or visit our website: https://wla.london/our-programmes/supported-employment/



# PATHWAYS TO EMPLOYMENT FOR PEOPLE WITH LEARNING DISABILITIES

At West London Alliance, our programme's serve as important pathways to employment for individuals with Special Educational Needs and Disabilities (SEND) and also the 20% most deprived within our community. These initiatives are helping to transform people's lives and also contribute to broader social and economic growth, while fostering inclusion for all.

#### **Impactful Initiatives**

Our SEND Mentoring Programme (Open Minds) provides tailored support and guidance to individuals with learning disabilities, empowering them to explore career opportunities within the healthcare sector. Through mentorship, training, and practical experience, participants gain valuable skills and confidence, paving the way for meaningful employment.



# Graduate Gemma tells us about her experience

"I joined the programme in September 2022. I like Project Search because it gave me good work experience.

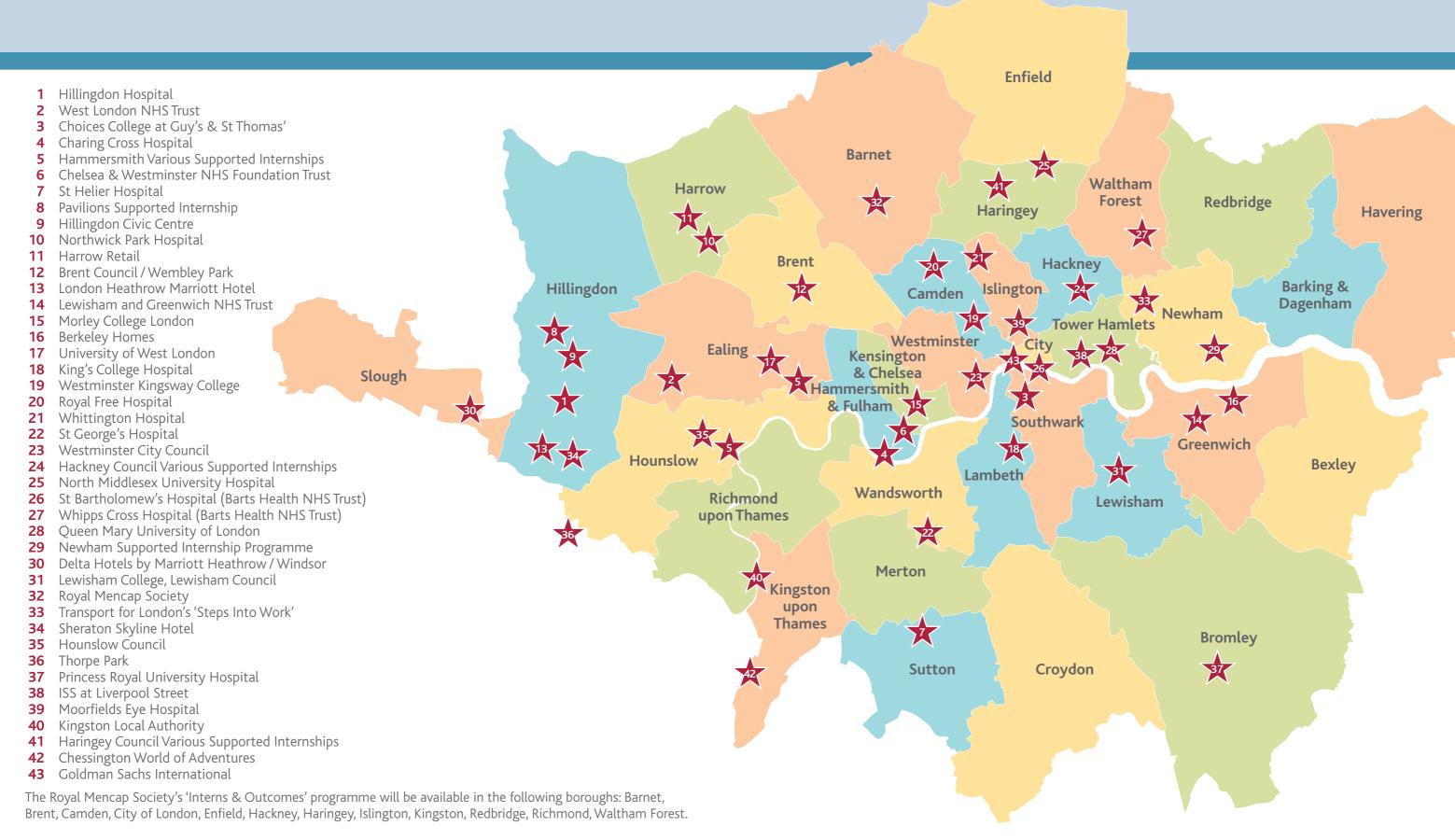
I learnt new skills, met new people.

Staff were great, the job coaches were excellent, and the mentors were really helpful.

After finishing the programme, I was able to get a job at Northwick Park Hospital. I now work in the medical equipment library and pharmacy."



