

THE WEST LONDON GUIDE TO SUPPORTED INTERNSHIPS 2025



One of our interns at Goldman Sachs

INTRODUCTION

The West London Alliance is a partnership between 7 west London councils - Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

We, alongside Westminster Council and Royal Borough of Kensington and Chelsea Council, work with employers and education providers across London, to provide supported internships and supported employment initiatives to young people with learning disabilities.

Every year, over 500 young people now take part in a supported internship programme, with many moving into fantastic new jobs after the internship finishes.

The details of the supported internship programmes are in this booklet.

WHAT EXACTLY IS A SUPPORTED INTERNSHIP?

Supported internships are designed to develop skills, knowledge and attitudes in preparation for paid employment. Through training and direct work experience, young people develop self-confidence, job and employability skills, maths, English and ICT skills, while working alongside employees in a real workplace setting.

Classroom-based learning at the workplace means interns can try out different roles, supported by a tutor and job coaches. During the internships, young people also learn about employment planning and job

application exercises with the aim of moving straight into a job when the internship ends.

Supported internships have a great record of success, helping young people with learning disabilities gain direct work training at top businesses, hotels, hospitals and other organisations, often leading to paid employment.

And the feedback from host businesses has also been extremely positive. Public Health England said: "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 are – it's one of the most important things we have done as an organisation."

North West London NHS has been a key supporter and sponsor of our programmes and we express our grateful thanks to them.

WHO CAN APPLY?

Most supported internships are open to:

- people with moderate learning disabilities
- aged between 18 and 24 on 31 August 2025
- people keen to be offered paid employment (not necessarily at the host business or organisation) at the end of the programme.

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."

Interns must be able to commit to the full length of the programme which is 10 months and attend 5 days a week, with holidays.

A full list of eligibility criteria and the application process for each internship is available from the contact names listed with each programme, in this booklet.

The DFN Foundation is a charity established in 2014 to make a positive difference to the lives of young people with special educational needs and disabilities. They also support us to find training and work programmes.

Anyone wanting to apply for a DFN Project SEARCH supported internship must either have an Education, Health and Care Plan (EHCP) provided through their local council or be in the process of obtaining one.

Interns must also be able to travel independently to and from home and where the programme takes place. We can also help with travel training.

HOW DO I FIND OUT MORE?

Further education colleges and schools often hold open days or open evenings about the opportunities on offer, between January and April. These sessions help young people, and their families learn more, ask questions and submit application forms.

HOW DO I GET AN APPLICATION FORM?

Please contact the organisation running the supported internship listed in this booklet.

Parents and carers are asked to supply details about allergies in their application forms because many interns are likely to work with food and cleaning products during their programme. Interns may also be asked to wear facemasks as good health and safety practice.

Information on this is available from every supported internship host business or organisation.

WHAT HAPPENS NEXT?

People who are shortlisted for a supported internship will be invited to attend an 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 tasks.

Successful applicants are then enrolled as students at a further education college or a school, or another organisation that will be the education provider, at the start of the autumn term. The internship itself takes place at the host businesses' base.

If you need any further information before applying for a supported internship programme, please contact the organisation running the supported internship listed in this booklet.

Good luck!

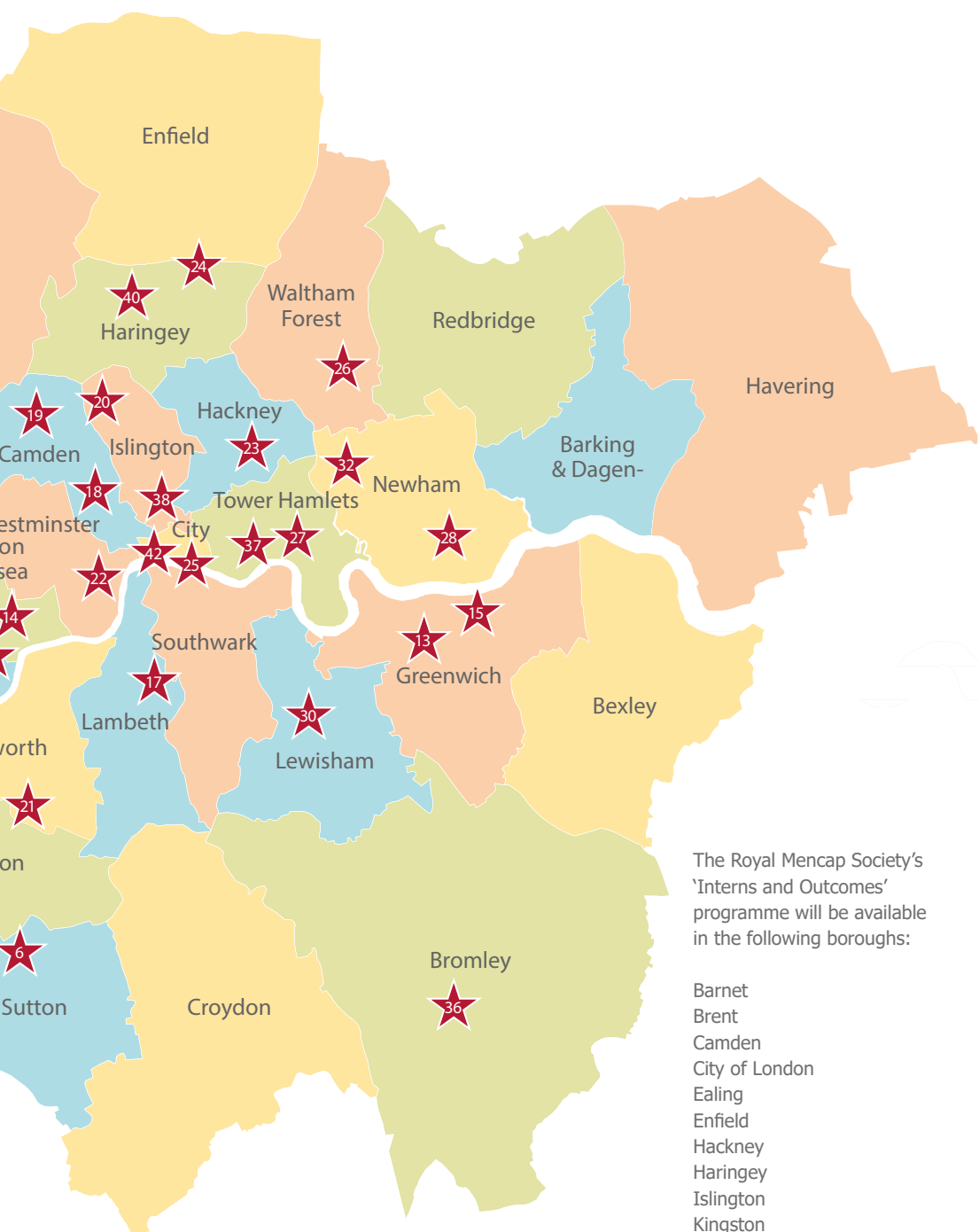


SUPPORTED INTERNSHIPS 2025



- 1 Hillingdon Hospital
- 2 West London NHS Trust
- 3 Charing Cross Hospital
- 4 Hammersmith Supported Internship
- 5 Chelsea & Westminster NHS Foundation Trust
- 6 St Helier Hospital
- 7 Pavilions Supported Internship
- 8 Hillingdon Civic Centre
- 9 Northwick Park Hospital
- 10 Harrow Retail
- 11 Brent Council / Wembley Park
- 12 London Heathrow Marriott Hotel
- 13 Lewisham and Greenwich NHS Trust
- 14 Morley College London
- 15 Berkeley Homes
- 16 University of West London in Ealing
- 17 King's College Hospital, Lambeth
- 18 Westminster Kingsway College
- 19 Royal Free Hospital
- 20 Whittington Hospital
- 21 St George's Hospital Tooting
- 22 Westminster City Council
- 23 Hackney Council
- 24 North Middlesex University Hospital
- 25 St Bartholomew's Hospital (Barts Health NHS Trust)
- 26 Whipps Cross Hospital (Barts Health NHS Trust)
- 27 Queen Mary University of London
- 28 Newham London
- 29 Delta Hotels by Marriott Heathrow / Windsor
- 30 Lewisham College, Lewisham Council
- 31 Royal Mencap Society
- 32 Transport for London's 'Steps Into Work'

- 33 Sheraton Skyline Hotel
- 34 Hounslow Council
- 35 Thorpe Park
- 36 Princess Royal University Hospital
- 37 ISS at Liverpool Street
- 38 Moorfields Eye Hospital
- 39 Kingston Local Authority
- 40 Haringey Council
- 41 Chessington World of Adventures Resort
- 42 Goldman Sachs



The Royal Mencap Society's 'Interns and Outcomes' programme will be available in the following boroughs:

- Barnet
- Brent
- Camden
- City of London
- Ealing
- Enfield
- Hackney
- Haringey
- Islington
- Kingston
- Redbridge
- Richmond
- Waltham Forest

HILLINGDON HOSPITAL	7	QUEEN MARY UNIVERSITY OF LONDON	33
WEST LONDON NHS TRUST	8	NEWHAM LONDON	34
CHARING CROSS HOSPITAL	9	LEWISHAM COLLEGE, LEWISHAM COUNCIL, PHOENIX HOUSING AND BROCKLEY RESTAURANT	35
HAMMERSMITH SUPPORTED INTERNSHIP	10	ROYAL MENCAP SOCIETY'S 'INTERNS AND OUTCOMES'	36
CHELSEA & WESTMINSTER NHS FOUNDATION TRUST	11	TRANSPORT FOR LONDON'S 'STEPS INTO WORK'	38
ST HELIER HOSPITAL	12	SHERATON SKYLINE HOTEL	39
PAVILIONS SUPPORTED INTERNSHIP	13	HOUNSLOW COUNCIL	40
HILLINGDON CIVIC CENTRE	14	THORPE PARK	41
NORTHWICK PARK HOSPITAL	15	PRINCESS ROYAL UNIVERSITY HOSPITAL	42
HARROW RETAIL	16	ISS AT LIVERPOOL STREET	43
BRENT COUNCIL / WEMBLEY PARK	17	MOORFIELDS EYE HOSPITAL	44
LONDON HEATHROW MARRIOTT HOTEL	18	KINGSTON LOCAL AUTHORITY	45
LEWISHAM AND GREENWICH NHS TRUST	19	HARINGEY COUNCIL	46
MORLEY COLLEGE LONDON	20	CHESSINGTON WORLD OF ADVENTURES RESORT	47
BERKELEY HOMES	21	GOLDMAN SACHS	48
UNIVERSITY OF WEST LONDON	22	HEATHROW AIRPORT	50
KING'S COLLEGE HOSPITAL, LAMBETH	23	BRIGHTER FUTURES SPECIALIST COLLEGE	51
WESTMINSTER KINGSWAY COLLEGE	24	REACH SUPPORTED INTERNSHIP, BARKING AND DAGENHAM COLLEGE	52
ROYAL FREE HOSPITAL	25	JOHN RUSKIN COLLEGE SUPPORTED INTERNSHIP	53
WHITTINGTON HOSPITAL	26	EAST SURREY COLLEGE SUPPORTED INTERNSHIP	54
ST GEORGE'S HOSPITAL TOOTING	27	CROYDON COLLEGE	55
WESTMINSTER CITY COUNCIL	28	MERTON COUNCIL	56
HACKNEY COUNCIL	29		
NORTH MIDDLESEX UNIVERSITY HOSPITAL	30		
ST BARTHOLOMEW'S HOSPITAL (BARTS HEALTH NHS TRUST)	31		
WHIPPS CROSS HOSPITAL (BARTS HEALTH NHS TRUST)	32		

HILLINGDON HOSPITAL

Supported Internship at Hillingdon Hospital

ADDRESS

Hillingdon Hospital, Pield Heath Road,
Uxbridge UB8 3NN

CONTACTS

Eduardo Palma Carlos

Eddie@hacs.org.uk

020 8606 6780

Assessments & Placements Team:

0345 402 0453

assessments&placements@orchardhill.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

Orchard Hill College

SUPPORTED EMPLOYMENT PARTNER

Hillingdon Autistic Care & Support

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

Open days and information sessions will be held between during few months of 2025. Site visits are bookable through the contact details listed.

