

## DFN Project SEARCH: Frequently Asked Questions

### **What is DFN Project SEARCH all about?**

DFN Project SEARCH is a Supported Internship (programme of study) a bit like a college course and work experience all in one. It is a really good way to support people with a learning disability and/or autism to find paid work.

### **Who is the host employer and who is the school/college?**

The host employer is London North West University Healthcare NHS Trust and the programme will be based at one of their hospitals – Northwick Park and St Marks. You will be registered as a student with Harrow College.

### **How long will the programme last?**

The programme runs the same as a school or college year, starting in September and finishing in July.

### **Will I get any holidays?**

Yes you will get the same holidays as anyone else he is attending school or college.

### **How many days a week will I have to work?**

You will work five days a week; Monday, Tuesday, Wednesday, Thursday, Friday.

### **What time do I start and finish each day?**

At the beginning of the programme you will need to start at 9.00 am and will finish at 4.00pm. As the programme goes on you may need to start earlier or finish later, but this will depend on the requirements of your job rotation.

### **How will I get to DFN Project SEARCH and home again each day?**

It is your responsibility to get to the host business on time each day. This is the same for everyone in work. If you need any help to plan your journey and please let us know we may be able to help you arrange for some travel training to learn new bus routes or train routes to get to the hospital.

### **Can I use my freedom pass?**

You maybe entitled to free or reduced travel.

Call the Freedom pass helpline on: (0845) 275 7054 or TfL on (0843) 222 1243

Or visit the website: <https://www.londoncouncils.gov.uk/services/freedom-pass>

### **Where are the London North West Healthcare Trust Hospitals that I may be working in?**

- Northwick Park Hospital and St Marks Hospital: Watford Road | Harrow | HA1 3UJ
- Ealing Hospital: Uxbridge Rd | Southall | Middlesex | UB1 3HW
- Central Middlesex Hospital: Acton Lane | Park Royal | London | NW10 7NS

London North West University Healthcare Website: <https://www.lnwh.nhs.uk>

**Will I be doing a course?**

You will be learning how to do real jobs at London North West University Healthcare NHS Trust with a job coach. You will also be doing a Gateway Employability Skills course which will support you as you move towards gaining employment.

**Will I just be in a classroom all day?**

No. The classroom (we call it 'The Base Room') is a small part of DFN Project SEARCH. You will be spending a lot of time on gaining transferrable skills within the hospital and working alongside hospital staff.

**What jobs/rotations will I be doing?**

At this stage we do not know. You have the opportunity to try different jobs and have a range of experiences. We look at the skills that you have and the skills that are needed to do the job, then carefully match you up, so that you will be doing the right job and getting the right experience.

**Is it more education or is it work? Will I get paid while on DFN Project SEARCH?**

It is education about how to do a job; learning and practising every day the skills you need to do a job well. The programme year is about education and will last three terms just like a school or college so you will **not be paid** whilst on DFN Project SEARCH.

**Will I get a job at the end?**

There is no guarantee that you will get a job at the end and finding paid jobs is hard work, but our aim is to help everyone into paid work at the end of the programme and this maybe with many varied local employers not necessarily at the hospital where you have done your training.

**I am worried about my benefits?**

For information on welfare benefits you can call:

- National Bureau for Students with Disabilities: 0800 328 5050
- DWP benefit line: 0800 882 200

**How much help will I get on DFN Project SEARCH?**

Each term you will have three members of staff to help you. There will be a tutor in the base room, job coach/es helping you in the workplace and the base room and a member of staff in the area where you are working and they are called a mentor.

**Will I be supervised at all times?**

There will be times of the day when you are at lunch on break or travelling around the building, so you may not have someone with you at all times. However, at all times you are expected to behave in an appropriate manner for work. If anything should happen to you or you need help you will have contact numbers of the on-site DFN Project SEARCH team with you so you can get help.

**Where will I have my lunch?**

You can bring your lunch or buy lunch in the restaurant or shop and eat it there, or you may go out for some fresh air on the hospital grounds. You may be expected to do whatever the rest of the team does when you are out in your work placement, so that you can then learn to fit in with them as part of the team, or you can meet the other DFN Project SEARCH students for lunch.

### **What about my medication?**

This is your responsibility. You will need to do what you normally do. If you need somewhere private to take medication then let us know.

### **What should I do if I'm ill and cannot come to work?**

You will be given contact numbers to let us know straightaway. This is the same for any job.

### **What do I need to wear?**

When you're working in a particular area you will wear whatever is appropriate for the work you are doing. Any personal protective equipment needed will be provided for you. It is likely that you will always need to wear smart clothes. Whatever you are doing it is very important that your clothes are clean and that you have good personal hygiene. Please note that we do not recommend that you wear jeans, trainers or hoodies in the workplace.

### **Can I have my mobile phone on?**

This will depend on where you are working. Even if you can have your phone on you may not be allowed to make or receive personal phone calls during work hours. This is the same in most jobs and you will be expected to follow the rules about this.

### **If I have a problem what will I do?**

Speak to your tutor who will do whatever they can to help you. When you are out in the workplace you will have a workplace mentor and the job coach/es who will help you understand the job and how to do it.

### **Contact Details**

If you have any further questions about DFN Project SEARCH and how it works please contact:

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