

## Intern quotes

'I fit in here, they treat us as part of their team... I am much more confident and feel valued... I realise I am good at a lot of things and my work colleagues help me develop my self-confidence so I can do more.'

**Sophie, Supported Intern**

'I have learnt so much in my Supported Internship: my time-keeping and preparedness has (thankfully) improved; I have learnt a whole range of new skills and met a new group of friends; and my family tell me I am a much more pleasant person to be around.'

**David, Supported Intern**



**'My supported internship has been the best opportunity of my life! My job coach supported me every step of the way and helped me unlock my hidden potential. I'm now working for Johnson & Johnson and achieving things I never thought I would achieve.'**

**Josh, 20, DePuy Synthes, Johnson & Johnson**

## What to do next

The first step is to find out which local organisations and colleges offer a supported Internship. Colleges tend to start recruiting from January, for students to start in September as the SI programme will probably follow the academic year.

**If you would like further information  
email: [esemployers@leeds.gov.uk](mailto:esemployers@leeds.gov.uk)  
or visit: <https://bit.ly/LeedsSI>**



## FOR YOUNG PEOPLE, PARENTS AND CARERS



# Internships **WORK LEEDS**



**This guide is designed for parents, carers and young people, to provide further information about supported internships**

## What is a supported internship?

A supported internship is a work-based study programme for young people aged 16 to 25, who have an EHCP (Educational Health Care Plan). The internship could take up to one year to complete.

SIs are designed to increase your self-confidence and develop the social and employability skills you need to move into paid employment. Each SI will include time at a training organisation, such as a college, and time learning to do a job, or a range of jobs, by working with an employer on site. You may work with just one employer or with more than one.

### At college

Interns spend one or two days with a local education provider. This is usually a post-16 college with specialist experience working with young people with support needs.

You will continue to study for maths and English (if you need to) and you may also study for other qualifications. You will also spend time developing your employability skills.

Coaching and learning is delivered through: 1-1 support; group work; team tasks; and seminars.

### At an employer site

Interns spend two or three days on an employer site where you could work in a range of roles including: admin; IT; data management; catering; laboratories; retail; post-room; warehousing; grounds maintenance and many more.

You are given a real job role, working alongside other employees who are called work-based buddies. Care is taken to match interns with the available roles, according to their skills and areas of interest.

The college provides experienced job coaches who work with the employer and the interns whilst on site. They help interns on a daily basis and provide any tailored support that might be needed.

Interns develop the skills that are required in the workplace including effective communication, working independently and working in a team.

The aim is that an intern is ready to move into paid employment by the end of the programme.

## What can you expect?

Once accepted onto the programme, the college will arrange transition and enrolment. This should include visits to the college site, if you have not already been, and further information. The first few weeks will enable the job coach and other staff to get to know you and find out more about your skills and interests and if there is any particular job you are interested in. Often the intern may not know what they want to do, don't worry if this is the case, the job coach will help with this.

The college will then match you with a local employer. Often there can be more than one student working with the same employer, but usually in different departments. The job coach helps the intern develop broader employability and social skills by listening, supporting, encouraging, coaching, mentoring and advising. The intern will also have a work-based buddy – someone who already works for the employer – who will explain what the job is all about, as well as offering support and guidance.

You will take part in regular reviews and appraisals, so you can see how you are progressing. There will be opportunities for you to access training and, in some cases, study for further qualifications. From April you will start looking for paid employment – but don't worry, you will not be alone as your job coach and buddy will be heavily involved in this. They will help you: develop your C.V. and covering letter, search and apply for jobs and prepare for the interview.

***Sometimes available jobs will be with the employer where you have been an intern, but if there are no vacancies, the college will help you apply for other roles with different employers.***

