



Learning Plan for Intern placement

1-2 weeks	<p>Move into accommodation at Marylebone .</p> <p>Induction for working within project for homeless people, work alongside another intern to know processes.</p> <p>Training:-</p> <ol style="list-style-type: none">1, Conflict management. Learning the process of limiting the negative aspects of conflict while increasing the positive aspects of conflict.2, Boundaries. How to keep professional boundaries.3, Handling aggressive behaviour. Learn Supportive Interaction to Resolve Violence and aggression.4, Safeguarding. Learning actions that are taken to promote the welfare of others. <p>Meeting with supervisor on weekly basis.</p> <p>Attending weekly internal meetings pertaining to the work at West London Day Centre.</p> <p>Attending Reflective Practice Group, learning the ability to reflect on an action so as to engage in a process of continuous learning.</p>
2-4 weeks	<p>Start to working as part of team with supervision.</p> <p>Visits to other West London Mission projects, which all engage in different aspects of social work.</p> <p>Induction completed in the general running of the project.</p> <p>Training on Health and safety and Food hygiene.</p> <p>Training on Chain data base system on how to record client information and follow on work.</p> <p>Meeting with supervisor on weekly basis.</p> <p>Linked into support of a project worker who can be on call whilst on shift.</p>



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1-2 months	<p>Start working in Computer Hub and Employment Support Project with either another intern or Project Worker. This will build skills in CV writing, completing job applications alongside other clients.</p> <p>External visits, for example, hostels, and other day centres.</p> <p>Meet up with partner agencies to discuss their service and how links in with day centre services, eg Homeless Health Team and Joint Homeless Team (Mental Health).</p> <p>Start monthly supervisions with supervisor.</p>
2 months	<p>2 month review recorded.</p> <p>Discuss focus that Intern leaning towards, and start linking into this part of the service, for example Mental Health, employment, immigration.</p> <p>Arrange visits for e.g Refugee Council. Migrant Resource Centre. Women's Trust. This will enable learning of different sectors working with disadvantaged people.</p>
3-4 months	<p>Attend relevant training in specialism, and start to take a lead in their specialism, for example de-briefing immigration services, attending joint meetings, attending case conferences. Start to add case notes to Chain database system.</p> <p>Training to include, but not extensive:-</p> <ol style="list-style-type: none">1, Domestic Violence2, Suicide intervention3, Homelessness Law4, Homelessness and EU Law.
5-6 months	<p>Complete appraisal. This is a good opportunity to look at the work that has been completed and add further objectives.</p> <p>Seek 360 from clients, volunteers and staff members. This enables other team players and service users to have an input of your appraisal – this will give skills in how to be appraised and the system of appraisal</p>

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	<p>Start to shadow Project workers and continue developing specialism.</p> <p>Start making referrals for example making benefit claims, housing referrals etc.</p> <p>Start to attend outreach shifts with external organisations, to learn how other professionals engage with this client group.</p> <p>Start to take on short pieces of case work. This could mean escorting a client to make an asylum claim, or completing and a housing referral or structured reconnection to a country of origin.</p>
6-7 months	<p>Start to take lead in chairing case meetings, completing de-brief and adding case work to chain.</p> <p>Continue training in Housing Law and attend external meetings such as Wanderers meeting which will look at clients that move across Boroughs.</p> <p>Start to shadow with outside organisations, for example, The Passage, Crisis, Lambeth Law Centre, Two Step, The Haven, JHT.</p>
8- 9 months	<p>Start to look at other employment opportunities. See where there are any gaps in development.</p> <p>Complete 8 month review.</p>
10 -11 mths	<p>Continue pieces of case work. Report on Chain Data base system. Start to lead Briefing and De-briefing sessions.</p> <p>Discuss extension – at this stage the placement can be extended, up to a further 6 months period if necessary, if there are still areas of the work that need to be developed.</p> <p>Supervisor will be able to assist with job applications and/or further study for after placement.</p> <p>Induct another intern into the general running of shifts.</p>



West London Day Centre
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	Learn how to interview intern another candidate, and work as part of a team to evaluate candidate.
12 th month	Prepare for Closure of placement. Hand over cases. Or agree what learning will be added in a further 6 months placement.