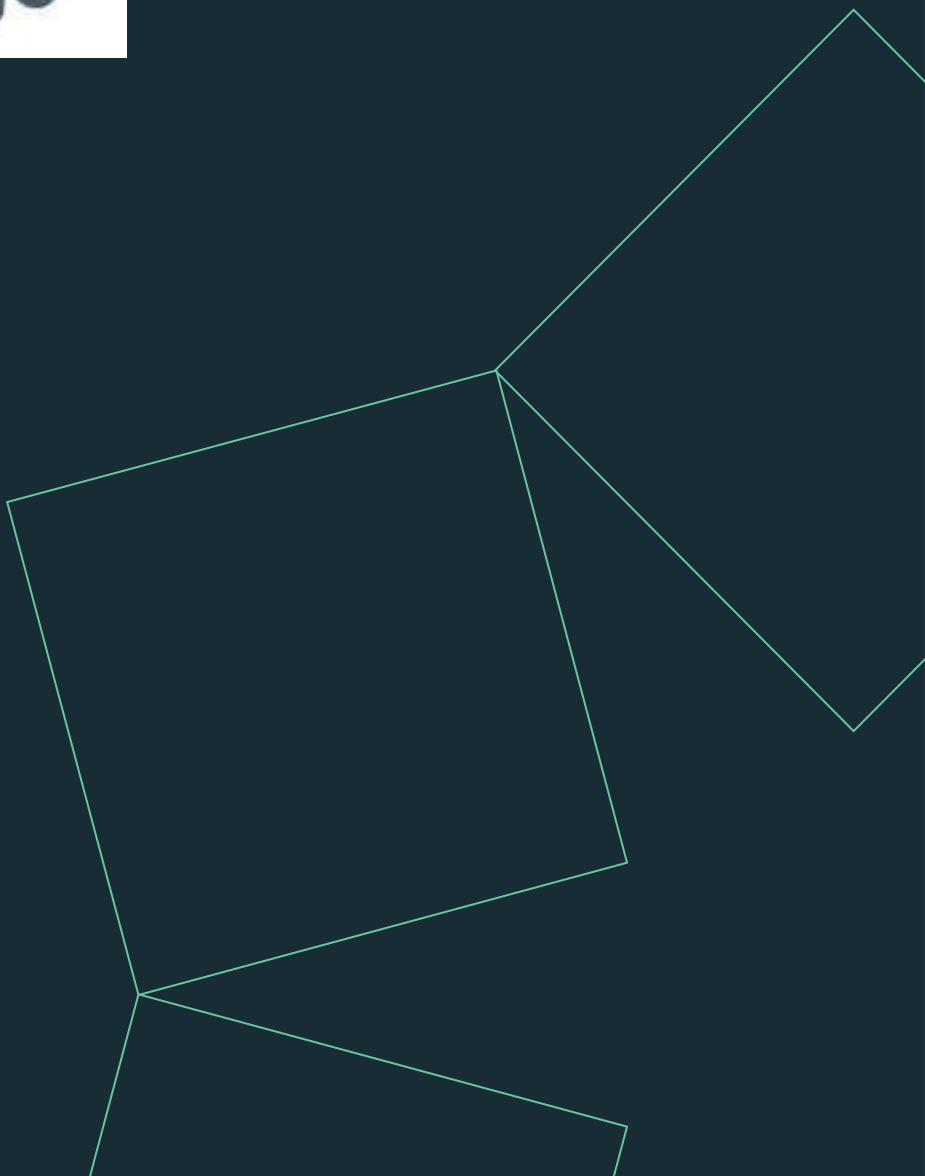




OFG
Education

Supported Internship Programme



BANKSIDE COLLEGE SUPPORTED INTERNSHIP PROGRAMME

One Page Overview

[6.-Easy-Read-What-are-Supported-Internships.pdf](#)

Purpose

Our supported internship programme is a structured work-based placement that aims to support a young person into sustained, paid employment. This is achieved by Bankside College and the employer working in partnership to:

- support the young person to develop the skills required by employers
- enable them to demonstrate their value in the workplace
- develop confidence in their own abilities to perform successfully at work

Structure

Following a transition period, the young person will spend the majority of the week at the employer's premises in a work placement. Whilst there, the young person will be expected to comply with real job conditions, such as timekeeping, shift patterns and dress code. Depending on the young person, they will spend a maximum of 2 days in College working towards academic qualifications and developing numeracy & literacy skills.

Employer's Role

The internship should meet a real business need. The employer should be committed to supporting the young person towards paid employment and be willing to adapt conditions to provide an inclusive and accessible environment. Working with Bankside College, the employer should identify key generic employability skills and job specific expertise that the intern will work towards. The employer will communicate regularly with College about the intern's progress towards these skills.

College's Role

College will support a comprehensive transition period ensuring that the employer is fully informed of the intern's needs, strengths and difficulties. College will check-in regularly with the employer and support addressing any barriers or issues as they arise. Bankside college will be responsible for recording progress against agreed skills

End of Placement

The primary goal of a supported internship is to secure paid employment for the supported intern. This may be with the host employer, however, if this is not possible, host employers will play an important part in helping a supported intern to achieve employment elsewhere.



Supported Internship Profile

Student Name	
Employer Name & Address	
Employment based Coach Name & Contact	
Bankside College Key Link Name & Contact	
Regular Working Hours	
College Hours	
Dress Code	
Key Employability Skills	• • • • •
Job Specific Expertise to be developed	• • • • •
Agreed Support Provision (to be completed post Induction)	
Academic Aims & Provision (College Based)	





Bankside College Supported Internship Guide

Supported internships are a structured, work-based study programme for 16- to 24-year-olds with SEND, who have an education, health and care (EHC) plan. The core aim of a supported internship study programme is a substantial work placement, facilitated by the support of Bankside College.

