



CAPA LONDON SAMPLE INTERNSHIP LIST ACCOUNTING


INDUSTRY DESCRIPTION

Accountancy internships are highly sought after in London and as such, many accountancy firms have established graduate recruitment schemes. However, CAPA has been able to build relationships with organisations and departments that provide excellent opportunities for students seeking to develop their skills in the finance and accounting industries. Students should have strong analytical skills and a good attention to detail and should be able to demonstrate relevant academic modules or coursework. It is also advantageous to highlight previous extracurricular activities or vocational experiences related to this industry.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">CLIC Sargent</p> 	<p>CLIC Sargent is the result of a merger of non-profit organisations that support families at home and in hospital from the day of diagnosis. They fund more than 100 CLIC-Sargent Care Professionals, who provide a wide range of services. They raise money through a number of high-profile events. Interns will have the opportunity to gain exposure in; VAT review of invoices, Expenses, Credit Cards & Petty Cash Provisions, Gift Aid, Invoice Processing, Bank and Cash Reconciliation.</p>
<p style="text-align: center;">Holiday Inn Kensington Forum</p> 	<p>IHG is a global hotel company whose goal is to create Great Hotels Guests Love. We have more guest rooms than any other hotel company in the world - that's more than 672,000 rooms in over 4,500 hotels in nearly 100 countries and territories around the world.</p> <p>We operate nine hotel brands - InterContinental, Crowne Plaza, Hotel Indigo, Holiday Inn, Holiday Inn Express, Staybridge Suites, Candlewood Suites, Hotels and Hotels and Resorts</p>
<p style="text-align: center;">Kingston Smith</p> 	<p>As a top 20 UK audit and accountancy firm, our client teams give business owners, charities and private clients all the support they need to achieve their goals.</p>

<p>Grant Thornton UK LLP</p>  <p>Grant Thornton</p>	<p>Dynamic organisations know they need to apply both reason and instinct to decision making. At Grant Thornton UK LLP, this is how we advise our clients every day. We combine award-winning technical expertise with the intuition, insight and confidence gained from our extensive sector experience and a deeper understanding of our clients. Through empowered client service teams, approachable partners and shorter decision making chains, we provide a wider point of view and operate in a way that's as fast and agile as our clients. The real benefit for dynamic organisations is more meaningful and forward-looking advice that can help to unlock their potential for growth.</p>
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Bookkeeping

Data Input and Analysis

Local Tax Processing

Revenue Reconciliations

Database Management

Sales Ledger Accounts

Financial Research

Tax Filing

Payroll

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skill sets include but are not limited to:

Business Acumen & Commercial Awareness

Cultural Understanding of Accounting within the UK

Effective Professional Communication

Numerical Competence

Generating and Synthesising Reports

Problem Solving

Strategic Analysis

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Management and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.




CAPA LONDON SAMPLE INTERNSHIP LIST ADVERTISING


INDUSTRY DESCRIPTION

The Advertising industry in London is extremely competitive and can be a tough industry to break into. Students who are applying for an internship in Advertising should have excellent written and oral communication skills, experience with various social media platforms and demonstrable interest in the advertising industry. Students should also have a creative mind, a good eye for design, and should attach a portfolio to evidence their skills and abilities. The Advertising industry can be a fast-paced environment and students may be required to handle multiple tasks simultaneously so it is important to be able to prioritise workloads and be able to work effectively under pressure. It is helpful to have previous administrative experience, creative flair, the ability to research across a variety of mediums and to feel comfortable when presenting to others.

EXAMPLES OF PAST PLACEMENTS

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<p style="text-align: center;">Cloth Court Communications</p> 	<p>Cloth Court Communications is an expanding advertising agency founded in February 1995. It offers a full advertising service to a variety of clients, primarily from the financial sector. As Cloth Court are a small organisation, interns can expect to work on a variety of projects and gain experience in a number of areas.</p>
<p style="text-align: center;">The Tree</p> 	<p>The Tree is a fresh agency built on the experience of its team. They are a heady mix of young marketers and experienced business people, with more than 30 years in marketing, advertising and content services. Their many services are bound by unique creativity and modern campaign strategies that yield the greatest results. Content is at the core of what they do – owned, acquired, earned and commercialised. Smart content marketing drives engagement and profit with B2B and B2C audiences.</p>
<p style="text-align: center;">Perfect Storm Media</p> 	<p>Perfect Storm Media was founded in 2005 with a simple goal in mind: to convert advertising expenses into sales commission on completed sales. As one of the most forward-thinking organisations in their field, the company has won several awards over the last 5 years and has established themselves as market leaders in the advertising industry.</p>

<p>VCCP: Media – Catapult</p> 	<p>Catapult focuses on creativity that maximises effective media and delivers real-world marketing and design solutions that maximise impact and results. Formed out of the award-winning creative department of First City Advertising BBDO, Catapult offers clients an even wider breadth of services across all marketing platforms, including consumer marketing, branding, design and production.</p>
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Advertising, Marketing & PR Campaigns	Market Research
Client Services	Office Administration
Competitor Analysis	Proof Reading
Creating Press Releases	Social Media Development
Database Management	Visual Branding & Design
Graphic Production	

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Computer Skills	Presenting & Reporting
Effective Communication	Promoting & Selling
Identifying Creative Ideas	Researching
Interaction & Liaison Skills	Teamwork
Networking	Website Development

PERSONAL PROFESSIONAL DEVELOPMENT

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CAPA LONDON SAMPLE INTERNSHIP LIST ARCHITECTURE AND DESIGN



INDUSTRY DESCRIPTION


As this is a very specific industry area, it is typical for architectural organisations to allocate internship placements to full time graduates. The industry is competitive and candidates seeking part time internships must be able to show strong and relevant academic, extracurricular, or related vocational experience. Placements in structural architecture firms are limited but for the right candidates' placements within the broader industry can be possible. Applicants should feel comfortable when presenting, have excellent communication skills and would be most competitive if they have relevant IT knowledge. It is important that candidates are able to provide a portfolio of their previous work/projects. Expectations need to be set for students requesting this industry area in the summer as many organisations will not consider a 6-week placement.

EXAMPLES OF PAST PLACEMENTS

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<p>DFN +DC</p> 	<p>DFN +DC is an architecture and urban design office concerned with the project of space as an interdisciplinary practice. We operate in a collaborative structure from our offices in London and Lugano (CH) and with ongoing projects in the UK, Switzerland, Mexico, Italy and Mozambique. We engage in academic research & teaching as part of our approach to practice.</p>
<p>Groundwork</p> 	<p>Groundwork London's Landscape Design Service is founded on a belief in the need to involve community stakeholders in all elements of the design process to help create more cohesive, integrated communities that feel a sense of ownership over their neighbourhoods. We believe in delivering innovative, practical, and high quality design solutions and a professional service in communities that need it most. We encourage community and client involvement in each stage of the design process and bring best practice in design, consultation and project management to all our landscape projects</p>

<p style="text-align: center;">Higgs Young HIGGS YOUNG ARCHITECTS</p>	<p>Higgs Young Architects have over 25 years of expertise in architecture and urban design and have won awards for environmentally sustainable design. Higgs Young's work ranges from interiors with spacious, clean modern lines to urban design and masterplanning including: site appraisal, strategic design, planning applications, urban design guidelines and infrastructure and high quality visual communication for potential customers and landowners.</p>
<p style="text-align: center;">Open City Open — City</p>	<p>Open City are an independent, not for profit organisation that aims to be at the centre of creating better places and a better city. We champion excellence in design quality and advocate for an inclusive and informed approach to the development of our city. Our work covers 3 core strands: Engagement Education Enabling. Our programmes are designed to encourage dialogue, debate and learning about how architecture and public space affects our daily lives, and to enable people to discover and understand how they can really influence change in the built environment. We are the only organisation that actively involves such a variety of stakeholders across London, connecting those that plan, design and build the city to those that live, work and play in the city, through our own action research and in our advocacy, education and engagement programmes.</p>
<p style="text-align: center;">Totzke  TOTZKE Ltd</p>	<p>TOTZKE Ltd is a London based consultancy connecting industry leading manufacturers of sustainable innovative & healthy flooring materials with the London market.</p> <p>TOTZKE launched in January 2018 after 12 years with J+J Flooring Group and 7 years working in the London A&D market. We represent carpet tiles, broadloom carpet, Kinetex, LVT, timber flooring, rugs, rubber, cork and entrance matting.</p>
<p style="text-align: center;">Pentagon Tiles  Pentagon</p>	<p>We are an established tile-distribution specialist that delivers high-quality products at reasonable rates for retail, commercial and private projects. Our stock showcases the latest, most innovative materials, and we supply indoor and outdoor tiles in ceramic, porcelain, stone and glass at excellent prices. We pride ourselves on building open and honest relationships and providing bespoke customer experiences.</p>

<p>Xanadu</p> 	<p>Xanadu Interiors is a medium-sized Interior Design Consultancy, based in London. Set up 15 years ago, Xanadu operates throughout England, Scotland and Wales. In addition, they have successfully completed projects in Europe.</p> <p>Xanadu Interiors have a large portfolio of residential clients, as well as a thriving corporate division specialising in show homes, commercial interiors and rental refurbishments.</p>
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Administration	Planning applications
CAD	Research
Community Consultation	Social Media
Construction Observations	Surveys
Design Briefs	Technical Drawing
Design Layout	Urban Planning & Design
Installation Techniques	

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placement. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Client Liaison	Planning Processing
Drawing Skills	Presenting
Information Gathering	Research/Trends
IT Technical Skills CAD, Photoshop	Spatial Awareness
Mathematics	Teamwork

PERSONAL PROFESSIONAL DEVELOPMENT

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CAPA LONDON SAMPLE INTERNSHIP LIST THEATRE AND ARTS ADMINISTRATION

INDUSTRY DESCRIPTION

London is a major centre for theatre and the arts. However, internships in this field are becoming increasingly competitive. Students wishing to intern in this field should be prepared to potentially work some evening hours due to performances or events they might need/want to attend. It is important that students give as much information as possible concerning areas of interest (i.e. theatre education, playwriting, costume design, etc) in their application so that the most appropriate sites available can be found. Whilst we will endeavour to work to these interests, students should also be aware that the preferences can't be guaranteed.