Application forms can be requested by email:

Eddie@hacs.org.uk

Completed application forms should be sent to

assessments&placements@orchardhill.ac.uk

Once an application is received, candidates will be invited for skills assessment and interview and the council will be consulted.

ACCEPTANCE AND ELIGIBILITY CRITERIA

All applicants must:

- have an EHCP
- be aged between 17 to 24
- be learning at Entry Level 3 or above

It is a full-time course 5 days a week for one academic year. Students will be based at Hillingdon Hospital, where they will complete workplace rotations based on their preferences and skill sets.

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 within the hospital or the local community.

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

- Security and operations: maintain the safety and protection of employees, service users and visitors
- Estates: repair and general maintenance of the building, gain skills in electronics, plumbing, painting and other trades
- Childcare: pursue a career in Early Years education at a nursery or as a play specialist in Paediatrics
- Clinical: gain the necessary skills for a career as a Health Care Assistant or Maternity Support Worker
- Catering and retail: perfect your customer service, learn about stock management and practice your catering skills
- Digital: learn the skills necessary for web design, digital marketing and creative writing
- Portering: support the team responsible for the movement of patients and equipment across the hospital
- Administration: working in a variety of departments completing tasks such as data inputting, filing and scanning, answering the telephone, booking appointments

WEST LONDON NHS TRUST

Choices College Supported Internship

ADDRESS

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

CONTACTS

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

FURTHER EDUCATION PARTNER

West London NHS Trust

SUPPORTED EMPLOYMENT PROVIDER

NHS England

SPONSORING/LEAD LOCAL AUTHORITY

Ealing Council

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

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

ACCEPTANCE AND ELIGIBILITY CRITERIA

All applicants must:

- be aged 16-24 years old
- have an EHCP
- have a desire for employment or to progress onto an apprenticeship

Note: We do not have a lift or wheelchair access.

The following internships are available

- Well-Being Team Assistant: sending email, data entry, working on mini projects, preparing and sending out well-being packs, attending well-being events
- Library Support: work with our librarian to ensure the library is well organised by checking shelves and ensuring books are replaced correctly. Creating bookmarks, managing article requests from staff and emailing articles. Admin tasks including updating of notice boards, shredding of confidential information, creating signage, collection of IT equipment, sending emails, collecting post
- Learning and Knowledge Assistant: meeting and greeting new staff, taking photos to produce ID badges for new members of staff, data entry of training attendance, preparing envelopes with ADDRESSES to send out mail to new staff
- HR Admin Support; supporting the Workforce Team with scanning, photocopying, taking telephone messages, sending emails, collecting of visitors from reception area, data entry, working on mini projects
- Recruitment Admin Support: supporting the recruitment team with the administration of new employees, checking for right to work documents and DBS checks
- PMVA (Prevention and management of violence) Support – Admin role, collecting PARQ (Physical activity readiness questionnaire) forms from new staff starts, scanning, photocopying and stock checks and data entry.
- Administration support Worker: providing basic typing, photocopying, shredding, scanning, sending emails, making and receiving telephone calls and shadowing meetings
- Gym Assistant: checking the equipment for hazards and malfunction, cleaning of equipment, supporting set up of activities, supporting gym members in the gym

The DFN Project SEARCH Supported Internship at Charing Cross Hospital

ADDRESS

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

CONTACT

Gen Botezatu
020 7258 5530 or 07956 517995
gen.botezatu@cw.c.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

College of North West London

SUPPORTED EMPLOYMENT PARTNERS

Kaleidoscope Social Enterprise Ltd

SPONSORING/LEAD LOCAL AUTHORITY

Brent Council

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

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.

ACCEPTANCE AND ELIGIBILITY CRITERIA

Candidates must:

- be aged 18-24
- have an EHCP
- be capable of travelling independently prior to programme beginning
- want to progress into employment by the end of the programme

Please send applications to Gen Botezatu,
gen.botezatu@cw.c.ac.uk

Recruitment is ongoing until summer 2025, however, to be part of our first round of interviews and assessments in March, please complete an application form and return it by 8 March.

Application forms are at www.cnwl.ac.uk/courses/section/course/supported-internship-charing-cross
[Project Search Charing Cross Hospital Internship](http://www.cnwl.ac.uk/courses/section/course/supported-internship-charing-cross)

Placement opportunities vary from term to term, with new employers and departments joining regularly.

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

- Porter: transport patients and equipment around the hospital
- Linen: sort clean laundry such as scrubs and gowns for delivery to wards
- Ward Host: food service, cleaning, supplying teas and coffees
- Clinical Engineering: auditing and repairing hospital equipment
- Canteen or Shop: combined food service and retail role
- Domestic Team: maintaining hospital standard cleanliness and hygiene
- Health Care Assistant: support to nurses including admissions and observations
- Patient Dining: pick and pack meals and special diets and deliver to wards

HAMMERSMITH AND FULHAM

ADDRESS

Wendell Park School
Cobbold Road, London W12 9LB

CONTACT

Liam Sinnott – Interim Deputy Head –
Foundation Learning
l.sinnott@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 12

DATE September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Interns must:

- be aged 17-24
- have an EHCP with eligibility to work in the UK
- be working around Entry Level 3 English and maths
- be capable of travelling independently to their workplace
- be ready to move on from education, committed to the programme, keen to develop their skills to find employment
- be able to travel independently or doing the travel training
- have a real aspiration to progress into paid employment
- parents and carers should support the aspiration for employment
- able to commit to the full program (September 2025 to June 2026) and work 5 days a week

Online application followed by specific application form for the programme produced by West London College. Application form available at <https://www.wlcc.ac.uk/your-college/how-to-apply>

Applications to be submitted by 21 March 2025.

Following a shortlisting process, candidates are invited to attend a Skills and assessment day at the University of West London on Friday 25 April 2025.

Please send your applications to Milly Lapikens
m.lapikens@wlc.ac.uk

Key vocational skills and work experience opportunities offered include:

- Library Assistant: ensuring the library and books are clean and tidy, shelving books in alphabetical order and putting books away according to the genres. Scanning books in the self-return machines. Managing customer queries
- Nursery Assistant: help setting up activities, engage with children in singing activities and play time. Keep children safe
- Shop Assistant: supporting deliveries and putting out stock, ensuring all price labels are correct, printing out price labels. Maintaining a clean and safe shop floor ensuring items are displayed in the right place. Helping customers with any questions and queries
- Customer Service: serving food, cleaning tables, making sure customers are happy. Asking about any allergies if the customer is about to order. Providing a welcoming experience
- IT Admin: inputting data, supporting events, attending meetings and working on research projects. Creating spreadsheets
- Gym Fitness instructor: daily cleaning duties, managing the members bookings system. Managing member queries
- Children's Centre Assistant: setting up and tidying up activities, taking part in playing and singing sessions. Sanitising and wiping down toys. Talking with parents and carers. Keep children safe

A DFN Project SEARCH supported internship at Chelsea and Westminster

SITE ADDRESSES

Chelsea and Westminster Hospital,
369 Fulham Road, London SW10 9NH

West Middlesex University Hospital
Twickenham Road, Isleworth TW7 6AF

CONTACT

Oscar Suarez
07428 936 795
oscar.suarez@qcollege.org.uk

EDUCATION PARTNER

Queensmill College

SPONSORING/LEAD LOCAL AUTHORITY

Hammersmith & Fulham Council

PLACEMENTS PLANNED

8-10

DATE September 2025 to July 2026

Chelsea and Westminster Hospital NHS Foundation Trust and Queensmill College have partnered together to give young people with learning disabilities or autism an opportunity to develop their skills within a real work environment as well as work towards awards in employability and certificates in employability courses.

The programme is based within one hospital Trust at two different London sites:

- The Chelsea and Westminster Hospital, in Chelsea
- West Middlesex University Hospital, in Isleworth

As SEND specialists we work successfully with learners with a diagnosis of an autism spectrum condition as well as other learning disabilities, or both, centring the programme around the needs of each intern.

It is designed for young people functioning at different levels who would benefit from an academic year of intensive and immersive support to gain valuable skills for employment.

ACCEPTANCE AND ELIGIBILITY CRITERIA

All applicants must:

- have an EHCP
- be aged between 18 and 24
- be learning at Entry Level 2 or above

Please email oscar.suarez@qcollege.org.uk for an application form.

We offer video calls with applicants to answer possible questions.

Once an application has been received candidates will be told the dates for the open day and the on-site skills assessment.

Key vocational skills and work experience opportunities offered include:

- Chelsea and Westminster Hospital Office Administration: data entry, patient in-booking, scanning and organising documents
- Ward Host: serving food to patients, cleaning ward areas and surfaces
- Kitchen Assistant: washing kitchen tools and plates, cleaning tables in the canteen area, organising and delivering food across the hospital
- Department Assistant: organising items, reporting messages, data entry and cleaning designated areas
- West Middlesex University Hospital Maintenance Work: fire, water and light checks. Keeping the stockroom tidy and organising department areas. Clean outside hospital ground areas
- Lab Assistant: recording test results into the database
- Supporting lab staff and organising stockroom, office administration, data entry, patient in-booking, scanning and organising documents
- Housekeeping: cleaning and maintaining hygiene in the hospital. Keeping department stockroom tidy

ST HELIER HOSPITAL

A new DFN Project Search supported internship

ADDRESS

St Helier Hospital, Wrythe Lane, Sutton,
London. SM5 1AA

CONTACT

Assessments and Placements Team
0345 402 0453
assessments&placements@orchardhill.ac.uk

EDUCATION PARTNER

Orchard Hill College

SUPPORTED EMPLOYMENT PARTNER

Orchard Hill College

SPONSORING/LEAD LOCAL AUTHORITY

Sutton Council

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

All applicants must:

- have an EHCP
- be aged between 17 to 24
- be learning at Entry Level 3 or above

To apply please complete an online form on
Orchard Hill College's website
workstart.me.uk/admissions

When completing the form please state Project
SEARCH St Helier Hospital 2025 in the 'Year
applied for' box.

Completed application forms should be sent to
assessments&placements@orchardhill.ac.uk

This is a full-time course 5 days a week for one
academic year.

Students will be based at St Helier Hospital where
they will complete workplace rotations based on
their preferences and skills sets.

They will be supported by an Orchard Hill
College tutor and job coach. The objective of
the programme is for the interns to secure paid
employment within the hospital or the local
community.

