



University Hospitals of Leicester  
NHS Trust



## A Transition to work programme for young adults with SEND.

Project Search is a one- year supported internship programme for students with SEND whose goal is employment in the community.

Gateway College has partnered with DFN Project Search, Leicester City Council, University Hospitals Leicester (Glenfield Hospital) and Leicester Marriott Hotel and Compass group based at De Monfort University to provide Supported Internship opportunities.

Supported by a job coach and tutor, students participate in three work rotations throughout the academic year based in a host business, to explore a variety of career paths learning transferable work skills as they go.

Most of the week is based on site at the host business.

A typical day includes:

8.30 – 9.30 Travel to work (Supported by a job coach)

9.30 -10.00 Meet in base-room/get ready for work

10.00 -3.00 unpaid internship at a facility or department. Interns have lunch in the canteen, participate in meetings and social events with their colleagues.

3.00-3.30 Base-room time to discuss the day and debrief

3.30 – 4.30 Travel home (Supported by a job coach)

To apply you need to:

- Be available 5 days a week
- Be ready to move into the world of work
- Be a current Gateway student
- Be 18 and over for UHL
- Be 16 and over for Leicester Marriott Hotel and Compass group based at De Montfort University
- Have an EHCP plan
- Be able to travel independently or ready to feel supported to begin travel training
- Have achieved Entry Level 2/3 in English and Maths

For more information/to apply please complete a form and contact:

Kerry Reeve

0116 2744541

[Kreeve@gateway.ac.uk](mailto:Kreeve@gateway.ac.uk)

If eligible, you will be contacted to attend for an interview and skills assessment day.  
(These normally take place in May/June)

Please complete the attached application form for Project Search Programmes.

## DFN Project Search Application Form 2024-2025

### Applicant Information

Name	
Address	
Date of Birth	
Contact Number	
National Insurance Number	
Do you have an EHCP?	
Do you give us permission to share necessary information from your EHCP to share with the host business?	
Would you be happy to receive support from Access to work to assist you in a working environment?	
Do you receive PIP?	

<p>Please tell us if this is in your own name or a parent /guardian.</p>	<p>Name;</p>
<p>Are you able to travel independently?</p> <p>If not, are you willing to undertake it before the start of your course?</p>	
<p>The course is aiming to get you ready for a full-time paid employment. Do you want a full-time job?</p>	
<p>The course starts in September 2025 and will finish in June 2026 You will be required to be in the host business from 9am until 4pm from Monday to Friday. Are you willing to commit to these hours?</p>	



**Project Search Choice Sheet: Name** \_\_\_\_\_

**Rank using 1 – 3 which host business you would like to work at:**

<b>UHL</b>		<b>Leicester Marriott Hotel</b>		<b>Compass Traded at DMU</b>	
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**Tick the boxes to which work rotations you are most interested in:**

<b>UHL</b>		<b>Leicester Marriott Hotel</b>		<b>Compass Traded at DMU</b>	
<ul style="list-style-type: none"> <li>• <b>Retail Catering</b></li> <li>• – Kitchen, Secret Garden, Coffee shop and cafe</li> <li>• <b>Admin and Clerical</b></li> <li>• – Breast Clinic and Cardiac Surgery</li> <li>• <b>Imaging Transport Team</b></li> <li>• – transporting patients between wards/scans/x-ray</li> <li>• <b>Patient catering</b></li> <li>• – stores and food service on wards, admin</li> <li>• <b>Estates and Facilities</b></li> <li>• – Domestic, Portering, Linen Room and Post Room</li> </ul>		<ul style="list-style-type: none"> <li>• Housekeeping</li> <li>• Food and Beverage</li> <li>• Conference and Banqueting</li> <li>• Engineering</li> <li>• Culinary</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Retail Assistant</b></li> <li>• Simply fresh shop</li> <li>• <b>Front of house roles in:</b></li> <li>• Costa</li> <li>• Starbucks</li> <li>• Coffee Hut</li> <li>• Library</li> <li>• Subway</li> </ul>	

**Tick the box that matches your skills in the following areas:**

I am good at	1 strongly disagree	2 Disagree	3 Neither agree or disagree	4 Agree	5 Strongly agree
Time keeping					
Working with others					
Verbal communication					
Working independently					
Following instructions					
Completing tasks I do not enjoy					
Meeting new people/environments					
Keeping a positive attitude					

Why do you want full time paid employment in the future?

**What previous work experience have you completed?**

Company	Job title	Responsibilities	Date

**What previous qualifications have you achieved?**

School/College	Qual level	Qual name	Date achieved

**What are your hobbies and interests?**

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**All about you:**

**Why would you like to apply for a Project Search programme?**

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**References:**

<b>Name</b>	
<b>Address</b>	
<b>Email address</b>	
<b>Contact Number</b>	
<b>Job title</b>	
<b>Relationship to applicant</b>	

**To be signed by the applicant:**

**Name:**

**Signed:**

**Date:**