

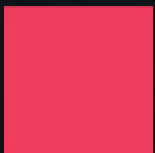


**Information
for parents
and carers**

Supported Internships




**Derwen
College**



What is a Supported Internship

A Derwen College Supported Internship is a structured, work-based study programme for young adults with special educational needs and disabilities (SEND), who have an EHCP. It aims to achieve sustained employment and long-term career goals, enabling young people to:

- 
- Improve their workplace skills
 - Build their independence
 - Increase their confidence and self-esteem
 - Increase their health and well-being

The Supported Internship programme runs term-time only for up to one academic year (37 weeks). The programme is based on the career aspirations, goals, skills, previous qualifications, achievements and needs of the young adult. We work to provide work opportunities that are person-centred and diverse to ensure the young person gains the fullest experience possible.

On a Supported Internship programme, Interns develop a range of transferable skills around:


- time management
- teamwork
- customer service skills
- health and safety guidelines

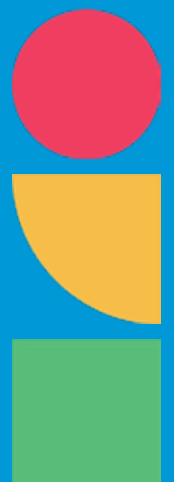
The programme also develops the intern's work ethic and appropriate behaviours for the workplace.



Supported Internship criteria

All candidates are required to:

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- Have an Education and Health Care Plan (EHCP)
 - Be aged 18 to 25 years
 - Be able to
 - ◇ travel independently, or
 - ◇ build up to independent travel, or
 - ◇ have the support from home to travel to work, and to college
 - Have a willingness to work
 - Engage in three days' work placements and two days study at college
 - Reside in Shropshire or Telford & Wrekin
 - A personal assistant, if required, for additional medical or support needs.



What does a Supported Internship look like?

A Supported Internship runs during term time for one academic year. Work placements make up three days and are unpaid. They are designed to help interns prepare for, and move into, paid employment at the end of the programme, where possible.

The remaining two days are spent at college, where interns will engage in taught sessions that include core Employability and Functional Skills and they will also work towards a qualification in their chosen vocation. They will also undertake internal work experience to continue development of core employment skills. All of this is delivered by curriculum staff at their designated Derwen College campus. This means 70% of the week is work based and 30% of the week is curriculum based.

During work and college days, interns collect evidence for their portfolio. This document is worked on by interns and job coaches and is created for interns to take with them at the end of the programme. The portfolio helps college staff and the intern to monitor and review targets and outcome progression.



As a guide:

- The Supported Internship work placements take place between Monday to Friday between 9am–4pm. However, workdays and times may vary depending on the placement location, the type of business and the intern's needs. For example, hospitality or entertainment settings may offer more opportunities during evenings and weekends. Some employers may only offer shift patterns.
- College days are 9am–4pm between Monday and Friday.
- The Supported Internship is different from other Derwen College's study programmes. As such, interns do not access the 4–5pm wellbeing sessions, or extra curricular sessions such as the Duke of Edinburgh's Award.
- Travel expenses are not covered by Derwen College. If using public transport, we suggest applying for relevant travel cards, such as a bus pass. Job coaches can support travel training for progression into independent travel.
- Transport to and from work and college needs to be organised by interns and their parent/carer. Job coaches will meet the intern at their place of work.
- Interns need to wear professional clothes relating to the environment they will work in. Some employers will provide them with a uniform, however, this is not guaranteed.
- On work days, interns should take a packed lunch and drink with them, or money to buy refreshments.

It is important you let us know as soon as possible if you have any concerns around transport or family arrangements so we can factor this in when setting up a work placement for your young person.



The job coach team and the Work Experience and Supported Internship Coordinator are the key links between the employer, intern, parents and carers and Derwen College.

Our team of job coaches are employed and trained by Derwen College to work alongside the interns. They provide support, mentoring and reassurance at the work placements. The job coach will liaise with employers to ensure any necessary, reasonable adjustments are made for the individual intern. Adjustments might include staggered break times, a slower introduction into full work hours or adaptations to workload. Where possible, interns will meet some of their job coaches before the programme starts so they are familiar with each other.

Over time, the job coach will gradually reduce the amount of support they provide to allow the intern to become more independent in preparation for the end of the programme. However, job coaches will always be on hand during the programme.

Each intern will also have a tutor. This will be a job coach or curriculum staff member who will meet with the intern regularly throughout the programme to discuss any issues and progression plans. Feedback can be supplied to parent and carers each half term, if requested and if permission is given. It is important to note that each intern needs to provide their permission for information and documentation about them to be shared with their parents and carers throughout the internship.