Key vocational skills and work experience opportunities offered include:

- Admin Assistants: providing admin support
such as emails, data entry and monitoring of
spreadsheets
- Media and Project Promotion Assistants:
working with web designers to create
information templates such as newsletters and
promotional material
- Facilities Assistant: carrying out building
maintenance across the site including porter
duties
- School Admin Assistant: contacting schools,
parents and carers via letters, email and the
phone, data collection using Microsoft Office
and Excel
- Horticulture
- Library Assistant

PAVILIONS SUPPORTED INTERNSHIP

The Shaw Trust Supported Internship based at Pavilion Centre, Uxbridge

ADDRESS

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

CONTACT

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

EDUCATION PARTNER

Shaw Trust

SUPPORTED EMPLOYMENT PARTNER

Shaw Trust

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED

14

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

This is a EL3 to Level 2 learning programme.

Applicants will be invited to a 'Get to Know You' session and a numeracy and literacy assessment to establish their suitability for the programme and level.

The programme is based in Uxbridge. Travel training can be provided to enable individual travelling to and from home prior to the programme starting.

When requesting an application pack, interested young people will be informed about the open days when they can visit the Hillingdon site, meet the team and find out more information about this exciting Hillingdon supported internship.

To find out more, contact Saimmah Ali on 07714 736748 or email supportedinternships@shaw-trust.org.uk

Key vocational skills and work experience opportunities offered include:

- Retail/Customer Care: working in a retail business in Uxbridge shopping area and developing a range customer facing, teamwork and multi-tasking shopwork skills
- Hospitality: in Uxbridge's restaurants. Making drinks, taking orders, serving customers, working in the till, preparing food, washing up and cleaning tables
- Childcare: working in a nursery and playing with children and helping with feeding, taking to the toilet, spillages, reading stories
- Horticulture: in and outdoors, landscaping, learning a range of gardening skills, planting seeding, hedge trimming, plant preparation for sale
- Admin: at a local in office. Working in a team, developing a range of skills, welcoming visitors to the business, arranging meetings, admin, using office equipment



HILLINGDON CIVIC CENTRE

A DFN Project SEARCH supported internship at Hillingdon Council

ADDRESS

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

CONTACTS

Eduardo Palma Carlos

Eddie@hacs.org.uk

020 8606 6780

EDUCATION PARTNER

Orchard Hill College

SUPPORTED EMPLOYMENT PARTNER

Hillingdon Autistic Care & Support

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

All applicants must:

- have an EHCP
- be aged between 17 to 24
- be learning at Entry 3 level or above.

It is a full-time course 5 days a week for 1 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).

Please contact Eddie@hacs.org.uk for application forms.

For further information please phone 020 8254 7824.

Key vocational skills and work experience opportunities offered include:

- Admin Assistants: providing admin support such as emails, data entry and monitoring of spreadsheets
- Media and Project Promotion Assistants: working with web designers to create information templates such as newsletters and promotional material
- Facilities Assistant: carrying out building maintenance across the site including porter duties
- School Admin Assistant: contact schools, parents and carers via letters, email and phone, data collection using Microsoft Office and Excel
- Battle of Britain Museum Assistant: assisting with ticket sales and front desk enquiries, support with guided tours of the Bunker. Admin tasks for example, historical inventories and cataloguing items
- Library Assistant: customer service, shelving items, repairing book sleeves, and operating library computer systems
- Green Spaces Assistant: carrying out ground maintenance of the green spaces around Hillingdon such as parks
- Geographical Mapping Assistant: supporting with map making, data analysis and programming using specialist software

A DFN Project SEARCH supported internship at Northwick Park Hospital

ADDRESS

Northwick Park Hospital,
Watford Road, Harrow HA1 3UJ

CONTACT

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

FURTHER EDUCATION COLLEGE PARTNER

Harrow College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise Ltd

SPONSORING/LEAD LOCAL AUTHORITY

Harrow Council

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

Acceptance and ELIGIBILITY CRITERIA

Applicant must:

- be 18 years to 25.

Initial skills assessment days and interviews are scheduled for 17 March 2025 and 18 March 2025

Application forms should be submitted to Jane Hamilton, jane.hamilton@hruc.ac.uk

For more information and application form visit www.harrow.ac.uk/students/project-search

Key vocational skills and work experience opportunities offered include:

- Admin Assistant: data inputting, filing and scanning, photocopying, answering the telephone, booking patient appointments and general admin duties
- Restaurant Operative: restocking food items, clearing and cleaning tables, refilling paper towels, sweeping and mopping, restocking cutlery and serving customers
- Medical Library: carrying out functional checks on medical devices, cleaning and sterilising, configuring data displays on the machines, booking and collecting faulty instruments and sending off for repair
- Housekeeping: stock control, replenishing medical equipment, collecting deliveries and transferring goods to wards
- Domestic Stores Person: picking and 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

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

EDUCATION PARTNER

Shaw Trust

SUPPORTED EMPLOYMENT PARTNER

Shaw Trust

SPONSORING/LEAD LOCAL AUTHORITY

Harrow Council

PLACEMENTS PLANNED

14

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

This is a EL3 to Level 2 learning programme.

The programme is based in Harrow on the Hill.

Travel training can be provided.

When requesting an application pack, interested young people will be told about the open days when they can visit the Harrow site, meet the team and find out more information about this exciting Harrow supported internship.

To find out more and request an application pack, phone Trina Rodden on 07714 736753 or email supportedinternships@shaw-trust.org.uk

Key vocational skills and work experience opportunities offered include:

- Retail and Customer Care: working in a retail business in Harrow on the Hill shopping area and developing a range customer facing, teamwork and multi-tasking shopwork skills
- Hospitality: in Harrow's restaurants. Making drinks, taking orders, serving customers, working in the till, preparing food, washing up and cleaning tables
- Childcare: working in a nursery and playing with children and helping with feeding, taking to the toilet, spillages, reading stories
- Horticulture: in and outdoors, landscaping, learning a range of gardening skills, planting seeding, hedge trimming, plant preparation for sale (pricing, stocktake and budget)
- Admin: at a local in office. Working in a team, developing a range of skills, welcoming visitors to the business, arranging meetings, admin, using office equipment

BRENT COUNCIL/WEMBLEY PARK

The DFN Project SEARCH Internship at Brent Council and Wembley Park

ADDRESS

Brent Civic Centre, Engineers Way,
Wembley. HA9 0FJ

CONTACT

Gen Botezatu
020 7258 55300
07956 517995
gen.botezatu@cwac.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

College of North West London

SUPPORTED EMPLOYMENT PARTNERS

Kaleidoscope Social Enterprise Ltd

SPONSORING/LEAD LOCAL AUTHORITY

Brent Council

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged 17-24
- have an EHCP
- be able to travel independently prior to the programme beginning, or be willing to undergo travel training
- want to progress into employment by the end of the programme
- must be eligible to work in the UK
- aspire to secure paid employment on the completion of the course
- be currently learning at Entry 1 Level 1

Application forms can be found at
<https://www.cnwl.ac.uk/courses/section/course/supported-internship-at-wembley-park>

Please send applications to Gen Botezatu,
Maida Vale Campus, 129 Elgin Avenue, W9 2NR
or email it to gen.botezatu@cwac.ac.uk

This supported internship in Wembley Park provides a wide variety of training and work experience in administrative and facilities departments within or locally to Brent Civic Centre.

Placement opportunities vary from term to term, with new employers and departments joining regularly.

Recruitment is ongoing until summer 2025, however, to be part of our first round of interviews and assessments in March please complete an application form and return to the **CONTACT** above by 8 March.

Key vocational skills and work experience opportunities offered include:

- The Drum: working with the events team to set up rooms and prepare for events, including managing door activation
- Schools Admissions: working with catchment areas to check eligibility of applications, develop advertisements, data entry and research
- Registrations: data inputting, checking accuracy, preparing for events such as citizenship ceremonies, attending ceremonies and helping the public
- Digital Post Room: collect, open, sort, prepare, scan and index incoming post and documents and process outgoing post for delivery externally
- IT: prepare laptops, tablets and phones for new users, explain how to use equipment to the new users, keep accurate stock records
- Library: customer service, return books, general maintenance of appearance of library, use Dewey decimal system to shelve books, prepare reservations, support children's sessions
- Well-Being Centre: supporting families with forms, reception work

LONDON HEATHROW MARRIOTT HOTEL

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

ADDRESS

Bath Road, Harlington, Hayes UB3 5AN

CONTACT

Maxine Simpson

07842 309 879

msimpson@meadowhighschool.org

ADDRESS

Bath Road, Harlington, Hayes UB3 5AN

CONTACT

Maxine Simpson

07842 309 879

msimpson@meadowhighschool.org

EDUCATION PARTNER

Meadow High School, Hillingdon

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise Ltd

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED 10

DATE September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged 18-24 at the start of the programme
- have an EHCP
- want to move into paid employment on completion of the programme
- live within the local area Marriott

Hotel internships provide a supportive, disability-confident environment. There is 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 and Beverage: clearing tables, keeping the restaurant clean, restocking drink and snack areas, polishing cutlery and glasses, setting tables for next service
- Lobby Host: greeting and directing guests, making wake-up calls, delivering messages and 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 and Maintenance: completing site patrols, room checks and basic Engineering and Maintenance tasks, moving items within the hotel, assisting the Duty Engineer
- Goods Receiving: checking deliveries, labelling and storing food items, rotating stock, cleaning food storage areas, delivering parcels to hotel departments
- Conference and 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

QUEEN ELIZABETH HOSPITAL

A supported internship programme

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

Diedre Johnson
Supported Internship Programme Coordinator,
diedre.johnson@royalgreenwich.gov.uk
020 8921 5974, 07548 823 847

FURTHER EDUCATION PARTNER

Newhaven School

SUPPORTED EMPLOYMENT PARTNER

Unity Works

SPONSORING LOCAL AUTHORITY

Royal Borough of Greenwich

PLACEMENTS PLANNED 8

DATE September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- live in Royal Borough of Greenwich
- be 16-18 years old
- be known to the SEND department or have an EHCP
- be motivated to secure employment
- be an independent traveller or willing to have travel training

Information sessions for parents, carers and young people will be held in February and March 2025.

A joint recruitment and selection process will take place following 1-2-1 interviews and individual assessment tasks relevant to workplace if candidates do not have a Level 2 qualification or above.

Please send application forms to any of the following people:

Diedre Johnson, supported internship programme coordinator diedre.johnson@royalgreenwich.gov.uk

Rajatha Nidhi, supported internship development officer rajatha.nidhi@royalgreenwich.gov.uk

Enquiries to be made to Shooters Hill College by Spring of 2025

Working in a hospital environment may not be suitable to all; it is very fast paced and we therefore recommend a visit before applying.

There will be an initial one-month classroom induction covering mandatory NHS and ISS onboarding.

Attendance is Monday to Friday, 9am to 3pm.

Interns will be fully supported throughout the programme.

Key vocational skills and work experience opportunities offered include:

- IT junior engineer: diagnosing and repair to laptops, computers and printers within the trust
- Linen Team: preparing cages of linen for all hospital wards; clean pods and tidy room
- Back-of-house catering: preparing and delivering food for wards; assist with deliveries (unloading and packing away)
- Front-of-house catering: restocking fridges etc., cleaning restaurant; empty bins; and operating a till
- McMillan Cancer Ward: restocking nurse-bay trolleys; cleaning; pharmacy runs; taking patient height and weight
- Medical records: scanning documents and recording onto database; extract/update data
- Library (2 days' week): cataloguing books; putting books back on shelves; assisting in department projects
- Chaplaincy (2 days): team administrator and ad-hoc duties
- Ambulance Service Team: patient surveys; vehicle checks; attend bed office meetings; monitoring and tracking vehicles; reporting damages; stocktaking



MORLEY COLLEGE LONDON (NORTH KENSINGTON CENTRE FOR SKILLS)

ADDRESS

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

CONTACT

Annabelle Baiyewu
020 7450 1889

Annabelle.baiyewu@morleycollege.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

Morley College London

SUPPORTED EMPLOYMENT PARTNER

Action on Disability

PLACEMENTS PLANNED 10

DATE September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged 16-24 on 31 August 2025
- have an EHCP
- be able to travel independently or be willing to undergo travel training
- be eligible to work in the UK
- aspire to secure paid employment on the completion of the course
- ideally currently learning at Entry 1 Level

Parents and carers must share the aspiration for employment.

