



A GUIDE TO SUPPORTED INTERNSHIPS IN BUCKINGHAMSHIRE

YOUR JOURNEY STARTS HERE

Prepare for a rewarding career by joining a Supported Internship programme that suits your interests and goals. With a strong support network and diverse opportunities, your path to meaningful employment is within reach!



**Buckinghamshire
Children & Young
People's Partnership**

Working together to reach our goals

What is a Supported Internship?

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 an expert job coach.

Supported interns are enrolled and supported by a learning provider, for example, a school or college, but spend most of their learning time - typically around 70% - in a workplace.

The internships provide the opportunity for young people to achieve sustained, paid employment by equipping them with the skills they need for work, through learning in the workplace.

Supported interns are in full-time education and their supported internship work placements are part of their course. There is no legal requirement or expectation that the supported intern will be paid. Supported internships are exempt from the National Minimum Wage regulation.

Supported internships last for a minimum of 6 months, and up to a year.

The supported internship should contribute to the long-term career goals of the young person and match their capabilities. Alongside their time with the employer, supported interns complete a personalised study programme delivered by the school or college, which includes the chance to study for relevant qualifications, if appropriate, and English and maths at an appropriate level.

Every young person is supported in the work placement by a trained job coach, put in place by their education provider. The job coach provides in-work support that tapers off, if appropriate, as the supported intern becomes familiar with their role. Job coaches also work with employers, increasing their confidence in employing individuals with additional needs and helping them to create and support a diverse workforce.

Aims of a Supported Internship

The aim of supported internships is to support young people with EHC plans 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.

General Eligibility

- You must be aged 16 – 24
- Have a current EHCP
- Entry level to Level1 English and maths Functional Skills
- Independent traveller or working towards this
- Previous work experience / employability skills

How to Apply

Contact the Supported Internship providers directly using their contacts listed below, or you can contact your Education, Health and Care Plan Coordinator.

Travel and transport

To be accepted onto Supported Internship young people need to be able to travel independently or be working towards this. It is important to develop independent travel skills to enable interns to progress onto paid employment at the end of the programme. It also develops their confidence, independence, community inclusion and social network.

Some Supported Internship providers offer additional support for those young people who are working towards becoming an independent traveller at the start of their internship. This is individually assessed on a case-by-case basis and would need to be discussed directly with the provider as part of the application process.

For information on Council-funded travel assistance for eligible Post-16s with SEND please visit:

[Transport for post-16 students with SEND | Family Information Service](#)

Support available

Access to Work is a discretionary grant scheme delivered by DWP which can assist in paying for practical support to enable disabled people or those with health conditions to overcome workplace barriers. For more information and details on how to apply please visit [Access to Work](#)

16 to 19 Bursary Fund is to support 16- to 19-year-olds who are the most financially disadvantaged and those who most need help with the costs of staying in education. Students aged over 19 can apply for the discretionary bursary if they have an EHC plan. Providers can use the bursary as a source of funding to help meet costs for travel, meals and equipment for young people participating in supported internships. Please visit the website for more details visit [16 to 19 Bursary Fund](#)

Supported Internship Providers

Buckinghamshire Adult Learning Supported Internships

Contact and application process

Christie Lavery, Supported Employment Manager - clavery@stonydean.bucks.sch.uk

Stony Dean School - 01494 762538 / 07814 305444

1. Name Bucks Supported Internship as the education provider at the Annual Review Meeting.
2. All applications will be short-listed and invited to attend a skills assessment day each February where they will take part in a short interview and will also participate in various skills based tasks, with successful applicants offered a place to start in the following September.

Location: Buckinghamshire New University, Aylesbury, Walton Street, HP21 7QG

Key opportunities

We offer:

- Ofsted regulated education provider with qualified tutors and Job Coaches with SEN expertise.
- 2 to 3 day work placements with our valued employers in a variety of roles, including hospitality, healthcare, business administration, IT, retail, construction and animal welfare.
- Work based curriculum – 2 days a week at Buckinghamshire New University.
- Industry specific qualifications.
- Functional Skills/Stepping Stones maths & English.
- Career Planning – Job searching, interview skills, CV writing.
- Workplace Training – digital skills, communication, money management and resilience.
- Enrichment Programme – Learner Forum, guest speakers and events.

Entry criteria

- A desire to progress into employment by the end of the programme in June
- Hold a current Education, Health and Care Plan (EHCP)
- Between 18 and 24 years old
- Ideal Candidates will be working between Entry 3 to Level 2
- Undertaken a work placement
- Be an independent traveller or willing to travel train with support of family
- Family/Carer supportive of employment

Website: stonydean.bucks.sch.uk/buckinghamshire-supported-internship

Case study – Tom's story

"After attending Stony Dean School I joined the Buckinghamshire Supported Internship one year employability programme. My career aspiration was to become a software engineer as I've always been interested in computers and programming. During my time on the supported Internship, I was given the necessary qualifications and skills to excel in life. Upon completion of the Internship in June 2022 I successfully secured a Level 3 Junior Developer Apprenticeship in an area I always dreamed of."

