

mencap TRAINING ACADEMY

Supported Internship Programme: Birmingham



Prospectus - 2024/25

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Who are Mencap?

The Royal Mencap Society (Mencap) is a national charity. Our vision is for the UK to be the best place in the world for people with learning disabilities to live happy and healthy lives.

To make this vision a reality, we provide lots of support like supported living services, information, advice and guidance, campaigns and support to find employment. The Mencap Training Academy is a specialist post 16 provider of education and training to young people aged 16-24 to help them find work.

Established in 1946 by Judith Fryd, a mother of a child with Learning Disabilities



We began delivering employment-related support in 1975 with our Pathway Employment service.



But 87% of people not in work, said they would like a job. Through our Training Academy, Mencap is determined to help them achieve this.



We work across England, Wales and Northern Ireland, supporting 1000's of people with a learning disability and their families.



Our latest Big Learning Disability Survey found only 26.7% of people with a learning disability are currently in work.



In all our work, we reflect Mencap's 5 values:

We are **Kind** to everyone

We are **Positive** in our work and with each other

We are **Inclusive** of everyone

We are **Brave** we challenge and try new things

We are **Passionate** about making the world a better place

What are supported internships?

Supported internships are programmes for young people with a learning disability and autism that help them to find work.

They are year-long study programmes that run from September to July and involve:



Education

Learners attend sessions where they learn about the skills and behaviours needed for the world of work. You will also learn some English and maths and can explore taking qualifications in these.

Sessions are delivered to groups of around 10 people.



Work experience

Learners are required to complete at least 420 hours of work experience over the year. This amounts to 18 hours a week - spread across 2-3 days a week.

This can be in lots of different kinds of roles and organisations depending on what you are interested in, your skills and needs.

Who can do a supported internship?

To do a supported internship, the government requires learners to:

- Be aged 16-24
- Have an Education, Health and Care Plan (EHCP)
- Want to find a job

You do not need to have any qualifications.

Supported internships are free to join and are paid for by the government and your local council. If you receive universal credit, however, this may have to cease in order for you to take the programme. Your benefits will be unaffected if you receive Personal Independence Payments (PIP). To find out more about how your benefits may be affected by enrolling on a support internships, visit:

<https://www.gov.uk/guidance/universal-credit-and-students>

How does a Mencap supported internship work?

More choice

As a national charity with a well known brand, Mencap has partnerships with lots of different employers in lots of different sectors. Our learners do work experience in areas like retail, hospitality, logistics, healthcare and administration.

If you don't yet know what kind of work you want to do, then our team and our careers lead will help you to understand what kind of jobs would be a good fit for you based on your skills, needs and interests. There are lots of different kinds of jobs out there that you might not have even heard of before, that could be a great fit!

We can't promise that you will find your dream job through the programme, but we will help you to gain experience of work that is suited to you, and that, alongside the learning sessions we deliver, will teach you transferrable skills that will help you develop a successful career.

Employment pathways

At the start of the programme, you can choose between different 'employment pathways'. These are work experience placements with a specific employer. We usually offer around 5 pathways to choose from in different sectors, so there should be something that you find interesting.

Currently, the 5 pathways we offer in Birmingham are:

- Retail, Hospitality and Catering
- Health and Social care
- Business, Admin and I.T
- Facilities management and labouring
- Warehousing and Logistics.

Depending on which pathway you are on, we will adapt our teaching during classroom sessions to ensure you develop the skills and behaviours needed to succeed in different types of roles and workplaces.

What will I do in the classroom?

Learners on a supported internship attend sessions at our classrooms for 1-2 days a week between 10am and 4pm. During these hours you will learn skills and behaviours needed for the workplace, as well as developing your English and maths which are also often needed in the world of work. Our curriculum covers:

English and communication skills

- Speaking and listening
- Communicating in an appropriate way
- Following instructions
- Engaging in meaningful discussions
- Reading
- Writing appropriate to role/career development
- Personal and life skills
- Preparation for assessments.