Applicants can enquire about the programme by sending an email directly to

morley.admissions@morleycollege.ac.uk or to the programme manager Annabelle Baiyewu

Annabelle.baiyewu@morleycollege.ac.uk

Application forms should be emailed to morley.
admissions@morleycollege.ac.uk

Work experience opportunities take place within and close to Royal Borough of Kensington and Chelsea. Work experience opportunities and placements vary from term to term, with new employers joining regularly.

Key vocational skills and work experience opportunities offered include:

- Library: Ordering and shelving books
- Admin: office duties, data entry, auditing.
- Canteen: restocking and replenishing, making hot drinks, food preparation
- Cleaning: wiping tables, chairs and tidying the offices.
- Landscaping: gardening and outdoor
- Childcare: preparing activities in a nursery and tidying away.

BERKELY HOMES

The new DFN Project SEARCH Supported Internship in Woolwich

ADDRESS

Berkeley Homes, Greenwich

CONTACT

Asa Frost (Tutor)

Asa.frost@shc.ac.uk

Michael Williams (Job Coach)

michael.williams@unityworks.org.uk

FURTHER EDUCATION COLLEGE PARTNER

Shooters Hill Sixth form College

SUPPORTED EMPLOYMENT PARTNER

Unity Works

SPONSORING/LEAD LOCAL AUTHORITY

Royal Borough of Greenwich

PLACEMENTS PLANNED 8-10

DATE September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged 16-24
- have an ECHP or known to the SEND department
- live in the Royal Borough of Greenwich
- be motivated to secure employment

Please send application forms to any of the following people:

Diedre Johnson, supported internship programme coordinator

diedre.johnson@royalgreenwich.gov.uk

Rajatha Nidhi, supported internship development officer rajatha.nidhi@royalgreenwich.gov.uk

Key vocational skills and work experience opportunities offered include:

- Finance: Handling invoices, organising letters.
- Logistics: Picking up litter, handling keys.
- Customer facing role: Helping people who come into GLLaB (Greenwich Local Labour and Business), helping with data entry and computer admin.
- Social Values and Marketing: Working within the social values team at Berkeley.
- Admin: Assisting with admin tasks at Berkeley, organising and computer admin.
- Library Assistant: Shelving, talking to customers, assisting with groups.
- Concierge x 2: Parcel operative, scanning parcels that come in, dealing with customers and delivery drivers.

The DFN Project SEARCH Supported Internship at Ealing

ADDRESS

University of West London, St Mary's Road,
Ealing, London. W5 5RF

CONTACT

Liam Sinnott - Interim Deputy Head –
Foundation Learning

020 8231 6087

l.sinnott@wlc.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

West London College

SUPPORTED EMPLOYMENT PARTNER

Ealing Mencap

SPONSORING/LEAD LOCAL AUTHORITY

Ealing Council

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged 18-24
- education Level +
- able to travel independently
- show commitment to the program
- be willing to accept offer of rotations
- have a positive attitude towards learning and paid employment
- be committed to attendance and punctuality policy

Please email forms Milly Lapikens

m.lapikens@wlc.ac.uk for an application
form by 10 April.

Online application followed by specific application
form for the programme produced by West
London College Applications to be submitted by
21 March 2025

Following a shortlisting process, candidates will
be invited to attend a skills and assessment day at
the University of West London on Friday 25 April
2025.

Key vocational skills and work experience opportunities offered include:

- Employability skills: rotation work - Cleaning, maintenance, kitchen assistant, library assistant, shop assistant. For example; Carrying out tasks relevant to each position. For example; Operating the till, swiping and organising tables and chairs, organising classrooms, shelving books, washing dishes, helping teachers with children in nurseries.
- Developing ICT skills: learning how to prepare and deliver oral presentations for internal and external audiences.
- Developing confidence: participating in class discussions, asking and answering questions relevant to helping building confidence.
- Improving maths skills: managing personal income and planning personal budget.
- Improving English skills: CV writing and learning interview skills, participating in mock interviews.
- Academic skills: completing OCN (Open College Network) modules, and addressing outcomes in job researches, matching personal skills with abilities for different jobs.
- Job search skills: be able to identify different jobs and consider applying for at least 3 jobs at the end of the term.

KING'S COLLEGE HOSPITAL

The new DFN Project SEARCH Supported Internship in Camberwell

ADDRESS

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

CONTACT

Zoe Carthew
020 7501 5121
zcathrew@southbankcolleges.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

South Bank Colleges (Lambeth College)

SUPPORTED EMPLOYMENT PARTNER

Unity Works

SPONSORING/LEAD LOCAL AUTHORITY

Lambeth Council

PLACEMENTS PLANNED

8-10

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- live in Lambeth
- have an EHCP Education
- be aged 18-24

The internship is suited to students with learning disabilities and autism spectrum conditions who are approaching readiness for the world of work.

The supported internship is based 5 days a week at Kings College Hospital.

Applicants will gain experience in three different roles and departments at the hospital gaining different work skills.

The day is structured as follows:

- 9am-10am: classroom based functional maths and English lessons
- 10am-3pm: in the workplace
- 3pm-4pm: classroom based functional maths and English lessons.

At the end of the programme applicants are supported to progress into paid employment.

Application form can be obtained :

www.southbankcolleges.ac.uk

Please send application forms to
zcathrew@southbankcolleges.ac.uk

Key vocational skills and work experience opportunities offered include:

- Customer Service: guiding people to the correct department within the hospital and answering basic queries
- Nursery Duties: helping look after small children
- Administrative Skills: emailing patients information and appointment times, filing, photocopying and scanning
- Telephone Skills: calling patients to check and rearrange appointment times
- Housekeeping Duties
- Data Input: using Excel and Edge to input data onto the hospital systems
- Food Handling: in cafés and kitchens, preparing food and serving customers
- Post Room: administrative duties

ROYAL CAPITAL CITY COLLEGE KING'S CROSS CENTRE

(Formerly Westminster Kingsway College - King's Cross Centre)

ADDRESS

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

CONTACTS

Joanna Krasinska (Head of School LDD)
joanna.krasinska@westking.ac.uk

Gisele Jumpp
020 7974 3061
gisele.jumpp@camden.gov.uk

SUPPORTED EMPLOYMENT PARTNER

Capital City College Group

SPONSORING/LEAD LOCAL AUTHORITY

Camden Council

PLACEMENTS PLANNED 10

DATE September 2025 to June 2026

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 during the internship.

Please email:

Genevieve Osborne-James,
SEND curriculum manager,
Genevieve.OsborneJames@westking.ac.uk

Joanna Krasinska,
head of school
Joanna.Krasinska@westking.ac.uk

to discuss next steps and explore any upcoming open day opportunities.

Applicants are usually aged 18-24 years.

Candidates under 18 years are welcome to apply but may be recommended a transitional period on an alternative programme prior to enrolling.

Placements are tailored to individuals to best suit their strengths, abilities and interest

Choices College Supported Internship at the 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

EDUCATION PARTNER

Project Choice Independent Specialist Provider
College

SUPPORTED EMPLOYMENT PARTNER

NHS England

SPONSORING/LEAD LOCAL AUTHORITIES

London Borough of Camden
London Borough of Barnet

PLACEMENTS PLANNED 14

DATE September 2025 to July 2026

The Trust will host a virtual open day and evening event for students and their families to join and meet mentors in 2025.

Please register your interest by contacting Yusaf Hamid yusaf.hamid1@nhs.net via email.

This will be followed by a recruitment day where potential candidates will be invited to interview and to undertake some basic skills-based tasks.

Applicants must not have already completed a supported internship programme.

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged 16-24 with learning difficulties, disabilities, or autism
- have an aspiration to enter employment

Royal Free Hospital is a diverse and inclusive working environment with highly skilled and experienced staff to help interns along their journeys.

Key vocational skills and work experience opportunities offered include:

- Learning and Knowledge Assistant: meeting and greeting customers, taking photos to produce ID badges and Data Entry of training attendance
- Hospitality: working across a variety of catering areas including cooking, barista, café assistants and food serving
- Psychology Assistance: assist on wards with patient care helping to support and deliver patient care plans
- Radiology and Imaging: supporting in clinical roles within the department, MRI, CT scans and ultrasound
- Recruitment Admin Support: supporting our recruitment team with the administration of new employees
- Clinical Admin: assisting with booking, cancelling and phoning patients, sending letters
- Physiotherapy Assistant: assisting with the maintenance of department and patient exercise programmes in gym and hydrotherapy
- Administration Support Worker

WHITTINGTON HOSPITAL

The DFN Project SEARCH Supported Internship at the Whittington Hospital

ADDRESS

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

CONTACTS

Rahma Maina

rmaina@ambitiouscollege.org.uk

Ambitious College Admissions Team

admissions@ambitiousaboutautism.org.uk

EDUCATION PARTNER

Ambitious College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise Ltd

PLACEMENTS PLANNED 10

DATE September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged 16-25 years old
- have an EHCP
- be an autistic young person or have a related learning difficulty
- have an interest to move into employment
- be interested in spending a year learning new skills or developing existing skills in the workplace

For further information, eligibility and details about open events please visit <https://ambitiouscollege.org.uk/supported-internships>

If you are interested in this opportunity, please contact

acsupportedinternship@ambitiouscollege.org.uk for an application form.

Key vocational skills and work experience opportunities offered include:

- Administration: in a variety of departments across the hospital. Duties include data entry, filing, reception, booking appointments and general office support
- Health Care Support Worker Assistant: supporting patient care on hospital wards
- Stores Assistant: delivering goods and packages to various locations around the hospital
- Catering and Retail: assisting in the hospital canteen and shop
- Patient Dining Services: picking and packing patient meals and delivering them to wards
- Pharmacy Distribution: supporting the pharmacy team with data entry and picking and packing medicines for wards
- Decontamination Services: assisting the team with the cleaning and drying of endoscopes
- Whittington Education Centre Assistant: welcoming visitors, dealing with queries, and setting up rooms for training

ST GEORGE'S HOSPITAL

The DFN Project SEARCH Supported Internship at Tooting

ADDRESS

Education Centre, St George's Hospital,
Blackshaw Road, Tooting, London SW17 0QT

CONTACTS

Matthew Kaye

Matthew.kaye@cricketgreen.merton.sch.uk

07360 159940

EDUCATION PARTNER

Cricket Green School, Mitcham

SPONSORING LOCAL AUTHORITY

Merton Council

PLACEMENTS PLANNED 10-12

DATE September 2025 to July 2026

SPONSORING/LEAD LOCAL AUTHORITY

Merton Council

PLACEMENTS PLANNED

10-12

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 18 and 24
- have an EHCP
- able to travel independently
- have the desire to find paid work
- be able to attend everyday Monday to Friday, from 9am to 3.30pm

People who are offered an internship will need to be DBS-checked and be cleared as "fit for work" by the St George's Hospital Occupational Health Service.

