

PROJECT SEARCH INFORMATION GUIDE



DFN
Project SEARCH



Barnsley Hospital
NHS Foundation Trust



BARNSELY
Metropolitan Borough Council

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What is DFN Project Search?



DFN Project Search is a Supported Internship programme, placing young adults, aged 18-24 with learning disabilities and autism spectrum conditions in real work settings where they learn all aspects of gaining and maintaining a job (Interns must have an Education and Health Care Plan EHCP).

Where is it based?

Barnsley Hospital.

How long is it for?

One academic year, September to June. Term time only.

How many days will I attend?

Five days per week – Monday – Friday.

What time will I start and finish?

9.00am – 4.00pm.

What will I do while I'm there?

9.00am-10.00am	Classroom-based employability curriculum based on-site at Barnsley Hospital.
10.00am-3.00pm	Interns work within their departments (interns follow departments lunch and break schedule).
3.00pm-4.00pm	Classroom-based review, reflection and journaling.

You will complete three rotations within different areas of Barnsley Hospital, or other partner organisations, depending upon the departments available.

- Rotation 1 – September to December
- Rotation 2 – January to March
- Rotation 3 – April to June

What support will I have?

You will be supported by the onsite tutor and onsite job coach. While on each rotation you will also have a mentor and manager in your department.

What are the benefits of a supported internship with DFN Project Search?

- Learning new skills that can be used in future employment.
- Building confidence and life skills.
- Support from trained job coaches and onsite tutor.



- Opportunities to gain work experience, improve your CV and access further training or employment.
- Gain friendships and make connections.
- The prospect of financial independence and security for your future.
- Developing transferrable skills in a supported work environment.

How do I apply?

· If you are interested in the Supported Internship Programme with DFN Project Search, please contact the LFLW department – lflwadmin@barnsley.ac.uk or visit the College website.

Scan the QR code to visit the College website:



You will be invited to a DFN Project Search interest event. It is important that you attend as this is the first stage of the recruitment process, with an opportunity to find out more and ask any questions. Parents and carers as advised to attend with you.

- Following your attendance to the interest event you will be sent an online application form to complete.
- Successful applicants will then be invited to an interview.

Interview



- You will be invited to a tour of the hospital, with the opportunity to meet mentors and managers in various departments of the hospital.
- You will meet the onsite tutor and job coaches.
- The interview will consist of a few practical tasks and a formal interview. Please dress appropriately for interview.
- A DBS is required by all interns, and you will need to bring some forms of identification with you to the interview.
- You will be contacted shortly after your interview date to find out if you have been successful.



Map of Barnsley Hospital NHS Foundation Trust

Hospital Tour

- You will be invited to a tour of the hospital, with the opportunity to meet mentors and managers in various departments of the hospital.
- You will meet the onsite tutor and job coaches.

Getting started

An enhanced DBS (Disclosure and Barring Service) check is required for all interns on placements in the hospital. An enhanced DBS check will include certain information about you held on local police records, if the police consider it relevant.



No rotations can begin without this. It is extremely important that you provide all the relevant documentation in a timely manner (preferably at interview).

- One document of identification, such as a passport or driving licence. (If you don't have either of these you can apply for a citizen card online at a cost of £18). Visit the CitizenCard website to find out more on applying for a UK ID card online.
- One document that verifies your proof of address, which can be a utility bill, bank or credit card statement or driving licence (provided it shows your current address and has not been used as the ID document).
- Copy of birth certificate.

Hepatitis B Vaccination

All interns with patient or specimen contact should be vaccinated against Hepatitis B. **Please speak to your GP to arrange this.** This comes at a cost that can be reimbursed through the college.

The hepatitis B vaccine is given as an injection into the upper arm or thigh.

You need at least 3 doses of the vaccine to give you the best protection from hepatitis B.

There is usually a month gap between the first and second dose, and then five-month gap between the second and third dose.

