

Supported Internship Programme



For young people aged 17–24, looking to gain skills for paid employment



DFN Project Search Supported Internship Programme

This course is designed to help young people move confidently into employment, with the right support and at the right pace. It helps 17-24 year-olds gain employability skills and become more confident when applying for a job.

Our programme:

- Starts in September and runs for the academic year
- Is full-time Monday to Friday
- Is aimed at students with an active Education Health and Care Plan (EHCP)
- Offers support from a designated Job Coach
- Includes work rotations with our employment partners
- Offers employability qualifications
- Helps gain a range of transferable job skills

Who is the programme for?

Young people aged between 17 to 24 years old who would like to access further training and paid employment.

What are the entry requirements?

Applicants with an active EHCP will need to advise their local authority they are interested in the course.

Applicants without an EHCP, will need to be aged from 19+ years of age and be in receipt of benefits to qualify for funding.*

*Applies to selected Supported Internships

About the programme

The Supported Internship programme has been designed to prepare you for the next exciting steps in your life. You will learn skills to set you on your pathway to work.

This programme runs five days a week from 9am to 3.30pm. The majority of time will be spent in the workplace.

We will also prepare you for work, supporting you with:

- ✓ CV writing
- ✓ Applying for a job
- ✓ Interview skills
- ✓ Building confidence and self esteem
- ✓ How to communicate in a work situation
- ✓ Working as a group
- ✓ Budgeting
- ✓ Gaining qualifications

What will I achieve?

Opportunities for paid employment and an accreditation. Where applicable students will achieve Functional Skills in English and maths.



DFN Project Search Supported Internships

Amazon's delivery centre, Croydon



Orchard Hill College has partnered with DFN Project Search and Croydon Council to offer this exciting new Supported Internship opportunity with Amazon.

You will be based at an Amazon delivery centre in the Purley Way area, and will have the opportunity to develop valuable workplace skills and build confidence in a supportive and inclusive environment.

This programme will help you take the next step towards paid employment.

You will be supported to carry out a range of duties including:

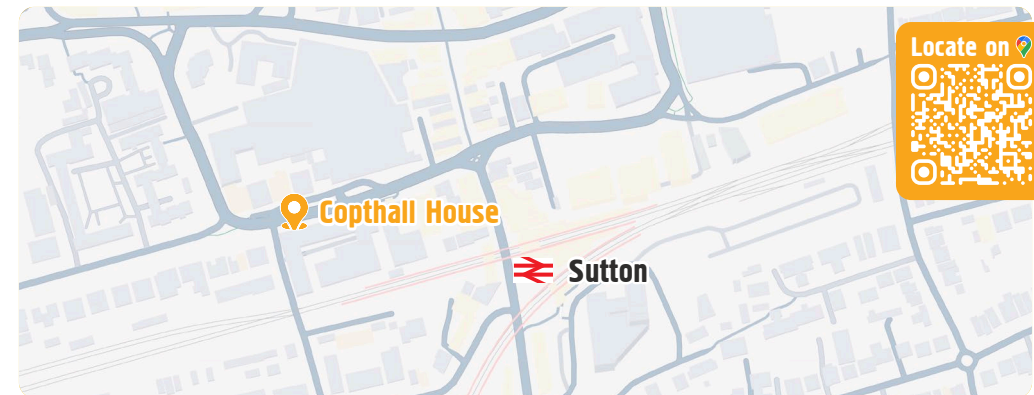
- Preparing customer orders
- Picking and packing items
- Organising stock
- Quality checking
- And more



Interns will receive on-the-job training and personalised support to help them succeed in the workplace.

Working alongside experienced Amazon colleagues, Interns will develop valuable employability skills, confidence and independence in a real-work working environment.

Orchard Hill College Academy Trust (OHCAT)



Orchard Hill College has partnered with DFN Project Search and Orchard Hill College Academy Trust (OHCAT) to offer a Supported Internship programme. OHCAT is a family of specialist education providers from pre-school to further education.

