The West London guide to supported internships 2026

West London Alliance

A BETTER **WEST** LONDON FOR ALL
NOW AND IN THE FUTURE



Introduction

The West London Alliance is a partnership between 7 west London councils - Barnet, Brent, Ealing, Hammersmith and 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 2026
- 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 truely 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 are 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?

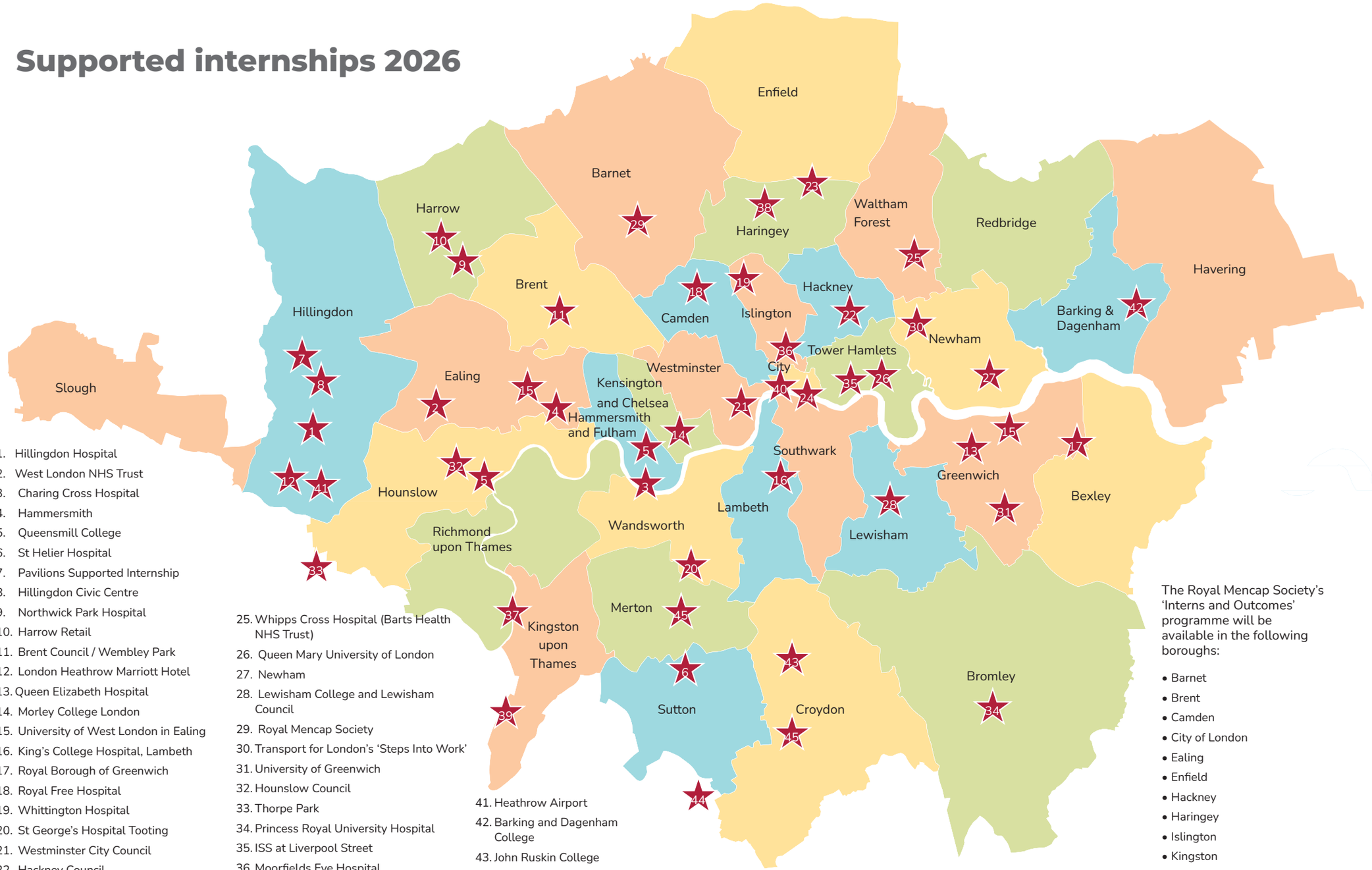
People who are shortlisted for a supported internship will be invited to attend an assessment day, usually held between February and May, where they will take part in a short informal interview and be asked to participate in some tasks.

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 2026



1. Hillingdon Hospital
2. West London NHS Trust
3. Charing Cross Hospital
4. Hammersmith
5. Queensmill College
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. Queen Elizabeth Hospital
14. Morley College London
15. University of West London in Ealing
16. King's College Hospital, Lambeth
17. Royal Borough of Greenwich
18. Royal Free Hospital
19. Whittington Hospital
20. St George's Hospital Tooting
21. Westminster City Council
22. Hackney Council
23. North Middlesex University Hospital
24. St Bartholomew's Hospital (Barts Health NHS Trust)
25. Whipps Cross Hospital (Barts Health NHS Trust)
26. Queen Mary University of London
27. Newham
28. Lewisham College and Lewisham Council
29. Royal Mencap Society
30. Transport for London's 'Steps Into Work'
31. University of Greenwich
32. Hounslow Council
33. Thorpe Park
34. Princess Royal University Hospital
35. ISS at Liverpool Street
36. Moorfields Eye Hospital
37. Kingston Council
38. Haringey Council
39. Chessington World of Adventures Resort
40. Goldman Sachs
41. Heathrow Airport
42. Barking and Dagenham College
43. John Ruskin College
44. East Surrey College and partners
45. Croydon College and partners
46. Merton Council