Employability skills

- Finding and applying for jobs
- Writing and maintaining CVs
- Demonstrating competency in interviews
- Working in a safe way
- Working with supervision/others
- Dealing with problems at work.

Behaviour and attitudes

- Personal presentation
- Keeping healthy and mental wellbeing
- Behaving appropriately at work
- Reacting to people appropriately
- Managing time
- Taking responsibility
- Keeping safe and safe relationships
- Making choices and decisions
- Understanding British Values.



What will I do in the classroom continued

Maths

- Numeracy skills relevant to learners' work experience
- Personal and life skills
- Preparation for assessment
- Money management.




Digital

- Online safety
- Using different platforms and software like Teams, Google Docs, Word, PowerPoint

Enrichment

As part of a supported internship, you will also take part in extra curricular activities that will also help to develop your skills and confidence.

This could include visits to museums and art galleries, sport and games, trips to the theatre.



Supported internship learners taking part on a cycling trip as part of their enrichment activities.

Careers Education, Information, Advice and Guidance (CEIAG)

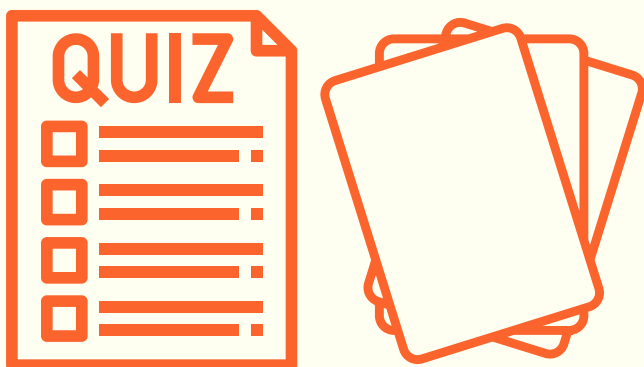
During your time on our supported internship, you will benefit from regular CEIAG. All supported internship learners meet one-to-one with Mencap's qualified careers advisor at least once, while you will be supported to understand careers and what options are available to you throughout the year. CEIAG activities include:



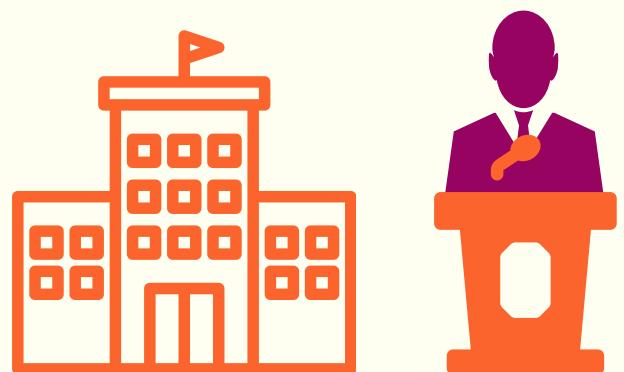
Looking at local labour market information to understand what kind of jobs are in demand in your local area.



Attending local career fairs to speak to employers and learn about what jobs are available locally.

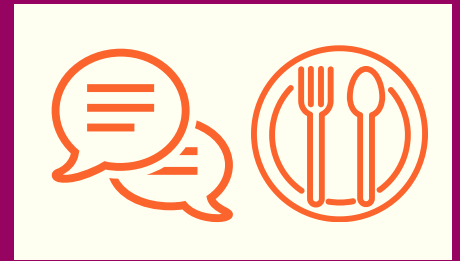


Career themed quizzes and games like Panjango that help you to remember information about careers and different jobs in a fun way.



Group visits to employers' offices and guest speaker visits from employers.

Pathway 1: Hospitality and catering



A job in this pathway includes customer service, sales, and food-related services. Your focus will be on helping to provide a positive experience for customers. This could be by helping a customer to find a product, preparing ingredients for a meal, or setting up a restaurant ready for service.