Documentation will need to be provided to enable a DBS check to be done, advice on what is required is available from the school.

Application forms should be submitted to

Matthew Kaye,

matthew.kaye@cricketgreen.merton.sch.uk

Tel: 07360 159 940.

Some placements require trainees to buy clothing for example, smart black trousers to comply with hospital's dress code and that of Project SEARCH.

Employment skills training will be delivered in the classroom.

Key vocational skills and work experience opportunities offered include:

- Reception Work: general admin, attending to patients and directing them where to go. Also scanning and photocopying as well as other admin duties
- Portering: attending to patients, transporting patients around the hospital in beds and wheelchairs
- Student Union Shop: Retail work experience, tills training, customer service and learning how to stock correctly such as drinks, confectionary and crisps
- Ingredients Café: Catering such as kitchen assistant, serving customers at lunch and breakfast, prepping for lunch and using the commercial dishwasher
- Blood and Transport Department: understand and assisting the process of where blood goes after it has been donated



WESTMINSTER CITY COUNCIL

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

ADDRESS

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

CONTACT

Gen Botezatu,
0207 258 5530,
07956517995,
gen.botezatu@cw.c.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

City of Westminster College

SUPPORTED EMPLOYMENT PARTNER

City of Westminster College

SUPPORTED EMPLOYMENT PARTNER

Westminster Supported Employment

SPONSORING/LEAD LOCAL AUTHORITY

Westminster City Council

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged 16-24
- have a current EHCP

Contact Gen Botezatu, gen.botezatu@cw.c.ac.uk
for details of our open days and receive and
application form. Application forms should be
submitted to Gen Botezatu.

Placement opportunities vary from term to
term, with new employers joining regularly.

All graduates benefit from ongoing support from
the job coaching team to apply for and transition
into work.

Some graduates may have the potential to
progress to inclusive apprenticeships with
Westminster City Council where applicable.

Key vocational skills and work experience opportunities offered include:

- Museum of Brands: front of house duties, greeting visitors and dealing with enquiries
- Fika: including barista training; Working within business catering and hospitality to maintain service area, set up food for service, make hot drinks, operate till, service food
- Facilities: support the reception team with room bookings, setting up rooms, and sorting and delivering mail for the departments
- London Edition Hotel: sort laundry, iron shirts, clean public spaces, sorting laundry and washing and tumble drying
- Libraries: shelve books, assist with events such as Rhyme Time or school visits, help with enquiries
- Archives: learn about historical objects and keep them in good condition, take part in community projects
- Bankside Open Spaces Trust: use gardening tools safely to prune and rake. Clean and store tools, weeding, cultivating ground
- Orsted: working within business catering and hospitality to maintain service area, set up food for service, make hot drinks, operate till, service food

HACKNEY COUNCIL

ADDRESS

Technology & Learning Centre (TLC)
1 Reading Lane, London E8 1GQ

Homerton Hospital, Homerton Row,
London E9 6SR

CONTACT

intern@hackney.gov.uk

EDUCATION PARTNER

BSix Sixth Form College

SUPPORTED EMPLOYMENT PARTNERS

Hackney Council

SPONSORING/LEAD LOCAL AUTHORITY

Hackney Supported Employment Service

PLACEMENTS PLANNED

24

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged 18-24
- have a current EHCP
- live in Hackney
- around Entry level to Level 1 English and Maths
- able to travel independently, travel training can be provided
- aspire to progress into paid employment after the 10-month programme.

Interns should complete an application form and an assessment.

Application forms should be submitted to intern@hackney.gov.uk

Placements are offered by Homerton Healthcare Foundation Trust, Hackney Council and local trusted employers such as GLL.

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 before starting.

Key vocational skills and work experience opportunities offered include:

- Administration: working as an admin assistant in the council or Homerton hospital
- Food Preparation and Serving: working in the hospital or external restaurants, bakery, or as a ward host
- Customer Service Skills: reception Working in Hackney service centre customer service team, reception in outpatients
- Facilities Management Skills: in the Hosptial warehouse or council facilities team
- Building Maintenance and Gardening: in the council parks team, council caretaker
- Data Management and Reprographics Skills: in the Homerton HR department, healthcare records, council library

The DFN Project SEARCH Supported Internship at the 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

FURTHER EDUCATION COLLEGE PARTNER

College of Haringey, Enfield & North East
London (CONEL)

SUPPORTED EMPLOYMENT PARTNER

Tottenham Hotspur Foundation and North
Middlesex University Hospital

SPONSORING/LEAD LOCAL AUTHORITY

Enfield Council

Haringey Council

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged 18-24 at the time of enrolment
- have ECHP
- able to travel independently
- be able to work 5 days a week
- be keen to achieve paid employment by the end of the programme

Evaluation of candidates' core skills

- IT skills,
- following instructions
- communication

Please contact Hetvi Doshi

hetvi.doshi@conel.ac.uk

or Antony Kyriakou

antony.kyriakou@tottenhamhotspur.com

for an application form.

Key vocational skills and work experience opportunities offered include:

- Outpatients' Offices and Department Receptions: preparing medical correspondence, scanning, printing and archiving documents, imputing patients date in a computer programme, calling patients to confirm attendance to appointments
- Receipt and Delivery Departments: delivering medical equipment around the hospital's wards, portering linen or patients
- Post Office: organizing and delivering and collecting correspondence for the hospital's post office
- eHealth Records Department: retrieving or archiving patients records in the hospital's libraries
- Pharmacy Dispensary: organising medication stock according to name, expiry date and type of medication
- Medical Day Clinic: meet and greet patients, serve them meals, take on housekeeping duties such as organising medical equipment supplies in the stock room

WHIPPS CROSS UNIVERSITY HOSPITAL

Within the Barts Health NHS Trust

The new DFN Project SEARCH Supported Internship at St Bart's

ADDRESS

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

CONTACT

Janet Wingate-Whyte
Learning in Harmony Trust
jwingatewhyte@lihtrust.uk
07889 406 920

EDUCATION PARTNER

Waltham Forest College
Learning in Harmony

SUPPORTED EMPLOYMENT PARTNER

Generate Opportunities

SPONSORING/LEAD LOCAL AUTHORITY

Waltham Forest Borough Council

PLACEMENTS PLANNED

13

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 17-24
- have an EHC Plan

The programme is aimed at getting full time meaningful, quality sustainable jobs.

Open days will take place in March and April alongside presentations at schools and colleges and tours of the hospital

Please send applications forms to Janet Wingate-Whyte
jwingatewhyte@lihtrust.uk
by end of June 2025.

All interns will be enrolled at Waltham Forest College.

The interview process follows DFN Project SEARCH Recruitment Rubric.

Key vocational skills and work experience opportunities offered include:

- Main Stores: delivering goods and packages around the hospital, getting signatures for some parcels
- Cardiac Imaging: stocking and restocking, resuscitation trolley, prepare remote cardiac monitoring devices
- Linet Beds: cleaning mattresses, delivering and collecting mattresses, inputting information onto the computer
- Porters: pushing wheelchairs, beds, using the radio, taking specimens to Pathology
- Pharmacy: stocking and restocking, loading the robot, administrative duties, logging control drugs
- Lung Cancer: administrative tasks, updating patient information, appointment scheduling, reviewing doctors list
- Transport Lounge: meeting and greeting, reception tasks, taking patient postcodes, arranging transport
- Clinic preassessment: checking patient's appointments and next of kin list, meet and greet, telephone

WHIPPS CROSS HOSPITAL

ADDRESS

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

CONTACT

Janet Wingate-Whyte
Learning in Harmony Trust
jwingatewhyte@liitrust.uk
07889 406 920

EDUCATION PARTNER

Waltham Forest College
Learning in Harmony

SUPPORTED EMPLOYMENT PARTNER

Generate Opportunities

SPONSORING/LEAD LOCAL AUTHORITY

Waltham Forest Borough Council

PLACEMENTS PLANNED

13

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 17-24
- have an EHC Plan

The programme is aimed at getting full time meaningful, quality sustainable jobs.

Open days will take place in March and April alongside presentations at schools and colleges and tours of the hospital

Please send applications forms to Janet Wingate-Whyte
jwingatewhyte@liitrust.uk by end of June 2025.

All interns will be enrolled at Waltham Forest College.

The interview process follows DFN Project SEARCH Recruitment Rubric.

Key vocational skills and work experience opportunities offered include:

- Pharmacy: data inputting, sorting and stocking medication
- Therapies and Orthotics: telephone appointment reminders and rebooking appointments, coding, administrative tasks
- Medical Engineering: collecting equipment from the ward, repairing and servicing all types of equipment
- Ward Host: taking patients food orders on a tablet, preparing food, making refreshments
- Outpatients Reception: meeting and greeting, giving directions, booking appointments, prepping clinics, post
- Senior Leadership Team: administrative and reception tasks, meeting and greeting, preparing the board room for meetings
- GP X-Ray Imaging Assistant: Reception duties, meeting and greeting, Triage, managing patient flow, stocking, liaising with Radiographers
- Ward Housekeeper: socking, administrative tasks, cleaning and sterilising equipment, reporting faulty equipment

QUEEN MARY UNIVERSITY OF LONDON

The DFN Project SEARCH Supported Internship Programme at Queen Mary University

ADDRESS

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

CONTACT

Matthew Snow

Matthew.snow@phoenixcollege.london
07368100118

EDUCATION PARTNER

Phoenix College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise Ltd

SPONSORING/LEAD LOCAL AUTHORITY

LB Tower Hamlets

PLACEMENTS PLANNED

10

DATE

September 2025 to July 2026

Queen Mary is one of the UK's leading global universities, highly rated for its teaching, research and innovation.

Please request an application form from
Matthew Snow
Matthew.snow@phoenixcollege.london

Interns will be allocated to 1 of our 3 sites in the borough depending on their needs and ambitions. Monthly open days will be held during few months of 2025. Other visits are also bookable through Matthew.

Once an application is received, candidates will be invited for a skills assessment and interview and the local council will be consulted

Key vocational skills and work experience opportunities offered include:

- Admin: computer-based roles using programmes like excel, PowerPoint and Outlook
- Grounds Maintenance: litter picking, emptying bins, planting and pruning
- Catering: food and drink prep, cleaning and serving
- Reception: welcoming visitors to campus, providing directions and communicating with employees
- Retail: restocking, serving customers and money handling
- Domestic: cleaning all communal areas across the university
- Post and Portering: receiving and delivering packages across the campus and setting up for classes and events
- Science Labs: cleaning lab coats, preparing and delivering equipment

NEWHAM LONDON

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

FURTHER EDUCATION COLLEGE PARTNER

Newham College

SUPPORTED EMPLOYMENT PARTNERS

Our Newham Work Supported Employment
Team

SPONSORING/LEAD LOCAL AUTHORITY

London Borough of Newham

PLACEMENTS PLANNED

30

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 16-24
- have an EHC Plan

Please contact Kanvil Ali

kanvil.ali@newham.ac.uk

or Joseph Kunyeda

joseph.kunyeda@newham.gov.uk for an

application form.

Completed forms should also be returned to

Kanvil or Joseph.