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

Contents

Hillingdon Hospital	7
West London NHS Trust	8
Charing Cross Hospital	9
Hammersmith and Fulham	10
Queensmill College	11
St Helier Hospital	12
Pavilions Centre	13
Hillingdon Civic Centre	14
Northwick Park Hospital	15
Harrow Retail	16
Brent Council / Wembley Park	17
London Heathrow Marriott Hotel	18
Queen Elizabeth Hospital	19
Morley College London	20
Ealing - University of West London	21
King's College Hospital	22
Royal Borough of Greenwich	23
Royal Free Hospital	24
Whittington Hospital	25
St George's Hospital	26
Westminster City Council	27
Hackney Council	28
North Middlesex University Hospital	29
Whipps Cross University Hospital within the Barts Health NHS Trust	30
Whipps Cross Hospital	31
Queen Mary University of London	32
Newham London	33
Lewisham College, Lewisham Council, Phoenix Community Housing and Brockley Restaurant	34
Royal Mencap Society	35
Transport for London (TfL)	36
University of Greenwich	37
Hounslow Council	38
Thorpe Park	39
Princess Royal University Hospital	40
ISS at Liverpool Street	41
Moorfields Eye Hospital	42
Kingston Council	43
Haringey Council	44
Chessington World of Adventures Resort (Merlin)	45
Goldman Sachs	46
Heathrow Airport	47
Barking and Dagenham College	48
John Ruskin College	49
Easy Surrey College and partners	50
Croydon College and partners	51
Merton Council	52

Hillingdon Hospital

Supported Internship at Hillingdon Hospital

NHS
The Hillingdon Hospitals
NHS Foundation Trust

Address
Hillingdon Hospital, Pield Heath Road, Uxbridge UB8 3NN

Contacts
Eduardo Palma Carlos
Eddie@hacs.org.uk
020 8606 6780

Assessments and placements team:
assessments&placements@orchardhill.ac.uk
0345 402 0453

Education partner
Orchard Hill College

Supported employment provider
Hillingdon Autistic Care and Support (HACS)

Sponsoring / lead local authority
Hillingdon Council

Placements planned
12

Date
September 2026 to July 2027

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 elegibility 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 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
annette.lafitte@nhs.net
07392 194 465

Further education college partner
Choices College

Supported employment provider
West London NHS Trust

Sponsoring / lead local authority
Ealing Council

Placements planned
12

Date
September 2026 to July 2027

Applications should be submitted to Annette Lafitte via annette.lafitte@nhs.net

Acceptance and eligibility criteria

Age - applicants must be aged 16 to 24 at the time of entry to the programme.

EHC Plan - applicants must be in receipt of an active Education, Health, and Care (EHC) Plan.

Prior programme participation - applicants cannot have previously completed a supported internship programme with another provider.

Additional considerations - applicants must be able to commit to the full programme duration, including all training sessions, placements, and scheduled events.

Applicants may be required to provide verification of EHC Plan status and other supporting documentation as part of the application process.

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

- GP surgeries – sending out letters, making telephone calls, issuing appointment reminders, data entry
- Farm – helping to feed animals, heads count, cleaning of animal enclosures
- Zoo - supporting with feeding of animals, head counts, cleaning animal enclosures
- Barista – serving customers, preparing food and beverages
- Library – creating bookmarks and signage, responding to article requests from doctors, returning books to shelves, issuing library membership cards
- Admin support – sending emails, making telephone calls, data entry, event planning, dealing with post
- Arts centre – supporting and preparing for art sessions, helping with events and coffee mornings
- Retail – serving customers, restocking shelves and stock room, returning items to shop floor

Charing Cross Hospital

The DFN Project SEARCH Supported Internship at Charing Cross Hospital

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

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

Further education college partner
College of North West London

Supported employment provider
Kaleidoscope Social Enterprise Ltd

Sponsoring / lead local authority
Brent Council

Placements planned 12

Date September 2026 to July 2027

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
Please note that placement opportunities vary from term to term, with new employers and departments joining regularly. Applicants must have an EHC plan. The age range is 18-24. Recruitment is ongoing until summer 2026, 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. Application forms can be found at www.cnwl.ac.uk/courses/section/course/supported-internship-charing-cross

Candidates should be able to travel independently prior to the programme beginning. Applicants must want to progress into employment by the end of the programme.

Applications should be submitted to Gen Botezatu.