In the past few years we have begun to see a shift in the number of Arts Organisations offering unpaid internships. Arts Council England provides funding for many of the major Arts Organisations in London and their funding comes from the government organisation known as the DCMS (Department for Culture, Media and Sport). In recent years, we have seen a change in the landscape of internships in these government funded organisations, as Arts Council England have started providing funding for Paid Apprenticeship Schemes in an effort to reduce the amount of unpaid workers in the Arts Industry and promote more inclusive hiring practices within Arts Organisations. Because of this, we tend to work with many of London's 'fringe' organisations as they are more likely to be willing to offer internships as they don't typically receive support from the Arts Council.



Please note that performance internships are not available, and lighting and sound engineering focused roles are extremely limited due to the level of experience expected and number of hours expected per week, in often freelance focused roles.

EXAMPLES OF PAST PLACEMENTS

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<p>Chicken Shed Theatre</p> <p>CHICKENSHEd</p> <p>THEATRE CHANGING LIVES</p>	<p>Chicken Shed Theatre are pioneers of inclusive theatre for children and youth groups. Facilities include a 300-seat auditorium, a flexible studio space, a foyer rigged for performance, full costume and props departments and learning resources. They also support a writer in residence and run theatre courses.</p>
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<p>Chisenhale Dance Space</p> 	<p>Chisenhale Dance Space is based in Bow, East London. For the past 27 years this organisation has delivered both educational and artistic projects focused around Dance and Movement Arts. Since its beginnings, Chisenhale has had many forms but its focus has always been independent artist and company development, experimentation, research and the creation of new and exciting dance and movement works.</p>
<p>English Touring Theatre</p> 	<p>In their first twelve years ETT have toured over thirty productions, and gained a reputation for work which is carefully conceived, true to the play and respects its audience. They have won eighteen major awards, taken twelve productions into London, and worked with some of the most talented and respected artists in the country.</p>
<p>Icarus Theatre Collective</p> 	<p>Icarus is unique as a mid-scale theatre company in that it functions as a collective. A team of artists and managers run the company under the measured artistic direction of company founder Max Lewendel.</p>
<p>Jermyn Street Theatre</p> 	<p>Over the last twenty years the theatre has established itself as one of London's leading Off-West End studio theatres, with hit productions including Barefoot in the Park with Alan Cox and Rachel Pickup, directed by Sally Hughes, and Helping Harry with Adrian Lukis and Simon Dutton, directed by Nickolas Grace.</p> <p>In summer 2017 Tom Littler took over as Artistic Director. Littler has previously been Associate Director of new-writing venue Theatre503 and Associate Director of the Peter Hall Company. The theatre's founders, Howard Jameson and Penny Horner, have continued to serve as Chair of the Board and Executive Director respectively, and the generous donors, front of house staff, and tireless volunteers all play their parts in the Jermyn Street Theatre story.</p>

<p>Magpie Dance Company</p> 	<p>Based in Bromley, at The Churchill Theatre, Magpie Dance is an inclusive contemporary dance company which has carved out a national reputation for its exciting and inspiring approach to inclusive and creative dance. Magpie's mission is: 'Unlocking individual potential and ability, to be at the forefront of dance for learning disabled people'</p> <p>Founded in 1985 by the current Artistic Director, Avril Hitman, Magpie's programmes fall into three strands; participation, performance and training.</p> <p>Magpie delivers over 200 sessions annually for over 200 people in inclusive dance, accompanied with live music. Performances and workshops have ranged from Sadler's Wells to local churches, from the Streets of Brighton to Trafalgar Square, the Royal Albert Hall, Albany Deptford, Laban London, Peacock Theatre, a Yorkshire library, and the Churchill Theatre, Bromley.</p>
<p>Production Exchange</p> 	<p>The Production Exchange is a charity whose objectives are to support early career practitioners in the furthering of their skills and access to resources to develop their craft. Although we are a relatively new company there are some old heads at the helm and under the Chairmanship of Baroness Angela Smith of Basildon we are always keen to hear from others who would be interested in joining us to help further our charitable objectives.</p>
<p>Upstairs at the Gatehouse</p> 	<p>Upstairs at the Gatehouse is a 130 seat Fringe Theatre in Highgate, North London. Upstairs at the Gatehouse is an award-winning venue with a varied programme of drama, musicals and fringe theatre productions. Their artistic policy is to encourage new and young producers, directors, stage managers, set, sound, costume, and lighting designers.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

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|---|---------------------------------|
| Community Interaction & Engagement | Production Assistance |
| Costume Production | Set Construction |
| Event Coordination & Support | Social Media Development |
| Finance & Accounts | Stage Management |
| Media Production | Writing Press Releases |
| Office Administration | |

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Community Engagement	Presenting & Reporting
Effective Communication	Problem Solving
Networking	Research
Planning & Organisation	Teamwork
Practical Stagecraft skills	Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
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CAPA LONDON SAMPLE INTERNSHIP LIST BROADCAST MEDIA



INDUSTRY DESCRIPTION





Students who are applying for an internship in Broadcast Media should have strong written and oral communication skills and should also demonstrate good attention to detail, the ability to multi-task and to be able to work to deadlines. Students should also be familiar with a range of social media platforms and it is advantageous to have experience in visual and/or audio production and editing. Previous experience is desirable (although not always essential) and candidates should include detailed information about their media skills (e.g. Final Cut Pro, Avid Media Composer etc.) and a link to a showreel, portfolio or any published online content in their application documents.

A number of students interested in Broadcast and Media also look for placements in Film and TV production. Please note that roles within these areas in London are largely focused around Video and Media production, often within Creative Agencies. It is important that students are aware that these roles will give insight into the industry, however it is unlikely that students will be on set or in a studio environment. Roles can include tasks like, filming, editing, talent scouting, storyboarding etc.

EXAMPLES OF PAST PLACEMENTS

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<p>The Centre for Investigative Journalism</p>  <p>centre for investigative journalism</p>	<p>The CIJ is an experimental laboratory that teaches reporters new tools alongside the traditional craft of investigative journalism. We incubate promising new investigative projects and open out investigative journalism into fertile new territory.</p> <p>Established in 2003 by the late investigative journalist and filmmaker Gavin MacFadyen as a response to the worrying decline of investigative reporting, our remit is like no other – we can take more risks than a conventional public interest publisher, be more radical than an advocacy NGO and be more innovative than either in championing new ways to do investigative journalism in the public interest.</p>
<p>Latimer Creative Media</p> 	<p>Latimer Creative Media is an award winning, youth-centred social enterprise committed to affecting social change through creative digital media and film production. The role is varied and well-rounded and includes production, marketing, social media development, events administration and data capturing, organising and evaluating.</p>

<p>London Live</p> 	<p>London Live launched in March 2014 as a local London channel, which transmits local news, current affairs, sports, arts, events and entertainment. London Live broadcasts from studios at Northcliffe House in Kensington, which is also the headquarters of The Independent and London Evening Standard newspapers.</p>
<p>Mama Youth</p> 	<p>MAMA Youth Project (MYP) provides training and development opportunities for disadvantaged young people aged 18 - 25. In particular, MYP trains young, aspiring TV talent in the art of TV production. Interns have the opportunity to take part and assist in this training and in the development and production of shows that are then broadcast on major TV networks such as Sky. The shows made that MYP produce have the objective of providing edutainment and supporting and celebrating young people from all backgrounds.</p>
<p>Together TV</p> 	<p>Together TV; the TV channel that wants you to look at the brighter side of life. Every day, we bring you great shows to celebrate the quirks of British life, make you feel better, more creative, and connected with people around you. If you think you'll like all of this, there is even more - and it's about you: we want you to do more than just watch TV. Find it out! Together. We Do More.</p>
<p>Whitecoat Productions</p> 	<p>Whitecoat is a video production company, working mainly with large brands like Coca-cola, Facebook, Chivas, Dove and many more, creating films for a variety of purposes. Whitecoat also has a documentary department who were nominated for an AIB award for their last series created for BBC worldwide.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities develop over time and throughout internship placements. Projects may include but are not limited to:

Assisting on Live Shoots	Production & Post-Production
Editing, Formatting & Uploading Content	Research
General Office Administration & Support	Scheduling Assistant
Pitch Preparation & Presentation to Prospective Clients	Social Media and Marketing Development

TRANSFERABLE SKILLS

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Accuracy	Planning & Organisation
Business Development	Professional Networks & Contacts
Effective Communication	Research & Information Gathering
Evaluation	Team Work
Media Production & Post-Production	Time Management

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CAPA LONDON SAMPLE INTERNSHIP LIST BUSINESS

INDUSTRY DESCRIPTION

London is a major centre for domestic and international business and has one of the largest city economies in the world. With enterprises that range from small start-up businesses through to multinational leaders in the business world, the range of opportunities is vast. Applicants that are seeking business placements should have good communication skills and be confident in prioritising workloads and working towards deadlines in a busy, often fast-paced environment and working both independently and in group settings. A student's academic background and prior work experience will play a key role in determining the type of placement opportunities available. Students should indicate in their application if there is a particular field/area of business that they are interested in and also if they have a preference for small, start-up businesses or more established companies.

