

What are Support Internships?

A Short Guide for Young People – Those who live within the City of London geographical area.



Many young people with additional needs want to get a job.

It can be hard for you to get a job or an internship.

Young people with more complex needs often find it very hard to get a job.

Since 2013, all young people (16–24), including those with an Education Health and Care Plan, have been offered a study programme.

A study programme is a course that is put together for a young person that will:

- help you get a job and live independently
- get qualifications if that is what you need
- help you with Maths and English so you can use them in real life

How to Apply for a Supported Internship?

This easy step-by-step guide explains how young people can apply to a supported internship and how their family can help them with their application.

Supported internships are designed to help young people with special educational needs and disabilities (SEND) transition into the workplace.

They are all about discovering their potential and gaining valuable skills.

Important note: Supported internships are currently only available to young people with SEND who have an Education and Health Care Plan (EHCP).

1. Explore Your Interests:

- Think about what you enjoy and what you're good at.
- This will help you choose the right supported internship.
- Supported internships can help you build on your strengths.

Understanding the City of London Corporation's Role in Supported Internships

We play a crucial role in supporting young people with special educational needs and disabilities as they move on from education to employment.

Here's what young people and their families need to know about our role.

Supported Internships are designed to help young people with special educational needs and disabilities (SEND) progress into the workplace.

They are all about discovering their potential and gaining valuable skills.

Participation in the Internships Work Programme

Every Local Authority in England is part of the Internships Work programme, which aims to increase the number of Supported Internships to 4,500 by March 2025 across England.

Formation of Employment Forums

In each Local Authority area, an employment forum is set up to oversee this work.

These forums bring together individuals responsible for promoting employment opportunities and supporting young people in their employment journey after education.

What do I need to know about getting a job?

Supported internships can be a good way of having a study programme that helps you to get a job. What makes supported internships different is that you do most of your learning at work.

This means you can 'learn on the job'. You may spend a little time at college each week, but most of your time will be spent on a work placement. Supported internships run from Monday to Friday during term time.

A supported internship could be the right choice for you if you know you learn best by 'doing'. The most important thing is that you really want to get paid work.

Supported internships are all about working towards a paid job.



2. Contact the City of London Corporation's SEND EHC Caseworker:

- With the support of a parent, carer, family member, or adult you trust, you can contact us to ask about our supported internships offer.
- We have a webpage called the "local offer," which you can find here: [SEND Local Offer - City of London Family Information Service](#).
- As part of the Internships Work programme, we have developed a "SEND Employment Forum."
- This forum is designed to help young people with special educational needs and disabilities (SEND) transition to work, including providing supported internships.

Please contact us on

AdultEducation@cityoflondon.gov.uk



ADULT SKILLS AND
EDUCATION SERVICE

The Role of the SEND Employment Forum

Special Educational Needs and Disabilities Employment forums are working groups actively involved in delivering the action plan.

We make sure that forum members understand what they are supposed to be aiming for, and the programme's long-term future.

Forums should consider the needs of all young people, including care leavers, those with additional needs or facing other disadvantages.

The Action Plan



The Internships Work action plan includes twelve goals each led by individuals or teams within the forum. These goals focus on effective ways to support young people with special educational needs and disabilities into employment.

The Employment Forum will look at the City's position in relation to these goals and develop steps to achieve them.

How can I find out about Supported Internships where I live?

You can find out about supported internships:

- from school
- from college
- from your social worker
- Your local authority's Local Offer

Email: EEYService@cityoflondon.gov.uk

Tel: [020 7332 1002](tel:02073321002)

- Your case officer

Your Local Authority must publish a Local Offer. This will tell you what is available locally, including what help there is to get a paid job.

When should I tell people I want a Supported Internship?

As soon as you think you might want a supported internship, you should talk to your teacher or your transition worker.

This could be at your Year 9 or 10 review at school when you are thinking about work and work experience.

3. Talk to Your School or College:

- Speak to your teachers or career advisors.
- Let them know you're interested in a supported internship.
- They can guide you on what to do next.
- Ask your parents or carers to contact your school or college to learn more about supported internships and help you with your application.

4. Attend Information Sessions:

- Different places do supported internships in their own way.
- If your school, college, or local authority puts on informative sessions about supported internships, go to them.
- They'll explain what to expect and how to apply.
- Your parents or carer can attend these sessions with you to learn more and help you with your application.



Quality Assurance and Sustainability

The Employment Forum decides the number of Supported Internships needed in their area and set annual targets.

Quality is very important, and the Supported Internships Quality Assurance Framework (SIQAF) helps make sure standards are met.

The forum explores opportunities within the local area, such as partnerships with local councils, hospitals, or universities, to offer Supported Internships.

Through delivering the Internships Work programme, we are committed to ensuring that young people with SEND have the support they need to succeed in their journey towards employment.

Through collaborative efforts with developing employment forums, we aim to create inclusive opportunities that benefit all young people.

How do I know a Supported Internship programme is good?

Good, supported internships will:

- have clear information about the internship and how it works.
- have a way for you to talk to someone who has done a supported internship and find out how it worked for them.
- spend time with you and your family making sure that the internship is right for you and that you really do want to get paid work.
- have job coaches to help you think about your skills and what you want to do.
- keep checking that things are working well.

If you would like further information please contact:

Matilda.Newman-Smart@shaw-trust.org.uk

[07585 401280](tel:07585401280)

shawtrust.org.uk



AdultEducation@cityoflondon.gov.uk

5. Prepare Your Application:

- When you're ready, fill out the application form.
- Your college or local authority will often give you the form and help you.
- The form might ask about your interests, skills, and why you want to do a supported internship.

6. Ask for Support:



- Don't hesitate to ask for help with your application.
- Your parents, carers, family, friends, teachers, and career advisors can assist you.
- They can guide you on questions about your interests, skills, and motivations.

Help available from...



• **Children's Social Care Team**

020 7332 3621 – 9am to 5pm Monday to Friday

children.duty@cityoflondon.gov.uk

• **Adult Social Care Team**

020 7332 1224 – 9am to 5pm Monday to Friday

adultsduty@cityoflondon.gov.uk

• **Sure Trust – COL contact**

shawtrust.org.uk



7. Attend Interviews or Assessments:

- Some places might invite you for an interview or assessment.
- It's a chance for them to get to know you better.
- Your college can help you prepare for this meeting.
- Your family can practice questions with you to **boost your confidence**.

- **Interview Prep and Help – Adult Skills and Education Service (ASES)**

AdultEducation@cityoflondon.gov.uk

Can young people with learning difficulties or disabilities really get paid jobs?

Yes!



8. Stay Positive

- Keep a positive attitude; Supported Internships help you learn new skills.
- Ask your college or Local Authority to connect you with students who have done Supported Internships.
- Learning from other people's experience can help you prepare.
- Parents: keep encouraging your child. Your support means a lot and keeps them positive about this exciting experience.

Help with CVs - Adult Skills and Education Service (ASES)

AdultEducation@cityoflondon.gov.uk

- **Help with engaging with engaging with COL apprenticeship team – COL HR Apprenticeship Team**

You can find some stories of young people's experiences of Supported Internships here:

<https://www.ndti.org.uk/resources/preparing-for-adulthood-all-tools-resources/pfa-case-studies-stories>

Melody Thornton- Apprenticeship Manager - colhr.apprenticeships@cityoflondon.gov.uk

If you need help with preparing for an interview and completing an application.

Please contact the Adult Skills and Education service on - AdultEducation@cityoflondon.gov.uk

- **Support with identifying further training and skills development - Adult Skills and Education Service (ASES)**



AdultEducation@cityoflondon.gov.uk