Expectations onsite

- On the DFN Project Search Supported Internship, you will be treated as an NHS employee and will be expected to always behave in a professional manner. There are high expectations of all interns, particularly around attendance, timekeeping, commitment, and maturity.
- You need to show a willingness to learn and develop, both in the classroom and on placement.
- You will be required to wear an NHS uniform onsite (this will be provided, except for safety boots). Clothes sizes will be taken from you at interview.
- PPE will be required in certain areas (provided where necessary).
- Phone use will be limited to break and lunchtime. Lunchtime will be decided by the department (usually 30 minutes).
- You will need to look clean, professional and have a good standard of personal hygiene.
- As the DFN Project Search Supported Internship, is a term time only programme, holidays will not be authorised during term time.

Transition Day



Barnsley College will hold a transition day during the summer with an expectation to attend.

This gives you another opportunity to meet the team, and other interns who will be on the DFN Project Search Supported Internship.

The day will consist of getting to know each other, practical activities, and information on your start date.

Topics covered will include:

- What to expect on your first day/first few weeks.
- Team building.
- Independent travel planning.
- Questions and answers.

Access to Work



Access to Work can help you get or stay in work if you have a physical or mental health condition or disability.

Access to Work will cover the cost of your on-site support for a trained job coach. We will apply for this on your behalf. Documents relating to this will need to be signed by your appointee, or yourself if you look after your own money. A customer declaration will need to be signed monthly by the appointee.

Through **Access to Work**, you can apply for:

- A grant to help pay for practical support with your work
- Support with managing your mental health at work
- Money to pay for communication support at job interviews
- Practical support with your work

Access to Work could give you a grant to help pay for things like:

- Specialist equipment and assistive software
- Support workers, like a BSL interpreter, a job coach or a travel buddy
- Costs of travelling to work, if you cannot use public transport
- Adaptations to your vehicle so you can get to work
- Physical changes to your workplace

Student Funding

Learner Support Fund

Apply via your OnTrack account now:



If your household income is below £40,000, the Learner Support Fund could help to provide financial support towards the essential costs of studying.

Scan this
QR code to
apply online:
ontrack.
barnsley.ac.uk



How could I be entitled to funding?

- You must be studying a fully-funded Further Education course or have an Advanced Learner Loan to cover the cost of your fees.
- You must have a household income of less than £40,000 per year.

What could I be entitled to?

- Study programme essentials
- Travel costs
- Childcare support
- UCAS fees
- Food allowance
- ALS support

How can I apply?

Apply online! Register for an account through the College website and answer questions on your home residency as well as providing evidence of your household income.

What evidence will I require?

- ✓ **Universal Credits:** We will require evidence of the last three Universal Credits monthly payments that show a breakdown of: Name and address, Payment for that month (Blue background), Standard allowance, Child allowance (if any) Take home pay (if any) and final calculations. A PDF can be downloaded via the Universal Credits log on screen, or multiple screenshots can be provided to show all of the above information.
- ✓ **Means Tested Benefits:** Income Support, Job Seekers Allowance or Employment Support Allowance.
- ✓ Working/Child Tax Credits 2024/25
- ✓ Wage slips dated within the last three months that include name and address
- ✓ Self-Employed Self-assessment tax calculation or certified accounts for 2024/25
- ✓ Pension covering letter

You do not need to provide any household income evidence if you are under 18 and*:

- In care
- A care leaver
- An unaccompanied asylum-seeking child in the care of the local authority.

What happens next?

Once you have submitted your application and provided the correct income evidence, Student Services will email you within 10 days.

Terms and conditions of funding apply, please refer to our website for more information:

🔗 www.barnsley.ac.uk/financial-support



*If you meet this criteria, you will be required to submit a letter from your local authority confirming your status

What happens when I have completed the DFN Project Search Internship?



The DFN Project Search Supported Internship is offered as an exit route from college and will be your final year in college. During your time on the DFN Project Search Supported Internship, you will have a final EHCP review. Your Education & Health Care Plan will cease on completion of the programme.

Barnsley College hold a transition event each April, which you will be invited to. This event will signpost you to your next steps after College. The aim is to gain paid employment at the end of the project. However, where this has not been secured, you will also be referred to our partner organisations such as the employment and volunteering service, TIAG, King's Trust and DWP.



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