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<p>Centaur Media</p> 	<p>Centaur Media is - at heart - a content business, creating expert content and insight, engaging events and smart digital technology. From their digital media and iconic print brands to their award-winning events and cutting-edge data products, they enable and inspire the very best performance in a range of selected markets. They have the information that people want and need. They create products and services that make content valuable, combining the deepest knowledge with the best user experience.</p>
<p>WGSN</p> 	<p>WGSN is the leading online trend-analysis and research service providing creative and business intelligence for the apparel, style, design and retail industries. WGSN provides fashion and design businesses with the intelligence to drive commercially successful products and services.</p> <p>WGSN empowers businesses to: Anticipate future trends, increase speed to market, make informed decisions, drive productivity and supply chain efficiencies, reduce travel costs, minimise investment risk and maximise ROI</p>

<p>GDR Creative Intelligence</p> 	<p>GDR Creative Intelligence is a London-based retail and brand innovation consultancy that provides essential insights and trends analysis services to the world's top consumer brands. Each quarter, GDR publishes an exclusive trends publication (the Global Innovation Report) which reports on emerging retail trends and forward-thinking case studies from around the world. The company also creates tailored research presentations for clients based on specific briefs.</p>
<p>Hambro Perks</p> 	<p>Hambro Perks invest in high growth businesses and special situations. They seek to back great people with ambition, energy and vision who welcome their support. Hambro Perks provide strategic and insightful advice to entrepreneurs, business leaders and organisations globally across their portfolio of over 30 companies.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Client Presentations	Drafting Business Documents
Commercial Research	Event Coordination
Creation of Marketing Materials	Office Administration
Database Management	Sales
Developing Reports	Social Media Development

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Analytical Skills	IT Technical Skills
Business Acumen	Networking
Commercial Awareness	Presenting
Communications	Problem Solving
Identifying Solutions	Project Leadership
Organisation Research	Teamwork
Interaction & Liaison Skills	Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.







CAPA LONDON SAMPLE INTERNSHIP LIST COMMUNICATIONS



INDUSTRY DESCRIPTION

London is a major centre for domestic and international business and has one of the largest city economies in the world. With enterprises that range from small start-up businesses through to organisations known as multinational iconic leaders in the business world, the range of opportunities is vast. Applicants that are seeking business placements should be comfortable working towards deadlines, in a fast paced environment and working both independently and in group settings. How relevant your academic background and prior work experience is, will greatly determine the type and level of placement opportunities available.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p>Capsule Communications</p> 	<p>Capsule Communications delivers results-driven print and digital PR support to a diverse portfolio of brands. They oversee the media and PR for over 24 brands in the beauty, hair and lifestyle sector. The agency offers digital, communications and VIP services.</p>
<p>Captive Minds</p> 	<p>At Captive Minds, they create a dialogue between a brand and the individual. They empower the individual by personalising the communication channel. It means that brands, businesses and organisations can essentially have a 'one-to-one' communication with the people that matter to them the most. Their 'engagement' marketing philosophy is supported by an in-house team of business consultants, public relations experts, events organisers, designers and programmers.</p>
<p>Cultural Agenda</p> 	<p>One of the UK's most respected and specialist communications and marketing agencies working in design, culture and luxury lifestyle. Working across all marketing disciplines including PR, social media, events, sponsorship and strategic partnerships, they not only have forged excellent relationships with the very media, but they work very closely with the key designers, stylists, photographers and architects.</p>
<p>Grove Communication</p> 	<p>Grove Communication is a boutique PR & Communications company specialising in fashion accessories and luxury goods. Students get to support the day to day running of a busy press office.</p>

<p>Influence Associates</p> 	<p>Influence Associates was built to be the best Automotive, Technology, Motorsport and Classic Car PR agency in the world. They have the most senior leadership team in the industry and their goal is to apply this talent for the benefit of their clients worldwide.</p> <p>IA gives its clients access to the top decision makers and opinion formers. They work in partnership with our clients and frequently go beyond their PR brief to positively shape their overall business strategy. In short, they believe their multi-talented team of experts can define and build brands, launch new products, protect reputations and tell your story more effectively than anyone else.</p>
<p>WSP</p> 	<p>WSP is one of the world's leading engineering professional services consulting firms. We are dedicated to our local communities and propelled by international brainpower. We are technical experts and strategic advisors including engineers, technicians, scientists, architects, planners, surveyors and environmental specialists, as well as other design, program and construction management professionals. We design lasting solutions in the Property & Buildings, Transportation & Infrastructure, Environment, Industry, Resources (including Mining and Oil & Gas) and Power & Energy sectors as well as project delivery and strategic consulting services.</p> <p>Day to day business development and marketing activities for the Rail discipline includes working with the wider Business Development/Rail team, helping catalogue/produce marketing/comms collateral (e.g. project sheets, CVs, marketing sheets etc.), developing a rail client engagement process, ensuring brand presence is maximised, assisting with the intranet capture and getting involved with the London office initiatives that promote staff focused activities</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Business to Business Communications

Database Management

Developing Policies

Developing Reports

Editing

Internal and External Communications

Marketing Projects

Office Administration

Article execution

PR Campaigns

Presentation Development

Press Releases

Print Materials

Social Media

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Analytical Skills	Networking
Brand Awareness Information Gathering	Presenting
Idea articulation and execution	Project Leadership
Interaction and Liaison skills	Problem Solving
IT Technical Skills	Creative Articulation
Commercial Awareness	Market Segmentation
Listening Skills	Writing Skills

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
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CAPA LONDON SAMPLE INTERNSHIP LIST COMMUNITY OUTREACH

INDUSTRY DESCRIPTION

Community Outreach is often meant to fill in the gap in the services provided by mainstream (often, governmental) services, and is often carried out by non-profit, nongovernmental organizations. There are many projects and organisations in London that seek to reach out and provide advice, services and support in their local communities. Students applying to work in Community Outreach should have good communication and interpersonal skills and should be prepared for a combination of hands-on support and vital administration. Applicants should provide examples of any previous work experience in either non-profit or community outreach and details of any specialist skills or areas of interest.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p>Abbey Community Centre</p> 	<p>The Abbey Community Centre (ACC) is a registered charity and company limited by guarantee managed by a voluntary board of trustees. Established in 1976, it is a successful, vibrant community facility and resource providing a safe and welcoming meeting place. The centre exists to improve the quality of life for local people by offering excellent services which provide a range of educational, recreational, cultural and social opportunities.</p>
<p>Baytree Centre</p> 	<p>The Baytree Centre is a social inclusion charity for women and girls based in the heart of Brixton, London. Those who access the Centre face multiple barriers to inclusion, identified by the women and girls themselves as: lack of English language skills; lack of opportunities to learn in culturally appropriate settings; inability to access employment opportunities; poverty; poor housing; isolation; depression; racism and discrimination (including religious discrimination); abusive homes; family breakdown and a lack of family support and structure. The services they have developed for our clients focus on education, training, employment, health and social support measures in order to enhance confidence and self-esteem and to promote aspirations, community cohesion and cultural harmony. Baytree's education & support programmes are flexible and tailor services to the individual needs of users. All projects for both women and girls rely on 1-1 mentoring, offering support to them in overcoming personal difficulties.</p>

<p>Castlehaven</p> 	<p>The Castlehaven Community Association is a registered charity and was established in 1985 as a community charity that provides activities, classes and facilities across multiple age ranges. It is set in four acres of public open space which includes three buildings, two community gardens, with an enclosed children's play area, flood lit sport facilities for the local people and the wider Camden communities.</p>
<p>London Basketball Association</p> 	<p>London Basketball Association (LBA) is a registered charity, established in July 2012. We are a small but intensely committed organisation, built up and employing directly from the very communities within which we work. We operate within the 'sport for development' sector and aim to bring positive social change in areas such as health and wellbeing, substance misuse and employment, through the powerful medium of sport, and basketball specifically.</p>
<p>NAZ Project London</p> 	<p>NAZ Project London aims to educate and empower communities to face up to the challenges of sexual health and HIV, and to mobilize the support networks that exist for people living with HIV/AIDS. NPL also provides training services to voluntary, community and statutory organisations as well as a wide range of resources.</p>
<p>New Horizon Youth Centre</p> 	<p>New Horizon Youth Centre aims to enable young people to gain skills and knowledge to improve their life chances and to help them move from adolescence into adulthood. We work with some very disadvantaged young people, many of whom have poor self-esteem, low confidence, a history of rejection, harm and abuse and often profoundly negative experiences of organisations, structures and the helping professions generally.</p>
<p>St Hilda's Community Centre</p> 	<p>St. Hilda's East Community Centre is a multi-purpose community space catering for all sections of the local community. We welcome people of all ages and backgrounds and currently have an active programme of activities based within our building.</p>
<p>St Vincent's Family Project</p> 	<p>St. Vincent's Family Project is a small Vincentian Christian charity based within Methodist Central Hall, Westminster. Its vital non-proselytising work provides help and a supportive community for over 200 vulnerable local families.</p> <p>The small and dedicated paid staff (20 people, mostly part-time), volunteers and Student Interns serve the local populace through an ethos based on respect, inspiration, humility, professionalism, responsiveness and compassion.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Community Interaction & Engagement	Online Content Production
Event Coordination & Support	Research
Finance & Accounts	Social Media Development
Media Production	Volunteer Coordination
Mentoring & Support	Writing Press Releases
Office Administration	

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Community Engagement	Presenting & Reporting
Effective Communication	Problem Solving
Mentoring & Support	Research
Networking Teamwork	Time Management
Planning & Organisation	

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.