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

- Healthcare assistant – hands-on patient care
- Administrator – essential office and organisational support
- Patient dining assistant – prepare and deliver meals with care
- Ward clerk – keep wards organised
- Housekeeper – maintain safe, clean wards and facilities
- Medical laboratory assistant – process samples, support vital testing
- Porter – move patients and transport equipment safely
- Clinical engineering assistant – maintain and manage medical equipment

Hammersmith and Fulham

Address
Wendell Park School
Cobbold Road, London W12 9LB

Contact
Maria Powell
M.Powell@wlc.ac.ac.uk

Education partner
West London College

Supported employment partner
Action on Disability

Sponsoring / lead local authority
Hammersmith and Fulham Council

Placements planned
10

Date
September 2026 to July 2027

Acceptance and eligibility criteria

Applications for the Hammersmith and Fulham internship programme are open.

Applicants must have an EHCP, be aged 18–24, be eligible to work in the UK, able to travel independently, and ready to commit to the full programme and transition into paid employment.

Application forms can be obtained from Maria and should be returned to her by 13 April 2026.

A open day will take place on 24 March 2026.

Key vocational skills and work experience opportunities offered include:

- Working in the library - shelving books, supporting children's activities, organising books for redistribution across libraries
- Food preparation - cutting vegetables, preparing soup, and practicing good food hygiene
- Working in a salon - keeping the shop clean, running errands, learning how to cut and style hair, and good customer service
- Customer service - attending to the public and helping them find their way, dealing with public queries
- Working in a school - supporting children's needs, supporting during lunch times, dealing with daily errands
- Registrar's office – digitising written data, organising mail, serving as witness to ceremonies
- Oxfam – scanning books and pricing donated books and CDs, organising shop-floor shelves
- Receptionist – recording passes, directing building users, creating leaflets for Christmas party
- Gym – cleaning gym floor, racking weights

Queensmill College

A DFN Project SEARCH supported internship at Westfield White City, Chelsea & Westminster Hospital NHS, and West Middlesex Hospital

Addresses
Westfield White City,
Ariel Way, London, W12 7GF

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

West Middlesex University Hospital
Twickenham Road, Isleworth TW7 6AF

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

Education partner
Queensmill College

Supported employment partners
Westfield White City
Chelsea and Westminster Hospital
West Middlesex University Hospital

Sponsoring / lead local authority
Hammersmith and Fulham Council

Placements planned
Preparation for Employment programme – 4
Supported Internship – 8

Date
September 2026 to July 2027

Acceptance and eligibility criteria

Preparing for Employment is for young people aged 18–23 with an EHCP who are interested in work but not yet ready for paid employment, and who can engage in a structured, education-based programme over a full academic year.

Supported Internships are for young people aged 19–24 with an EHCP who aspire to paid employment and are able to commit to a full academic year, employer-based programme.

Please email Oscar Suarez to request an application form or for further information.

Key vocational skills and work experience opportunities offered include:

Westfield White City

- Cleaning and recycling assistant - cleaning public areas, managing recycling, supporting hygiene standards
- Maintenance and safety checker - checking equipment (e.g. navigation screens) and reporting faults or hazards
- Customer service assistant - supporting customers in car parks and public areas, including basic IT use

Chelsea and Westminster Hospital

- Office administration assistant - data entry, patient check-in, scanning and organising documents
- Ward host / support assistant - serving meals, cleaning ward areas, supporting patient comfort
- Kitchen assistant - washing dishes, cleaning tables, organising and delivering food

West Middlesex University Hospital

- Maintenance and facilities assistant - safety checks (fire, water, lighting), stockroom organisation, outdoor cleaning
- Laboratory support assistant recording information, organising stock, supporting lab staff
- Housekeeping assistant - cleaning hospital areas, maintaining hygiene, organising department stockrooms

St Helier Hospital

A new DFN Project SEARCH supported internship

NHS
Epsom and St Helier
University Hospitals
NHS Trust

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

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

Education partner
Orchard Hill College

Supported employment partner
St Helier Hospital

Sponsoring / lead local authority
Sutton Council

Placements planned
12

Date
September 2026 to July 2027

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 - landscaping, learning a range of gardening skills, planting
- Library assistant - customer service, shelving items, repairing book sleeves, and operating library computer systems

Pavilions Centre

The Shaw Trust Supported Internship based at Pavilions Centre, Uxbridge

Pavilions

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

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

Education partner
Shaw Trust

Supported employment partner
Shaw Trust

Sponsoring / lead Local authority
Hillingdon Council

Placements planned
14

Date
September 2026 to July 2027

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 customer facing, teamwork, and multi-tasking shopwork skills
- Hospitality - in Uxbridge's restaurants. Making drinks, taking orders, serving customers, working at the till, preparing food, washing up, 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 - in a local office. Working in a team, developing a range of skills, welcoming visitors to the business, arranging meetings, 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

Contact
Eduardo Palma Carlos
Eddie@hacs.org.uk
020 8606 6780

Education partner
Orchard Hill College

Supported employment partner
Hillingdon Autistic Care and Support (HACS)

Sponsoring / lead local authority
Hillingdon Council

Placements planned
12

Date
September 2026 to July 2027

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 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

London North West University Healthcare NHS Trust - Northwick Park Hospital

A DFN Project SEARCH supported internship at Northwick Park Hospital

Address
Northwick Park Hospital,
Watford Road, Harrow HA1 3UJ

Contact
Detta Moran-Howe
Detta.moranhowe@hruc.ac.uk
020 8909 6115

Education partner
Harrow College

Supported employment partner
Kaleidoscope Social Enterprise Ltd

Sponsoring / lead local authority
Harrow Council

Placements planned
12

Date
September 2026 to July 2027

Acceptance and elegibility criteria

Applicant must be aged 16–24 with an Education, Health and Care Plan (EHCP)

