



Case Study

London Borough of Tower Hamlets Council

Shopna Ahmed, PA to Service Head, Youth and Community Learning

The London Borough of Tower Hamlets Council provided ten students from Tower Hamlets College and Sir John Cass Sixth Form College in the borough, with six week, paid internships. Tower Hamlets has been participating in the Career Academies internship scheme for the last few years with the support of the Director of Children's Services.

Shopna initially considered that internships of six weeks duration might prove to be difficult, but this changed once the students had started.

All ten students were interviewed prior to being accepted onto their internship. This involved a considerable amount of time being spent in preparation and keeping all ten supervisors fully in the picture.

Shopna coordinated the internships and received regular feedback from the internship supervisors. The students were placed in different departments but they generally had the same Admin Assistant job description. They helped to maintain databases and helped with organisational and administration tasks. Supervisors were surprised by the students' enthusiasm, observations and motivation. They were punctual, appropriately dressed and maintained perfect attendance throughout the six weeks. Students interacted very well with colleagues and the various teams.

Shopna would expect that the students benefited by gaining confidence and building their self esteem. Some of the students impressed the Council so much that a couple of them still help out. One student continues to work with the Council for a couple of hours each week, helping staff to keep on top of their administrative tasks.

Shopna would recommend the scheme to other local authorities. She said
“Everything went extremely well, it’s definitely worth it!”