

Warwickshire County Council SEND and Inclusion

# Supported Internships Guidance for Young People



Warwickshire  
County Council

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# What is a Supported Internship?

A Supported Internship is a full-time, work-based education programme that supports you in getting a paid job. It is one of many post-16 options available for you to enrol on to.

## How do I know it is right for me?

- Am I aged 16 to 24?
- Do I have an [Education, Health and Care plan \(EHCP\)](#)?
- Do I want support to get a paid job?

In a Supported Internship you learn 'on the job' and you do most of your learning at work and some at college. This is different from a college programme that has work experience.

## A Supported Internship could look like:



**One day per week** completing qualifications, such as English, maths and employability. This may be in college or in work. Qualifications you can do for this programme are flexible, so if you have already completed your English and maths, you do not have to repeat these. You will be supported instead with your employability skills and learning.



**Up to four days per week** in the workplace doing the job. Doing real work tasks and moving around in different areas/ departments, so you can find out what you like and develop your skills in those areas.

Supported Internships usually last for an academic year and you will get all the same college holidays. They must last at least six months.

**A Supported Internship is different to an apprenticeship.** A Supported Internship is an unpaid education programme that helps you to be work ready; an apprenticeship is paid employment and you would be expected to be work ready to access this. You may go on to an apprenticeship after your Supported Internship. Unlike an apprenticeship, there are no formal entry requirements or end assessments for learners on a Supported Internship, although most will work towards an accredited employability qualification.

# What support will I receive?

You will be supported in your Supported Internship by your college's trained job coach and from the host business. The host business is the employer where you will work.

A job coach can:

- break down the tasks involved so that you can learn the job.
- work with you to increase your confidence.
- help build your skills needed to get a paid job.
- apply for additional funding to make adjustments for you. If you need additional practical support and/or equipment to help you do your job, your college can apply for funding called 'Access to Work'.

Your host business could:

- provide you with a work mentor or buddy for you to work with, observe and ask questions.

# What are the benefits to me?

There are many benefits to doing a Supported Internship. These include:

**Improved chance of finding a job** – an improved chance of finding employment by completing a Supported Internship.

**Better work and social skills** – by taking part in training to develop your employability, functional and social skills.

**Chance to work in many different areas/roles** – you will typically complete three rotations (one per term) to experience three different roles during the internship. This gives you a chance to see which areas you like.

**Improved wellbeing** – other young people that have completed a Supported Internship identify an increased level of mental wellbeing.

**Valuable member of society** – the work you will do is valuable to your host business, helping them and their customers. The role will help you to be a valuable member of the community now and in the future because you will have skills for further employment.

**Sense of community** – you will experience what it's like to work as part of a team and develop relationships by working closely with different colleagues.

**Build a wider social and support network** – you will meet people, build new relationships and a wide support network that will help you on the programme and afterwards.

# What will be expected from me?

- Follow the rules of my host business and college.
- Attend class and internship placement on time, be ready to learn and take part.
- Arrive each day in the appropriate clothing for your internship.
- Learn new skills and be able to demonstrate them, for example communication, time management, teamwork, being able to show initiative.
- Towards the end of the placement, apply for jobs that match the skills learned on your Supported Internship.



# How do I apply for a Supported Internship?



At the beginning of the Autumn term, you will be sent a letter by the SEND Assessment and Review Service (SENDAR) or your Plan Coordinator asking what your choices are for the next academic year (you should be asked this yearly after Year 13). This is when you can share that you would like to apply for a Supported Internship.



Colleges that provide the programme will advertise Supported Internships opportunities with host businesses. This gives you the opportunity to find a business that interests you most. For more information on Supported Internships opportunities in Warwickshire, please visit our colleges websites using the links below:

- [Hereward College](#)
- [North Warwickshire and South Leicestershire College \(NWSLC\)](#)
- [Stratford Upon Avon College.](#)
- [Warwickshire College Group \(WCG\)](#)



The business and college will host an open day for you to attend where you can learn more about the business and roles you will be doing during the internship.



After the open day, there will be a college recruitment event where you can formally apply for the internship with a host business.



If you are successful with your application, you will be invited to attend an interview with the host business, which also gives you the experience of an interview for when you are applying for jobs.



If you have passed the interview, congratulations, the internship is yours!

# What should I expect and when?

## October

(Before internship)

Start discussing post-16 options/new college course. Preferences for next year will be requested



## April - September

(Before internship)

Prepare for move into Supported Internship (transition activities) and preparation with host business



## September - December

(Term 1 of internship)

Rotation 1 at host business and attending college



**January** - Start preparing to find employment with interview coaching and job searching. Access employment support and services and consider next steps e.g. WES, Prospects etc



## July

(End of internship)

Start paid employment or continue to look for a job if nothing secured. If in employment, EHCP will end



## January - April

(Before internship)

Enrolment at college and Supported Internship application/interviews at host business



## September

Supported internship begins



## January - April

(Term 2 of internship)

Rotation 2 at host business and attending college



## April-July

(Term 3 of internship)

Rotation 3 at host business, attending college and continuation of job search





# What happens after a Supported Internship?

The aim of a Supported Internship is to support you in getting a paid job, but you may also find that Supported internships can be key to:

- building your confidence and self-esteem
- increasing your health and wellbeing
- gaining friendships and a social life

You could get a paid job at the same place you did your Supported Internship, or you could look for a job with a different employer.