Supported internships are a great opportunity to improve the life chances of young people with SEND by supporting them into sustained, paid employment. Achieving paid employment not only brings young people financial independence, but it can be key to:

- building confidence and self-esteem
- increasing health and well-being
- gaining friendships and a social life
-

The aim of supported internships is to support young people with an EHC plan to gain paid employment by:

- supporting them to develop the skills valued by employers
- enabling them to demonstrate their value in the workplace
- developing confidence in their own abilities to perform successfully at work
-

The measure of success of a supported internship is a transition to sustained and paid employment.

Core Principles:

Principle 1

A substantial majority of the supported intern's time is spent at the employer's premises in a work placement. Whilst at the employer, the young person will be expected to comply with real job conditions, such as timekeeping, shift patterns and dress code.

Principle 2

Supported interns follow a personalised study curriculum alongside their time at the employer, including relevant aspects of English and maths. This will be a bespoke package that is delivered by Bankside College and will support their progression to paid employment. Interns will spend a maximum of 2 days in College.

Principle 3

Bankside College staff will provide support to both the young person and employer to support the success of the placement.



Principle 4

The primary goal of the programme for the young person is paid employment. Work placements must work for both the young person and the employer. For the young person, the job must fit with their vocational profile, contribute to their long-term career goal and be flexible enough to address barriers, where necessary. For the employer, they should meet a real business need. The employer should be committed to supporting the young person towards paid employment, and providers should work in partnership with employers to ensure programmes are successful for all involved.

Benefits to employer

The benefits include:

- bringing a new source of diverse talent into the team
- increasing disability confidence and awareness
- enhancing leadership and coaching skills for those who mentor and manage the interns
- enhancing employee engagement as many employees are proud to work for an organisation that supports those with additional needs
- building connections with the local community
- enhancing reputation (for example, by demonstrating corporate social responsibility)

Bankside College Workplace support

The College supports the workplace in many ways including:

- producing visual or written aids (for example, a step-by-step task list) and ensuring any assistive technology is provided
- troubleshooting or advocating for supported interns when things go wrong
- identifying skills development needs and either addressing them or referring to other staff
- reviewing progress to assess when support can be tapered off, if appropriate, and regularly visiting and observing supported interns after this point
- explaining a supported intern's strengths, support needs and successful communication strategies
- understanding the employee lifecycle and supporting employers to remove barriers by promoting inclusive recruitment
- providing information about a particular condition or impairment and advising on reasonable adjustments
- suggesting appropriate ways to explain tasks
- developing accessible resources of use to the wider workforce
- introducing the supported intern to their colleagues and offering colleagues advice on how to best support and include the intern
- being a first point of call if issues or problems arise and negotiating solutions
- identifying additional or more challenging tasks or roles that a supported intern could take on





- ensuring supported interns are on task and meeting workplace standards and expectations (for example, time-keeping and attendance)

Induction and settling in

College and the employer will agree an induction and settling in period to the workplace, where both the supported intern and employer are offered extensive support. It is often appropriate to begin the induction period before a supported intern formally starts their work placement.

Induction activities can include:

- a visit by the supported intern with a College member of staff to show them around the work environment
- face-to-face meetings between employer and college staff to discuss the structure of the programme and the needs of the individual supported intern (with or without the intern present)
- the supported intern attending the workplace to shadow a colleague in a similar job role for 1 or 2 days
- the employer's standard induction process for all staff, adapted to ensure accessibility if needed
- the employer allocating the intern a 'buddy' to go to for informal support, and introducing them to the wider team
- explaining any 'unspoken' rules such as dress code or when to take lunch or other breaks

Supporting positive progression

During the course of the supported internship, College will work with the employer to help the supported intern to secure paid employment or meaningful progression by:

- negotiating opportunities for paid employment with the employer providing internship
- where that is not possible, supporting interns with job searches and signposting to other work opportunities
- supporting job applications, including CV development and revisions
- helping interns prepare for and accompanying them to job interviews
- signposting interns to other services (for example, Access to Work or local supported employment services) and if necessary, liaising with these agencies

Reviewing progress and support needs

Open communication throughout the internship is key to its success, however Bankside College will operate a formal review process on a termly basis to check whether the:

- supported intern is making progress in their job role
- supported intern is developing in the identified job specific expertise areas
- supported intern is increasing their employability and independence skills
- support package is appropriate





- supported internship placement continues to meet the supported intern's and employer's requirements

It can also be helpful to invite parents and carers to participate in a review, with the supported intern's permission.

Findings from a progress check can help providers and interns to:

- recognise and celebrate progress and achievement
- identify skills that they need to work on
- identify barriers to progress and work out together how to address them
- reshape the support package (to include different support strategies or to reduce or increase support)
- negotiate new responsibilities at work for the supported intern
- help parents and carers understand how they can support their young person

Securing employment for the intern

The primary goal of a supported internship is to secure paid employment for the supported intern. This may be with the host employer, if a suitable vacancy is available, and employers may want to consider the supported internship as a working interview.

However, if employment at the host employer is not possible, host employers can still play an important part in helping a supported intern to achieve employment elsewhere. Positive actions an employer can take include:

- using contact and networks to recommend a supported intern to other businesses with vacancies
- providing supported interns with references
- offering mock interviews
- keeping an intern's details on file and inviting them to interview when future vacancies arise





OFG
Education



**Bankside
College**



OFG
Education