Key vocational skills and work experience opportunities offered include:

- Ward Host: assisting with patient meals, ordering meals on a tablet making tea and coffee
- Stores: Goods Distribution Officer: delivering goods around the hospital
- Data Entry Assistant: inputting data onto the Trust computer system
- Health Care Assistant: cleaning medical equipment, ordering, restocking and drawers in the patient cubicles
- Catering Assistant: food hygiene, food storage, food preparation and cleaning
- Receptionist: checking in patients, using computer to scan post photocopying, taking phone calls, sorting patient notes
- Maintenance Assistant: working with the electricians and maintenance workers to repair things around the hospital
- Retail: working in supermarkets assisting customers, restocking shelves and ordering
- Customer Service: learning to use the tills, to stock shelves correctly and taking deliveries
- Catering: setting tables, using tills, washing up, restocking and cleaning

LEWISHAM COLLEGE, LEWISHAM COUNCIL,
PHOENIX COMMUNITY HOUSING
AND 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

FURTHER EDUCATION COLLEGE PARTNER

Lewisham College

SPONSORING/LEAD LOCAL AUTHORITY

Lewisham Council

PLACEMENTS PLANNED

24

DATE

September 2025 to July 2026

Please contact
Pamela Frost pamela.frost@lewisham.ac.uk,
Kevin Plews kevin.plews@lewisham.ac.uk
or Charlotte Holsgrove
charlotte.holsgrove@lewisham.gov.uk
for an application form and return completed
application forms to one of them too.

We accept young people from within and outside
Lewisham.

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

**Key Vocational Skills and work experience
opportunities offered:**

- Fitness Instructors: working in the gyms,
supporting customers, managing the
equipment
- Premises Administrator: working in facilities,
room booking, maintenance
- Travel Trainer: travel training young people
with SEND, administration, data processing
- Administrator: post, printing, scanning and
speaking to customers
- Data Processing: data entry and assessment
- Café and Restaurant: food handling, customer
service, coffee making
- Reception: customer service, room booking,
data handling

ROYAL MENCAP SOCIETY

Mencap's Interns and Outcomes Supported Internship Programme

ADDRESS

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

CONTACT

Megan Clark

megan.clark@mencap.org.uk

Mohammed Mullick (For Ealing)

Mohammed.Mullick@mencap.org.uk

EDUCATION PARTNER

Mencap

SUPPORTED EMPLOYMENT PARTNER

Mencap

SPONSORING/LEAD LOCAL AUTHORITY

Barnet

PLACEMENTS PLANNED

12 on Pre-Internship.

22 on Supported Internship

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 16-24
- have an EHC Plan

We are now looking for applications and referrals for this programme in order to start in September 2025.

For people may not be ready for a supported internship, please do get in touch as there may be the option of a two-year pre-internship programme.

Please contact Megan Clark

megan.clark@mencap.org.uk

for an application form.

More info is available via website

<https://www.mencap.org.uk/advice-and-support/mencap-training-academy>

Key vocational skills and work experience opportunities offered include:

- Customer Service: working with people in a customer service role
- Hospitality: working in restaurants, hotels, cafés
- Retail: working in a shop, completing shelf stacking, stock taking, till work
- Travel and Tourism: working in a theatre or tourist attraction
- Catering: working with food or in a kitchen
- Health and Social Care: working in a care home, nursery or school
- Warehousing
- Administration

OPTION 1: SUPPORTED INTERNSHIP

A supported internship is an employer-based learning programme. The aim is to support young people with SEND who want to work in a paid job, to develop the skills, knowledge and experience to progress into employment.

To access the programme, you must

- be age 16-24
- have an EHCP.
- want to find work at the end of the programme
- be able to complete 400+ hours of work experience

Included in the programme:

- 200 hours off the job training
- Employability skills
- CV writing
- Employer visits
- Interview skills
- Health and safety at work
- Employee rights
- Equality and diversity at work
- 400+ hours supported work experience placement

Mecap has partnerships with employers in hospitality, retail, catering, theatres, travel and tourism and encourage interns to take on new experiences and be open to a range of sectors.

OPTION 2: PRE-INTERNSHIP STUDY PROGRAMME

The first year is a Pre-Internship, study programme progressing to the Supported Internship in year two.

Year 1 is targeted at those who aspire to work but for whom the one-year Supported Internship programme might be too big a step from school or college.

Included in the programme:

- Minimum of 640 off the Job Training with Tutor
- Meeting with Level 6 Qualified Careers Leader
- Workplace and Employer Visits
- Community Impact Project

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

ADDRESS

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

CONTACT

Lorretta Fontaine, TfL manager
07783 811157

supportedinternships@shaw-trust.org.uk

EDUCATION PARTNER

Shaw Trust

SUPPORTED EMPLOYMENT PARTNER

Shaw Trust

SPONSORING/LEAD LOCAL AUTHORITY

Greater London Authority (GLA) and TfL

PLACEMENTS PLANNED

24

DATE

September 2025 to July 2026

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.

This 11-month programme is for young people interested in working within TfL or in another transport environment, including gaining real life work experience in unpaid placements within TfL.

This is a Level 1 or 2 learning programme.

Applicants will be invited to a numeracy and literacy assessment to establish their suitability for the programme and level. Travel to Stratford (Westfield) will be required for classroom-based activities as well as initially for London-wide work placements.

Travel training can be provided to enable individual travelling to and from home prior to the programme starting.

To find out more, email supportedinternships@shaw-trust.org.uk or phone Saimmah Ali on 07714 736748.

For more information about this and all the Shaw Trust’s supported internship programmes go to www.shawtrust.org.uk/what-we-do/supported-internships

Key vocational skills and work experience opportunities offered include:

- Administration: this will involve working in one of the TfL central service departments such as finance, HR and planning. Key duties include attending meetings, taking notes, using spreadsheets and organising appointments
- Customer Care: this placement could be based at any of the TfL locations such as tube stations, bus depots and other transport hubs. Duties would include customer-facing support, ticketing, signposting and supporting operational delivery
- Maintenance: this would involve the placement being based at a transport depot. Duties would include supporting the planning, preparation and delivery of support services



The DFN Project Search Internship
Programme at Sheraton Skyline

ADDRESS

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

CONTACTS

Rebecca Bishop, employment coach
01895 853671
rebecca.bishop@hruc.ac.uk

EDUCATION PARTNER HRUCUxbridge
College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise Ltd

SPONSORING/LEAD LOCAL AUTHORITY

Hillingdon Council

PLACEMENTS PLANNED

8

DATE

September 2025 to July 2025

Please contact Sohail Sayed
sohail.sayed@hruc.ac.uk for more information
and application forms and give the course
reference code SINTRF.

Applications to be completed and submitted by
1 April 2025 for the September 2025 intake.

The skills and assessment details are still to be confirmed. Students will be enrolled at the HRUC Uxbridge College.

Key vocational skills and work experience opportunities offered include:

- Engineering: daily venue patrols, upkeeping high standard of Hotel Premises, and maintenance tasks
- We Proudly Serve (Starbucks): serving customers food and drink, Restock goods for sale, cleaning tables
- Admin: working within finance, HR, sales and goods receiving. Administration tasks, monitoring deliveries, invoicing, stock control, working with PCs and spreadsheets
- Conference and Banqueting: setting up meeting room, serving food and drinks, clearing the conference room for meetings and events
- Front Office: meet and greet customers, lobby hosting, helping with enquires and parcels
- Housekeeping: room cleaning, and maintaining room to the hotel's high standards
- Laundry: delivering and collecting linen, folding towels, washing, Hoovering
- Kitchen Porter and Canteen Assistant: food preparation, restocking breakfast and lunch options, cleaning canteen
- Restaurant and Room Service: serving customers, cleaning ta

HOUNSLOW COUNCIL

The DFN Project Search at Hounslow Council

ADDRESS

Hounslow Council, Hounslow House, 7 Bath Road, Hounslow. TW3 3EB

CONTACTS

Shaza Aminuddin, tutor and programme coordinator

07525 224 854

shaza.aminuddin@hounslow.gov.uk

projectsearch@hounslow.gov.uk

FURTHER EDUCATION COLLEGE PARTNER

West Thames College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise Ltd

SPONSORING/LEAD LOCAL AUTHORITY

Hounslow Council

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

Hounslow Council is driven by a desire to be an outstanding council serving an outstanding borough. They believe passionately about public service and have been proudly hosting DFN Project SEARCH since 2015.

Working with their partners, they are committed to giving their interns a true One Hounslow experience by fully immersing interns into their organisation.

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 17-24
- have an EHC Plan
- preferably live in Hounslow
- be committed to a 5 day a week programme
- be an independent traveller, or agree to undertake travel training
- be committed towards the goal of securing open and meaningful full time paid employment by the completion of the programme

Key vocational skills and work experience opportunities offered include:

- Reception: greeting customers, using booking systems, signposting customers
- Digital and ICT: software preparation, booting, auditing, stock control
- Facilities Management: portering, security, issuing ID badges
- Direct Payments: administration duties, contacting customers, data entry
- Care Work: supporting vulnerable residents in the day centre and community
- Property Services: manual work, including clearing furniture, painting and decorating
- Greenspace: working outdoors, using machinery, completing groundwork and maintenance
- Library Assistant: customer service, issuing library resources, supporting events/ community groups

The new DFN Project Search Supported Internship at Thorpe Park

ADDRESS

Thorpe Park, Staines Road,
Chertsey KT16 8PN

CONTACT

Sandra Julian
Sandra.julian@west-thames.ac.uk
07525224854

EDUCATION PARTNER

West Thames College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise Ltd

SPONSORING LOCAL AUTHORITY

Hounslow Council

PLACEMENTS PLANNED

8

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 17-24
- have an EHC Plan
- preferably live in Hounslow
- be committed to a 5 day a week programme
- be an independent traveller, or agree to undertake travel training
- be committed towards the goal of securing open and meaningful full time paid employment by the completion of the programme

Please email projectsearch@hounslow.gov.uk for an application form.

Key vocational skills and work experience opportunities offered include:

- Engineering Winter Workers: assist the engineers daily to get the rides dismantled, cleaned and ready for inspection in a timely fashion. Taking parts from rides to the main engineering workshop if required
- Warehouse Operative: assist with receiving and checking goods. Pick daily orders for delivery, assist with vehicle loading and regular stock counts
- Front of House Host: assisting the smooth and seamless entry and exit of resort for all guests. Take part in cleaning duties as described by the management team to ensure presentation is kept to required standard. Interact with guests and ensure any issues they have are resolved
- Retail and Fast Track Host: provide a high level of customer service to all guests in line with the company's values and achieve mystery shop targets through the consistent delivery of this. Develop in-depth product and park knowledge to become informative to guests
- Waste Management Host: ensure all waste and recycling bins are maintained throughout the day, ensure off-park bins are emptied on a regular basis, use equipment such as compactors, baler, gators, jet washers, trailers

PRINCESS ROYAL UNIVERSITY HOSPITAL

The DFN Project Search Supported Internship

ADDRESS

Princess Royal University Hospital
Farnborough Common, Orpington BR6 8ND

CONTACT

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

EDUCATION PARTNER

London South East Colleges

SUPPORTED EMPLOYMENT PARTNER

Bromley MENCAP

SPONSORING LOCAL AUTHORITY

Bromley Council

PLACEMENTS PLANNED

8-10

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 17-24
- have an EHC Plan
- be committed to a 5 day a week programme
- be an independent traveller, or agree to undertake travel training
- be committed towards the goal of securing open and meaningful full time paid employment by the completion of the programme

This supported internship is 5 days a week at Princess Royal University Hospital.