6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
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CAPA LONDON SAMPLE INTERNSHIP LIST COSMETICS & BEAUTY




INDUSTRY DESCRIPTION

London is a world-renowned glamour, beauty and fashion location. Being at the heart of a leading fashion capital, interns can cover a wide range of roles in this field – ranging from experiencing the back-office workings of a beauty brand to writing journalistic pieces on the latest make-up or skin care products. Students that are applying for a fashion/beauty/lifestyle placement should be able to demonstrate relevant academic or previous extracurricular activities related to this industry. Students will need to be adaptable, have a good degree of flexibility and be open to a range of tasks in the workplace.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p>Black Beauty & Hair</p> 	<p>Black Beauty & Hair (BBH) is published by Hawker Publications in London. It's a glamorous glossy that's filled to the brim with the latest hair, beauty and fashion looks. For trend-conscious women who want an all-round read, BBH provides an even measure of well researched and informative articles that relate to hair and beauty, as well as a mixture of fun and inspiring stories that highlight new celebrity looks and must-have style. Ranked number one as the UK's best selling black magazine and published every two months, BBH has become a trendsetting bible that offers its target audience hairstyle ideas, expert advice, relatable beauty tips and relevant features that encourage readers to unlock their inner and outer beauty.</p>
<p>Bondi Sands</p> 	<p>WE BRING YOU AUSTRALIAN SUMMER ALL YEAR ROUND</p> <p>Bondi Sands is more than best-selling self tanning products. It's the sun, sea and sand of one of the world's most iconic beaches. It's feeling confident in your own skin, whether you're lounging by the waves or hitting the town. It's sunrise swims and sunset cocktails.</p> <p>It's the classic Australian lifestyle.</p>

<p style="text-align: center;">Duck and Dry</p> 	<p>Duck & Dry is the brand behind the finest blow dries and updos in London. Launched in 2014, Duck & Dry has three locations across London; Chelsea, Oxford Circus and Soho. Our blow dry bars are known for their energy and buzz – as a go to place for great hair and a great time!</p> <p>Duck & Dry also has its very own natural range of fuss-free product line which helps to achieve a perfect blow dry at home.</p>
<p style="text-align: center;">Capsule Communications</p> 	<p>Capsule Communications deliver results-driven print and digital PR support to a diverse portfolio of brands. Specialising in the beauty, lifestyle and wellbeing arenas, Capsule offers digital, communications and VIP services. The Capsule platform offers a bespoke and diverse set of services to achieve a 360-support of its clients: Batiste, Cloud Nine, Windle & Moodie, Healgel, Pearl Drops, The Joshi Clinic, Arm & Hammer, Nair, MyAesthetics, The Stylist Collection by Batiste, Urban Veda, The Dentist Gallery, Toppik, Pure Elixir, Code Beautiful, Sothys, femfresh, Ouli's Ointment, La Bioesthetique.</p>
<p style="text-align: center;">WGSN</p> 	<p>WGSN is the leading online trend-analysis and research service providing creative and business intelligence for the apparel, style, design and retail industries. WGSN provides fashion and design businesses with the intelligence to drive commercially successful products and services.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Client Relations

Marketing & PR Campaigns

Merchandising

Office Administration

Press Coverage Reports

Press Releases

Product Placement

Sales

Social Media Development

Trade Shows

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Business Acumen	Networking
Commercial Awareness	Online Content Creation
Effective Communication	Presenting & Reporting
Identifying Creative Ideas	Promoting & Selling
Information Gathering	Research
Interaction & Liaison Skills	Teamwork

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
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CAPA LONDON SAMPLE INTERNSHIP LIST CRIMINAL JUSTICE


INDUSTRY DESCRIPTION

Students seeking placements within Criminal Justice should have excellent interpersonal and communication skills and be comfortable working with people. There are a variety of placements available and a number of these involve working with children or young adults. Students are likely to start out in an observational capacity, working alongside professionally trained staff and may be given more independent responsibility as the placement progresses, depending on the skills and experience demonstrated. UK laws and legislation will limit the opportunity to engage or conduct certain tasks to individuals who have already attained industry required qualifications.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Domestic Violence Intervention Project (DVIP)</p> 	<p>For nearly 20 years, DVIP been helping to make women and children safer. With services across London, they work to stop domestic violence and to reduce the harm it causes to women, children and families.</p>
<p style="text-align: center;">Hibiscus Initiatives</p> 	<p>Hibiscus Initiatives, established in 1986, is a voluntary sector organisation with a track record of delivering high quality services over nearly 30 years. They have developed specialist expertise in working with marginalised black and ethnic minority groups in custody, detention or the local community. Using a person-centred approach, they engage and work with clients to support and empower them in dealing with what are often multiple, complex needs. In addition, and more importantly, they address the additional disadvantage that language and cultural barriers present.</p>
<p style="text-align: center;">Independent Academic Research Studies (IARS)</p> 	<p>The Independent Academic Research Studies is a well-recognised, international think-tank known for its bottom-up methods of citizen participation, as well as its strong and independent evidence-based approach to social problem solving. We deliver research, training and campaigning on key policy issues concerning youth, refugee and asylum-seeking groups and criminal justice topics. At IARS, we run a range of Community-led projects. These include: Restorative Justice in Europe: Safeguarding Victims & Empowering Professionals Abused no More: The Voices of Refugee Women</p>

<p style="text-align: center;">Magistrates Association</p> <p style="text-align: center;"></p> <p style="text-align: center;">Magistrates Association</p>	<p>The Magistrates Association is a not for profit established and incorporated to promote the sound administration of the law in England and Wales, including, but not restricted to, educating and instructing magistrates and others in the law, the administration of justice, the treatment of offenders and the prevention of crime. It is membership organisation, comprising just under 15,000 sitting and retired magistrates, governed by its members and supported by a small secretariat of paid staff.</p>
<p style="text-align: center;">Youth Offending Service (Kensington & Chelsea, Westminster, Hammersmith & Newham)</p>	<p>The main purpose of the Youth Offending Services is to reduce offending by children and young people. The statutory part of the service works with children and young people aged from 10 to 18 years, who come to the attention of the police and courts because they have been involved in crime. The preventative part of the service aims to stop young people offending and becoming involved in the criminal justice system. The service provides a range of services to help and support young people, and their families, to try to stop them from becoming any further involved in crime and anti-social behaviour.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Community Interaction & Engagement	Office Administration
Event Coordination & Support	Research
Finance & Accounts	Social Media Development
Media Production	Volunteer Coordination
Mentoring & Support	Writing Press Releases

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Community Engagement	Presenting & Reporting
Effective Communication	Problem Solving
Mentoring & Support	Research
Networking	Teamwork
Planning & Organisation	Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.

2. Communications: The ability to receive, interpret and articulate information and ideas effectively.
3. Remote Collaboration: The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. Global Perspective: To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. Cultural Awareness: To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. Organisation, Time Managements and Prioritisation Skills: The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. Problem Solving: The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
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CAPA LONDON SAMPLE INTERNSHIP LIST EDUCATION AND TRAINING – NON-TERM TIME



INDUSTRY DESCRIPTION





Placements in Education and Training are available in a range of different areas and age groups. CAPA works with primary and secondary schools, special education schools and private training and education support providers to offer a diverse range of placement opportunities. Applicants should specify in their application if there is particular age group or area in which they are seeking an internship. Students should demonstrate strong numeracy and literacy skills, excellent communication and interpersonal skills and be comfortable working with both children and adults in an educational environment. They should include details of any relevant coursework and previous work experience in their application materials.