# **SUPPORTED INTERNSHIPS** 2024/2025











#### HILLINGDON HOSPITAL

#### **ADDRESS**

Hillingdon Hospital, Pield Heath Road Uxbridge UB8 3NN

#### CONTACT

- Pat Bojduniak: 07792 105 649 pbojduniak@orchardhill.ac.uk
- Assessments & Placements Team: 0345 402 0453 assessments&placements@ orchardhill.ac.uk
- Application Queries: Tracey Goddard tgoddard@orchardhill.ac.uk

#### **APPLICATION PROCESS**

- Eligibility: Ages 17-24, learning at Entry Level 3 or above
- How to Apply: Fill out the Expression of Interest form on Orchard Hill College's website. Specify 'Project SEARCH Hillingdon hospital 2024' in the 'Year applied for' box
- Submission: Email the completed form to assessments&placements@ orchardhill.ac.uk

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#### **ROLES OFFERED**

- Porter
- Administration
- Patient Dining Operative
- Ward Assistant
- Health Records Assistant
- Maintenance
- Housekeeping

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

# WEST LONDON NHS TRUST

#### **ADDRESS**

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

#### CONTACT

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

#### **APPLICATION PROCESS**

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

### KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Learning and Knowledge Assistant
- Library Support
- HR Admin Support
- Gym Assistant
- Recruitment Admin Support
- Well-being Team Assistant
- PMVA Support (Admin role)

# CHOICES COLLEGE AT GUY'S & ST THOMAS'

#### **ADDRESS**

7-14 Great Dover Street, London SE1 4YR

#### **CONTACT**

Harriet Maltby (Area Manager)
 harriet.maltby@nhs.net 07775 553 910

#### **APPLICATION PROCESS**

Please contact Harriet to arrange a visit or discuss the application process.

#### **ROLES OFFERED**

- Catering and Kitchen Assistants
- Administration
- Healthcare Assistant
- Gardening
- Stores Person
- Theatre Assistant
- Waste Management
- Housekeeping
- Research Team
- Café Assistant

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

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this supported internship programme.







#### **CHARING CROSS HOSPITAL**

#### **ADDRESS**

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

#### **CONTACT**

 Rachael Heppenstall: 07485 347 887 rachael.heppenstall@cwc.ac.uk

#### **APPLICATION PROCESS**

Contact Rachael Heppenstall to organise visits or receive an application form.

### KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Porter
- Linen Services
- Ward Host
- Clinical Engineering
- Canteen/Shop
- Domestics Team
- Health Care Assistant
- Patient Dining

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

# HAMMERSMITH VARIOUS SUPPORTED INTERNSHIPS

#### **ADDRESS**

Wendell Park School, Cobbold Road, London W12 9LB

#### **CONTACT**

 Tafina Davidson: 07833 083 963 t.davidson@wlc.ac.uk

#### **ENTRY CRITERIA**

Interns must be:

- Aged 17-24
- Working around Entry 3 English and Maths

#### **APPLICATIONS**

- Application forms: m.lapikens@wlc.ac.uk
- **Deadline:** 10th April

Tours of classrooms and placements are available to meet the team and current interns. Email m.lapikens@wlc.ac.uk to schedule an appointment.

#### **AVAILABLE PLACEMENTS**

- Maintenance, Housekeeping, and Security at 245 Hammersmith
- Receptionist at Spotify and Imperial Brands
- Media at Hammersmith and Fulham Youth Council and West London College
- Archiving Documents at Hammersmith and Shepherds Bush Libraries
- Hospitality and Catering at Nando's
- · Hospitality at Nourish Hub
- Child Care at Monkey Puzzle, Bright Horizons, and Hammersmith & Fulham Council Children's Centre

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.



**NHS Foundation Trust** 





### **CHELSEA AND WESTMINSTER** NHS FOUNDATION TRUST

#### **CONTACT**

- Oscar Suarez: 07428 936 795 oscar.suarezmilian@ thequeensmilltrust.com
- projectsearch@queensmill.lbhf.sch.uk

Offering real work experience and ASDAN award opportunities for young people with autism and learning difficulties.

#### **LOCATIONS**

Chelsea and Westminster Hospital West Middlesex University Hospital

#### **ENTRY CRITERIA**

- · Aged 18-24
- Learning at Entry Level 3 or above

#### **APPLICATION PROCESS**

- Request forms: projectsearch@queensmill.lbhf.sch.uk
- Dates for Open Day and assessment provided upon form submission

#### **KEY OPPORTUNITIES**

- Chelsea and Westminster Hospital: Office Admin, Ward Host, Kitchen Assistant, Department Assistant
- West Middlesex University Hospital: Maintenance, Lab Assistant, Office Admin, Housekeeping

Contact Oscar Suarez or projectsearch@queensmill.lbhf.sch.uk for more info.

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

#### ST HELIER HOSPITAL

#### **CONTACT**

- Pat Bojduniak: 07792 105 649 pbojduniak@orchardhill.ac.uk
- Assessments and Placements Team: 0345 402 0453 assessments&placements@ orchardhill.ac.uk

#### **ELIGIBILITY CRITERIA**

- Aged 17-24
- Learning at Entry Level 3 or above

#### **APPLICATION PROCESS**

- Tracey Goddard: tgoddard@orchardhill.ac.uk
- · Complete Expression of Interest form: Orchard Hill College Website
- · Submit completed forms to assessments&placements@ orchardhill.ac.uk

#### **KEY VOCATIONAL SKILLS**

- Admin Assistants
- Media and Project Promotion Assistants
- Facilities Assistant
- School Admin Assistant
- Horticulture
- Library Assistants