You will be based in Sutton and the surrounding area. This programme offers you the opportunity to gain a range of transferable and marketable job skills to support you to secure paid employment.

You will be supported to work within different departments of OHCAT including:

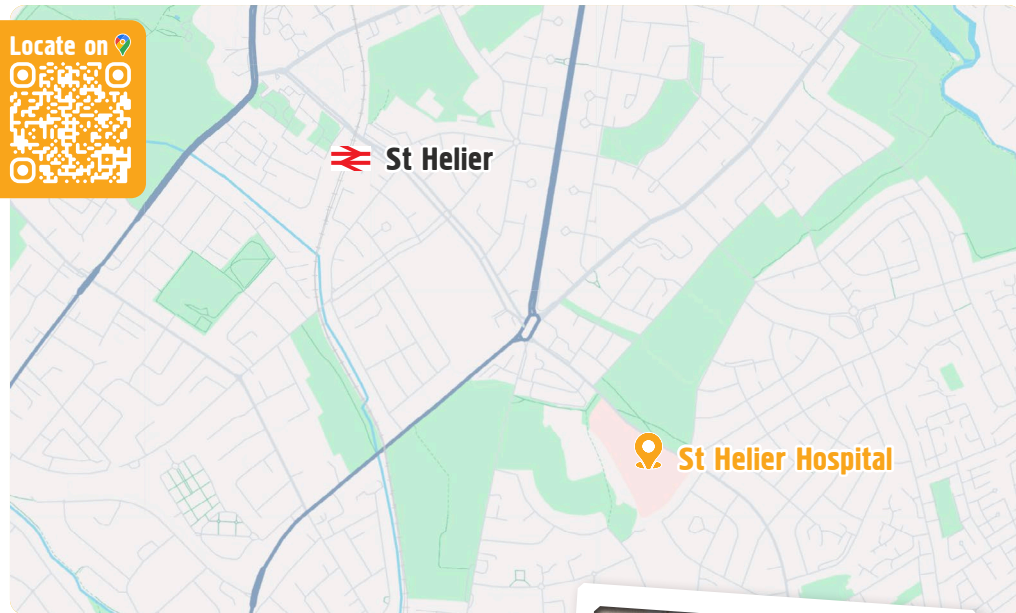
- Administration
- Finance
- IT
- Marketing and events
- Learning Support
- And more ...

"I helped with the Sutton Life Centre, bringing that to life. It was a big thing to be part of and doing that just made me happy and know that what I do is worth something."



Skylar

Epsom and St Helier University Hospitals



Orchard Hill College has partnered with DFN Project Search and Epsom and St Helier University Hospitals to offer a Supported Internship programme.

You will be based at St Helier Hospital and be supported to work within different area of the hospital including:

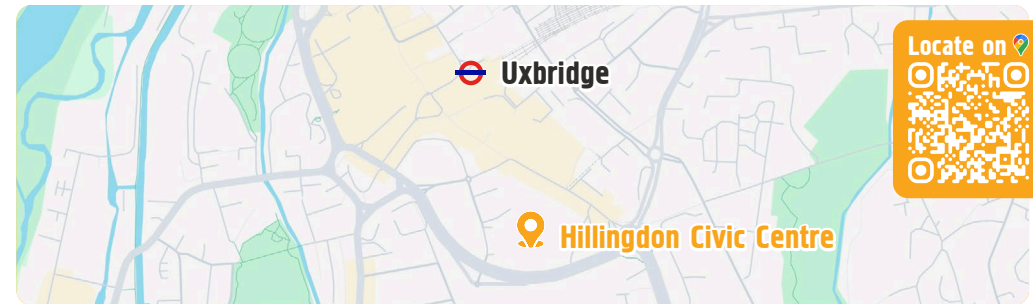
- Administration
- Catering
- Childcare
- Patient Care
- Transport (portering)
- And more...