Please be aware that term dates in the UK for schools do not align with that of the US and often US University term dates for their programmes may mean students need to consider placements, like the below that will allow them to gain education focused experience outside of the classroom. The below examples are also great opportunities for students interested in education that is not teaching focused, i.e. they want to undertake educational support, reform, policy impact, or work with the non-profit sector.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Castlehaven Community Association</p> 	<p>The Castlehaven Community Association (CCA), a registered charity (no: 295829) and company limited by guarantee (no: 2069107), was established in 1985 as a community charity that provides activities, classes and facilities across the age ranges. It is set in four acres of public open space which includes three buildings, two community gardens, with an enclosed children's play area, flood lit sport facilities for the local people and the wider Camden communities.</p> <p>Education youth roles available supporting 1 on 1 and group work within a range of out of school activities.</p>
<p style="text-align: center;">Chelsea & Westminster Hospital School</p> 	<p>Chelsea Community Hospital School aims to ensure that children and young people have their rights to education preserved whilst in hospital. They provide access to the National Curriculum, taking into consideration each student's individual needs, and through this, develop the whole pupil, spiritually, socially and intellectually.</p> <p>Teaching/Education based role</p>

<p>Civil Service College</p> 	<p>Civil Service College is a training provider that specialises in governance, government and public administration. Their tutors are former civil servants that have extensive experience as practitioners and teaching experience at the former National School of Government. Their programmes accommodate development needs of organisations in the private sector, third sector and on international level. The college offers a wide range of training, ranging from policy-making to personal development such as writing skills.</p> <p>Marketing/Policy based role</p>
<p>Griffin + Bell Education Ltd.</p> 	<p>Griffin + Bell is a private tuition agency and education consultancy. We have been operating for 5 years. We provide bespoke consultancy and courses for students from primary to degree level and we represent hundreds of top private tutors in London. We also place tutors / governesses with families abroad. We are in the process of setting up a new digital arm to the business - Griffin + Bell TV. This will be a digital subscription site to allow customers access high quality video tutorials for English learning (all academic levels and TEFL). The intern would be working predominantly with Griffin + Bell TV.</p> <p>Role is marketing and business related</p>
<p>Hornsey School for Girls</p> 	<p>Hornsey School for Girls is a Leading Edge Partnership school which, as a High Performing Specialist School, has a specialism in Performing Arts. They are the only girls' Community school in the London Borough of Haringey and are a truly inclusive school, priding themselves on educating 1300 girls from across the world who, between them, speak more than sixty different languages.</p> <p>Teaching assistant-based role – can be within specific subject areas</p>
<p>National Literacy Trust</p> 	<p>One person in six in the UK is held back by poor literacy skills which compromise employability, health, confidence and happiness. The National Literacy Trust is a charity dedicated to raising literacy levels in the UK. We were founded in 1993 and our patron is Her Royal Highness the Duchess of Cornwall. We work to improve the reading, writing, speaking and listening skills in the UK's most disadvantaged communities, where up to 40 per cent of people have literacy problems. Our research and analysis make us the leading authority on literacy and drive our interventions. Because low literacy is intergenerational, we focus our work on families, young people and children.</p> <p>Students support the school team and education and employment.</p>

<p>The Institute of Contemporary Music Performance</p> 	<p>The Institute, located in London, is widely recognised as one of Europe's leading schools of modern music. The Institute's reputation has been built on providing world class education and training using the very best teachers and state-of-the-art facilities. Internship opportunities vary and have included working in Marketing, Events and Industry Liaison.</p> <p>Marketing/Events and Careers based roles</p>
<p>Westbourne Park Family Centre</p> 	<p>Purpose is to support and strengthen families. Christian faith-based charity which welcomes all. Staff and volunteers are local and have been working at the centre for many years.</p> <p>Roles support lead workers in running sessions for early years (0-4), out of school clubs (5-11) and youth projects (11-18).</p>
<p>Whole Education</p> 	<p>Whole Education is a fast-expanding non-profit organisation in the school sector. We work with our growing network of schools and partner organisations to provide a more engaging and rounded education for young people, which develops the skills and qualities they need to thrive, as well as helping them to achieve academically. We have been recognised by the House of Commons select committee as an example of best practice and quoted in an Observer editorial and an NPC guide to the role of charities in education as an important organisation in the sector.</p> <p>Marketing/Communications and Project based roles</p>
<p>WorldWork</p> 	<p>WorldWork designs and supplies learning and development tools that improve individual and team efficiency, particularly when people are working in a global setting. Our products are developed using the most leading-edge innovations about how adults learn best. WorldWork aims to promote the success of individuals and organizations that need to work across boundaries including, for example, those that arise from cultural, professional and age differences. We seek to do this by providing products that promote learning and increased self-awareness in order to develop the knowledge, skills and attitudes required for working in a modern global setting.</p> <p>Business related roles</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Behavioural Support	Marketing & Social Media
Breakfast & Afternoon Clubs	Office Administration
Creating Lesson Plans	Outreach and Business Development
Holiday Camps	Policy Research
Individual Student Support	SEN Support

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Accuracy & Attention to Detail	Presentation
Good Oral & Written Communication Skills	Research
Mentoring & Leadership	Strong Interpersonal Skills
Organisation	Teamwork
Planning	

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Management and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.

7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.






CAPA LONDON SAMPLE INTERNSHIP LIST EDUCATION AND TRAINING





INDUSTRY DESCRIPTION

Placements in Education and Training are available in a range of different areas and age groups. CAPA works with primary and secondary schools, special education schools and private training and education support providers to offer a diverse range of placement opportunities. Applicants should specify in their application if there is particular age group or area in which they are seeking an internship. Students should demonstrate strong numeracy and literacy skills, excellent communication and interpersonal skills and be comfortable working with both children and adults in an educational environment. They should include details of any relevant coursework and previous work experience in their application materials.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Ben Jonson Primary School</p> 	<p>Ben Jonson is a three-form entry Community Primary School located in the heart of the Ocean Estate and bordering on the edge of Mile End Park and Regent's Canal. The modern building has recently been extended with a new wing to offer even more superb facilities and specialist areas to support the children's learning.</p>
<p style="text-align: center;">Chelsea & Westminster Hospital School</p> 	<p>Chelsea Community Hospital School aims to ensure that children and young people have their rights to education preserved whilst in hospital. They provide access to the National Curriculum, taking into consideration each student's individual needs, and through this, develop the whole pupil, spiritually, socially and intellectually.</p>
<p style="text-align: center;">Civil Service College</p> 	<p>Civil Service College is a training provider that specialises in governance, government and public administration. Their tutors are former civil servants that have extensive experience as practitioners and teaching experience at the former National School of Government. Their programmes accommodate development needs of organisations in the private sector, third sector and on international level. The college offers a wide range of training, ranging from policy-making to personal development such as writing skills.</p>

<p>Hornsey School for Girls</p> 	<p>Hornsey School for Girls is a Leading Edge Partnership school which, as a High Performing Specialist School, has a specialism in Performing Arts. They are the only girls' Community school in the London Borough of Haringey and are a truly inclusive school, priding themselves on educating 1300 girls from across the world who, between them, speak more than sixty different languages.</p>
<p>OASIS Academy</p> 	<p>Oasis Academy South Bank is a Secondary school and Sixth Form serving children aged 11-18 in London Waterloo. Through love, nurture and a rigorous academic focus our vision is to support every child and help them climb the stairs to greatness, becoming model citizens and future leaders.</p>
<p>St Charles' RC Primary School</p> 	<p>St Charles is a co-educational Roman Catholic Primary School based in Kensington & Chelsea. Culturally diverse, its 300 plus students represent over 31 nationalities. It has received a Department of Education and Skills Achievement Award and holds Beacon Status (awarded only to the top performing schools in the country).</p>
<p>The Institute of Contemporary Music Performance</p> 	<p>The Institute, located in London, is widely recognised as one of Europe's leading schools of modern music. The Institute's reputation has been built on providing world class education and training using the very best teachers and state-of-the-art facilities. Internship opportunities vary and have included working in Marketing, Events and Industry Liaison.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Behavioural Support

Breakfast & Afternoon Clubs

Classroom Support

Creating Lesson Plans

Holiday Camps

Individual Student Support

Office Administration

Playground Support

SEN Support

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Accuracy & Attention to Detail	Presentation
Good Oral & Written Communication Skills	Research
Mentoring & Leadership	Strong Interpersonal Skills
Organisation	Teamwork
Planning	

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Management and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.



LONDON SAMPLE INTERNSHIP LIST ENGINEERING


INDUSTRY DESCRIPTION

Engineering opportunities across London are fiercely competitive and many host sites adopt a University Graduate Program. Therefore, undergraduate students seeking an engineering placement must be able to demonstrate a comprehensive academic background related to engineering as well as relevant vocational or extracurricular experience. Due to the nature of the industry and the geographical requirements of many engineering organisations, some engineering opportunities will not be possible in the city of London and opportunities would only be feasible if the student is prepared to travel outside of the city. CAPA has been able to forge a limited number of meaningful opportunities with placements that help to develop engineering skills, knowledge and understanding. Within these opportunities students will need to be able to apply mathematical, scientific, technological and commercial awareness in to practice. As much advance notice of students wanting internships in these areas is required in order for the internship team to start early outreach into opportunities.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Adthena</p> 	<p>Adthena Ltd have a product called Adthena which is a leading search competitor intelligence tool for search advertisers. They have developed the tool and are actively developing and selling the tool as a Software Service solution. The company has been in search for many years but this new product is taking them into new directions and they are growing rapidly. As such they have a team of excellent Software Engineers that help the business grow and develop state of the art services.</p>
<p style="text-align: center;">Royal Aeronautical Society</p> 	<p>The world's only professional body dedicated to the entire aerospace community. Established in 1866 to further the art, science and engineering of aeronautics, the Society has been at the forefront of aerospace ever since.</p>

<p style="text-align: center;">Williams Sale Partnership</p> 	<p>Parsons Brinckerhoff (PB) is a global leader in developing and operating infrastructure around the world, with around 14,000 employees dedicated to meeting the needs of clients and communities across Europe, Africa, the Americas, the Middle East, Asia and the Australia-Pacific region. Clients come to PB for a wide range of advice, skills and resources in strategic consulting, programme management, planning, engineering, construction management and operations. For 125 years PB has earned a distinguished reputation for delivering world-class infrastructure and its technical expertise in transportation, power, community development, water and the environment.</p>
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Biochemical and Biomedical Projects	Design
Commercial Feasibility Projects	Developing Presentations & Reports
Competitor Screening	Office Administration
Creation of Promotional Materials	Research & Analysis