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

# Pavilions



#### **PAVILIONS**

#### **ADDRESS**

The Pavilions Centre, 18 Chequers Square, Uxbridge UB8 1LN

#### **CONTACT**

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

#### **ACCEPTANCE AND ELIGIBILITY CRITERIA**

- EL3 to Level 2 learning programme
- 'Get to Know You' session and numeracy/literacy assessment
- Travel training available for commuting

#### **APPLICATION PROCESS**

- Request an application pack from Saimmah Ali: 07714 736 748, supportedinternships@shaw-trust.org.uk
- Attend Open Days at Hillingdon site for more information

#### **PROGRAMME DETAILS**

Based in Uxbridge. Placements in:

- Retail/Customer Care
- Hospitality
- Childcare
- Horticulture
- Admin

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

#### HILLINGDON CIVIC CENTRE

#### **ADDRESS**

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

#### **CONTACTS**

• Christine Dale (Tutor) or **Anthea Rowley** (Asst. Principal)

#### **ELIGIBILITY CRITERIA**

- Active EHCP
- Aged 17 to 24
- Learning at Entry 3 level or above

#### **PROGRAMME DETAILS**

- Based at Hillingdon Council offices
- · Rotations across different departments

#### **APPLICATION SUBMISSION**

- Pat Bojduniak: pbojduniak@orchardhill.ac.uk
- Telephone: 020 8254 7824

#### **KEY VOCATIONAL SKILLS**

- Admin Assistants
- Media and Project Promotion Assistants
- Facilities Assistant
- School Admin Assistant
- Battle of Britain Museum Assistant
- Library Assistant
- Green Spaces Assistant
- Geographical Mapping Assistant

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.







#### NORTHWICK PARK HOSPITAL

#### **ADDRESS**

Northwick Park Hospital, Watford Road, Harrow HA1 3UJ

#### CONTACT

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

#### **ELIGIBILITY CRITERIA**

• Age: 18 to 25 at graduation

# SKILLS ASSESSMENT DAYS AND INTERVIEWS

 Scheduled for 14-15 March 2024 at Harrow College. Get in touch for further dates

#### **APPLICATION SUBMISSION**

- Nimet Murji: nimet.murji@hruc.ac.uk
- Jane Hamilton: jane.hamilton@ hruc.ac.uk

#### **FURTHER INFORMATION**

 www.hcuc.ac.uk (Click on the link 'Project Search, Harrow College')

#### **KEY VOCATIONAL SKILLS**

- Admin Assistant
- Restaurant Operative
- Medical Library Assistant
- Housekeeping
- Domestic Stores Person
- Ward Host
- Patient Dining Operative
- Porter

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

#### HARROW RETAIL

#### **ADDRESS**

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

#### **CONTACT**

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

#### **ACCEPTANCE AND ELIGIBILITY CRITERIA**

- Learning Programme: EL3 to Level 2
- Based in Harrow on the Hill

#### **TRAVEL TRAINING**

Available upon request

#### **OPEN DAYS**

 Opportunity to visit the Harrow site, meet the team, and learn more about the programme

#### **FURTHER INFORMATION**

- Trina Rodden: 07714 736753
- supportedinternships@shaw-trust.org.uk

#### **KEY VOCATIONAL SKILLS**

- Retail/Customer Care
- Hospitality
- Childcare
- Horticulture
- Admin

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.





#### **BRENT COUNCIL/WEMBLEY PARK**

#### **ADDRESS**

Brent Civic Centre, Engineers Way, Wembley HA9 0FJ

#### **CONTACT**

 Rachael Heppenstall: 07485 347 887 rachael.heppenstall@cwc.ac.uk

#### **APPLICATION SUBMISSION**

• Email: rachael.heppenstall@cwc.ac.uk

#### **ELIGIBILITY CRITERIA**

- Age: 17-24 on 31st August 2024
- Ideally learning at Entry 1 Level 1

#### **WORK EXPERIENCE OPPORTUNITIES**

- Within and close to Brent Civic Centre
- Opportunities vary from term to term, with new employers joining regularly

#### **KEY VOCATIONAL SKILLS**

- Event Management (The Drum)
- Digital Post Room
- Registrations
- IT Support
- Library Assistance
- Schools Admissions
- Well Being Centre Assistance

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

#### LONDON HEATHROW MARRIOTT HOTEL

#### **ADDRESS**

Bath Road, Harlington, Hayes UB3 5AN

#### CONTACT

 Maxine Simpson: 07842 309 879 msimpson@meadowhighschool.org

#### **CRITERIA FOR APPLICANTS**

- Age: 18-24 at the start of the programme (September 2022)
- Residence within the local area

#### PROGRAMME OVERVIEW

- Marriott hotel internships provide a supportive, disability-confident environment
- Interns learn transferrable skills, leading to employment in various sectors
- Benefits include uniform, free lunch, and free gym/swimming pool access

#### **KEY VOCATIONAL SKILLS**

- Leisure Club
- Food & Beverage
- Lobby Host
- House Keeping Porter
- Engineering/Maintenance
- Goods Receiving
- Conference & Banqueting
- Kitchen Assistant

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.





