

# SUPPORTED INTERNSHIP

**This is a one-year, full-time programme and offers an introduction to the skills and experience required for work or further study.**

The Supported Internship at The Sheffield College supports students by:

- giving you experience to help you get a job and live more independently
- helping you with English and maths skills
- getting you used to going to work as well as learning at college
- supporting you to become an independent traveller

You will initially spend two full days studying at college and will be gradually introduced to a workplace, spending more and more time there until you are spending most of your time at work.

### **Entry requirements**

You must have an Education, Health and Care Plan, be aged between 16 and 24, have ambitions to go out to work and be at the right stage in your learning and development in order to benefit from all your new experiences.

## What will I do on the programme?

The Supported Internship will be broken into the following modules, as well as spending time on your placement:

### Interview Skills

You will learn:

- how to prepare for a job interview
- what to wear for an interview
- how to listen to questions and answer them clearly
- how to use positive body language
- how to ask appropriate questions

### Customer Service

You will learn:

- what customer service is
- how to help, listen and speak to customers
- how to work with colleagues to give an excellent experience

### Building a Personal Portfolio

You will learn:

- about skills and achievements you already have and what you need to work towards
- about your personal goals in life and what you need to do in order to achieve them
- how to include relevant information in your CV
- how to write your CV and cover letter

### English and Maths

You will also have the opportunity to study English and maths, and gain qualifications which allow for achievement at your own level.

## What support will I receive / other information

Throughout the course we have targets and regular reviews, both at college and at work. These reviews will help us support you as you try to:

- overcome problems
- make sure the Internship is progressing well for you

We will help you set targets and hopefully everybody, including college staff, work colleagues and your parents/carers, will be involved. Sometimes it can be hard work, especially when you have set yourselves a challenge. It's worth it though, and you will feel great when you succeed!

Your employers regularly review your progress too.

All your written coursework will be marked by your Tutors and comments will be shared with you. At the end of the programme all your work will be looked at by at least two other people to make sure that your work is good enough to pass.

## What could I do after?

After completing a Supported Internship some young people have achieved paid employment straight away, whilst others have moved on to volunteer in the community with support to find paid work.

We will discuss your future at your annual review, support you to apply for jobs and prepare for interviews. You will also have the support of a college careers adviser.