Honesty Equality Accountability Respect Teamwork

Putting **patients** at the **HEART** of everything we do

Key vocational skills and work experience opportunities offered include:

- Pharmacy – scanning, packing, and labelling prescriptions
- Portering - bringing patients to appointments to various departments
- Ward host - serving patients food and drinks
- Post room – sorting internal and external mail
- Corporate nursing team - scanning documents, helping to arrange meetings, other admin
- Pick and pack - selecting patients food menu choices
- Domestic stores - take medical supplies to wards
- Housekeeping - general housekeeping on wards and public areas

Harrow Retail

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

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

Education partner
Shaw Trust

Supported employment partner
Shaw Trust

Sponsoring / lead local authority
Harrow Council

Placements planned
14

Date
September 2026 to July 2027

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
gen.botezatu@cwc.ac.uk
020 7258 55300

Education 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

Candidates should be able to travel independently.

Applicants must have an EHC plan. The age range is 17-24. Recruitment is ongoing until summer 2026, 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. Application forms can be found at www.cnwl.ac.uk/courses/section/course/supported-internship-at-wembley-park

Applicants must want to progress into employment by the end of the programme.

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 and Asda Superstore. Please note that placement opportunities vary from term to term, with new employers and departments joining regularly.

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, research
- Registrations - data inputting, checking accuracy, preparing for events such as citizenship ceremonies, attending ceremonies, helping the public
- Digital post room - collect, open, sort, prepare, scan, and index incoming post and documents, 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
- Wellbeing centre - supporting families with forms, reception work
- Asda - checking stock on shelves to ensure they are in the right place, keeping display areas tidy, answering customers' questions
- Harmony Kitchen – cleaning tables, restocking drinks, condiments, cutlery, and sauces, serving customers

London Heathrow Marriott Hotel

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

Contact
Sukhpreet Kabhoo
skabhoo@meadowhighschool.org
07842 309879

Education partner
Meadow High School, Hillingdon

Supported employment partner
Kaleidoscope Social Enterprise Ltd

Sponsoring / lead local authority
Hillingdon Council

Placements planned
10

Date
September 2026 to July 2027

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, restocking clean items

Queen Elizabeth Hospital

The DFN Project Search Internship at Lewisham and Greenwich NHS Trust

Address
Queen Elizabeth Hospital, Station Road, London SE18 4QN

Contacts
Joanne Fox, supported internship facilitator
Joanne.Fox@shc.ac.uk

Lucy Meroge, supported internship job coach
Lucy.Meroge@unityworks.org.uk

Diedre Johnson, supported internship programme coordinator
diedre.johnson@royalgreenwich.gov.uk
020 8921 5974, 07548 823 847

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

Further Education partner
Shooters Hill College

Supported employment partner
Unity Works

Sponsoring local authority
Royal Borough of Greenwich Council

Placements planned 7

Date September 2026 to July 2027

Acceptance and eligibility criteria

Applicants must:

- live in the 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 2026.

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 Diedre Johnson or Rajatha Nidhi.

Enquiries to be made to Shooters Hill College by spring 2026.

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 rooms
- Back-of-house catering – preparing and delivering food for wards, unloading deliveries
- Front-of-house catering – restocking fridges, cleaning restaurant, empty bins, operating a till
- Macmillan Cancer Ward – restocking nurse-bay trollies, cleaning, pharmacy runs, taking patient height and weight
- Medical records – scanning documents and recording onto database, extract / update data
- Library (2 days a week) - cataloguing books, putting books back on shelves, assisting in department projects
- Chaplaincy (2 days a week) - administrative duties, ad-hoc tasks
- 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

Contacts
Annabelle Baiyewu
Annabelle.baiyewu@morleycollege.ac.uk
020 7450 1889

Admissions team
morley.admissions@morleycollege.ac.uk

Education partner
Morley College London

Supported employment partner
Action on Disibility

Sponsoring / lead local authority
Royal Borough of Kensington and Chelsea Council

Placements planned
10

Date
September 2026 to July 2027

Acceptance and eligibility criteria

Applicants must:

- be aged 16-24 on 31 August 2026
- 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 contacting Annabelle Baiyewu and / or the admissions team.

Work experience opportunities take place within and close to the 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 and chairs, tidying the offices
- Landscaping - gardening and outdoor work
- Childcare - preparing activities in a nursery and tidying away

Ealing - University of West London

The DFN Project SEARCH Supported Internship at Ealing

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

Contacts
Joana Grant, lecturer in foundation learning and programme leader
j.grant2@wlc.ac.uk
07795 126738

Education partner
West London College

Supported employment partner
Ealing Mencap

Sponsoring / lead local authority
Ealing Council

Placements planned
12

Date
September 2026 to July 2027

Acceptance and eligibility criteria

Applicants must:

- be aged 18-24
- education Level 1+
- 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

If you would like to apply for a role with us, please submit your online application by March 2026.

Following a shortlisting process, candidates will be invited to attend a skills and asessment day at the University of West London.