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Analytical Ability	Organization
Good Oral & Written Communication Skills	Presentation
Independent Work	Problem Solving
IT Skills	Research
Methodical Approach and Excellent Attention to Detail	Resource and Time Management
Multi-Disciplinary Teamwork	

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
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6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
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LONDON SAMPLE INTERNSHIP LIST ENVIRONMENTAL, AGRICULTURE AND HORTICULTURE

INDUSTRY DESCRIPTION

Environmental Internship placements can take shape in many forms. Placement opportunities will range from agriculture & horticulture sites, urban farms, through to sites dedicated towards sustainability and conservation. Placement tasks and duties may vary and locations may differ from laboratory settings to exposure of the outdoor elements. In all of these placement areas, the hosts will request that applicants can demonstrate prior academic or related field experience and it will be essential that interns are flexible towards a wide range of duties and tasks.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Delphis Eco</p> 	<p>Manufacturer of environmentally friendly cleaning products. Our entire process from factory to end user contributes to minimising waste, pollution and natural resource depletion. Not only that, unlike most cleaning chemicals, our products don't use harmful chemicals that are damaging to your health.</p>
<p style="text-align: center;">Fields in Trust</p> 	<p>Fields in Trust was founded back in 1925 as the National Playing Fields Association by King George V. They are a national charity and operate throughout the UK to safeguard recreational spaces and campaign for better statutory protection for all kinds of outdoor sites. Their mission is the same now as it was then: to ensure that everyone – young or old, able or disabled and wherever they live – should have access to free, local outdoor space for sport, play and recreation. These spaces are vital to building happy and healthy communities and sadly continue to be threatened by all kinds of development.</p>
<p style="text-align: center;">Groundwork London</p> 	<p>Groundwork London helps people and organisations make changes in order to create better neighbourhoods, to build skills and job prospects, and to live and work in a greener way. Their work covers many interconnected issues including environment, healthy living, regeneration and worklessness. We create projects and services that benefit both people and the environment.</p>

<p style="text-align: center;">Inspiratia</p> 	<p>Inspiratia is a business-to-business news and analysis provider operating within the infrastructure and renewable energy finance industry. The company is a subscription service operating online and also holds regular panel discussion events, both at venues in London and abroad, as well as online.</p>
<p style="text-align: center;">The Green Party</p> 	<p>The Green Party of England and Wales promotes the policies of ecological sustainability, a fairer more stable economy, a more equal society, a higher standard of democracy and accountability of politicians to the communities they serve, and social justice on the global level as well as in our own country.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Campaigning	Manual Duties
Client Services	Office Administration
Competitor Analysis	Research
Creating Reports	Social Media Development
Database Management	Think Tank
Event Management and Coordination	Writing Press Releases

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication (Speaking, Writing & Listening)	Presenting and Reporting
Identifying Creative Ideas	Problem Solving
Interaction and Liaison skills	Promoting and Selling
Networking	Research
Planning and Organisation	Teamwork

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
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9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
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LONDON SAMPLE INTERNSHIP LIST EVENT PLANNING





INDUSTRY DESCRIPTION

Students seeking placements in Event Planning and Coordination will need to be organised and demonstrate effective communication skills. Students may be tasked with a wide variety of roles and responsibilities and as such should be comfortable with multitasking and working within a fast-paced environment. Students should be aware that Events roles are available across all sectors, where possible they will include working on specific events, however there is often a large amount of office-based work that will form part of the role. Suitable candidates for this sector may come from a varied academic background, including but not limited to; Marketing, PR, Operations and Logistics, Communications, and many others.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Alterniq Events</p>  <p>The logo for Alterniq Events features the word "alterniq" in a bold, lowercase, black sans-serif font, with "EVENTS" in a smaller, all-caps, black sans-serif font below it. Above the "i" in "alterniq" are two small, purple dots.</p>	<p>Alterniq Events is an event management agency based in Canary Wharf specialising in the creation of bespoke corporate events.</p> <p>Alterniq creates simplicity out of complexity; developing refined and effective solutions, to produce events that leave a lasting impression, exceeding all expectations. Our team utilises creativity, innovative thinking and market expertise whilst working closely with every client to produce concepts truly representative of their unique goals and objectives.</p> <p>By focusing on business and private partnering, our goal is to produce unique events tailored to you.</p>
<p style="text-align: center;">CLIC-Sargent</p>  <p>The logo for CLIC Sargent features the text "CLIC Sargent" in a purple, sans-serif font, followed by a stylized purple flower icon and the text "for children with cancer" in a purple, sans-serif font.</p>	<p>CLIC - Sargent is the result of a recent merger of non-profit organisations that support families at home and in hospital from the day of diagnosis. They fund more than 100 CLIC-Sargent Care Professionals, who provide a wide range of services. They raise money through several high-profile events.</p>
<p style="text-align: center;">Conker Events</p>  <p>The logo for Conker Events features a stylized white "C" inside a black circle, with the text "Conker Events" in a white, sans-serif font below it.</p>	<p>Conker Events offer bespoke event planning and management, taking your seedling of an idea and making it grow. They believe that every wedding, party or fundraiser should be different, because it should be totally unique to the customer. They pride themselves on working collaboratively with clients, helping to unleash and fulfil their creative ideas; whether they're full to the brim of them, or think they have none at all.</p>

<p style="text-align: center;">Elephant Family</p> 	<p>Elephant Family is making a real difference to the fate of the endangered Asian elephant. By working where we are most needed and forming trusted partnerships, we are saving one the world's most magnificent and threatened creatures.</p>
<p style="text-align: center;">KIDS</p> 	<p>KIDS is a national charity dedicated to helping children with disabilities and their families. The KIDS way is unique; there are no other organisations which provide the same extensive range of services to children with every kind of disability, aged from 0 - 19 years, in partnership with parents. The focus of the services is upon all of the child's needs including educational, social, developmental and emotional.</p>
<p style="text-align: center;">Marriott Hotels</p> 	<p>Marriott International, Inc. is a leading worldwide hospitality company. Its heritage can be traced to a soft-drink stand opened in Washington DC in 1927 by J. Willard and Alice S. Marriott. Today, Marriott International has nearly 2,800 lodging properties in 70 countries and territories around the world. Each London based Marriott promotes a wide range of customised events as part of their services.</p>
<p style="text-align: center;">VNV Live</p> 	<p>VNV Live is an innovative live events company specialising in professional audio, lighting and staging services for private, public & corporate events. From the smallest private function to the largest media covered awards show, there's no event too big or too small for the highly experienced VNV Live team.</p> <p>We've worked on a wide range of events including corporate conferences, award shows, weddings, birthday parties, live music shows and much more!</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Business Development

Market Research & Data Analysis

Community Outreach

Office Administration

Creation of Promotional Materials

Sales/Marketing Presentations & Promotion

Event Campaigns

Search Engine Optimisation

Events Support

Social Media Development

Fundraising

Website Development

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Business & Commercial Acumen	Presentation
Creativity & Imagination	Research
Good Oral & Written Communication Skills	Strong Interpersonal Skills
Influencing & Negotiation	Teamwork
Organisation	

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
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5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Management and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
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LONDON SAMPLE INTERNSHIP LIST FASHION

INDUSTRY DESCRIPTION

London is a world-renowned location for fashion innovation, creativity, and leadership. Students that are applying for a fashion placement should be able to demonstrate relevant academic or previous extra curricular activities related to this industry. Students will need to be adaptable, have a good degree of flexibility and be open to a range of tasks in the workplace. Fashion related placements can include roles in PR, Merchandising, Buying, Marketing & Social Media, consumer trend forecasting and potentially some design work. Please note, design work is very limited even for students with prior experience.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Elliot Rhodes</p> 	<p>Bespoke and innovative, here at Elliot Rhodes we create beautiful luxury leather belts and buckles in a wide variety of colours, textures and styles to suit all tastes. Over the last thirteen years, Elliot Rhodes has become the go-to belt and buckle making brand, renowned for a wide variety of handmade designs. All of our belts are designed in the UK and made exclusively for us to our own exacting specifications. Unique to our offer is our interchangeable system which gives our customers the freedom to choose a belt strap of their desired width, colour and finish and match with one or more buckles to reflect their personal style.</p>
<p style="text-align: center;">K&H Comms</p> 	<p>K&H is a communications agency that was founded in 2010 with a rebellious spirit and one specific objective in mind, to make the brands they represent the most noticed and sought after across the globe.</p> <p>Because every brand is unique, K&H creates bespoke packages to suit their clients' needs and budgets; from on-going support to shorter-term consultancy briefs across the fashion, beauty and lifestyle sectors.</p>