If the intern has any medical or additional support needs, they will need to have their own personal assistant in place before the programme begins. Please discuss this with your social worker as personal assistants are arranged externally to Derwen College. Our job coaches will not perform duties that should be conducted by the personal assistant.




How can you support your young person through their Supported Internship?


Parents and carers are at the heart of the young person's support team, and the level of support they provide can have a huge impact on the internship experience.

Where possible, parents and carers can support the internship team to find suitable employment opportunities. If you have any ideas for work placements, please feel free to discuss these with the team as soon as possible.





Interns are encouraged and supported to undertake travel training with the support of their job coach and college staff. Travel training can encompass a variety of public transport such as bus, train, and taxis. Funding for travel is not provided but we do work to keep the costs as low as possible for the intern and their family and can advise on appropriate travel passes. If we advise you that public transport will be used, then we recommend you apply for train and bus passes in advance of the programme starting.



In situations where public transport is not available or appropriate, the interns will rely on the help of parents/carers to get them to and from work and college. If this is likely to be problematic for you, then please speak to the Work Experience and Supported Internship Coordinator at the earliest opportunity. We may be able to contact Access to Work to apply for funding for private travel, however, the criteria for this is very specific and limited.


Finding the right placements?

The Supported Internship programme is person-centred and works around the career aspirations of each individual intern.

Before the programme starts, a job coach will meet with the intern to complete a vocational profile. This is to identify the work aspirations and needs of the individual intern and gives us time to structure the programme around them. Using this information, we can identify and secure relevant placements and provide tailored support throughout the programme.

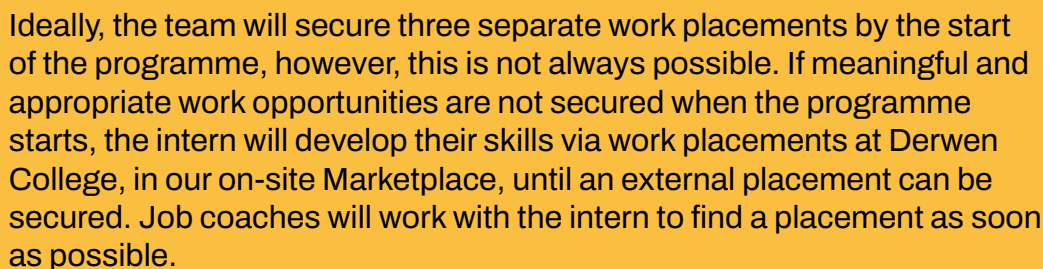
We have established a strong network of businesses and companies throughout Shropshire and Telford that we will utilise wherever possible. They understand the programme and will have worked with our students and/or interns in the past. If we are unable to find an appropriate placement within this network then we will seek out new placement opportunities.

We always try to secure placements within a reasonable commuting distance from where the intern resides to best support travel needs and outcome opportunities. Occasionally, in order to meet the intern's aspirations, the work placement may require further travelling. In these situations, we will discuss the transport requirements with parents and carers prior to securing the placement.



We work closely with all our placements to ensure the necessary support is in place for our Supported Interns. We conduct regular reviews with each placement and connect them to the relevant job coach for additional support. Where needed, we will also provide training and support to the placement staff to ensure the best outcomes for our interns.





Ideally, the team will secure three separate work placements by the start of the programme, however, this is not always possible. If meaningful and appropriate work opportunities are not secured when the programme starts, the intern will develop their skills via work placements at Derwen College, in our on-site Marketplace, until an external placement can be secured. Job coaches will work with the intern to find a placement as soon as possible.