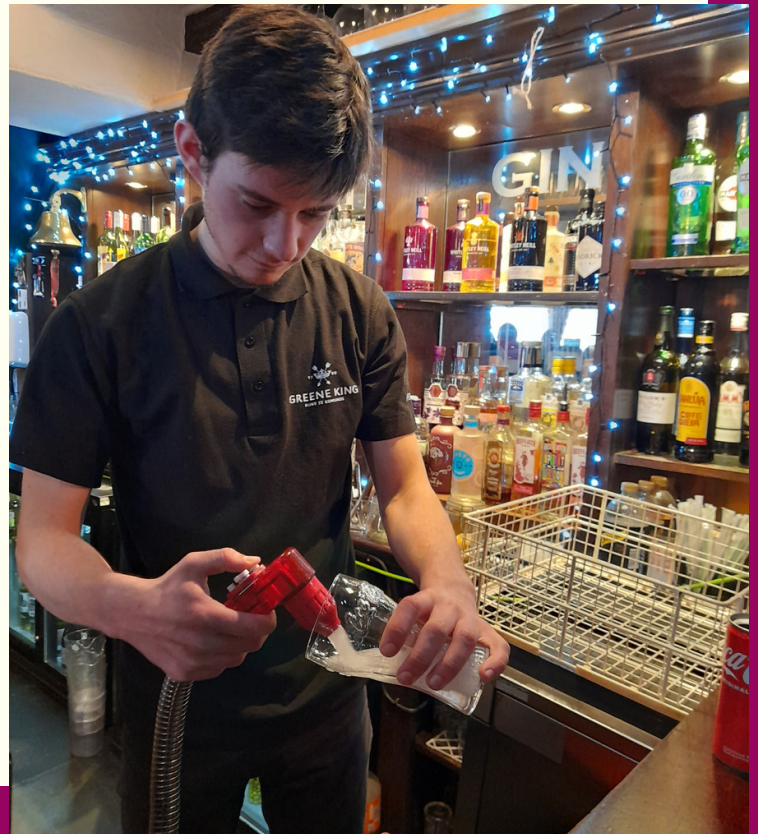
What roles are available and what skills will I need?

As part of this pathway, you could do the following roles:

- Kitchen porter
- Waiter/bar tender
- Retail assistant.

To succeed in these roles you will need to develop skills including:

- Customer service
- Numeracy
- Hygiene awareness
- Health and safety awareness.



Retail and hospitality employers you could do work experience with include:





Kieron's story

Kieron is currently completing a Mencap supported internship in Birmingham and is doing work experience at The Midlands Art Centre.

Kieron is loving the experience, gaining new skills in customer service and in using the projector at the centre's cinema, while he was very proud to be trusted with a headset!

"I really feel like I am becoming part of the team" said Kieron, "and I don't mind that I won't be getting the school holidays off!"

Pathway 2: Health and social care



A job in this pathway is about helping people to stay healthy and happy. This could be working with elderly or young children in a variety of environments, such as a care home, hospital or school.

What roles are available and what skills will I need?

As part of this pathway, you could do the following roles:

- Carer
- Activity Assistant
- Play worker.

To succeed in these roles you will need to develop skills including:

- Caring for people
- Talking with and listening to people
- Working in a team
- Being able to adapt to different needs and situations.



Health and social care employers you could do work experience with include:



Pathway 3: Admin and IT



A job in this pathway is about helping businesses to make sure things run smoothly. You will have a good eye for detail and enjoy working accurately for these roles. These jobs involve keeping records, answering phones, replying to emails, and working with computer software.

What roles are available and what skills will I need?

As part of this pathway, you could do the following roles:

- Receptionist
- Admin Assistant
- I.T Technician.

To succeed in these roles, you will need to develop skills including:

- Ability to use computers and IT systems
- Solving problems
- Being helpful, friendly, and polite to people
- Good organisation.