<p>M Industry</p> 	<p>After the IT bag, M Industry presents the ART bag . . . and the art of transformation. M Industry, launching in October 2017, creates leather accessories that are utterly original, individual, and beautifully hand-crafted. Working with a team of highly skilled artisans, embroiderers and designers, M Industry takes the handbag into the realm of art, breaking the rules and boundaries of other fashion accessories.</p>
<p>Pringle of Scotland</p> 	<p>Cashmere. Argyle. The Twinset. Cardigans for British (and Hollywood) royalty. All made famous, made relevant and in some instances made for the first time, by this knitwear company, whose origins lie in the unassuming town of Hawick, Scotland, United Kingdom.</p> <p>It may have over a 200-year history, indeed it can be considered one of the oldest luxury fashion brands in the world, but Pringle of Scotland has always been a thoroughly modern, pioneering company. Founded in 1815 by Robert Pringle as manufacturers of knitted hosiery, it was Pringle, decades after its inception, that embraced and encouraged the technical innovations that led to the creation of knitted outerwear, and indeed coined the term 'knitwear' to describe its ever-growing collections.</p>
<p>Salt Resort Wear</p> 	<p>Salt Resort Wear is the brainchild of Stephanie Alameida who became known for her signature style having travelled the globe. After noticing a large gap in the market for a luxury, multi-brand resort wear lifestyle store, Stephanie decided to launch the UK's first resort wear boutique situated on London's exclusive Walton Street. Salt Resort Wear is the ultimate destination for luxury resort wear, all year round. The London store and online boutique is a fashion emporium housing resort wear, ready-to-wear and accessories from an array of international designers.</p>
<p>Trendstop</p>  <p>Trend forecasts you can trust.</p>	<p>Trendstop is a vertical consumer research, trend analysis, creative concept & product development agency. We also are the publisher of the TrendTracker mobile and iPad apps.</p>
<p>WGSN</p> 	<p>WGSN is the leading online trend-analysis and research service providing creative and business intelligence for the apparel, style, design and retail industries. WGSN provides fashion and design businesses with the intelligence to drive commercially successful products and services.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Apparel Design	Merchandising
Client Services	Office Administration
Database Management	Press Samples
E-Commerce	Sales
Fashion Research	Social Media Development
Marketing & PR campaigns	Trade Shows

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Apparel Technical	Information Gathering
Business Acumen & Commercial Awareness	Interaction and Liaison skills
Effective Communication (Speaking, Writing & Listening)	Networking
Expertise	Promoting and Selling
Identifying Creative Ideas	Teamwork

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.

6. Organisation, Time Management and Prioritisation Skills: The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. Problem Solving: The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. Adaptable: The ability to adjust oneself readily to different conditions and environments.
9. Goal Setting: The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. Career Based or Vocational Skills: The development of specific knowledge or abilities related to an occupation.



CAPA LONDON SAMPLE INTERNSHIP LIST FILM AND VIDEO

INDUSTRY DESCRIPTION





Students who are applying for an internship in Film and Video Production should have strong creative ideas, a passion for the industry and be able demonstrate a range of soft skills, including, good attention to detail, the ability to multi-task and to work to deadlines. Students should be prepared to work in a range of roles, from marketing and administration for Film and Video Production companies to supporting in visual and/or audio production and editing. Previous experience is desirable (although not always essential) and candidates should include detailed information about their technical skills (e.g. Final Cut Pro, Avid Media Composer etc.) and a link to a showreel, portfolio or any online content in their application documents.

Please note that roles within these areas in London are largely focused around Video and Media production, often within Creative Agencies. It is important that students are aware that these roles will give insight into the industry, however it is unlikely that students will be on set or in a studio environment. For those within Film production companies the organisations are often smaller, where roles can include tasks like, filming, editing, talent scouting, storyboarding etc, and give students the chance to see many different areas of the industry rather than one specific role.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p>Boulder Creek International</p> 	<p>Boulder Creek International is a well-established and innovative Film and TV boutique Production and Distribution company based in central London. Since we opened for business in 2007 our company and reputation has grown to specialise in two core areas, Post-Production and Distribution.</p>
<p>Fully Focused</p> 	<p>At Fully Focused we use the power of film to challenge perceptions, raise awareness and transform lives.</p> <p>While FF is led by a core team of 15 young adults, we have a team of 19 young people in total. This is combined with the wealth of experience carried by a few 'older' members. We are also dedicated to working with and reaching young people across London and beyond. We are currently running industry-standard, hands on film and media training and workshops. As well as bespoke social development and employability skills workshops across London.</p>

<p>Latimer Creative Media</p> 	<p>Latimer Creative Media is an award winning, youth-centred social enterprise committed to affecting social change through creative digital media and film production. The role is varied and well-rounded and includes production, marketing, social media development, events administration and data capturing, organising and evaluating.</p>
<p>Patchwork Productions</p> 	<p>Patchwork Productions is an independent film production company, set up by producer Christine Hartland. A slate of feature films are at various stages of development.</p> <p>After producing award winning short films Christine produced her first feature film in 2008, the political thriller WMD by David Holroyd represented by Independent Film Company. WMD was one of the first British films to follow a reverse distribution strategy.</p>
<p>Raindance Production</p> 	<p>Raindance London aims to promote and support independent filmmaking and filmmakers in the UK.</p> <p>From new and emerging to industry pros, Raindance connects, trains, supports, and promotes visual storytellers through every step of their career. Each year Raindance produces the Raindance Festival in London.</p>
<p>Whitecoat Productions</p> 	<p>Whitecoat is an award winning, global content production company with offices in London & Singapore. We create content watched by billions of people around the world.</p> <p>Our mantra is “Create better content”</p> <p>This is what we help our clients to achieve but is also the challenge we set to ourselves. From utilising the latest filming and post-production techniques, to finding new motion design and animation styles or unearthing the perfect creative collaborators.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities develop over time and throughout internship placements. Projects may include but are not limited to:

Assisting on Live Shoots

Production & Post-Production

Editing, Formatting & Uploading Content

Research

General Office Administration & Support

Scheduling Assistant

Pitch Preparation & Presentation to Prospective Clients

Social Media and Marketing Development

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills include, but are not limited to:

Accuracy	Planning & Organisation
Business Development	Professional Networks & Contacts
Effective Communication	Research & Information Gathering
Evaluation	Team Work
Media Production & Post-Production	Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.






LONDON SAMPLE INTERNSHIP LIST FINANCE




INDUSTRY DESCRIPTION

Finance internships are very highly sought after in London and as such, many corporate firms have established graduate recruitment schemes. However, CAPA has continued to build relationships with organisations and departments that provide excellent opportunities for students seeking to develop their skills in the finance industry. Students should have strong analytical skills and a good attention to detail and should be able to demonstrate relevant academic modules or coursework. It is also advantageous to highlight previous extra-curricular activities or vocational experiences related to this industry. It should be noted that placements in banks, investments, asset, and wealth management agencies are extremely limited and often unavailable for shorter length summer placements. Finance interns should have realistic expectations on the type of organisation they will be placed in.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Aratus Capital</p> 	<p>Aratus Capital is putting together financing for various investment offers ranging from renewable energy, luxury real estate, technology, and biotech.</p>
<p style="text-align: center;">Hambro Perks</p> 	<p>We provide strategic and insightful advice to entrepreneurs, business leaders and organisations globally.</p> <p>We invest in high growth businesses and special situations. We are sector agnostic. We back great people with ambition, energy and vision who welcome our support.</p>
<p style="text-align: center;">ACE Hotel London</p> 	<p>Ace Hotel London Shoreditch hangs its hat in London's most creative, engaged district. A hub for galleries, theatre and design, Shoreditch is home to the Brick Lane Market, landmark creatives and renegade artists from around the world.</p> <p>Finance Interns ensure the finance team lead the financial control mechanisms of Ace Hotel London, ensuring that stringent processes and accountability are implemented and adhered to across the business and that the hotel achieves long term sustainable success.</p>

<p style="text-align: center;">Intercontinental Hotel Group</p> 	<p>IHG is a global hotel company that operate nine hotel brands – InterContinental, Crowne Plaza, Hotel Indigo, Holiday Inn, Holiday Inn Express, Staybridge Suites, Candlewood Suites, EVEN™ Hotels and HUALUXE™ Hotels and Resorts. With such a truly global organisation they have the highest of standards in finance and accountancy. Each IHG location operates with maximum efficiencies and conduct financial business to the highest of standards. In addition to finance placements, IHG also offers internships in HR, Events, Marketing, Operations and many others.</p>
<p style="text-align: center;">Illiquidx Ltd</p> 	<p>IlliquidX Limited (IlliquidX) is an innovative independent financial services boutique specialised in illiquid markets, which caters to institutional, professional and high net worth investors. The firm's activities concentrate in two areas: Sales & Trading and Advisory.</p>
<p style="text-align: center;">World Remit</p> 	<p>At WorldRemit the Finance team is at the centre of the business. The team is separated into three functions: Financial Operations, Commercial Finance and Financial Reporting. Across those functions, they control incoming and outgoing funds, ensure that correspondents are appropriately funded, and protect our company assets. They also analyse the performance of our business to improve revenue and profits.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Accounting

Bookkeeping

Budget Builds

Creating Reports

Database Management

Financial Research

Invoicing

Office Administration

Payroll Processing

Revenue Reconciliations

Sales Ledger Accounts

Social Media Development

Tax Filing

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Analytical skills	Coding (Python, C++)
Business Acumen & Commercial Awareness	Interaction and Liaison skills
Effective Communication (Speaking, Writing & Listening)	Numerical Competence
Generating Reports	Problem Solving

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
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7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
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LONDON SAMPLE INTERNSHIP LIST FUNDRAISING



