



EMPLOYER INFORMATION PACK



“Government policy is that young people with learning difficulties and/or disabilities, including those with more complex needs, should be supported to develop the skills and gain the qualifications and experience they need to succeed in their careers”

(Department for Education, 2017)

ABOUT US

West Lea School is a pioneering and innovative school for young people with Special Education Needs and Disabilities (SEND). We work towards economic wellbeing and independence for all of our students.

Having a job and the ability to earn money in adulthood is important to everyone, including our children. The school aims to 'shine a light' on the opportunities for our children to enter the world of work, supporting and providing access where possible. Our aim is that each child has the opportunity to be 'meaningfully occupied' post school and able to make an economic contribution to society.

Our Supported Employment Programme includes:

- A Supported Internship Programme for 16 – 24 year olds.
- Work Experience for students aged 15 and above.
- Workshops and Learning for Life lessons across the school at all ages.
- Professional talks from local businesses.
- A Business Support Service for local employers including training and recruitment.

Whether it is on our Supported Internship or simply Work Experience, we want to work with local employers, just like you, across various sectors so that we can broaden and maximise our offer to our students.

Visit our Website www.westleaschool.co.uk/SIP

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WHAT IS A SUPPORTED INTERNSHIP?

Supported Internships are for young people aged 16 – 24 who have Special Educational Needs and Disabilities who want to move into paid employment and need a little extra support to do so.

How do Supported Internships work?

- They are unpaid work placements lasting 6 months to a year with a view to paid work at the end.
- Interns spend a varying amount of time in the work place. Hours are flexible and agreed with the employer, but usually take place over 3 or 4 days per week. This is dependent on business need and capabilities of the individual Intern.
- Interns spend one day in class learning relevant workplace skills.
- Interns are assigned a Job Coach who will support both them and the employer throughout the programme.

Job Coach Support

- Supporting the Induction Process
- Understanding the roles and responsibilities of the intern.
- Provide 'in-work' support for Interns and for your staff.
- Monitoring progress
- Getting to know your business needs and carving out specific roles for the interns which match their skills
- Support with implementing Reasonable Adjustments
- Available in person or on the phone for any questions or queries



“We have worked with West Lea School to develop their Supported Internship provision and have trained their staff. We are confident they have the key ingredients to deliver the best support to ensure that employers get the right workers and young people get the right jobs”

(BASE UK, 2018)



Department
for Education



Skills Funding
Agency

base
british association for
supported employment

SOME OF OUR PARTNERS

We work with; Nandos, Tesco, DHL, Enfield and M&S Enfield



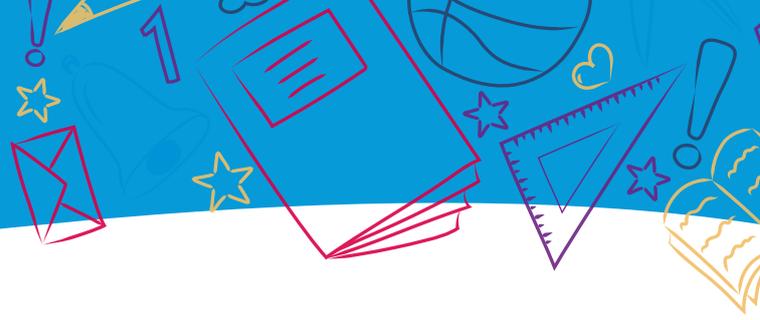
IS MY BUSINESS SUITABLE?

If you're interested in growing your business, giving opportunities to young people and you have a safe and friendly environment at work then you are right for this programme! All you need is employer's liability insurance, the willingness to try something new and a positive attitude towards inclusion at work.

"Our Intern has made a great start with the team, we have been really impressed with his IT skills and ability to undertake the tasks we have given him. We look forward to working with him over the coming months, learning more about how we can support him in developing his skills for the future."

(Housing Acquisitions Team London Borough of Enfield, 2018)

EMPLOYER BENEFITS



We offer a trusted and proven business support service. We want to get to understand your business operations and your recruitment needs in order to provide you with the right person for the right job.

Benefits:

- Diversifying the workforce is proven to boost morale.
- In-work training and CPD for the current workforce.
- Increase productivity and enhance motivation.
- Builds capacity in the skilled workforce.
- Better reflect your customer and client base.
- Interns may have skills lacking in the current workforce
- Staying ahead of the competition!
- Demonstrate your commitment to offering equal opportunities.
- Free marketing and promotional opportunities.
- Free Health and Safety Audit.
- Increases retention and reduces staff turnover. (People with a learning disability stay in their job 3.5 times longer than non-disabled co-workers)
- Enhances reputation and public profile in the local community. Customers are therefore more likely to do business with you and want to work for you.
- Access to a pool of hidden talent. Interns are enthusiastic, reliable and highly motivated.
- Access to professional recruitment channels and a specialist job matching service.
- Helps employers to meet their Corporate Social Responsibility and Social Value requirements when tendering for contracts.
- The Purple Pound; A greater understanding of people with disabilities who have a combined disposable income worth £249bn.
- Funding from 'Access to Work' and other welfare to work initiatives which we will help you to secure.