Applications can be made via the London Southeast Colleges website:

<https://www.lsec.ac.uk/courses/16-18-courses/health-and-social-care/nhs-supported-internship-college-certificate>

Applicants will gain experience in three different roles and departments at the hospital, gaining different work skills.

At the end of the programme applicants are supported to progress into paid employment.

Key vocational skills and work experience opportunities offered include:

- Housekeeping: cleaning and maintaining hygiene in the hospital
- Admin Assistant: working in a variety of departments. Tasks include data inputting, filing, and scanning, photocopying, answering the telephone, and general admin duties
- Restaurant Operative: restocking of food items, clearing and cleaning tables, sweeping and mopping, restocking cutlery and serving customers
- Porter: attending to patients, transporting patients around the hospital in bed and wheelchairs, moving equipment
- Health Care Assistant: providing support to nurses including admissions and observations
- Costa Coffee Shop Assistant: restocking of food items, clearing and cleaning tables, serving customers
- Physiotherapy Assistant: assisting with the maintenance of patient exercise programmes
- Library Assistant: customer service, shelving items, and operating library computer systems

ISS AT LIVERPOOL STREET

The DFN Project Search Supported Internship

ADDRESS

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

CONTACT

Phoenix School
matthew.snow@phoenix.towerhamlets

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise Ltd

SPONSORING/LEAD AUTHORITY

Tower Hamlets Council

PLACEMENTS PLANNED

10

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

be aged between 17-24

- have an EHC Plan

Monthly open days will be held during few months of 2025. Other visits are also bookable through Matthew.

Please request an application form from Matthew Snow
matthew.snow@phoenix.towerhamlets.sch.uk

The recruitment and selection day is yet to be confirmed.

Interns will be allocated to 1 of our 3 sites in the borough depending on their needs and ambitions.

Once an application is received, candidates will be invited for a skills assessment and interview and the local council will be consulted

Key vocational skills and work experience opportunities offered include:

- Security: maintain the safety and protection of employees and visitors to a variety of sites
- Engineering: repair and maintain machinery across the building
- Workplace: ensuring staff have everything they require to perform their tasks
- Reception and Front of House: welcoming visitors to site, providing directions and communicating with employees
- Vending: stocking and cleaning the large number of vending areas across the building
- Domestic: cleaning all communal areas across the building
- Post Room: receiving and delivering packages across the building

MOORFIELDS EYE HOSPITAL

Search Supported Internship at Moorfields Eye Hospital

ADDRESS

Moorfields Eye Hospital,
15 Ebenezer Steet N1 7NP

CONTACT

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

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise Ltd

SPONSORING LOCAL AUTHORITY

Islington Council

PLACEMENTS PLANNED

8-10

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 16-24
- have an EHC Plan
- have a desire to gain employment at the end of the programme

A series of open evenings will be held, followed by a recruitment fay (or days) where potential candidates will be invited to interview and undertake some basic skills-based tasks.

For more information and to register your interest in the programme, please CONTACT:

Maria Rodriguez, tutor of project search
maria.rodriguez@candi.ac.uk
020 7704 5578

Jane Broderick, ALS and foundation learning curriculum manager
jane.broderick@candi.ac.uk
020 7704 7243

Lee Bones, job coach manager, Kaleidoscope Social Enterprise Ltd
lee.bones@kaleido-scope.org.uk
07931 526 213

Key vocational skills and work experience opportunities offered 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
- Pharmacy Assistant: medicine stock, taking payments, supporting patients with their prescriptions
- Kitchen Porter and 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 and 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

KINGSTON COUNCIL

The new DFN Project Search Supported Internship

ADDRESS

Guildhall 2, Kingston Upon Thames, KT1 1EU

CONTACT

Assessments & Placements Team

0345 402 0453

assessments&placements@orchardhill.ac.uk

EDUCATION PARTNER

Orchard Hill College

SUPPORTED EMPLOYMENT PARTNER

Kingston AFC

SPONSORING/LEAD LOCAL AUTHORITY

Achieving for Children

PLACEMENTS PLANNED

12

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 17-24
- have an EHC Plan
- be at learning Entry 3 level or above
- have a desire to gain employment at the end of the programme

This is a full-time course 5 days a week for one academic year.

Students will be based at Guildhall 2 Building, Kingston Council offices, where they will choose different departments to work in on rotation.

They will be supported by a college tutor from Orchard Hill College and a job coach from Achieving for Children. The objective of the programme is to secure paid employment - not necessarily at the council.

Please complete an expression of interest form on workstart.me.uk/admissions

For further information please phone 020 8254 7824.

Key vocational skills and work experience opportunities offered include:

- Admin Assistants: providing admin support such as emails, data entry and monitoring of spreadsheets
- Media and Project Promotion Assistants: working with web designers to create information templates such as newsletters and promotional material
- Facilities Assistant: carrying out building maintenance across the site including porter duties
- School Admin Assistant: contacting schools, parents and carers via letters, email and on the phone, data collection using Microsoft Office and Excel
- Horticulture
- Library Assistants

The new DFN Project Search Supported Internship at Haringey Council

ADDRESS

Haringey Council, 48 Station Road, London.
N22 7TY

CONTACT

Gavin Cox
gavin.cox@conel.ac.uk

EDUCATION PARTNER

CONEL

SUPPORTED EMPLOYMENT PARTNER

MENCAP

SPONSORING/ LEAD LOCAL AUTHORITY

Haringey Council

PLACEMENTS PLANNED

10

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 16-25
- have an EHC Plan
- be able to travel independently or willing to undergo training
- be a Haringey resident
- be available 5 days a week for 1 academic year

Please contact Arifa Tasnim

arifa.tasnim@westking.ac.uk

for application forms. Applications are currently open for September 2025.

The expression of interest form can be found in the link above.

Applicants will be contacted within 5 working days of receiving their application forms to discuss next steps and provide details for the assessment day.

If candidates meet the eligibility criteria and pass the assessment, they will be invited to enrol.

Key vocational skills and work experience opportunities offered include:

- Business Admin Support: providing admin support such as emails, scheduling and data entry
- Library Assistant: customer service, shelving items, operating library services
- Childcare: working in a nursery, supervising and supporting children with basic tasks:
- Social Work: dementia hub: leading and taking part in activities with clients, including art and exercise
- Sports and Leisure: greeting guests, tidying gym equipment and rooms, setting up equipment, data entry
- Catering Assistant: greeting customers, cleaning environment, preparing ingredients

CHESSINGTON WORLD OF ADVENTURES RESORT (MERLIN)



DFN Project Search Supported Internship at Chessington World of Adventures

CONTACT

acsupportedinternship@ambitiouscollege.org.uk

EDUCATION PARTNER

Ambitious College

SPONSORING/LEAD LOCAL AUTHORITY

Achieving for Children

PLACEMENTS PLANNED

10

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 17-24
- have an EHC Plan
- be learning at Entry 3 level or above

This is a full-time course 5 days a week for 1 academic year.

Students will be based at Guildhall 2 Building, Kingston Council offices, where they will choose different departments to work in on rotation. They will be supported by a college tutor from Orchard Hill College and a job coach from Achieving for Children.

The objective of the programme is to secure paid employment (not necessarily at the council). Please email acsupportedinternship@ambitiouscollege.org.uk for an application form and details of upcoming open events.

Key vocational skills and work experience opportunities offered include:

- Retail: working with the gift stores
- Park presentations: litter picking, changing of bins, clearing leaves and debris and cleaning office areas
- Basecamp: assigning staff uniform, IDs and lockers. Washing staff uniforms
- Waste and Recycling: managing and sorting waste,
- Admissions: checking tickets and welcoming guests to the park
- Commercial Business support: stock taking, delivering items across the park and receiving deliveries
- Facilities: maintenance and groundworks, painting and repairing items across the park and hotel
- Landscaping: maintaining trees and shrubs, lawn mowing and planting

ADDRESS

Goldman Sachs International,
25 Shoe Lane, London EC4A 4AU

CONTACT

Gen Botezatu,
0207 258 5530,
07956517995,
gen.botezatu@cwac.ac.uk

FURTHER EDUCATION COLLEGE PARTNER

City of Westminster College

SUPPORTED EMPLOYMENT PARTNER

Kaleidoscope Social Enterprise Ltd

SPONSORING LOCAL AUTHORITY

Westminster Council

PLACEMENTS PLANNED

8

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 17-24
- have an EHC Plan
- be able to travel independently or willing to learn prior to the programme
- want and be willing to pursue employment opportunities outside of Goldman Sachs

A fantastic opportunity to develop your work skills at a global investment bank.

Based in Farringdon, central London, this internship provides you with an experience of working in a variety of departments and roles within Goldman Sachs.

Contact Gen Botezatu
020 7258 5530
07956517995
gen.botezatu@cwac.ac.uk

for details of open days and to receive an application form.

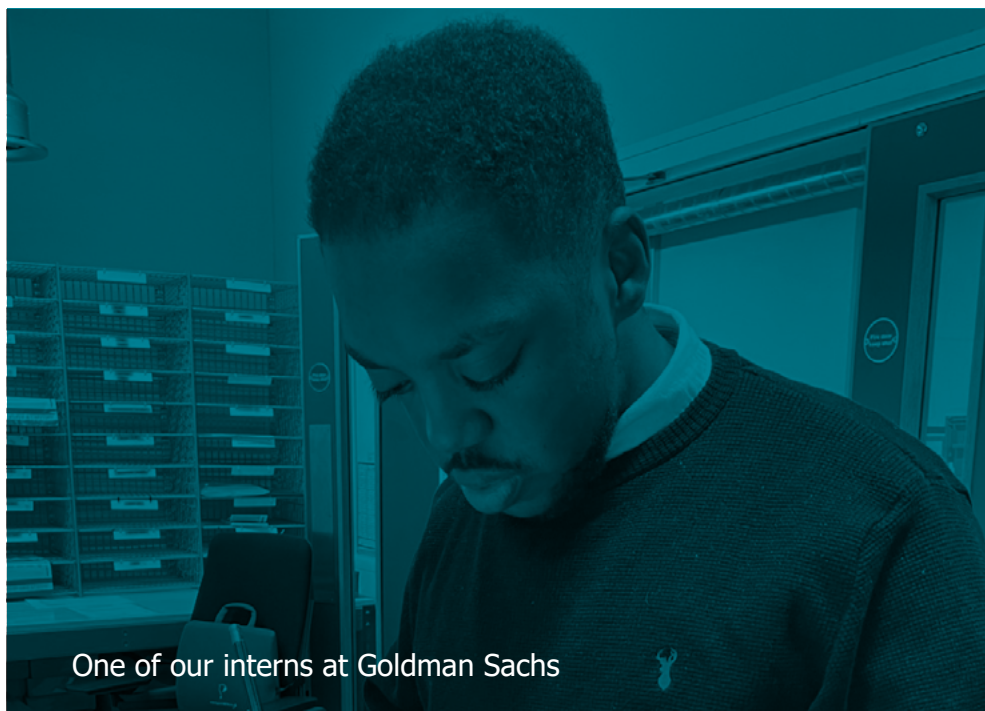
Applications can also be emailed to gen.
botezatu@cwac.ac.uk

Placement opportunities vary from term to term, with new employers and departments joining regularly.

Recruitment is ongoing until Summer 2025, however, to be part of the first round of interviews and assessments in March please complete an application form and return to the contact above by 8 March.

