



How to Apply for a Supported Internship

This easy, step-by-step guide explains how young people can apply to a Supported Internship and how their family can help them with their application



Supported Internships are designed to help young people with special educational needs and disabilities (SEND) transition into the workplace.

They are all about discovering their potential and gaining valuable skills.

Here's our guide for young people with SEND on how to apply for a Supported Internship:

Education, Health and Care Plans (EHCP)

Important note: Supported Internships are currently only available to young people with SEND who have an Education and Health Care Plan (EHCP).

1. Explore Your Interests



Supported Internships can help you build on your strengths.

Think about what you enjoy and what you're good at.



This will help you choose the right Supported Internship.

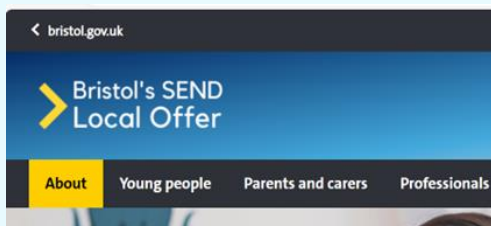
2. Contact Your Local Authority



You can contact your Local Authority to ask them about their Supported Internships offers.



You can ask for support from a parent, carer, family member, or adult you trust.



Every Local Authority has a webpage called the "local offer." You should be able to find it on your Local Authority's website.



Your local offer has easy-to-understand info about what support is available (local resources, support, and opportunities) to help you make choices.



As part of the Internships Work programme, your Local Authority is responsible for creating a "SEND Employment Forum".



This forum helps young people with special educational needs and disabilities (SEND) move towards work, including providing Supported Internships.

3. Talk to Your School or College



Speak to your teachers or career advisors.

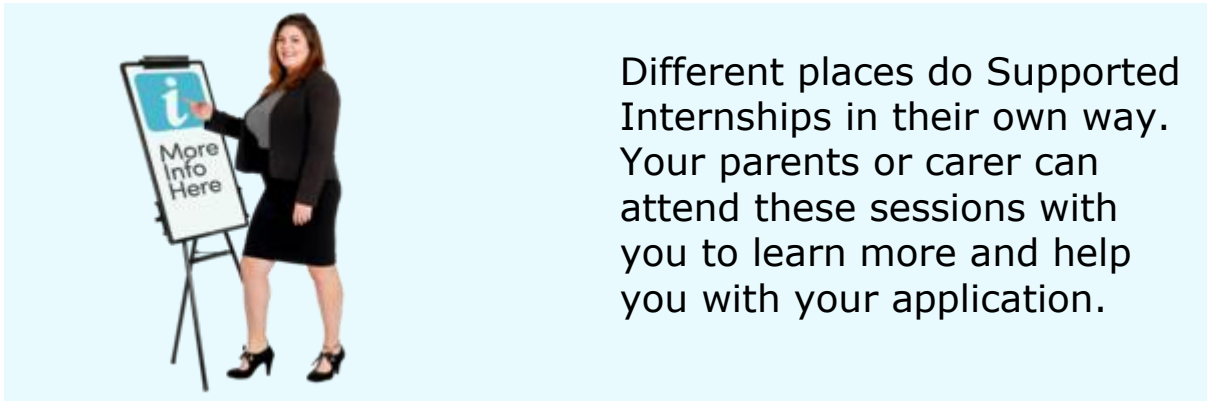
Let them know you're interested in doing a Supported Internship



They can guide you on what to do next.

Ask your parents or carers to contact your school or college to learn more about Supported Internships and to help you with your application.

4. Attend Information Sessions



Different places do Supported Internships in their own way. Your parents or carer can attend these sessions with you to learn more and help you with your application.



If your school, college, or Local Authority has information sessions about Supported Internships, go to them.

They'll explain what to expect and how to apply.

5. Prepare Your Application

When you're ready, fill out the application form.

Your college or Local Authority will often give you the form and help you complete it.

The form might ask about your interests, skills, and why you want to do a Supported Internship.



6. Ask for Support

Don't hesitate to ask for help with your application. Your parents, carers, family, friends, teachers, and career advisors can assist you.

They can guide you about what to say about your interests, skills, and motivations.



7. Attend Interviews or Assessments



Some places might invite you for an interview or assessment.

It's a chance for them to get to know you better.



Your college or Local Authority can help you prepare for this meeting.

Your family can practice questions with you to help boost your confidence

8. Stay Positive.



Keep a positive attitude; Supported Internships help you learn new skills.



Ask your college or Local Authority to connect you with students who have done Supported Internships.

Learning from other people's experience can help you prepare.



Parents: keep encouraging your child. Your support means a lot and keeps them positive about this exciting experience.

This resource was created in September 2023 by the National Development Team for Inclusion (NDTi) as part of the [Internships Work](#) programme.

Internships
WORK

Doubling supported internship
provision in England.

Funded by



Delivered by