Key vocational skills and work experience opportunities offered include:

- Employability skills - rotating between cleaning, maintenance, kitchen, library, and shop. Duties will include carrying out tasks relevant to each position, for example operating the till, wiping 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 Open College Network modules, 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
zcathrew@southbankcolleges.ac.uk
020 7501 5121

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 2026 to July 2027

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 forms can be obtained from 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 - cleaning and maintaining hygiene in the hospital
- 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 Borough of Greenwich

Supported Internship Programme

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

Contacts
Marisa Bailey, supported internship facilitator
marisa.bailey@shc.ac.uk

Kimberly Palmer, supported internship job coach
kimberly.palmer@unityworks.org.uk

Diedre Johnson, supported internship programme coordinator
diedre.johnson@royalgreenwich.gov.uk
020 8921 5974
075 4882 3847

Rajatha Nidhi, supported internship development officer
rajatha.nidhi@royalgreenwich.gov.uk
020 8921 5978

Education partner
Shooters Hill College

Supported employment partner
Unity Works

Sponsoring / lead local authority
Royal Borough of Greenwich Council

Placements planned
10

Date
September 2026 to July 2027

Acceptance and eligibility criteria

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.

- Post room - collecting, sorting, stamping, and delivering mail, entering data into spreadsheets
- Commissioning admin - planning and organising events, attending meetings and workshops, taking minutes and recording actions for meetings, working on spreadsheets, processing invoices
- SEND administration - assisting with event setup, attending career fairs and workshops, managing data and spreadsheets, contacting parents and carers, scanning documents, delivering mail, and emailing relevant officers
- Receptionist / customer service - welcoming and assisting visitors, managing emails and phone calls, updating calendars and scheduling meetings
- Maintenance - general maintenance tasks, setting up meeting rooms and assisting with office moves, responding to emails, processing job tickets, cleaning, maintenance duties, conducting health and safety checks, supporting with IT and printer issues and stationery orders
- Children's centre - includes time working in administration, reception, and maintenance, and as a nursery assistant
- Day centre - supporting people with learning disabilities, helping set up activities, welcome and assist visitors
- Parking design - maintaining and updating spreadsheets, conducting site checks for completed work, creating Google Maps information for projects, researching and collecting data on parking charges
- Disabled children and young people team - planning meetings, building agendas, gathering presentations, booking venues, coordinating event invites and confirming attendance, updating spreadsheets, contacting parents and carers

Royal Free Hospital

Choices College Supported Internship at the Royal Free Hospital

NHS
Royal Free London
NHS Foundation Trust

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

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

Education partner
Project Choice Independent Specialist Provider College

Supported employment provider
NHS England

Sponsoring / lead local authorities
Camden Council
Barnet Council

Placements planned
14

Date
September 2026 to July 2027

The Trust will host a virtual open day and evening event for students and their families to join and meet mentors in 2026.

Please register your interest by contacting Yusaf Hamid.

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, data entry of training attendance
- Hospitality - working across a variety of catering areas including cooking, café assistance, 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 withing the department, helping with MRI, CT, and ultrasound scans
- 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
- Admin support worker - typing, shredding, sending emails

Whittington Hospital

The DFN Project SEARCH Supported Internship at the Whittington Hospital

NHS
Whittington Health
NHS Trust

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 2026 to July 2027

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 www.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 - data entry, filing, reception, booking appointments, 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

St George's University Hospitals NHS Foundation Trust

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 2026 to July 2027

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.

You will be required to provide documentation 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.

Some placements require trainees to buy clothing, for example smart black trousers to comply with the 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, scanning and photocopying
- Portering - attending to patients, transporting patients around the hospital in beds and wheelchairs
- Student Union shop - retail work experience, tills training, customer service, stocking shelves
- Ingredients Café - serving customers at lunch and breakfast, prepping for lunch, using the commercial dishwasher
- Blood and transport department - support the safe transfer of donated blood

Westminster City Council

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

City of Westminster

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

Contact
Gen Botezatu
gen.botezatu@cwc.ac.uk
0207 258 5530
07956517995

Education partner
City of Westminster College

Supported employment partner
Westminster Supported Employment

Sponsoring / lead local authority
Westminster City Council

Placements planned
12

Date
September 2026 to July 2027

Acceptance and eligibility criteria

Must have an EHC plan. The age range is 17-24.

This supported internship provides a wide variety of training and work experience in administrative and facilities departments within or locally to Westminster City Council in Victoria.

Paid employment is the aim for our graduates. 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:

- Gallery - front of house, greeting visitors and dealing with enquiries
- Hospitality and food services - including barista training, working within business catering and hospitality to maintain service area, set up food for service, making hot drinks, operating till
- Facilities - supporting the reception team with room bookings and setting up, and sorting and delivering mail for the department
- Hotel - sorting laundry, ironing shirts, cleaning public spaces
- Libraries - shelving books, assisting with events such as rhyme time or school visits, helping with enquiries
- Archives - learning about historical objects and keeping them in good condition, taking part in community projects
- Gardening and horticulture -using gardening tools safely to prune and rake, clean and store tools, weeding, cultivating ground
- Retail - working in a gallery gift shop and a staff canteen. Customer service and processing payments
- Cleaning - working with the cleaning team at the council to maintain public spaces and washrooms

Placement options can vary from term to term, so this list is not exhaustive.