Key vocational skills and work experience opportunities offered include:

- IT: data entry, using online calendars & booking systems, MS office applications, various software's related to the business. Taking part in various projects related to the business. Take part in meetings on Zoom.
- Administration: filing, booking travel, sending emails, expenses, registering visitors. Calendar management.
- Food service: checking & restocking items, ensuring displays are correct, labelling items, taking part in stocktaking.
- Production/Document Services: producing various sized booklets for events and for clients. Also produce presentation materials for events. Ensuring all printers around the offices are in working order for events and for clients.



One of our interns at Goldman Sachs

HEATHROW AIRPORT

The Shaw Trust Supported Internship at Heathrow

ADDRESS

CONTACT

Saimmah Ali
07714736748

EDUCATION PARTNER

Shaw Trust

SUPPORTED EMPLOYMENT PARTNER

Shaw Trust

SPONSORING/LEAD LOCAL AUTHORITY

West London LAs

PLACEMENTS PLANNED

6-8

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 18-24
- have an EHC Plan
- be able to travel independently or willing to learn prior to the programme
- be at minimum entry Level 3 and Level 1 and Level 2 Functional Skills
- be able to attend Monday-Friday, 9am -3.30pm. 1 day in the classroom, 4 days in terminal working directly with passengers

Please email

supportedinternships@shaw-trust.org.uk for application forms. Once application forms are received, candidates will be invited to a discovery day to learn more about the internship.

Key vocational skills and work experience opportunities offered include:

- Face to Face Customer Service Skills – in terminal
- Teamworking Skills
- Communication Skills
- Active Listening Skills
- Complaints Handling Skills
- Organisational Skills
- Workload Prioritisation Skills
- Time Management

BRIGHTER FUTURES SPECIALIST COLLEGE

ADDRESS

The Woolwich Centre,
35 Wellington Street, London SE18 6HQ

CONTACT

Diedre Johnson
Employment and Supported Internship
Lead Officer

SEND Assessment and Review Service
Children's Services
Royal Borough of Greenwich

EDUCATION PARTNER

Shaw Trust

EDUCATION PARTNER

Shooters Hill

SUPPORTED EMPLOYMENT PARTNER

Unity Works

SPONSORING/LEAD LOCAL AUTHORITY

Royal Borough of Greenwich

PLACEMENTS PLANNED

8

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be able to attend is Monday-Friday, 9.30am-4pm

We are planning on 2 to 3 collaborative open days or evenings for supported internships within Greenwich Council.

Selection process will take place following candidate 1-2-1 interviews and individual assessment tasks relevant to workplace rotations.

Interns will have an information meeting with parents. They can also visit rotations and meet the staff and supervisors. There will be an induction in the work placement.

Please contact Rajatha Nidhi

rajatha.nidhi@royalgreenwich.gov.uk

employment and supported internship lead officer, SEND Assessment and Review Service, Children's Services, Royal Borough of Greenwich.

Key vocational skills and work experience opportunities offered include:

- Printing: personalized fashion with bespoke t-shirt, mug and other gift printing
- Barista and catering skills: working in the café for a career in servicing customers and dealing with money
- Administrative skills: essential office skills, communication, presentations on PowerPoint, computer proficiency
- Employability: develop essential job skills, such as teamwork, problem-solving, communication, time management
- Functional Maths and English courses: empowering essential skills in subject. Tailored to individual learning styles
- Catering: working more on customer services skills, in a corporate setting
- Reception and Admin: deal with queries, answer calls, file, post and more
- Gift Production: handle online orders and opportunity to manufacture and fulfil orders

REACH SUPPORTED INTERNSHIP, BARKING AND DAGENHAM COLLEGE

CONTACT

Christina Hebron
0203 667 0161
christina.hebron@bdc.ac.uk

EDUCATION PARTNER

Barking and Dagenham College

SUPPORTED EMPLOYMENT PARTNER

Queens Hospital BHRUT,
CO OP, Everyone Active

SPONSORING/LEAD LOCAL AUTHORITY

LBBD, Havering and Redbridge

PLACEMENTS PLANNED

32

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 16-25
- have an EHC Plan
- be able to travel independently or be prepared to take part in travel training

Open events are on 26 April and 14 June with new dates to be added for the summer.

Please contact Joanne Thomas
joanne.thomas@bdc.ac.uk for application forms.

Key vocational skills and work experience opportunities offered include:

- Canteen and Shop: combined food service and retail role
- Domestic Team: maintaining all sites standard cleanliness and hygiene
- Linen: sort clean laundry such as scrubs and gowns for delivery to wards
- Porter: transport patients and equipment around the hospital
- Ward host: food service, cleaning, supplying teas and coffees
- Reception: supporting with welcoming and showing customers around, answering phones and booking
- Cashier: dealing with customers and serving as well as taking payments
- Admin assistant: working across departments doing data entry, filing, reception and booking appointments

CONTACT

EDUCATION PARTNER

John Ruskin College

SUPPORTED EMPLOYMENT PARTNER

Status Employment

SPONSORING LOCAL AUTHORITY

Croydon Local Authority

PLACEMENTS PLANNED

8-10

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 17-24 have an EHC Plan with eligibility to work in the UK
- be able to travel independently or be prepared to take part in travel training

Application forms are on The Orbital South College website <https://www.esc.ac.uk/full-time-courses/life-skills-send>, All | East Surrey College

Applications should be made as early as possible to secure a place on the programme.

There will be a supported internship open event on:

- 5 May 2025, 10am –1pm
- 2 June 2025, 10am –1pm

Supported internships combine formal education and training with real life work experience and employability support. Interns will need to be work motivated and willing and able to engage in all aspects of the programme

Key vocational skills and work experience opportunities offered include:

- Employability and Life skills: you will be supported to produce a CV, work on interview skills, increase knowledge of safe working practices, H&S, teamwork, problem solving, communication and working with others
- Digital inclusion: you will be supported to increase your digital confidence and learn how to utilise technology to gain and retain employment
- Administration: gain experience working within one of the Councils' administrative teams and support front line delivery staff with a range of administrative tasks and duties
- Customer service: develop your customer service skills working within the local council supporting people with a range of general enquiries in a busy Council department
- IT and Comms: develop your IT skills and use of programmes and platforms to develop your confidence to support a placement where this is used.
- Care sector: increase your knowledge and experience of working with a care home and developing your competence around all aspects of personal and residential care.
- Catering and Food preparation: to increase your knowledge and experience in working in a catering based environment, cafe, canteen, kitchen to be able to be compete p these environments
- Fitness and leisure: learn about working within leisure and fitness centre with one of our partners organisations

EAST SURREY COLLEGE SUPPORTED INTERNSHIP

CONTACT

Kira Brabenec
Curriculum Manager Foundation Learning
kbrabenec@esc.ac.uk

EDUCATION PARTNER

East Surrey College

SUPPORTED EMPLOYMENT PARTNER

Surrey Choices

SPONSORING/LEAD LOCAL AUTHORITY

East Surrey Local Authority

PLACEMENTS PLANNED

8-10

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 17-24
- have an EHC Plan with eligibility to work in the UK
- be able to travel independently or be prepared to take part in travel training

Application forms are on The Orbital South College website <https://www.esc.ac.uk/full-time-courses/life-skills-send>, All | East Surrey College

Applications should be made as early as possible to secure a place on the programme.

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- 5 May 2025, 10am to 1pm
- 2 June 2025, 10am to 1pm

Supported Internships combine formal education and training with real life work experience and employability support. Interns will need to be work motivated and willing and able to engage in all aspects of the programme

Key vocational skills and work experience opportunities offered include:

- Employability and Life skills: produce a CV, work on interview skills, increase knowledge of safe working practices, H&S, teamwork, problem solving, communication and working with others.
- Digital inclusion: increase your digital confidence and learn how to utilise technology to gain and retain employment
- Administration: gain experience working within one of the councils' administrative teams and support front line delivery staff with a range of administrative tasks and duties
- Customer service: develop customer service skills working within the local council supporting people with a range of general enquiries in a busy council department
- IT and Comms: IT skills and use of programmes and platforms to develop your confidence to support a placement where this is used
- Care sector: increase your knowledge and experience of working with a care home and developing your competence around all aspects of personal and residential care
- Catering and Food preparation: increase knowledge and experience in working in a catering based environment
- Fitness and Leisure: learn about working within leisure and fitness centre with one of our partners organisations

CROYDON COLLEGE

The DfN Project Search Internship at Croydon College

CONTACT

Daniel Dempsey
Senior employment advisor
d.dempsey@statusemployment.org.uk

Arran Greenwood
(Curriculum Team Manager SEND)
arran.greenwood@croydon.ac.uk

EDUCATION PARTNER

Croydon College

SUPPORTED EMPLOYMENT PARTNER

Croydon College

SPONSORING / LEAD LOCAL AUTHORITY

Croydon Council

PLACEMENTS PLANNED

6

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 17-24
- have an EHC Plan with eligibility to work in the UK
- be able to travel independently or be prepared to take travel training
- be work motivated and willing to engage in support

Please email ALS@croydon.ac.uk for applications forms. Applications must be submitted by end of June 2025

Supported internships combine formal education and training with real life work experience and employability support. Interns will need to be work motivated and willing and able to engage in all aspects of the programme

Key vocational skills and work experience opportunities offered include:

- Employability and Life skills: develop necessary transferable employability and life skills within a practical work setting
- Digital inclusion: be supported to increase your digital confidence and learn how to utilise technology to gain and retain employment
- Administration: gain experience working within a local employer within one of their administrative teams supporting front line deliver staff with a range of administrative tasks and duties
- Customer service: develop customer service skills working within the customer service team supporting people with a range of general enquiries in a busy department
- IT and Comms: develop IT skills
- Care sector: increase knowledge and experience of working with a care home and developing competence around all aspect of personal and residential care
- Fitness and leisure: learn about working with in leisure and fitness centre with one of our partners organisations
- Maintenance: gain experience of performing manual task and using tools and equipment to prepare, maintain and decorate commercial and domestic property

MERTON COUNCIL

TheDFN Project Search Supported Internship based at Merton Council

CONTACT

Nichola Headings
Project Officer for Supported Internships
Nichola.headings@merton.gov.uk

EDUCATION PARTNER

Merton Council Adult Learning

SUPPORTED EMPLOYMENT PARTNER

Not applicable

SPONSORING/LEAD LOCAL AUTHORITY

Merton Council

PLACEMENTS PLANNED

10

DATE

September 2025 to July 2026

ACCEPTANCE AND ELIGIBILITY CRITERIA

Applicants must:

- be aged between 18-24
- have an EHC Plan with eligibility to work in the UK
- be able to travel independently
- want to transition into paid employment

Please contact Nichola Headings
Nichola.headings@merton.gov.uk directly for more information.

Key vocational skills and work experience opportunities offered include:

- Labour office: admin role, completing data entry, research and organisational tasks
- LD Admin team: admin role, working alongside the whole team. General admin duties in the office, supporting with resources creating packs for the community
- IT Dept: working alongside the IT team supporting with different projects. Suits interns with strong IT skills who want to learn more and get experience working with different software
- Post and Print Room: admin duties within the council's post room including scanning, printing and creating packs for the wider council
- Various Admin Roles: around the council







The West London Alliance (WLA) is a partnership between the seven West London local authorities of Barnet, Brent, Ealing, Hammersmith and 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](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:



A BETTER WEST LONDON FOR ALL
NOW AND IN THE FUTURE