#### LEWISHAM AND GREENWICH NHS TRUST

#### **ADDRESS**

Queen Elizabeth Hospital, Station Road, London SE18 4QN

#### CONTACT

- Sonia Singh (Tutor): 07928 654 134 ssingh@newhaven.greenwich.sch.uk
- Zakaria Addow (Job Coach): zakaria.addow@unityworks.org.uk

#### **REQUIREMENTS FOR ELIGIBILITY**

- No previous funding received for prior Supported Internship
- Resides in Borough of Greenwich
- · Age: 16-24 years old
- Not in possession of a Level 2 qualification or above
- Must adhere to NHS Code of Conduct

#### **APPLICATION PROCESS**

 Alan Fairnie – Please call 020 8465 6290, King's Park (Newhaven School), Eltham Palace Road, Eltham SE9 5LX

#### **KEY VOCATIONAL PLACEMENTS**

- Front-of-House Catering
- Back-of-House Catering
- Linen
- Library Services
- Pharmacy Dispensary
- Pharmacy Stores
- · Chaplain Administration
- IT Skills
- Healthcare Assistant, McMillan Brook Unit

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

#### **MORLEY COLLEGE**

#### **ADDRESS**

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

#### **CONTACT**

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

#### **ELIGIBILITY CRITERIA**

- For 18–24-year-olds
- · Must be eligible to work in the UK
- Ideally currently learning at Entry 1 –
   Level 1

#### APPLICATION SUBMISSION

 Annabelle Baiyewu, Programme Area Manager, Humanities and Applied Studies, email annabelle.baiyewu@ morleycollege.ac.uk or tel 020 7450 1889

#### **KEY VOCATIONAL PLACEMENTS**

- · Library: Book ordering and shelving
- · Admin: Office duties, data entry, auditing
- Canteen: Restocking, making hot drinks, food preparation
- Cleaning: Office tidying, wiping tables, chairs
- Gardening: Holland Park maintenance
- Childcare: Nursery activity preparation, tidying

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

# SOME OF OUR INTERNS











#### **BERKELEY HOMES**

#### **ADDRESS**

Berkeley Homes, Greenwich

#### **CONTACT**

- Daniel Marchant: 020 8319 9700 daniel.marchant@shc.ac.uk
- Michael Williams (Job Coach): michael.williams@unityworks.org.uk

#### **ELIGIBILITY CRITERIA**

· Only open to young people residing in Greenwich Borough aged between 16-18 years old

#### **APPLICATION PROCESS**

- Application forms: to be submitted to special-needs@royalgreenwich.gov.uk or tel 020 8921 8029
- Contact persons: Diedre Johnson diedre.johnson@royalgreenwich.gov.uk tel 020 8921 5974, mobile 07548 823 847 and Rajatha Nidhi rajatha.nidhi@ royalgreenwich.gov.uk, tel 020 8921 5978

#### **KEY VOCATIONAL PLACEMENTS**

- Concierge
- Finance Department
- Admin
- Reception
- Customer Service
- Library Assistant
- Barista
- Logistics

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

#### UNIVERSITY OF WEST LONDON

#### **ADDRESS**

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

#### CONTACT

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

#### **ELIGIBILITY CRITERIA**

- Age: 18-24
- Education Level: +1

#### **APPLICATION PROCESS**

- Application forms available from Milly Lapikens, email m.lapikens@wlc.ac.uk, deadline April 10th
- · Successful applicants will attend a skills and assessment day and receive a conditional offer to enrol in August

#### **KEY VOCATIONAL PLACEMENTS**

- Reception
- Hospitality and Catering
- Office Administration
- Customer Services
- Cleaning Team
- Caretaking
- Café/Catering
- Human Resources

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.





#### KING'S COLLEGE HOSPITAL

#### **ADDRESS**

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

#### CONTACT

Zoe Carthew: 020 7501 5837
 zcathrew@southbankcolleges.ac.uk

#### **ELIGIBILITY CRITERIA**

- Residents in Lambeth aged 18-24
- Suited for students with learning disabilities and autism spectrum conditions

#### **APPLICATION SUBMISSION**

 Application forms should be submitted to zcathrew@southbankcolleges.ac.uk

#### **KEY VOCATIONAL PLACEMENTS**

- Customer Service
- Nursery Duties
- Administrative Skills
- Telephone Skills
- Housekeeping Duties
- Data Input
- Food Handling
- Post Room

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

# WESTMINSTER KINGSWAY COLLEGE VARIOUS SUPPORTED INTERNSHIPS

#### **MAIN SITE ADDRESS**

Westminster Kingsway College, 211 Grays Inn Road, London WC1X 8RA

#### **CONTACTS**

- Joanna Krasinska (Head of School LDD): joanna.krasinska@westking.ac.uk
- Arran Greenwood (Head of School LDD): arran.greenwood@capitallccg.ac.uk
- Gisele Jumpp: 020 7974 3061 gisele.jumpp@camden.gov.uk

#### **ELIGIBILITY CRITERIA**

- Young people aged 18-24
- Camden residents only

#### **APPLICATION PROCESS**

- Application forms should be submitted to Joanna Krasinska at joanna.krasinska@ westking.ac.uk
- Shortlisted applicants will attend an assessment day with an informal interview
- Applicants offered a guided tour of the college and opportunities to observe Employability Skills lessons

#### **KEY VOCATIONAL PLACEMENTS**

- Hospitality
- Office Administration
- Customer Services Assistant

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.