EMPLOYER BENEFITS

The boring (but important) bit!



Am I insured to place an Intern?

Yes, as long as you hold a valid Employers Liability Insurance Certificate. We always recommend that you check this with your provider.

How might it affect productivity?

It will improve your productivity. Employers routinely find that by giving an Intern the opportunity to enter into the workplace, the intern is productive, driven and loyal to the company. The Job Coach will work with the young person to ensure they pick up the tasks required of them to ensure that productivity is not affected.

Will it take up a lot of time for staff?

Clearly, there is some input needed. Our Job Coach will do most of the training after an initial induction, so staff efficiency and availability will not be adversely affected. Levels of support will undergo regular review.

Do we know how to cope/communicate with a disabled person?

What if we cannot manage their behaviours or meet their support needs? This is not usually an issue and we encourage employers to communicate with Interns in the same way as with other staff. If the Intern has a specific communication need then the Job Coach can provide support and strategies for communicating effectively. The Job Coach will be either on site or at the end of the phone if issues or concerns arise, and can respond very quickly.

Can someone with a disability or learning difficulty really do any of the jobs I could offer?

Employers are often surprised at just how much a person with learning difficulty or disability is able to do once the right support is in place. It will be useful to think about how a specific role might be 'carved' for an individual. Employers have found productivity is increased when taking this approach.

What happens after the Internship placement comes to an end?

By the end of the programme it is envisaged that the Interns will have developed the skills required for the role and be ready for paid employment, hopefully within your organisation. You are not obliged to do this in any instance but we would hope that the Intern would get the opportunity to apply for a position within the organisation or perhaps be moved to where there was an opportunity.

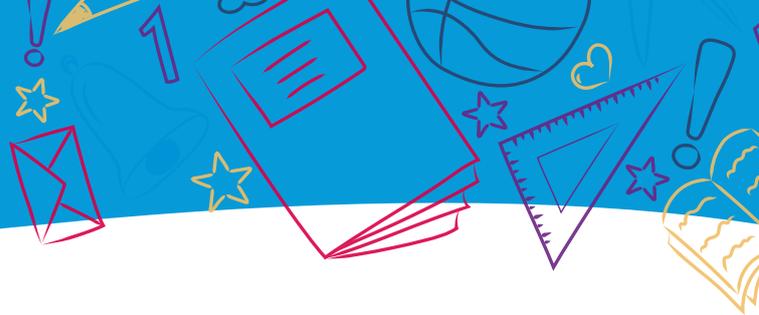
Will I face some kind of equality/ discrimination challenge if I don't recruit the intern at the end?

Employers are not obliged to recruit an intern at the end of the placement. This is the ideal outcome but not always possible. You are within your rights to apply your normal recruitment procedures, with reasonable adjustments as for any applicant with SEND, and recruit the best person for the vacancy you have available.

Are there any Health and Safety Issues?

Interns are covered by the employer's liability insurance as is the case for any employed member of staff. For the vast majority of interns there will be no need for any considerations beyond those that exist for all staff. If there are any particular issues, these will be discussed openly and strategies will be agreed by the Employer, West Lea and the Intern. Support will be provided to implement any additional control measures.





Do I need to make adjustments for the Intern?

You may need to make some small reasonable adjustments for an Intern. The vast majority of these are very easy to implement and have little or no cost attached to them. These can include things like flexible working hours, extra breaks or producing a visual timetable/ task lists. The Job Coach can support with resources and advise on implementing reasonable adjustments. You won't be asked to make any adjustments that may impact other members of staff, or negatively affect your business.

Is there a cost to making reasonable adjustments?

If you incur any costs as an Employer making reasonable adjustments for an Intern, you are entitled to put in an application to the government 'Access to Work' funding in order to claim this back.

Can I carve out a job role for an Intern?

Yes, by making reasonable adjustments, and creating bespoke tasks and responsibilities you will be carving out a role.

Do I have to advertise externally and does this impact the 'fair processes' for recruitment?