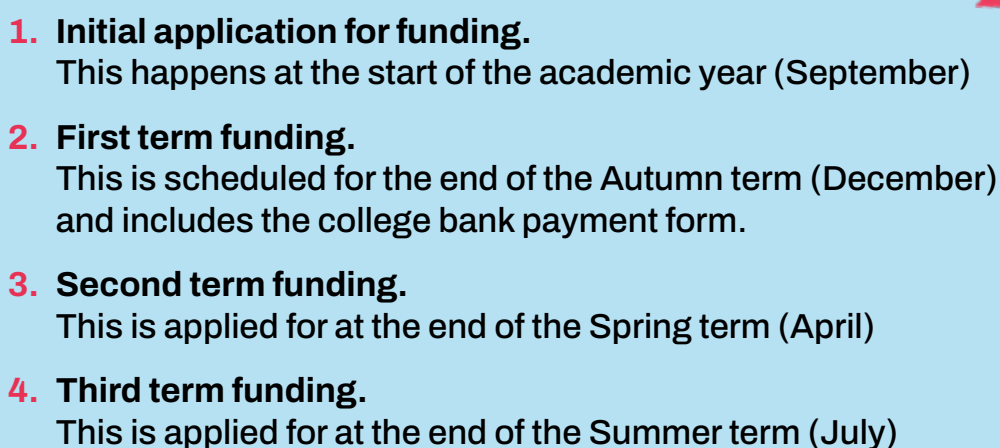

Programme funding

The Supported Internship programme is funded by Access to Work, which is a publicly funded employment support programme, run by the government, that aims to help more people with a disability or health condition to start or stay in work. The college applies for funding based on the hours of support each job coach provides to their intern. Funding is not provided for absences due to sickness or exceptional leave. Funding doesn't cover travel to and from work or college.

In order to complete the funding application form, the Work Experience and Supported Internship Coordinator needs the following information for each intern:

- National Insurance Number
- Existing Unique Reference Number (they will only have one if they have applied for funding in the past)
- Appointee Name. This is the person responsible for the young person's finances and will be required to sign the forms.

Funding is applied for at the end each term, once the total hours of support have been calculated. The appointee is required to sign each term's funding application, plus the initial application made in September when the programme commences.

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- 1. Initial application for funding.**
This happens at the start of the academic year (September)
 - 2. First term funding.**
This is scheduled for the end of the Autumn term (December) and includes the college bank payment form.
 - 3. Second term funding.**
This is applied for at the end of the Spring term (April)
 - 4. Third term funding.**
This is applied for at the end of the Summer term (July)
- 
- Decorative elements on the right side of the list include a green square, a yellow quarter-circle, and a red circle.

If you have any questions, or concerns, about your young person and any benefits they receive, please speak to your SEN case worker or the Work Experience and Supported Internship Coordinator for advice. We can confirm, to date, we have never experienced an intern's benefits being affected by Access to Work funding.

Outcomes

The measure of success of the Supported Internship is transitions into sustained employment.

The dream outcome for the intern would be paid employment at the end of the programme, however, we can never guarantee this. It is also useful to remember that the work and dedication shown by the intern may have an effect on the outcome.

With all our intern placements, we ensure the businesses we are working with have a clear understanding of:

- The work and outcome aspirations of our interns
- The value of both paid and volunteer outcomes for our interns.

There are no guarantees that the businesses will be able to offer a position beyond the Internship. However, the experience the intern gains is incredibly valuable to future employment opportunities.

We also support our interns to build a CV and assist them to apply for roles in the industry they have been working in. In previous years, we have also provided support beyond the Supported Internship programme and enabled our interns to attend trial shifts and interviews to gain successful outcomes.

If the desired outcome is not achieved, then we will offer guidance about agencies that will be able to support the interns with their work aspirations after they have left Derwen College.

We have found the benefit of a Supported Internship programme goes beyond the outcome of employment. Our interns report their aspirations have been raised, their confidence and skills are increased, and they have a much stronger understanding of employment and work ethic. This can open up more opportunities and helps the intern to progress after leaving education.

As the expected destination for the young person on completion of the programme is employment, the local authority will look to cease the EHCP at the end of the Internship, as they will anticipate there will no longer be a requirement for it (as the young person should be work ready and entering work). This decision is made by the Local Authority and not Derwen College.



Applying and future contact

The Admissions team at Derwen College will process your young person's application and notify the Local Authority of the offer for the Supported Internship programme. We would advise you at this point to follow up with your SEN case worker to see if funding has been considered or confirmed.

Once your young person's place has been confirmed with Derwen College, the Supported Internship team will contact you to :

- Discuss the aspirations and needs of your young person
- Gather information to complete the funding application for Access to Work
- Discuss transport and placement opportunities
- Invite you to attend a parent/carer information webinar prior to the programme commencing.



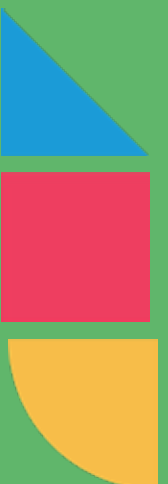
Questions or queries?

We hope we've answered everything you need to know about the Supported Internship programme. If you still have any questions, please do get in touch with us. We're here to help!

Natalie Martin

Work Experience and Supported Internship Coordinator

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