Buckinghamshire Supported Internship – Owl & Duck Training Café

Contact and application process

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3. Name Bucks Supported Internship as the education provider at the Annual Review Meeting.
4. All Applications will be short-listed and invited to attend a skills assessment day in February where they will take part in a short interview and will also participate in various skills-based tasks, with successful applicants offered a place to start in the following September.

Location: Owl & Duck Café, Holy Trinity Church, Walton Street, Buckinghamshire, HP21 7QX

Key opportunities

We offer:

- Ofsted regulated education provider with qualified tutors and Job Coaches with SEN expertise
- 2-day Work Placement in the training café
- 2-day Work and Life Skills Curriculum
- Industry Specific Qualifications – L1 Food Safety, Barista Training, Health and Safety courses
- Functional Skills / Stepping Stones maths and English
- Customer service training
- Enrichment Programme – Learner Forum, Guest Speakers and Events

Entry criteria

- A desire to progress into employment by the end of the programme in June
- Hold a current Education, Health and Care Plan (EHCP)
- Between 18 – 24 years old
- Ideal Candidates will be working between Entry Level 1 - 3
- Undertaken a work placement.
- Be an independent traveller or willing to travel train with support of family
- Family/Carer supportive of employment

Website: stonydean.bucks.sch.uk/buckinghamshire-supported-internship

Shaw Trust

Contact and application process

Young people who are interested can complete the form on the website (link below), and they will get in touch with the young person directly. Alternatively, email: supportedinternships@shaw-trust.org.uk to request an application form and brochure.

Location: High Wycombe

Key opportunities

An internship usually lasts for a year, with the opportunity to complete three different placements in customer care or retail with major high street shops, restaurants and administration.

Entry criteria

To qualify for our programme, young people need to:

- Be aged 16-24 (18-24 for Heathrow).
- Have an active EHCP.

Website: shawtrust.org.uk/supported-internships

Case study

“During the one year long Supported Internship program with Transport for London through Shaw Trust I gained more confidence which allowed me to enjoy meeting new people and making new friends. While I was there, I learnt a lot of new skills which I will be able to use in the future. I have improved my social skills and confidence and got myself a job as a result which I’m really happy about!”

When Max began his Supported Internship with TfL in Jan 2022, he had very little confidence. Max was experiencing anxiety in everyday life and would struggle to talk to other members of the group when attending his learning sessions.

Max was unsure of what he wanted to do as a job or career, with no previous work experience. Zeb, a Supported Internship job coach supported Max through all his three placements at TfL. With two office placements and one placement in London Underground Station Max’s confidence improved to a great extent, especially working as a Customer Service Assistant at Kings Cross London Underground Station serving customers.



Talkback

Contact and application process

Phone: 01494 434 448

Email: intoemployment@talkback-uk.com

Address: Amersham Community Centre, Chiltern Avenue, Amersham, Bucks HP6 5AH

If young people are interested, they are encouraged to:

1. Discuss plans for employment in annual reviews.
2. Apply for a place on the Supported Internship Programme through Bucks College Group (between October and June).
3. Meet with Talkback to discuss aspirations, entry requirements and whether they feel they can help with the move towards employment.
4. Talkback will confirm your starting arrangements in July.

Location: High Wycombe, Aylesbury and surrounding villages

Key opportunities

With a Supported Internship most of the interns time is based in the workplace. The remainder of time is spent gaining a qualification in English, maths or a relevant qualification.

Talkback offers a range of options that include 6-month, 9 month and 12 months internships that meet the required 540 guided learning hours. Their flexible approach aims to transition people away from a traditional academic calendar and towards the world of work.

They work to find a placement in an area suited to the young person's skills and experience, drawing upon employers in areas including retail, care, sports, and hospitality to name a few.

Entry criteria

To be able to join the programme, young people need to:

- Be 18-25 years old with an Education, Health and Care Plan.
- Have completed an employability or other school/FE programme.
- Have undertaken some form of work experience previously and have realistic career aspirations that enable Talkback to match the young person to an employer.
- Have achieved Entry Level 3 or above in Literacy and Numeracy.

Website: [talkback-uk.com/supported internships](https://talkback-uk.com/supported-internships)

Case study

Raiyan started his internship in September 2024. Prior to this Raiyan had completed English and Maths at a GCSE Level and undertaken courses in ICT and Creative Media. He had also undertaken work experience placements, so had the perfect foundation to enable him to be ready for the world of work. In his current placement Raiyan is working three days a week for a video production company. He is being supported by Talkback to learn new skills as well as how to overcome barriers that have made it difficult to previously enter the world of paid work.