There is no general duty for an employer to advertise job vacancies. However, there is an obligation for employers not to discriminate against employees or potential employees in recruitment. Employers should remember that they are allowed to take 'positive action' in recruitment which allows an employer to take action to compensate for disadvantages which are faced by disabled applicants. Helpfully, the Equality Act has specific provisions which are designed to aid the recruitment and employment of disabled individuals. It is not unlawful to discriminate in favour of a disabled person generally and employers have a duty to make reasonable adjustments to compensate for disadvantages related to disability.

Do I need to follow the same recruitment process for a person with a disability?

You may follow a different recruitment process for a person with a disability, providing this does not treat a disabled person less favourably or this will amount to discrimination. The recruitment process may be designed to treat disabled people more favourably than the non-disabled person. This does not amount to discrimination as the law permits this. You can change the recruitment process for a disabled person in order to comply with the duty to make reasonable adjustments to support disabled job applicants. This is to ensure disabled people can overcome any substantial disadvantages they may have, examples include extra time during selection 'tests', providing information in accessible formats and providing training or mentoring.

Employers are further entitled to make Positive Actions to recruit disabled people. This is applicable where an employer reasonably thinks that persons with a particular characteristic are disadvantaged, have different needs or are disproportionately under-represented, they can take proportionate measures to enable or encourage increased participation and treat a person with the relevant characteristic more favourably than others in recruitment or promotion, so long as the person is as qualified as the other applicants.

Am I allowed to guarantee an interview for an applicant with a disability?

Employers are encouraged to offer working interviews to people with disabilities as this provides the chance to demonstrate abilities at an interview. The Supported Internship gives you an opportunity to do this. This is far more effective than relying solely on an application form/CV or a 'traditional interview' format where they may not be able to fully demonstrate their skills and abilities. Many employers who are signed up to the 'Disability Confident Scheme' guarantee an interview to a person with disabilities if they meet the minimum criteria of the job.

HEALTH AND SAFETY

The other boring bit!

Once you have agreed to offer a placement and we have found a suitable candidate we will carry out a Risk Assessment. This is not only to ensure the safety of our Intern, but also to support your business to identify any gaps in Health and Safety provision, as well as highlight any areas for development in order to allow you to become a more accessible and therefore more inclusive employer.

The purpose of risk assessment is to:

- ensure the safety of our Interns whilst on placement.
- provide Employers with all the information they need for Interns.
- Ensure the staff know how to work effectively with the Intern
- Provide information on how to deal with any medical issues.
- To highlight the abilities and limitations of our student, allowing the shaping of their role within the organisation.

By going through this process we have found that it can aid Employers by giving the opportunity to re-visit their Health and Safety practices and ensure that they work for everyone.

Whilst on placement the employer has the same responsibilities as they do for any employee and they remain bound by their legal responsibilities outlined in;

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Duty of Care



GENERAL DATA PROTECTION REGULATION (GDPR)

The even more boring bit!

Who can hold the Intern's medical information?

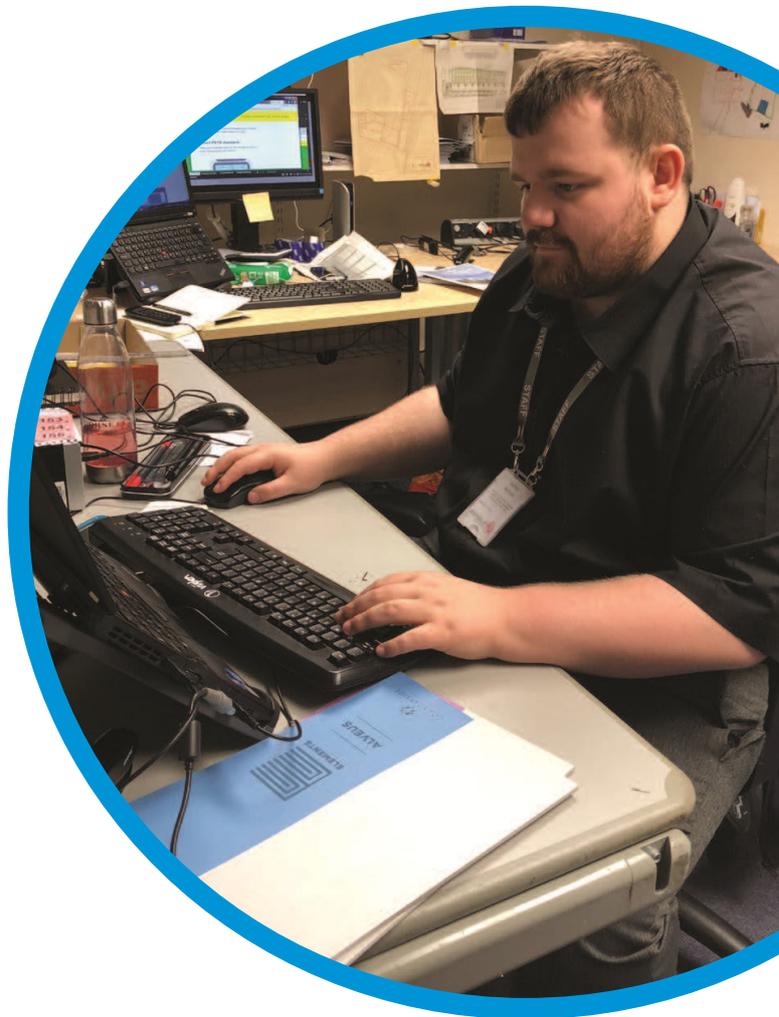
You will have access to medical information if there is a clear legal and safety case. This is classed as 'special category data' meaning that there needs to be a justification in both articles 6 and 9 of the GDPR. In any case where the Employer needs to be aware of medical information for safety or legal reasons, we will share this with you.