Hackney Council

Hackney

NHS
Homerton Healthcare
NHS Foundation Trust

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 2026 to July 2027

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 services - working in Hackney service centre customer service team, reception in outpatients
- Facilities management - in the hospital warehouse or council facilities team
- Building maintenance and gardening - in the council parks team, council caretaker
- Data management and reprographics - in the Homerton HR department, healthcare records, council library

North Middlesex University Hospital

NHS
North Middlesex
University Hospital
NHS Trust

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

Education 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 2026 to July 2027

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 or Antony Kyriakou 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 - organising, delivering, and collecting correspondence for the hospital's post office
- E-health 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 2026 to July 2027

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 by end of June 2026.

All interns will be enrolled at Waltham Forest College.

The interview process follows the 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 the resuscitation trolley, prepare remote cardiac monitoring devices
- Linet beds - cleaning, delivering, and collecting mattresses, inputting information onto the computer
- Porters - pushing wheelchairs and beds, using the radio, taking specimens to pathology department
- Pharmacy - stocking and restocking, loading the robot, logging control drugs
- Lung cancer - 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@lihtrust.uk
07889 406 920

Education partner
Waltham Forest College
Learning in Harmony

Supported employment partner
Generate Opportunities

Sponsoring / lead local authority
Waltham Forest Council

Placements planned
13

Date
September 2026 to July 2027

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 by end of June 2026.

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
- 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, assistant principal
Matthew.snow@phoenixcollege.london
07368 100118 / 020 4546 7710

Education partner
Phoenix College

Supported employment partner
Kaleidoscope Social Enterprise Ltd

Sponsoring / lead local authority
Tower Hamlets Council

Placements planned
10

Date
September 2026 to July 2027

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.

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 2026. 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, communicating with employees
- Retail - restocking, serving customers and money handling
- Domestics - cleaning all communal areas across the university
- Post and portering - receiving and delivering packages across the campus, 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

Joseph Kunyeda, Our Newham Work
joseph.kunyeda@newham.gov.uk
020 3373 4849 or 07815 613 474

Education partner
Newham College

Supported employment partner
Our Newham Work's supported employment team

Sponsoring / lead local authority
Newham Council

Placements planned
30

Date
September 2026 to July 2027

Acceptance and eligibility criteria

Applicants must:

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

Please contact Kanvil Ali or Joseph Kunyeda 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
- Goods distribution officer - delivering goods around the hospital
- Data entry assistant - inputting data onto the Trust's computer system
- Health care assistant - cleaning medical equipment, restocking 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, taking deliveries
- Catering - setting tables, using tills, washing up, restocking, cleaning

Lewisham College, Lewisham Council, Phoenix Community Housing and Brockley Restaurant

The DFN Project SEARCH Supported Internship at Tooting

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

Education partner
Lewisham College

Sponsoring / lead local authority
Lewisham Council

Placements planned
24

Date
September 2026 to July 2027

Please contact Pamela Frost, Kevin Plews, or Charlotte Holsgrove for an application form and return completed forms to one of them too.

We accept young people from within and outside Lewisham.

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, 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 Training Academy, Barnet

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

Contact
Akhtar Rahmatullah
Akhtar.rahmatullah@mencap.org.uk

Education partner
Mencap

Supported employment partner
Mencap Training Academy

Sponsoring / lead local authority
Barnet Council

Placements planned
36

Date
September 2026 to July 2027

Acceptance and eligibility criteria

Please complete our online expression of interest form: www.trainingacademy.mencap.org.uk/supported-internships-pre-internships-EOI

If you are eligible for a supported internship, a member of our team will be in touch with you to arrange a meeting within 10 working days. We hold open events throughout the year which we make families and referral partners aware of.

Learners must:

- Be aged 16-24
- Have a current EHCP
- Want to work
- Be able to travel to our classroom in Barnet 2 days a week and to a work experience placement (travel training available at the start of the programme)

Key vocational skills and work experience opportunities offered include:

- Classroom learning 2 days a week focused on employability skills
- Travel training
- Work experience placements available with hospitality employers like Bella Italia, Greene King, Chopstix Noodles, and Delfont Mackintosh
- Work experience placements available with health and social care employers like Sanctuary Care
- Work experience placements available in administration roles with employers like Kings College London and Chopstix Noodles

Transport for London (TfL)

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
supportedinternships@shaw-trust.org.uk
07783 811157

Education partner
Shaw Trust

Supported employment partner
Shaw Trust

Sponsoring / lead local authority
Greater London Authority (GLA) and TfL

Placements planned
24

Date
September 2026 to July 2027

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

University of Greenwich

Sodexo Supported Internship Programme

Address
University of Greenwich, Old Royal Naval College , Park Row, London SE1 9LS

Contacts
Mollie O'Sullivan, supported internship facilitator
Mollie.OSullivan2@shc.ac.uk

Michael Williams, supported internship job coach
Michael.Williams@unityworks.org.uk

Diedre Johnson, supported internship programme coordinator
diedre.johnson@royalgreenwich.gov.uk
020 8921 5974
07548 823 847