Admin and IT employers you could do work experience with include:





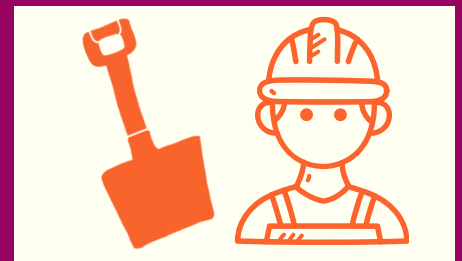
Jack's story

Jack completed Mencap's supported internship in Birmingham in 2022/23.

Jack was very talented with computers so we arranged a work placement for him at the Birmingham Women's and Children's Hospital in their IT team.

Jack impressed while on placement and was added to the hospital trust's bank of relief staff. He continued to apply for roles and to attend interviews, and eventually secured a permanent role in his team - the clinical systems support team - at the hospital. Jack was thrilled to start his "dream career" in the NHS and recently returned to Mencap's premises in Birmingham to give an inspiring presentation to this year's supported interns.

Pathway 4: Facilities management and labouring



A job in this pathway is about keeping buildings and outside areas properly maintained, clean, and safe. You could be painting, cleaning or fixing. You will be using tools and working with your hands and will learn a range of practical skills.

What roles are available and what skills will I need?

As part of this pathway, you could do the following roles:

- Maintenance Assistant
- Cleaner
- Labourer
- Porter.

To succeed in these roles, you will need to develop skills including:

- Following health and safety rules
- Attention to detail
- Adapting to different situations.



Employers in this pathway you could do work experience with include:

CBRE



Pathway 5: Warehousing and logistics



A job in this pathway is all about dealing with things that come into a warehouse. This could be food, furniture or other people's parcels. It's an active role where you'll need to move, lift, and organise things quickly, and be ok with working in an environment that could be cold, noisy or busy.

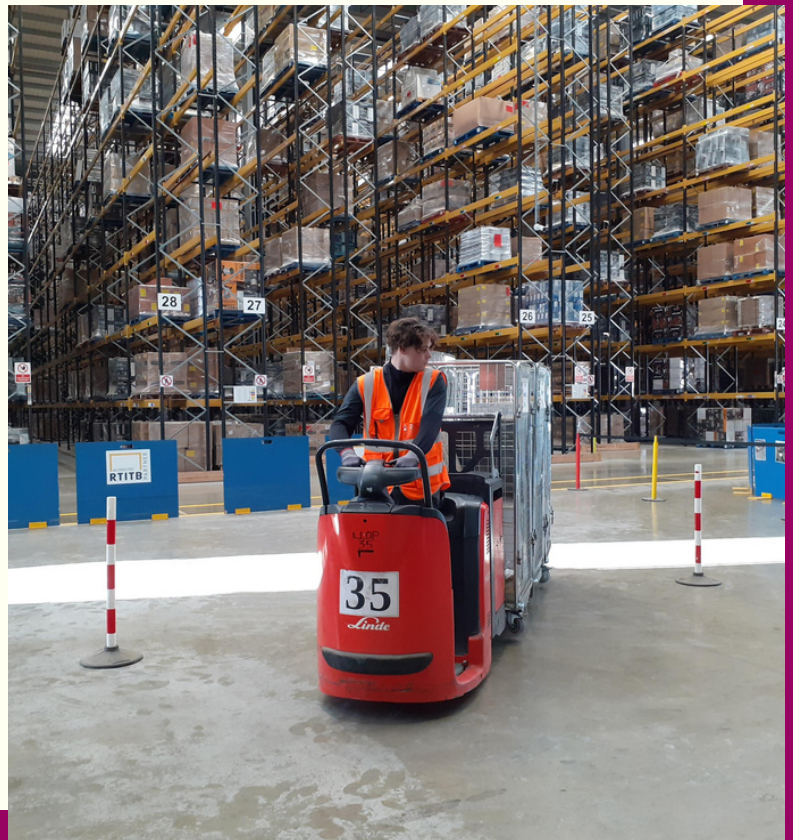
What roles are available and what skills will I need?

