

# Hammersmith and Fulham Supported Internship

West London College, in partnership with the London Borough of Hammersmith and Fulham and Action on Disability.



We are proud to offer this transformative program, ensuring a supportive and empowering experience for our interns.

2025-26

# Introduction and Criteria

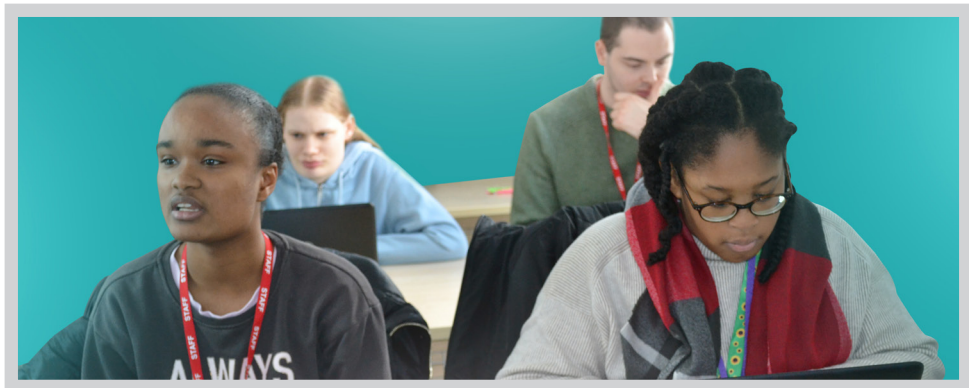
**Supported Internships are open to individuals with moderate learning disabilities (MLD) who are aged 18 to 24 as of September 1st 2025.**

Applicants must have an Education, Health and Care Plan (EHCP) provided by their Local Authority or be in the process of obtaining one.

Potential interns should be ready to move on from education, committed to the programme, and focused on developing skills for employment. They must be able to travel independently or be willing to learn how to do so.

## **Entry Criteria**

- Aged 18-24 on September 1st, 2025, and eligible to work in the UK.
- Have an Education, Health and Care plan (EHCP).
- Interested in work, with a focus on securing competitive employment.
- Parents and carers should support the aspiration for employment.
- Able to commit to the full program (September 2025 - June 2026) and work 5 days a week, Monday to Friday.
- Can travel independently or be supported to learn.
- Have a positive attitude towards learning new skills, following instructions, and adhering to the host company's rules.



## **Businesses offering work experience**

on the Hammersmith Supported Internship include:

**245  
Hammersmith**

**Age UK**

**Bright  
Horizons**

**Chelsea Open  
Air Nursery**

**Fulham and Old Oak  
children's centres**

**Hammersmith and  
Fulham Council**

**Hammersmith and  
Fulham Gym**

**Kensington Quarters  
and Nando's**

**Lyric Hammersmith  
Theatre**

**Monkey Puzzle  
Nursery**

**Music  
Mark**

**Scope**

**Shepherd's Bush and  
Fulham Palace Libraries**

**The Design  
Museum**

**The Doll House  
Museum (Ealing)**

**The Works**

**Tri-Borough  
Music**

**Youth  
Voice**

# London Borough of Hammersmith and Fulham Supported Internship

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and Fulham Supported Internship

## Contact

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## Supported Employment Partner

Action on Disability

## Sponsoring/Lead Local Authority

London Borough of  
Hammersmith and Fulham

## Placements Planned 12

## Date

September 2025 to July 2026

**Work experience roles available** on the  
Hammersmith Supported Internship include:

### Library Assistant

Hammersmith & Fulham library,  
Shepherd's Bush library,  
Fulham Palace library

- Helping customers with enquiries.
- Assisting customers with printing and scanning.
- Shelving, despatching, and returning books.
- Supporting school sessions.
- Arranging book loans and transfers from other libraries.
- Archiving documents.

### Hospitality / Runner / Waiter

Nando's, Kensington Quarters

- Greeting and seating customers.
- Handling payments at the till.
- Serving food and drinks.
- Clearing and cleaning tables.
- Shadowing staff and learning workplace procedures.

### Museum Assistant

The Design Museum,  
The Doll Museum (Ealing)

- Welcoming visitors.
- Using the booking system to register visitors.
- Providing directions and information to visitors.
- Answering phones and taking messages.
- Scanning Tickets for exhibitions.

The London Borough of Hammersmith and Fulham, in partnership with Action On Disability and West London College, are pleased to be able to offer Supported Internship roles starting September 2025.

### **Office Administration**

Hammersmith and Fulham Council, Youth Voice, Music Mark, Tri-Borough Music

- Note-taking and filing.
- Data entry and organising documents.
- Using company software and systems.
- Answering phones & taking messages.
- Sorting and organising paperwork.

### **Receptionist**

Hammersmith and Fulham Gym

- Welcoming visitors and directing them to the right department.
- Answering phone calls and taking messages.
- Managing bookings and scheduling appointments.
- Handling basic administrative tasks such as filing and data entry.
- Registering new members, taking online payments.

### **Retail - Customer Service**

The Works, Scope

- Greeting customers & answering queries.
- Stock checking and replenishment.
- Processing sales at the till.
- Organising and tidying stock areas.
- Shadowing staff to learn customer service procedures.

### **Childcare Assistant**

Old Oak children's centre, Bright Horizons, Chelsea Open Air Nursery, Monkey Puzzle Nursery

- Preparing food.
- Setting up activity displays.
- Supporting sessions such as Learn and Play and Baby Massage.
- Tidying and organising play areas.
- Understanding EYFS framework.