#### **ROYAL FREE HOSPITAL**

#### **ADDRESS**

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

#### CONTACT

- Yusaf Hamid: 07538 863 108 yusaf.hamid1@nhs.net
- england.choices.college@nhs.net

#### **PROGRAMME OVERVIEW**

 Diverse and inclusive working environment across 5 North London sites with skilled staff providing work placements

#### **APPLICATION PROCESS**

- Applicants must not have completed a supported internship programme before
- · Application forms should be submitted to project.choice@hee.nhs.uk
- · Virtual Open Day and Evening Event for students and families to meet mentors in 2024 (Register interest with Yusaf Hamid: 07538 863 108, yusaf.hamid1@ nhs.net)

#### **KEY VOCATIONAL PLACEMENTS**

- · Learning and Knowledge Assistant
- Hospitality
- Psychology Assistance
- · Radiology and Imagine HCA
- Recruitment Admin Support
- Clinical Admin
- Physiotherapy Assistant
- Administration Support Worker

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

#### WHITTINGTON HOSPITAL

#### **ADDRESS**

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

#### CONTACTS

- · Gemma Mullan: gmullan@ ambitiouscollege.org.uk
- Ambitious College Admissions Team: admissions@ambitiousaboutautism.org.uk • Decontamination Services

#### **ELIGIBILITY**

- · Aged 16-25 years old
- · Autistic young person or have a related learning difficulty

#### **APPLICATION PROCESS**

- Further information, eligibility, and open event details available on the website: Ambitious College Supported Internships.
- Contact acsupportedinternship@ ambitiouscollege.org.uk for application form and event details

#### **KEY VOCATIONAL PLACEMENTS**

- Administration
- Health Care Support Worker Assistant
- Stores Assistant
- Catering and Retail
- Patient Dining Services
- Assisting with data entry and packing medicines for wards
- Whittington Education Centre Assistant

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.





#### ST GEORGE'S HOSPITAL

#### **ADDRESS**

Education Centre, St George's Hospital, Blackshaw Road, Tooting, London SW17 OQT

#### **CONTACTS**

 Matthew Kaye: matthew.kaye@ cricketgreen.merton.sch.uk 07360 159 940

#### **ELIGIBILITY CRITERIA**

- Age: 18-24
- DBS check and clearance by St George's Hospital Occupational Health Service

#### **APPLICATION PROCESS**

 Submit application forms to Matthew Kaye: matthew-kaye@ cricketgreen.merton.sch.uk
 Tel 07360 159 940

#### **WORK ROTATIONS**

- Reception Work
- Portering
- Student Union Shop
- General Admin
- · Ingredients Café/Kitchen Assistant
- Ingredients Café/Floor Staff
- Gardening

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

# WESTMINSTER CITY COUNCIL VARIOUS SUPPORTED INTERNSHIPS

#### **ADDRESS**

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

#### **CONTACT**

 Rachael Heppenstall: rachael.heppenstall@cwc.ac.uk 07485 347 887

#### **ELIGIBILITY CRITERIA**

- Age: 16-24
- Contact Rachael Heppenstall for details and application forms

#### **APPLICATION PROCESS**

 Submit application forms to Rachael Heppenstall: 129 Elgin Avenue, London W9 2NR or rachael.heppenstall@ cwc.ac.uk

#### PROGRAMME DETAILS

- Graduates benefit from ongoing support to transition into work
- Some graduates may progress to inclusive apprenticeships with Westminster City Council
- Westminster residents can access support from Westminster Employment upon completion of the programme

#### **WORK OPPORTUNITIES**

Various roles within Westminster
 City Council departments, including administrative, customer service, and facilities management positions

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.







# HACKNEY COUNCIL VARIOUS SUPPORTED INTERNSHIPS

#### **ADDRESSES**

Technology & Learning Centre (TLC): 1 Reading Lane, London E8 1GQ Homerton Hospital: Homerton Row, London E9 6SR

#### CONTACT

intern@hackney.gov.uk

#### **ELIGIBILITY CRITERIA**

- Age: 18-24
- Must be a Hackney resident

#### **APPLICATION PROCESS**

- Submit application forms to intern@hackney.gov.uk
- Applicants will undergo an assessment process

#### **WORK OPPORTUNITIES**

- Administration: Admin assistant roles in the council or Homerton Hospital
- Food Preparation and Serving: Work in hospital or external restaurants, bakery, or as a ward host
- Customer Service Skills: Reception duties in Hackney service centre or outpatient departments
- Facilities Management Skills: Warehouse or facilities team roles in the hospital or council
- Building Maintenance and Gardening: Parks team or caretaker roles in the council
- Data Management and Reprographics Skills: HR department, healthcare records, or council library

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

### NORTH MIDDLESEX UNIVERSITY HOSPITAL

#### **ADDRESS**

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

#### **CONTACTS**

- Hetvi Doshi (Curriculum Instructor): hetvi.doshi@conel.ac.uk
- Antony Kyriakou (Job Coach): antony.kyriakou@tottenhamhotspur.com

#### **APPLICATION PROCESS**

- Interns can request application forms from hetvi.doshi@conel.ac.uk or antony.kyriakou@tottenhamhotspur.com
- Application forms should be submitted to Hetvi Doshi or Antony Kyriakou

#### **ASSESSMENT**

 Interns will be evaluated based on IT Skills, Following Instructions, and Communication in April, June, and August 2024

#### **ENTRY REQUIREMENTS**

• Age 18-24 at the time of enrolment

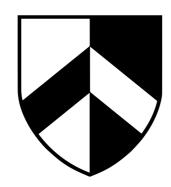
# KEY VOCATIONAL SKILLS AND WORK TRAINING OPPORTUNITIES

- Outpatients' Offices and Department Receptions Administration
- Receipt and Delivery Departments
- Post Office
- eHealth Records Department
- Pharmacy Dispensary
- Medical Day Clinic

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.