As part of this pathway, you could do the following roles:

- Warehouse operative
- Picker/packer
- Driver's mate.

To succeed in these roles you will need to develop skills including:

- Working in a team and on your own
- Following instructions
- Working quickly.



Warehousing and logistics employers you could do work experience with include:

EVRI

Wincanton



Ty's story

Ty completed Mencap's supported internship in Birmingham in 2022/23.

Having tried some other work placements that weren't quite the right fit, Ty started on a placement with logistics company, Evri. He received tailored support to thrive in his role and quickly learnt many valuable skills like problem-solving, time management and teamwork.

All his colleagues at Evri were very impressed with Ty and at the end of the placement, he was offered a paid job which he accepted.

Ty said: "I've really been welcomed into the Evri family, I've been able to showcase my talents and make new friends too, which has really boosted my confidence."

How do I enrol on a supported internship?

Step 1: Get in touch by 31st March 2024

You can reach out and tell us a bit about yourself and why you want to do a supported internship by completing [our online form](#) which you can access using the QR code.

Alternatively, email:

employment.support@mencap.org.uk

Or visit [our website](#) to find local contact details.

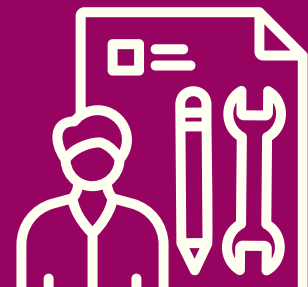


Step 2: Arrange a meeting

If you meet the basic criteria, we will arrange to meet with you. Before then we will request a copy of your EHCP so we can discuss this at the meeting. We may ask for a follow up meeting or to observe you in your current education setting to assess whether the programme is suitable for you.

Step 3: Complete a vocational profile

This will help us understand what skills, interests and experience you have.



Step 4: Identify a suitable work pathway

If we decide the programme is suitable for you, we will work with you to understand which of our work experience pathways is the best fit for you. We may also ask you to attend an open day with the employer before you start the programme so you know a bit about the workplace you will be going in to.

Where to find us



We have 3 sites in Birmingham from where people can access our supported internship programme. Below are some maps showing our different locations and how you can get to them by bus or train.

These locations are where we deliver the classroom learning elements of the programme from. Work experience takes place in different locations across Birmingham and can potentially be sourced closer to learners' homes.

Central Birmingham

The Lewis Building
Bull Street
Birmingham
B4 6AF

Closest stations:
Snow Hill (0.1 miles)
Moor Street (0.4 miles)
New Street (0.3 miles).



Buses: 16, 16A, 82, 87 (Colmore Circus); 74 (Priory Queensway).