An annual review meeting will be held towards the end of your internship, to discuss your exit route from education into employment. Completion of the programme will result in your Education, Health and Care Plan (EHCP) ending. This will be discussed during your final annual review.

You will be introduced to the Warwickshire Supported Employment Service as part of the internship. The service will help you to:

- find a job after your internship has finished if you haven't managed to do this.
- make sure that you are successful and have all the support you need in your new job.

The Warwickshire Supported Employment Service is designed to support Warwickshire young people and adults with autism and learning disabilities with an aspiration to work.

You can find out more about the support that they offer here:

[Warwickshire Supported Employment Service – Warwickshire Skills Hub](#)

Other services that can help include:

- [Prospects Careers](#) offer help and advice on options for education, training and careers.
- [National Careers Service](#) provide careers information, advice and guidance.

You may also be signposted to other people and services.

# Frequently Asked Questions

## **Where can I gain more information and ask questions before enrolment?**

There is lots of information online, including on [Warwickshire's SEND Local Offer](#) and the colleges own websites. The college that is providing the Supported Internship will be able to help you and answer any questions.

## **How can I gain a clearer picture of what to expect? For example, location and size of the business, how many people work there, where I will have my lunch etc**

The college providing the Supported Internship will be able to give you support with this, and the host business will have an open day which will enable you to visit so you can see more of this for yourself.

## **Where do I find a Supported Internship?**

Supported Internships can be found through one of your local colleges. You will need to contact them if you wish to do a Supported Internship and you can find out about the host business you can apply to.

## **Do I have to pay for the internship?**

No, this an educational programme and will be funded through your Education, Health and Care Plan (EHCP) and Access to Work funding.

## **Will I get paid whilst I am working?**

No, the Supported Internship is classed as an educational programme.

## **Will my benefits change by taking on a Supported Internship?**

No, any benefits you receive are not affected during the time of the supported internship placement as this is classed as education. If you progress into paid employment, then your benefits may be affected, but we will work with you to make sure you have the benefits you are entitled to.

For more information on benefits visit the [Gov.uk](#) website.

## **How long is the Supported Internship?**

The Supported Internship is full-time for an academic year. You will spend around 70% of your time in the workplace.

**Do I apply for college or find an internship with an employer first?**

You will need to speak with a college first and they will be able to tell you who the host businesses are. You will then be able to apply for the role through the college.

**What happens if a host business is not available for the work I am interested in?**

Our colleges work with lots of different host businesses. If you can't find a host business you are interested in, talk to your college and they will help you to look at other opportunities available for you.

**What support is there for me to get to and from my placement?**

You would not be eligible for Local Authority travel assistance, but you may be entitled to access support for travelling to and from your placement. This is most likely to be offered through Independent Travel Training and/or through the Access to Work grant. Some of the ways you could be travelling are on a local bus, train or bicycle. The people who are supporting you to access this programme will be able to talk this through with you in more detail once you have secured the work placement.

**Will I have to work through the school holidays?**

Supported Internships are designed to follow the academic year, however, depending upon the placement you may need to be flexible to the employer's needs.

**What is the 'Access to Work' grant and how is it accessed?**

'Access to Work' is funding available to all people in employment who have a physical or mental health condition or disability. For more information on what you can access with this, please visit the government website for more information: [Gov.uk - Access to Work](https://www.gov.uk/access-to-work).

**What if I want to complete a Supported Internship but I'm not quite ready for it yet?**

Colleges will be able to determine if you are able to enrol on to a Supported Internship and will guide you in options that are open to you. Some colleges offer courses that can help to support you to get ready to bridge the gap between education and getting ready for the workplace or a Supported Internship. Speak with your local college about the courses they offer and how they can support you.

**I struggle with attending full time, is there support for this?**

Supported Internships are full time placements, as set out by the Department for Education ([DfE Supported Internships Guidance](#)). If you need more time or support to build up to this, speak with the college who will be able to discuss options available.

**What is 'full time' employment?**

Full time employment is classed as 16 hours or above.

**What is 'work ready'?**

Being 'work ready' is about having the skills and confidence to succeed in the workplace. Some examples are maintaining personal hygiene and working with others.

**What if I don't want my Education, Health and Care Plan to end?**

Towards the end of every Supported Internship, an annual review will be held to discuss your progress and next steps. For many, we hope that the Supported Internship will be successful, and you will have either secured a paid job role or be in the process of securing a role or apprenticeship.

If, for whatever reason, the Supported Internship has not been successful and you are not yet ready to leave education, discussions will be held about what is the best next step. This could be an alternative college course or social care provision.