Tavaughn

"Having a job is allowing me to be more independent."

London Borough of Hillingdon



Orchard Hill College has partnered with DFN Project Search, Hillingdon Council and Hillingdon Autistic Care and Support (HACS) to offer a Supported Internship programme. You will be based at the Hillingdon Civic Centre.

You will be supported to work within different departments of the council including:

- Administration
- Facilities
- Green Space Team
- Leisure Centre
- Libraries
- Museum
- And more...

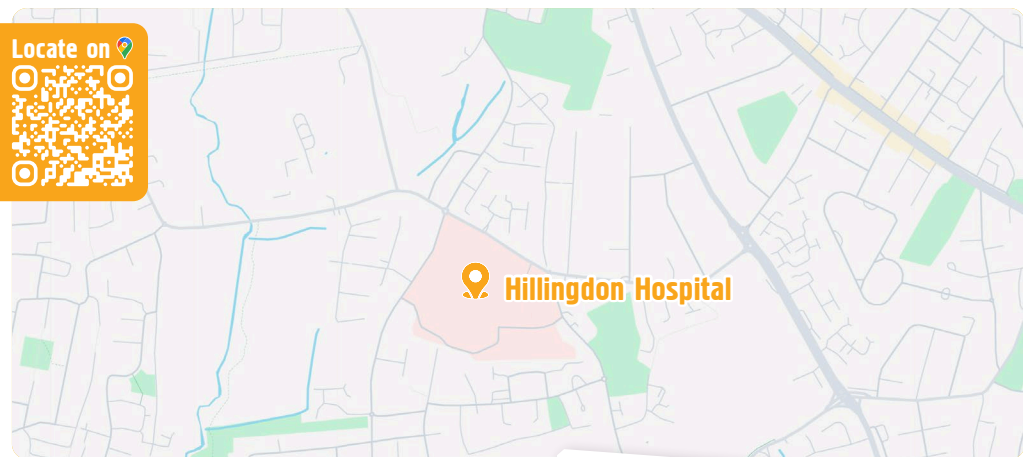


Georgia

"The internship has helped me grow in confidence and try new things. I love gardening, so gaining experience working outdoors is helping me move towards the career I want."



Meet my team



Orchard Hill College has partnered with DFN Project Search, The Hillingdon Hospitals and Hillingdon Autistic Care and Support (HACS) to offer a supported internship programme. You will be based at the Hillingdon Hospitals.

You will be supported to work within different areas of the hospital including:

- Administration
- Catering
- Estates and Facilities
- Imaging
- Patient Care
- Paediatrics and Maternity
- Simulation Suite
- Transport
- And more ...



Macey-Jane

"My career goal is to become a paramedic, and this internship is helping me take the first steps towards that. I would definitely encourage other people to do it - because this programme really can change your life."



**NEW FOR 2026:
No EHCP? No problem!**

We've launched an exciting new WorkStart Pilot Programme, giving young people aged 16–24 without an Education, Health and Care Plan (EHCP) the opportunity to benefit from a Supported Internship.

Working alongside Hillingdon Council or The Hillingdon Hospitals NHS Foundation Trust, you'll gain valuable workplace experience, receive support from a dedicated Job Coach and develop the skills and confidence employers are looking for.

What you'll gain:

- Real workplace experience
- Employability qualifications
- A dedicated Job Coach
- Increased confidence and independence
- A pathway to paid employment