Where to find us continued



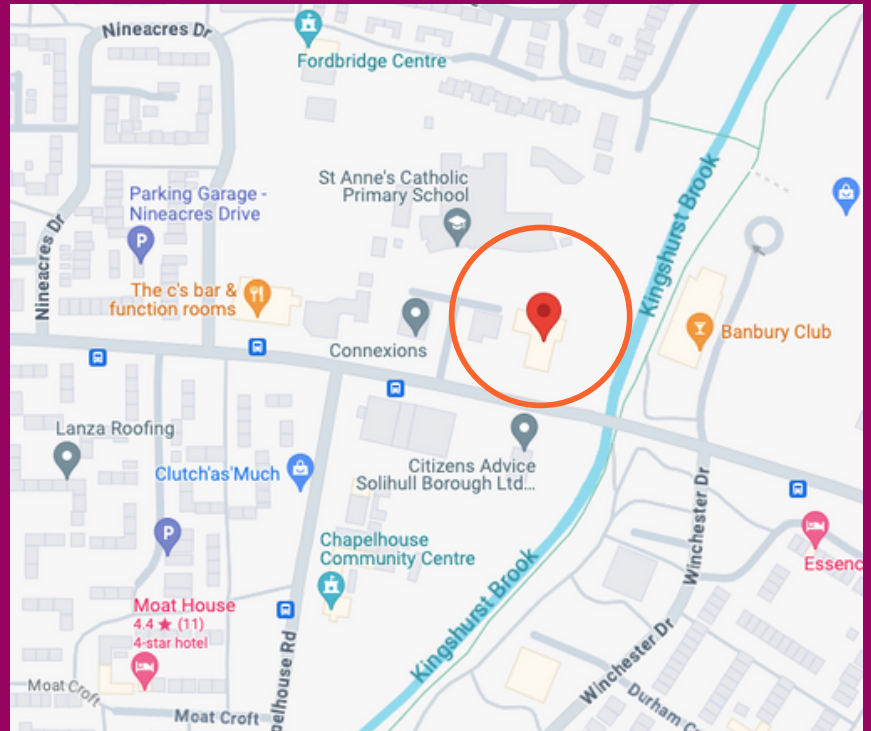
Chelmsley Wood

The Colebrook Centre
291 Bosworth Drive
Chelmsley Wood
Birmingham
B37 5DP

Closest stations:
Marston Green
(1.3 miles)
Lea Hall (2.1
miles).



Buses: 14, 97
(Chapelhouse
Road stop).



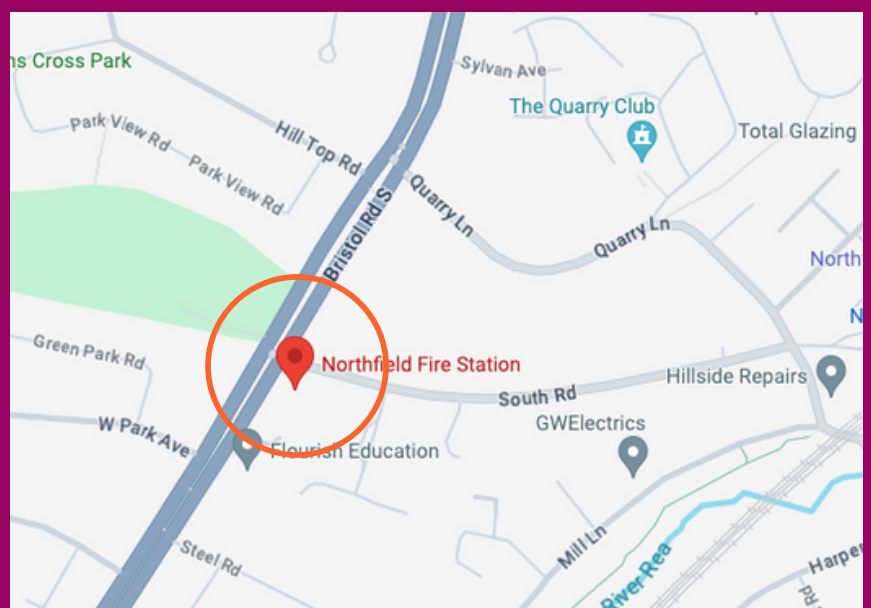
Northfield

Northfield Fire Station
South Road
Birmingham
B31 2RB

Closest stations:
Northfield (0.4
miles).



Buses: 18, 19, 27,
39, 39A, 55, 76
(from Lockwood
Road stop, 0.5
miles away).



Support with travel

We understand that some people may not have much experience of travelling on their own and may feel nervous about finding their way to our classrooms and to their work placements.

We encourage people to come and visit our premises before enrolling to see what it's like and to get a sense of the journey from home.

You can also look into getting some travel training before joining a programme.

For Birmingham residents, visit:

<https://www.localofferbirmingham.co.uk/children-young-peoples-travel-service/independent-travel-training/>

For Solihull residents, visit:

<https://www.solihull.gov.uk/Schools-and-learning/independent-travel-training>

Mencap can also provide travel training for up to 6 weeks at the start of the programme to help learners learn the routes to their work placements.



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<https://www.mencap.org.uk/advice-and-support/education-skills-and-work/supported-internships>

employment.support@mencap.org.uk