Rajatha Nidhi, supported internship development officer
Rajatha.nidhi@royalgreenwich.gov.uk
020 8921 5978

Education partner
HRUC Uxbridge College

Supported employment partner
Unity Works

Sponsoring / lead local authority
Royal Borough of Greenwich Council

Placements planned
6

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, 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, monitoring deliveries, invoicing, stock control, working with computers 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 tables

Hounslow Council

The DFN Project Search at Hounslow Council

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

Contacts
Mitsie Butler, curriculum coordinator, supported learning
Mitsie.Butler@west-thames.ac.uk
020 8326 6484

West Thames College
London Road
Middlesex
TW7 4HS

Education partner
West Thames College

Supported employment partner
Kaleidoscope Social Enterprise Ltd

Sponsoring / lead local authority
Hounslow Council

Placements planned
12

Date
September 2026 to July 2027

Hounslow Council is driven by a desire to be an outstanding council serving an outstanding borough. It believes passionately in public service and has been proudly hosting DFN Project SEARCH since 2015.

Working with its partners, it is committed to giving its interns a true One Hounslow experience by fully immersing them into its 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

Thorpe Park

The new DFN Project Search Supported Internship at Thorpe Park

Address
Thorpe Park, Staines Road,
Chertsey KT16 8PN

Contact
Sandra Julian, lecturer in supported learning
Sandra.julian@west-thames.ac.uk
07525 224854

Education partner
West Thames College

Supported employment partner
Kaleidoscope Social Enterprise Ltd

Sponsoring local authority
Hounslow Council

Placements planned
8

Date
September 2026 to July 2027

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. 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

NHS King's College Hospital NHS Foundation Trust

The DFN Project Search Supported Internship

Address
Princess Royal University Hospital
Farnborough Common, Orpington BR6 8ND

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

Education partner
London South East Colleges

Supported employment partner
Bromley MENCAP

Sponsoring / lead local authority
Bromley Council

Placements planned
8-10

Date
September 2026 to July 2027

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:
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
Matthew Snow, assistant principal
matthew.snow@phoenix.towerhamlets
07368 100118 / 020 4546 7710

Education partner
Phoenix School

Supported employment partner
Kaleidoscope Social Enterprise Ltd

Sponsoring / lead local authority
Tower Hamlets Council

Placements planned
10

Date
September 2026 to July 2027

Acceptance and eligibility criteria

Applicants must:

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

Monthly open days will be held during the first few months of 2026. Other visits are also bookable through Matthew.

Please request an application form from Matthew Snow.

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
- Domestics - 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
maria.rodriguez@candi.ac.uk
020 7704 5578

Education partner
City and Islington College (CANDI)

Supported employment partner
Kaleidoscope Social Enterprise Ltd

Sponsoring / lead local authority
Islington Council

Placements planned
8-10

Date
September 2026 to July 2027

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 day (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.

Key vocational skills and work experience opportunities offered include:

- Portering - patient transportation, phone skills, customer service skills
- Admin - data entry, presentations, reception skills, 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, providing customer service

Kingston Council

The new DFN Project Search Supported Internship

Address
Guildhall 2, Kingston Upon Thames, KT1 1EU

Contact
Assessments and placements team
assessments&placements@orchardhill.ac.uk
0345 402 0453

Education partner
Orchard Hill College

Supported employment partner
Kingston AFC

Sponsoring / lead local authority
Achieving for Children

Placements planned
12

Date
September 2026 to July 2027

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

Haringey Council

The new DFN Project Search Supported Internship at Haringey Council

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

Contact
Akhtar Rahmutullah
akhtar.rahmatullah@mencap.org.uk

Education partner
Mencap Training

Supported employment partner
MENCAP

Sponsoring / lead local authority
Haringey Council

Placements planned
12

Date
September 2026 to July 2027

Acceptance and eligibility criteria

Applicants must be

- a Haringey resident aged between 16 and 25 with an Education, Health and Care Plan (EHCP)
- an independent traveller or working towards travel independence
- committed to moving into paid employment in the future
- available 5 days a week for 1 academic year

Application forms should be submitted to Akhtar Rahmutullah.

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

Address
Chessington World of Adventures Resort
Leatherhead Road
Chessington
Surrey
KT9 2NE

Contact
acsupportedinternship@ambitiouscollege.org.uk

Education partner
Ambitious College

Supported employment partner
Capital City College

Sponsoring / lead local authority
Achieving for Children

Placements planned
10

Date
September 2026 to July 2027

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

Goldman Sachs

The DFN Project SEARCH Supported Internship at Goldman Sachs

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

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

Education partner
City of Westminster College

Supported employment partner
Kaleidoscope Social Enterprise Ltd

Sponsoring / lead local authority
Westminster City Council

Placements planned
8

Date
September 2026 to July 2027

Acceptance and eligibility criteria

The program includes an on-site tutor and job coach to assist your transition into employment, including job search support during your second rotation. Graduates also receive up to a year of follow-on job coaching from Kaleidoscope. The supported internship provides work experience across a range of different roles and departments at Goldman Sachs (a large financial services company) - helping to develop key skills and confidence.