Bailey

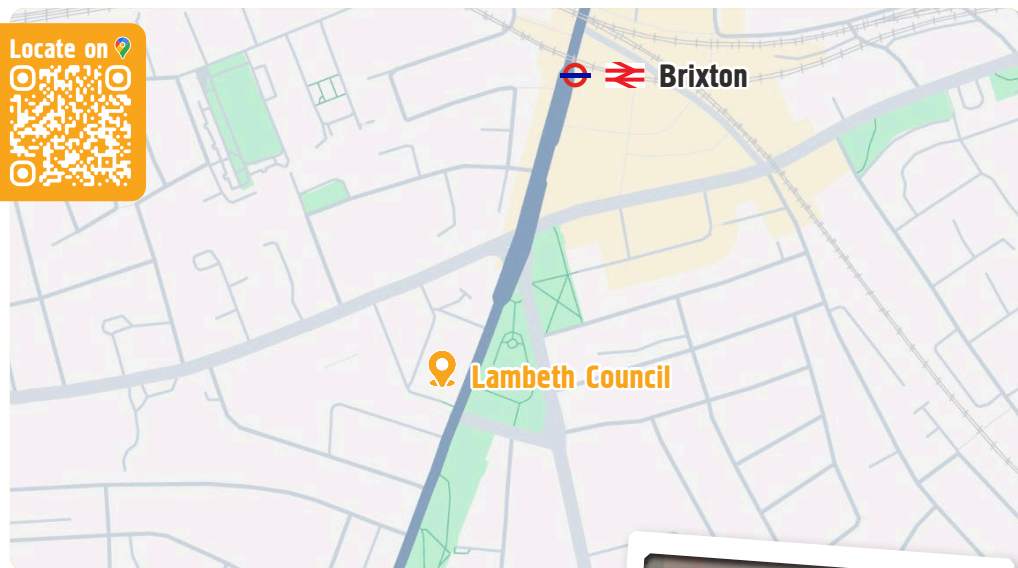
"I would encourage you to do it! Just believe in yourself and you can do anything."



The Hillingdon Hospitals
NHS Foundation Trust



London Borough of Lambeth



Orchard Hill College has partnered with DFN Project Search and London Borough of Lambeth to offer a Supported Internship programme.

You will be based in Lambeth Council and the surrounding area. You will be supported to work within different areas of the council including:

- Administration
- Construction
- Creative Sectors
- Hospitality and Catering
- Leisure Centres
- And more...



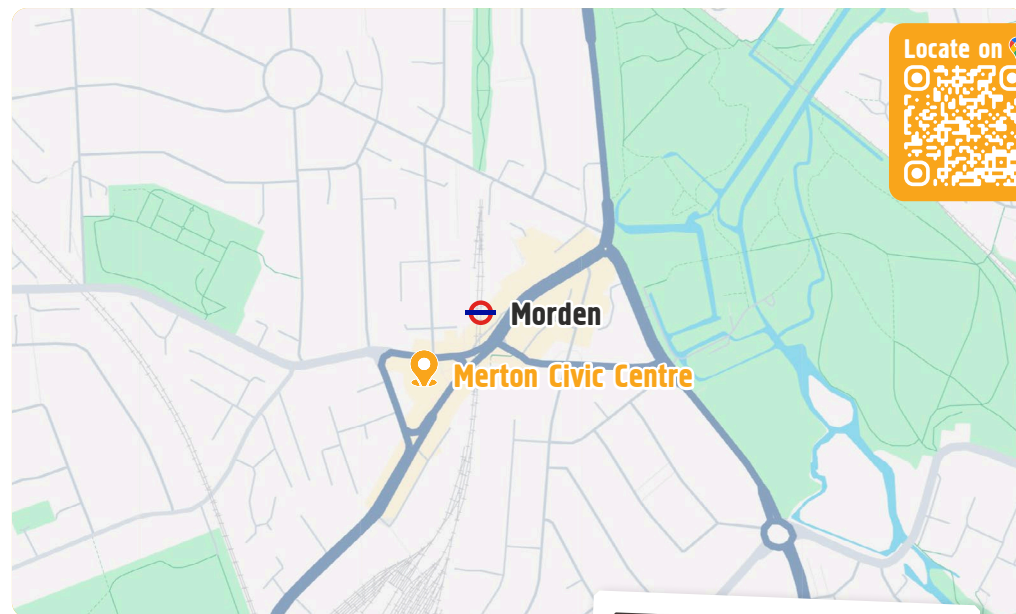
Linus

"Project Search has given me much more confidence. I have developed skills based around Facilities and Maintenance work. My biggest achievement is applying for jobs and attending interviews. I would like to have a paid job by the end of the project."