### **Assistant**

Age UK

- Welcoming visitors & offering support.
- Assisting with activities & social events.
- Making and serving refreshments.
- General tidying and organisation.
- Answering phone enquiries and taking messages.

### **Multiple Roles**

Available Across the Business

Amplify-gs, 245 - Hammersmith

Able to offer work experience in a variety of fields, including:

- Hospitality - Serving food, handling payments, and greeting customers.
- Administration - Filing, data entry, and answering phones.
- Security - Monitoring entry points and assisting with visitor check-ins.
- Customer Service - Assisting customers, processing sales, and answering queries.
- Maintenance - Supporting basic repairs and reporting issues.
- Cleaning - Helping with general tidying and restocking supplies.

# Application Process

West London College and Host Businesses will hold an open day where young people and their families can learn about the available opportunities. These events also allow applicants to ask questions and submit application forms.

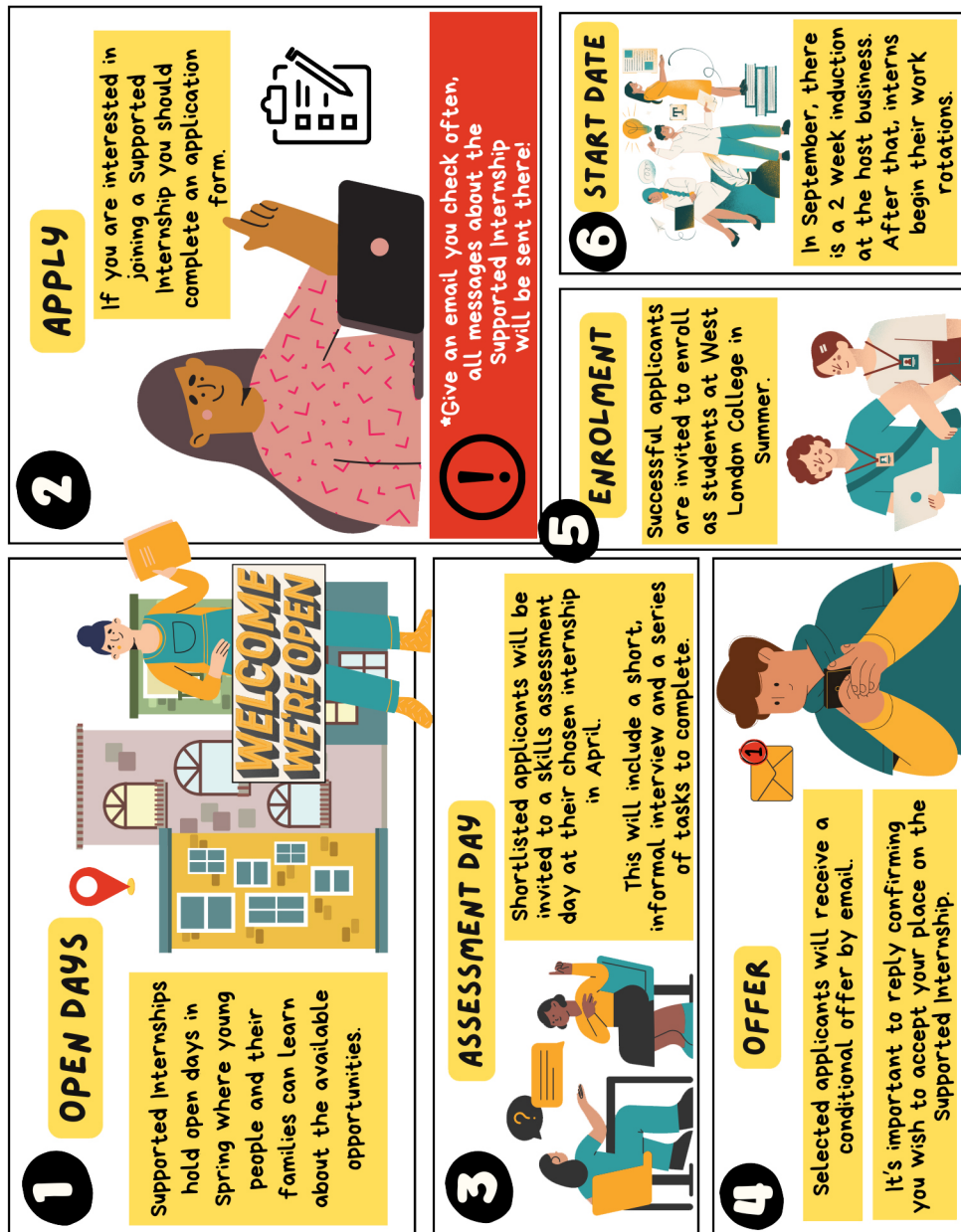
Successful applicants will be invited to a skills and capabilities assessment day at their chosen internship. This will include a short, informal interview and some tasks to complete.

Those who are successful will be enrolled as students at West London College for the autumn term. The internship itself will take place at the host business or organisation.

Please ensure you provide information about any allergies in the application, as interns may be working with food or cleaning products.

Parents and Carers are expected to actively support the young people during the internship and the job preparation process.





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# Supported Internship Guide 2025-26

## Applications are open now!

Don't miss your chance  
to apply - submit your  
application today.