#### ST BARTHOLOMEW'S HOSPITAL

#### **ADDRESS**

St Bartholomew's Hospital, West Smithfield, London EC1A 7BE

#### **CONTACT**

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

#### **ELIGIBILITY CRITERIA**

- Age group between 17-24
- Application forms to be submitted by June 2024 to Janet Wingate-Whyte at Flourish Learning Trust

#### **KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES**

- Pharmacy Assistant
- Museum Archives
- Speech and Language Therapy
- Skanska Maintenance Assistant
- GP X-Ray
- Linet Beds
- Clinic Health Care Assistant
- Porters

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

#### WHIPPS CROSS UNIVERSITY HOSPITAL

#### **ADDRESS**

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

#### **CONTACT**

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

#### **ELIGIBILITY CRITERIA**

- Age group between 17-24
- Application forms to be submitted by June 2024 to Janet Wingate-Whyte at Flourish Learning Trust

#### **KEY VOCATIONAL SKILLS AND WORK** TRAINING OPPORTUNITIES:

- GP X-ray and Ultrasound Imaging Assistant
- Main Stores
- Patient Experience Team
- Therapies
- Ward Host
- Pharmacy
- Margaret Centre
- A&E Healthcare Assistant Specialist

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.





### **QUEEN MARY UNIVERSITY OF LONDON**

#### **ADDRESS**

Students' Union Hub, 329 Mile End Road, London E1 4NT

#### CONTACT

 Matt Snow: matthew.snow@ phoenix.towerhamlets.sch.uk

#### **ELIGIBILITY CRITERIA**

- Aged 17-25
- Applicants from outside boroughs are welcome

#### **APPLICATION PROCESS**

Application forms should be submitted to Matt Snow matthew.snow@phoenix. towerhamlets.sch.uk

### KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Retail
- Catering
- Portering and Post
- Administration
- Receptionist
- Grounds Maintenance
- Library Assistant
- Domestics/Cleaning

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

# NEWHAM SUPPORTED INTERNSHIP PROGRAMME (NSIP) AT NEWHAM UNIVERSITY HOSPITAL

#### **ADDRESS**

Newham College, High Street South, East Ham, London E6 6ER

#### **CONTACTS**

- Kanvil Ali (Newham College): kanvil.ali@newham.ac.uk 07984 676 146 www.newham.ac.uk
- Joseph Kunyeda (Our Newham Work): joseph.kunyeda@newham.gov.uk
   020 3373 4849 or 07815 613 474

#### **ELIGIBILITY CRITERIA**

Aged between 16-24

#### **APPLICATION PROCESS**

Please request an application form from Kanvil Ali or Joseph Kunyeda. Completed forms should be submitted to:

- Kanvil Ali, kanvil.ali@newham.ac.uk
- Joseph Kunyeda, joseph.kunyeda@ newham.gov.uk

## KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Ward Host
- Stores: Goods Distribution Officer
- Data Entry Assistant
- Health Care Assistant
- Catering Assistant
- Receptionist
- Maintenance Assistant
- Retail
- Customer Service
- Catering

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

"I enjoyed the Supported internship Course; I have learnt to build my confidence and self-esteem. I have also made work friends with Robyn and Seville they work with me in the Haberdashery section. I love to have a friendly warm chat with them when am around in the morning and afternoon. I love to help them with tasks and talk at the same time. I have learnt to multi-task and do two things at the same time when am doing lots of tasks. I have learnt from real life experiences of how to talk to customers."

# SOME OF OUR INTERNS











# DELTA HOTELS BY MARRIOTT HEATHROW/WINDSOR

#### **ADDRESS**

Ditton Road, Langley, Slough SL3 8PT

Services across London: Barnet, Ealing, Kingston, Sutton, Islington and Waltham Forest. Young people are able to decide on attended service based on their home location.

#### **CONTACT**

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

#### **APPLICATION DETAILS**

- Age: 18 years to 24 years
- Interested applicants should have an interest in the hospitality industry or some experience in the sector

#### **APPLICATION PROCESS**

Submit completed application forms to Rahma Maina via email at r.maina@wlc.ac.uk

### KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Meeting and Events
- Housekeeping/Linen Porter
- · Public Area Cleaner
- Front Office and Concierge
- Food and Beverage
- Engineering
- Kitchen
- Conference and Banqueting

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

"I was nervous to begin with, but excited to start a new chapter and see where it would lead me. The staff here are so friendly and helpful and I have made new friends. The internship has helped to build my confidence and communication skills and I have learnt how to be a good employee."

# LEWISHAM COLLEGE, LEWISHAM COUNCIL, PHOENIX COMMUNITY HOUSING, & BROCKLEY RESTAURANT

#### **ADDRESS**

Lewisham College, Lewisham Way, London SE4 1UT

#### **CONTACTS**

- Pamela Frost: pamela.frost@ lewisham.ac.uk
- Kevin Plews: kevin.plews@ lewisham.ac.uk
- Charlotte Holsgrove: charlotte. holsgrove@lewisham.gov.uk

#### **APPLICATION PROCESS**

Please contact for application forms:

- pamela.frost@lewisham.ac.uk
- kevin.plews@lewisham.ac.uk
- charlotte.holsgrove@lewisham.gov.uk

#### **ELIGIBILITY**

Accepting young people from all London boroughs.

### KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Fitness Instructors
- Premises Administrator
- Travel Trainer
- Administrator
- Data Processing
- Café and Restaurant
- Reception

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.





#### **ROYAL MENCAP SOCIETY**

#### **ADDRESS**

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

#### **CONTACT**

- Megan Clark: megan.clark@mencap.org.uk
- Jade Frater: jade.frater@mencap.org.uk

#### **ELIGIBILITY**

- Interested applicants must be aged 16-24
- Students can be based in any borough, including Kingston, Islington, and Waltham Forest

#### PLACEMENTS PLANNED

12 on Pre internship and 24 on Supported Internship

#### **APPLICATION PROCESS**

Please request an application form from Megan Clark at megan.clark@mencap.org.uk

#### PROGRAMME INFORMATION

- Supported Internship: An employer-based learning programme supporting SEND young people aged 16-24 with an EHCP to develop skills for employment
- Pre-Internship Study Programme:
   Targeted at those aspiring to work but find the one-year Supported Internship programme too large a step from school or college

# KEY WORK EXPERIENCE AND VOCATIONAL SKILLS TRAINING

- Customer Service
- Hospitality
- Retail
- Travel and Tourism
- Catering
- Health and Social Care

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

# TFL OFFICES (TRANSPORT FOR LONDON) – STEPS INTO WORK PROGRAMME

#### **ADDRESS**

9th Floor, Area 9R1, 5 Endeavour Square, Stratford, London E20 1JN

#### CONTACT

Lorretta Fontaine (Manager for TfL)

 07783 811 157
 supportedinternships@shaw-trust.org.uk

#### PROGRAMME DESCRIPTION

TfL's Steps into Work programme offers an 11-month opportunity for young people aged 16 and over with learning disabilities or on the autism spectrum to gain practical workplace experience.

This programme is designed to develop valuable skills needed for employment within TfL or other transport environments, including unpaid placements within TfL.

#### **ELIGIBILITY AND PROGRAMME LEVEL**

- Suitable for young people interested in working within TfL or transport environments
- Level 1 or 2 learning programme
- Applicants will undergo numeracy and literacy assessments to establish their suitability and level

#### **INFORMATION AND OPEN DAYS**

 Contact supportedinternships@shawtrust.org.uk or call Saimmah Ali on 07714 736 748 for more information

# KEY WORK EXPERIENCE AND VOCATIONAL SKILLS TRAINING

- Administration
- Customer Care
- Maintenance

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.





#### SHERATON SKYLINE HOTEL

#### **ADDRESS**

Sheraton Skyline Hotel, Bath Road, Harlington, Hayes UB3 5BP

#### **CONTACTS**

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

#### APPLICATION DEADLINE

- Applications to be completed and submitted by 1st April 2024 for the September 2024 intake. Clearing places may be available
- Skills and assessment date to be confirmed

## KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Engineering
- We Proudly Serve (Starbucks)
- Administration
- Conference and Banqueting
- Front Office
- Housekeeping
- Laundry
- Kitchen Porter and Canteen Assistant
- Restaurant and Room Service

#### **HOUNSLOW COUNCIL**

#### **ADDRESS**

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

#### **CONTACTS**

**Shaza Aminuddin** (Tutor / Programme Coordinator): 07525 224 854 shaza.aminuddin@hounslow.gov.uk, projectsearch@hounslow.gov.uk

#### **APPLICATION SUBMISSION**

- Please request an application form from Shaza Aminuddin shaza.aminuddin@hounslow.gov.uk
- Application forms should be submitted to projectsearch@hounslow.gov.uk or shaza.aminuddin@hounslow.gov.uk

#### **ELIGIBILITY CRITERIA**

- Age: 17-24
- Preferably live in Hounslow Borough

## KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Reception
- Digital and ICT
- Facilities Management
- Direct Payments
- Care Work
- Property Services
- Greenspace





#### THORPE PARK

#### **ADDRESS**

Thorpe Park, Staines Road, Chertsey KT16 8PN

#### **CONTACT**

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

#### **ELIGIBILITY CRITERIA**

• Age: 17-24

#### **APPLICATION SUBMISSION**

 Application forms should be requested and then submitted to projectsearch@hounslow.gov.uk

### KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Engineering Assistant
- Waste Management Operator
- HR Administrator
- Site Presentations/Facilities Operator
- Resort Cleaning Host
- Ride Host
- Retail Shop Floor Host
- Warehouse Host

#### PRINCESS ROYAL UNIVERSITY HOSPITAL

#### **ADDRESS**

Princess Royal University Hospital Farnborough Common, Orpington BR6 8ND

#### **CONTACT**

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

#### **ELIGIBILITY CRITERIA**

• Age: 17-24

#### **APPLICATION SUBMISSION**

- Applications can be made via the London Southeast Colleges website: www.lsec.ac.uk/courses/health-andsocial-care – select other courses
- **Deadline for applications:** 28th March 2024. Clearing may be available
- Application forms should be submitted to Dave King, email david.king@ lsec.ac.uk

# KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Housekeeping
- Admin Assistant
- Restaurant Operative
- Porter
- Health Care Assistant
- Costa Coffee Shop Assistant
- Physiotherapy Assistant
- Library Assistant

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.