UNITY WORKS

Lambeth

Merton Council



Orchard Hill College has partnered with DFN Project Search and London Borough of Merton to offer a Supported Internship programme.

You will be based in Merton Council and the surrounding area. You will be supported to work within different areas of the council including:

- Administration
- Facilities
- Hospitality and catering
- Leisure Centres
- Retail



Michelle

"My first placement was working in the library. I enjoyed story time with the children, especially joining in with the singing and dancing with them. I feel happy and confident since starting the course."

**LONDON BOROUGH OF
MERTON**



Orchard Hill College has partnered with DFN Project Search, London Borough of Kingston and Achieving for Children to offer a Supported Internship programme.

You will be based in Kingston and the surrounding area and you will be supported to work within different areas of the council including:

- Administration
- Advocacy groups
- Digital Marketing
- Facilities
- Hospitality and Catering
- Parks and Gardens
- SEND Transport
- And more...



Victoria

"I love the Supported internship programme. The Job Coaches help with our CVs and applying for jobs. We do placements so we get to learn about what is suitable for work."



**achieving
for children**



Evie

**Supported Intern
2024-2025**

"The Supported Internship has transformed my life. Since I have completed the Supported Internship, I have done a Level 2 customer service apprenticeship with Achieving for Children, and I'm now about to start my Level 3 business admin qualification."

Marcus
**Supported Intern
2024-2025**

"Following on from the Supported Internship, I feel that me gaining employment with AFC as a Business Support Admin has really helped me gain confidence and the work skills that are important to me in what I do in work."



Hear from our Interns

"This Supported internship helped me learn new skills and work independently in different departments."

"My confidence has grown because I now travel on my own, come in on time, and manage my own routine."

"The supported internship helped me mature, make good decisions and prepare for the admin or estates job I want in the future."

"I have learnt real work skills, like organising my workspace, using IT systems and completing tasks with less help."

"Doing different rotations taught me new knowledge, like HR tasks, finance spreadsheets, and even first aid."



How to Apply

We recommend you attend a Supported Internship Information Event prior to completing an application form. We hold various events either online or in person throughout the year.

Please check our website for upcoming dates.



1. Join us at one of our open events



Visit an open event
workstart.me.uk/open-events/



2. Complete an Expression of Interest

If you are applying for a full-time course and you have an EHCP you will need to discuss your application with your Local Authority.



Complete an Expression of Interest form
orchardhill.ac.uk/admissions/how-to-apply/



3. An assessment may be held so we can identify the best programme for you

To find out more or to apply, contact:

🌐 www.workstart.me.uk/admissions

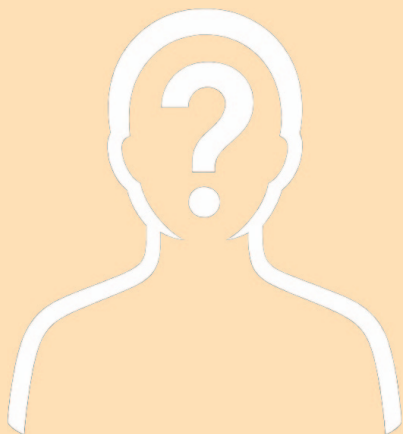
📞 0345 402 0453 option 2

✉ assessments&placements@orchardhill.ac.uk



Scan the
QR code
to apply

Could you be one of our next Supported Interns?



You

The course will help you gain:

- ✓ Work experience
- ✓ Employability skills
- ✓ Relevant qualifications
- ✓ Other work-specific qualifications
- ✓ A marketable CV
- ✓ Skills to gain employment
- ✓ Support applying for work

To find out more or to apply, contact:

 www.workstart.me.uk/admissions

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