Data protection principles

All parties must only hold what they really need and adequate privacy information must be provided to the intern. Each party has their own data protection responsibilities so both West Lea and the employer may need to provide a privacy notice in respect of the information they hold.

Who is responsible for ensuring the Intern is GDPR compliant whilst at work?

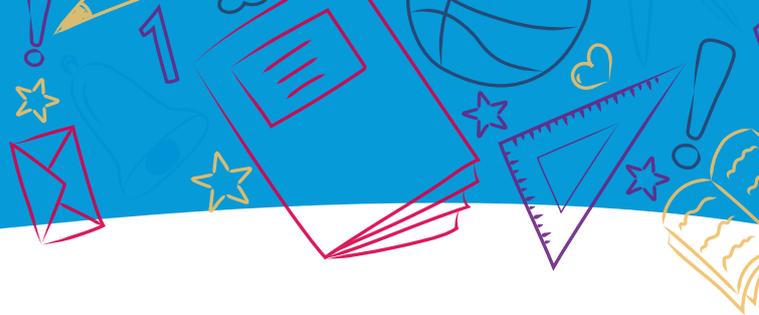
People on work experience do not count as 'data processors'. A judgement may need to be made as to how much access an intern will have to people's personal data. We would encourage you to provide training in line with the rest of your staff and get the intern to sign up to comply with your policies. If you offer paid employment to our Intern then you will be responsible for ensuring their ongoing compliance as with any other member of staff.



"Learners produce high standards of work in the workplace, which prepare them well for future employment."

(OFSTED, 2018)

ROLES AND RESPONSIBILITIES AGREEMENT



West Lea School agree to;

- Job match appropriately and provide an Intern that is able to carry out the agreed tasks required to effectively carry out their placement.
- Provide ongoing jobs coaching to the Intern in order to facilitate their development at work.
- Provide advice and support for the employer on making reasonable adjustments.
- Carry out a risk assessment alongside the employer.
- Provide the employer with all of the relevant information about the Intern that will allow them to provide appropriate support.
- Provide a named point of contact for the employer that will be available on site or on the phone.
- Monitor the progress of the intern at agreed intervals.
- Clearly explain the Interns strengths and support needs and provide examples of best practice.
- To ensure that students receive and understand the inductions from the employer, provide adequate Job Coach support to ensure a smooth introduction into the placement.
- To provide the Employer one week notice if the internship is to end before the agreed date.

The Employer agrees to;

- Provide a named supervisor for the Interns whilst on placement, to set relevant tasks and provide equipment where necessary.
- To allow access to training and development opportunities as appropriate.
- Provide a safe working environment in line with health and safety legislation and to ensure that that the duty of 'reasonable adjustment' required under the Equality Act 2010 is met.
- To provide feedback to West Lea on any identified support needs or difficulties such as poor performance or attendance.
- To participate in reviews of progress at agreed intervals.
- To protect the student from harassment and discrimination at all times.
- Induct the Interns in line with the normal induction process.
- Have valid employers' liability insurance.
- Support the development of the intern through support and challenge where appropriate and to give feedback on their progress.
- To notify West Lea of any changes to the placement e.g. hours or duties.
- To notify West Lea of any accidents or incidents which take place in the work place.
- To provide a contract including terms and conditions of employment if paid work is offered.

ROLES AND RESPONSIBILITIES AGREEMENT

Employer.....

Name.....

Date.....

Signed.....

West Lea School

Name.....

Date.....

Signed.....

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Employer.....

Name.....

Date.....

Signed.....

West Lea School

Name.....

Date.....

Signed.....



Supported Internship Programme

Strengthening Companies - Strengthening Communities



FOR MORE INFORMATION

Please contact Jack Kelley

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