# ISS AT LIVERPOOL STREET – SUPPORTED INTERNSHIP

#### **ADDRESS**

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

#### CONTACT

 Phoenix School: matthew.snow@ phoenix.towerhamlets.sch.uk

#### **ELIGIBILITY CRITERIA**

• Age: Must be between 17-25

#### **RECRUITMENT PROCESS**

 May 2024 – Recruitment and selection day to be confirmed

#### **APPLICATION SUBMISSION**

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

### KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

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

#### **MOORFIELDS EYE HOSPITAL**

#### **ADDRESS**

Moorfields Eye Hospital, 15 Ebenezer Street N1 7NP

#### **CONTACT**

 Maria Rodriguez: (Tutor of Project Search) maria.rodriguez@candi.ac.uk 020 7704 5578

#### **ELIGIBILITY CRITERIA**

• Age: Applicants must be aged 16-24

#### TO REGISTER INTEREST

#### Contact the team:

- Maria Rodriguez: (Tutor of Project Search) maria.rodriguez@candi.ac.uk
- Jane Broderick: (ALS and Foundation Learning Curriculum Manager) jane.broderick@candi.ac.uk
- Lee Bones: (Job Coach Manager, Kaleidoscope Social Enterprise LTD) lee.bones@kaleido-scope.org.uk

#### **RECRUITMENT PROCESS**

Open Evenings followed by a Recruitment Day (or days) where potential candidates will be invited to interview and undertake basic skills-based tasks.

# KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Portering
- Admin
- Maintenance
- Pharmacy Assistant
- Kitchen Porter/Catering Assistant
- Domestic Assistant
- Meet and Greet Receptionist
- Barista in the Coffee Shop





# KINGSTON LOCAL AUTHORITY VARIOUS SUPPORTED INTERNSHIPS

#### **ADDRESS**

Guildhall 2, Kingston Upon Thames, KT1 1EU

#### **CONTACTS**

- Pat Bojduniak: 07792 105 649 pbojduniak@orchardhill.ac.uk
- Assessments & Placements Team 0345 402 0453 assessments&placements@orchardhill. ac.uk

#### **ELIGIBILITY CRITERIA**

- Age: Between 17 to 24
- Learning level: Entry 3 or above

#### **APPLICATION PROCESS**

- Complete an expression of interest form on Orchard Hill College's website
- State Supported Internship 2024 in the 'Year applied for' box
- Website: WorkStart Project Search
- For further information, call 020 8254 7824

# KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Admin Assistants
- Media and Project Promotion Assistants
- Facilities Assistant
- · School Admin Assistant
- Horticulture
- Library Assistants

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

# HARINGEY COUNCIL VARIOUS SUPPORTED INTERNSHIPS

#### **ADDRESS**

Haringey Council, 48 Station Road, London N22 7TY

#### **CONTACT**

• Gavin Cox: gavin.cox@conel.ac.uk

#### **ELIGIBILITY CRITERIA**

- Haringey resident
- Age: Between 17 to 25 years old
- Assessment required as part of the enrolling process

#### **APPLICATION PROCESS**

- Complete the expression of interest form found on the Haringey Council website
- Once the completed form is received, you will be contacted within 5 working days to discuss next steps and provide details for the assessment day
- If you meet the eligibility criteria and pass the assessment, you will be invited to enrol

## KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- Library Assistant
- Sports and Leisure
- Childcare
- Business Administration
- Community Engagement
- ICT Assistant/ICT Repairs
- Caretaker
- Welcome Worker



# Goldman Sachs

#### CHESSINGTON WORLD OF ADVENTURES

#### **ADDRESS**

Chessington World of Adventures (Resort)

#### **CONTACT**

 acsupportedinternship@ ambitiouscollege.org.uk

#### **ELIGIBILITY CRITERIA**

- Age: 16-25 years old
- Must be an autistic young person or have a related learning difficulty

#### **APPLICATION PROCESS**

- Interested individuals can email acsupportedinternship@ ambitiouscollege.org.uk for an application form and details of upcoming open events
- Further information, eligibility, and details about open events are available on the Ambitious College website

### KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

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

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.

#### **GOLDMAN SACHS INTERNATIONAL**

#### **ADDRESS**

Goldman Sachs International 25 Shoe Lane, London EC4A 4AU

#### **CONTACT**

 Rachael Heppenstall: 07485 347 887 rachael.heppenstall@cwc.ac.uk

#### **ELIGIBILITY CRITERIA**

• Age: 17-24

#### **RECRUITMENT PROCESS**

- Recruitment is ongoing until Summer 2024
- To be part of the first round of interviews and assessments in March, complete an application form and return it to Rachael Heppenstall by 8th March
- Application forms can be found at City of Westminster College website.
   Supported Internship at Goldman Sachs (cwc.ac.uk)

#### PROGRAMME INFORMATION

- This internship provides an opportunity to develop work skills at a global investment bank, based in Farringdon, central London
- Participants will gain experience in a variety of departments and roles within Goldman Sachs

# KEY VOCATIONAL SKILLS AND WORK EXPERIENCE OPPORTUNITIES

- IT
- Administration
- Food Services
- Production/Document Services

#### **FURTHER INFORMATION**

Please click here for more information about this supported internship programme.





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

For further information on the West London Supported Employment Programme please email us on **WLA@ealing.gov.uk** 

www.wla.london Follow us on Twitter @WLA\_tweets

The West London Alliance is very appreciative of the support which the following organisations are providing to the West London Supported Internship Programme, in addition to the companies and organisations specifically featured in this Guide:









shaw trust