Applicants must have an EHC plan. The age range is 17-24. Recruitment is ongoing until Summer 2026, however, to be part of our first round of interviews & assessments in March please complete an application form and return to the contact above by 8 March.

Application forms can be found at https://www.cwc.ac.uk/courses/section/course/supported-internship-at-goldman-sachs

Candidates should be able to travel independently prior to the programme beginning.

Applicants must want to progress into employment by the end of the programme.

Key vocational skills and work experience opportunities offered include:

- General administration - filing, booking travel, helping to process expenses, diary management, booking meetings
- Hospitality and food services - supporting services within the large onsite cafeteria, checking, restocking and labelling items, ensuring displays are correct
- Technology support - data entry, using Microsoft Office applications including Outlook and bespoke booking systems and software
- Document production services - helping to produce booklets and presentation materials for corporate events and client meetings, ensuring all printers throughout the office are in working order
- Real estate management - supporting the team with market research, competitor benchmarking analysis, data entry, and analysis
- Internal audit performing - regulatory research on location specific risks, presenting research using MS Office applications including Word, Excel, and PowerPoint
- Retail banking admin filing - documents, printing and scanning based on email requests, booking meeting rooms, registering visitors, updating employee absences or office attendance

Heathrow Airport

The Shaw Trust Supported Internship at Heathrow

Address
Heathrow Employment & Skills Academy,
Newall Road, Hounslow, Middlesex TW6 2AP

Contact
Saimmah Ali
saimmah.ali@shaw-trust.org.uk
07714 736748

Education partner
Shaw Trust

Supported employment partner
Shaw Trust

Sponsoring / lead local authority
Hillingdon Council

Placements planned
6-8

Date
September 2026 to July 2027

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

Barking and Dagenham College

The Reach supported internship at Barking and Dagenham

Address
Barking and Dagenham College, Rush Green Campus, Dagenham Road, Romford RM7 0XU

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

Education partner
Barking and Dagenham College

Supported employment partner
Reach

Sponsoring / lead local authority
Barking and Dagenham Council

Placements planned
26

Date
September 2026 to July 2027

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

An open day will take place in April at the Rush Green campus for Barking and Dagenham College. Students must have an EHCP and not have previously claimed ATW funding or been on a supported internship before.

Please submit your application form to Christina.

Key vocational skills and work experience opportunities offered include:

- Customer service – welcoming visitors, answering basic queries, providing directions, and supporting front-of-house operations in leisure and healthcare settings
- Cleaning and hygiene – maintaining clean and safe environments by following cleaning schedules, using appropriate equipment and materials, and adhering to health and safety standards
- Administrative and organisational tasks – supporting with simple office tasks such as filing, photocopying, preparing resources, and organising materials
- Supporting children and vulnerable Individuals – assisting staff in a primary school or hospital setting by helping prepare resources, observing routines, and supporting a calm and inclusive environment (under supervision)

John Ruskin College

The John Ruskin supported internship

Address
John Ruskin College
Seldon Park Road , Croydon CR2 8JJ

Contact
clientservices@johnruskin.ac.uk
020 8651 1131

Education partner
John Ruskin College

Supported employment partner
Status Employment

Sponsoring / lead local authority
Croydon 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 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 www.esc.ac.uk/full-time-courses/life-skills-send

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

There will be supported internship events in May and June.

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, health and safety, 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 council's 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 department
- IT and communications - develop your IT skills and use of programmes and platforms to develop your confidence
- 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
- Fitness and leisure - learn about working within a leisure and fitness centre with one of our partners organisations

Easy Surrey College and partners

East Surrey College Supported Internships

Address
East Surrey College, Redhill, RH1 RJX

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 Council

Placements planned
8-10

Date
September 2026 to July 2027

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 www.esc.ac.uk/full-time-courses/life-skills-send

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

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, health and safety, 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 council's 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 department
- IT and communications - develop your IT skills and use of programmes and platforms to develop your confidence
- 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
- Fitness and leisure - learn about working within a leisure and fitness centre with one of our partners organisations

Croydon College and partners

The DfN Prroject Search Internship at Croydon College

Address
Croydon College, Placehouse Lane, Old Coulson, CR5 1YA

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 2026 to July 2027

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 2026.

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 communications - 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

Address
Merton Council, Merton Civic Centre, London Road, Morden SM4 5DX

Contact
Nichola Headings, project officer for supported internships
Nichola.headings@merton.gov.uk

Education partner
Orchard Hill College

Supported employment partner
In-house job coaches

Sponsoring / lead local authority
Merton Council

Placements planned
12

Date
September 2026 to July 2027

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 directly for more information.

Key vocational skills and work experience opportunities offered include:

- Labour office - admin role, completing data entry, research and organisational tasks
- admin team - admin role, working alongside the whole team. General admin duties in the office, supporting with resources creating packs for the community
- IT department - 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**

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:

kaleidoscope
Changing perspectives Changing lives

action on disability
Life beyond barriers

Ealing mencap

CHOICES COLLEGE
STEPS TO SUCCESS

The North West London
health and care partnership

shaw trust

wlc.ac.uk

DFN
Project | SEARCH

Ealing
www.ealing.gov.uk

West London Alliance
A BETTER **WEST** LONDON FOR ALL
NOW AND IN THE FUTURE