Mission EmployAble

Contact and application process

Young people can complete the application form on the website and email it to training@missionemployable.co.uk, and the team will contact them directly, or apply directly through Bucks College Group: buckscollegigroup.ac.uk/employability-programmes/2419-supported-internship

Location: Chorleywood, Herts and Amersham Bucks (Sept 2025)

Key opportunities

Mission EmployAble offer different work opportunities, initially in small groups. These include catering and hospitality in the Cafe on the Common, Horticulture in partnership with Sunnyside Rural Trust and Warehouse work and deliveries with Restore Hope Latimer. In the second term they source individual work placements to suit the interns skills and often this leads to permanent part time work when the supported internship finishes. They run enrichment programmes including a pre-level 1 tennis coaching course, an enterprise module, mental health support from the NHS and pet therapy.

Entry criteria

To be able to join our programme, young people must:

- Be between 18-25 years old.
- Have an open and active Education Health and Care Plan.
- Be able to travel independently or working towards this, to either our Amersham or Chorleywood site.
- Be a young person with a learning disability who is keen to develop new skills in the workplace.
- Be ready to work together to achieve paid employment.
- Be working at Entry Level 2 for both Functional English and Maths.
- Know what work involves and be committed to staying on the course, and then aim to gain employment when you finish.
- Have a supportive family who is going to work with Mission EmployAble to assist the young person in gaining employment and encouraging their independence.

Website: missionemployable.co.uk/internships.php

Case study

Gregory completed his supported internship in 2023 and since then has secured 2 jobs. One for two mornings a week at Primark in Harrow on the shop floor helping customers and stocking the homeware department. Another at DPD in 'Goods on Hold' where he sorts parcels that have not been delivered into either return to sender or resend out. Gregory says *"I love DPD most because I like working out where the parcels should go. It is my dream job."*



Choices College

Contact and application process

Young people can email Lindsay McCafferty – lindsay.mccafferty@nhs.net to arrange a meeting. An application link will then be sent to them for completion.

Location: Buckinghamshire Healthcare NHS - Stoke Mandeville and surrounding areas.

Key opportunities

The supported internship is for an academic year with the opportunity of three 12-week placements in various roles within the NHS or outside with a local business - admin, catering, gardening, nurseries, IT, retail and many more. Choices College operates 5 days a week, Monday to Friday over an academic year, September to July. Placements with Choices College business partners are bespoke and related to each Intern's skills and interests.

Throughout the academic year, each week interns attend one full day of education (maths, English and employability lessons) and up to 4 days of professional placements. Interns are given a 2-week full-time induction prior to starting any placements with educational learning including confidentiality, inclusion and diversity and professional expectations.

The aims of the programme are to:

- Empower interns and build their confidence as individuals in the workplace.
- Change perceptions, raise awareness and create valuable career pathways for young people with learning difficulties and/or disabilities and/or autism.
- Raise awareness of the value that the interns can add to the workplace.
- Increase the diversity of the workforce and promote equality of opportunity.
- Provide interns with a life experience and knowledge outside of their home and school.
- Widen access into the NHS workforce.

Entry criteria

To join Choices College young people must meet each of the following eligibility criteria:

- Live within one of our current Local Authority Partnership areas.
- Be aged 16 – 24 years.
- Have an approved and active Education, Health and Care Plan.

Website: hee.nhs.uk/our-work/choices-college-supported-internships

Case studies: hee.nhs.uk/our-work/choices-college-supported-internships/our-news-success-stories

Bucks College Group

Contact and application process

Young people can register their interest by completing the application form at:

buckscollegigroup.ac.uk/application/8198/apply

Location: Aylesbury, Amersham and High Wycombe

Key opportunities

Young people joining a Supported Internship with Bucks College will be working with their Estates team, and this will be based across all three campuses.

This will be over two days, with the third day being at Aylesbury campus studying work skills, maths and English. Students will be required to sit the English and maths exam unless formative assessments indicate that an exemption is appropriate.

Entry criteria

- Students must have an EHCP and have an aspiration to be in paid employment.
- Students will have learnt the strategies to self-regulate to an appropriate level in the workplace.
- Students must be an independent traveler. If taking part in Bucks College Supported Internship, students must be able to travel between all three campuses.
- All students require an EHCP and will have to go through a consultation process to ensure we can meet needs before a place can be offered.

Website: buckscollegigroup.ac.uk/employability-programmes/2419-supported-internship

Case study: The BCG Supported Internship Pathway Programme starts in Sept 2024.