INDUSTRY DESCRIPTION

London is home to a wide variety of community projects and non-profit organisations and one of the most vital departments within these organisations is the Fundraising Team. Charities and Foundations need to raise money for their highlighted cause by showcasing their previous work and laying out their future. Placement opportunities include devising, coordinating, and executing sponsored activities, supporting marketing activities and interacting with supporters of the organisation. Applicants should demonstrate excellent written and oral communication skills, good interpersonal skills, and the ability to work well with a team.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Action on Hearing Loss</p> 	<p>Action on Hearing Loss (formerly known as RNID) is the UK's largest charity for the 11 million people in the UK who confront deafness, tinnitus and hearing loss every day. Established in 1911, we help people to take control of their lives and live the life they choose, removing the barriers standing in their way. We give people support and care, develop technology and treatments, and campaign for equality.</p> <p>Action on Hearing Loss is growing rapidly on the back of a new brand, a new and highly ambitious long-term strategy, Taking Action, and a long-term investment plan in fundraising. Last year we helped more people with hearing loss than ever before. Our annual report and website show how we've changed the world for the people we help – see our website for more information.</p>
<p style="text-align: center;">Elephant Family</p> 	<p>Elephant Family is making a real difference to the fate of the endangered Asian elephant. By working where we are most needed and forming trusted partnerships, we are saving one of the world's most magnificent and threatened creatures. Their objective is to make the plight of Asian Elephants known to everyone by generating support through mass public engagement campaigns in Asia and the West.</p>
<p style="text-align: center;">Headway East London</p> 	<p>Headway East London is a charity supporting people affected by brain injury. Working across 13 London boroughs they offer specialist support and services for survivors and their family. They offer therapies, advocacy, family support and community support work alongside their day service: a community venue where people can make the most of their abilities and interests. They also promote awareness and understanding of brain injury by providing information to the public, and offering training to university students, professionals and businesses.</p>

<p style="text-align: center;">KIDS</p> 	<p>KIDS are a national charity dedicated to helping children with disabilities and their families. The KIDS way is unique; there are no other organisations which provide the same extensive range of services to children with every kind of disability, aged from 0 – 19 years, in partnership with parents. The focus of the services is upon all of the child's needs including educational, social, developmental and emotional.</p>
<p style="text-align: center;">Whizz-Kidz</p> 	<p>Whizz-Kidz is the leading provider of customised mobility equipment outside the NHS. We provide training, advice and life skills for disabled young people and play a key role in influencing policy decision making through our campaigns and lobbying of government. We aim to give all disabled young people the chance to live a life of freedom at home, at school and at play – the independence to be themselves.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Community Interaction & Engagement	Office Administration
Event Coordination & Support	Online Content Production & Editing
Fundraising	Research
Marketing	Social Media Development
Media Production	Volunteer Coordination
Mentoring & Support	Writing Press Releases

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Community Engagement	Presenting & Reporting
Effective Communication	Research
Mentoring & Support	Research
Networking & Influencing	Time Management
Planning & Organizing Events	Understanding of Non-Profit Sector

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.

3. Remote Collaboration: The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. Global Perspective: To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. Cultural Awareness: To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
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CAPA LONDON SAMPLE INTERNSHIP LIST GRAPHIC DESIGN



INDUSTRY DESCRIPTION

There are some amazing design agencies and departments here in London but the industry is seriously competitive and candidates seeking part time internships must be able to show relevant academic and extra-curricular work experience. Students seeking Graphic Design placements should include details of all their relevant IT skills and should also submit a portfolio of work along with their application documents.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p>Catapult: VCCP Media</p> 	<p>Catapult, as the name suggests, is focussed on creativity that maximises effective media and delivers real-world marketing and design solutions that maximise impact and results. Formed out of the award-winning creative department of First City Advertising BBDO, Catapult offers clients an even wider breadth of services across all marketing platforms.</p>
<p>Fourfeet</p> 	<p>We are a creative agency based in London. We're a studio of designers, developers and content makers.</p> <p>Our work encompasses graphic design and identity, websites and digital experiences, exhibitions and installations, advertising and communications, video and editing.</p>
<p>London Basketball Association (LBA)</p> 	<p>London Basketball Association (LBA) is a registered charity, established in July 2012. We are a small but intensely committed organisation, built up and employing directly from the very communities within which we work. We operate within the 'sport for development' sector and aim to bring positive social change in areas such as health and wellbeing, substance misuse and employment, through the powerful medium of sport, and basketball specifically.</p>

<p style="text-align: center;">Latimer</p> 	<p>Latimer Creative Media is an award winning, youth centred social enterprise committed to affecting social change through creative digital media and film production.</p>
<p style="text-align: center;">Onward Display</p> 	<p>Established in 2003, Onward Display Ltd. are a creative large format printers, offering endless print options & solutions for retail, events & exhibition graphics. We have 3 large showrooms in central London with over 25 large format print & cut machines that run 24/7. We rely completely on recommendation through the work we produce. All work undertaken is produced in-house with our own machines which enable us to have complete control of quality and pricing.</p>
<p style="text-align: center;">Pay Creative</p>	<p>PayCreative is a full-service design and marketing studio based in London. They help brands and businesses express themselves and their products through engaging design and meaningful experiences.</p>

POTENTIAL PROJECT OPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Administration

Print Graphics

Advertisement Layouts

Research

Creating Visuals

Setting Up Mood Boards

Design Layout

Social Media Content Creation

Developing Concepts

Sourcing Images

Interpret Design Briefs

Web Graphics

Marketing Campaigns

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additions skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Client Liaison

Portfolio Development

Communication

Presenting

Drawing Skills

Software Skills

Networking

Teamwork

Planning & Strategic Development

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
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CAPA LONDON SAMPLE INTERNSHIP LIST HEALTHCARE

INDUSTRY DESCRIPTION

The healthcare industry in the UK has many laws and legislations that will impact the level and type of opportunities available to undergraduate students. For many roles, especially those requiring “hands on” responsibilities, there are regulations that stipulate that individuals must have achieved certain qualifications. However, CAPA has developed meaningful placements with a range of organisations that can provide first class opportunities to support and develop the students understanding of healthcare practices, cultural differences as well as technical skills. Placements will vary from small private facilities, community organisations through to large NHS hospitals. Students will need to have a relevant academic background and related work experience or undertaken extracurricular activities in the healthcare field to be accepted by a host site.

EXAMPLES OF PAST PLACEMENTS

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<p style="text-align: center;">Anatomie</p> 	<p>Anatomie provides top flight Physiotherapy and Complementary Therapies from assessment and diagnosis to treatment and rehabilitation. Interns will engage in work surrounding muscular skeletal practices and pathologies and orthopaedics and will gain first hand observation experiences and be assigned individual projects.</p>
<p style="text-align: center;">Cavendish Imaging</p> 	<p>Cavendish Imaging is a medical imaging company specialised in cone beam CT imaging and anatomical model production. Both activities focus on helping clinicians plan the patient’s surgery and shorten surgery-time. Cavendish receives referrals from both the private and NHS sectors. Placements are focused on healthcare administration and commercial development.</p>
<p style="text-align: center;">Centre for Brain and Cognitive Development</p> 	<p>The Centre for Brain and Cognitive Development is internationally recognised as one of the leading centres of its kind. Work at the CBCD is characterised by an equal focus on theoretical, methodological, and empirical advances in understanding infant and child development. As well as studying typical brain development in infancy, it is one of the only laboratories in Europe that studies brain functioning in very young children with autism and William’s Syndrome. Placements are research orientated and students will receive mentoring from some of London’s finest professionals.</p>

<p style="text-align: center;">HealthProm</p>  <p style="text-align: center; font-size: small;">Ensuring vulnerable children have the best start in life</p>	<p>Established in 1984, HealthProm began as a USSR-UK Medical Exchange Programme set up by doctors and allied professionals to promote health education through tours, conferences and exchange visits. They have since extended from working exclusively in health care to include a focus on the social care of children. HealthProm champions two fundamental human rights: the right to health as an attainment of complete physical, mental and social well-being, and the right children have not to be separated from their parents.</p>
<p style="text-align: center;">Kings College Hospital</p> 	<p>King's College Hospital NHS Foundation Trust is one of London's largest and busiest teaching hospitals, with a unique profile of strong local services and a focused set of specialist services. Kings are recognised nationally and internationally for their work in liver disease and transplantation, neurosciences, cardiac and haemato-oncology, although placements have been provided and many others fields.</p>
<p style="text-align: center;">NAZ</p> 	<p>NAZ aims to educate and empower communities to face up to the challenges of sexual health and HIV, and to mobilize the support networks that exist for people living with HIV/AIDS. NAZ also provides training services to voluntary, community and statutory organisations as well as a wide range of resources. Placements have been available within grant funding, community outreach and volunteer coordination programs.</p>
<p style="text-align: center;">The Royal Free Hospital Children's School</p> 	<p>The Royal Free Hospital Children's School is a community Special School for pupils aged 5 to 16. They offer high quality education for all children who are inpatients at the Royal Free Hospital. They also provide places for a limited number of children who are not in-patients but who are receiving support from medical or mental health services and may benefit from attending our school on a daily basis. The school operates within a multidisciplinary framework; working closely with a range of professionals including consultant doctors, mental health professionals, physiotherapists, speech therapists and other agencies.</p>

POTENTIAL PROJECT OPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Advocacy Campaigns

Client Observations

Community Outreach

Database Management

Developing Reports

Drafting Documents

Industry/Medical Research

Office Administration

Social Media Development

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Analytical Skills	IT Technical Skills
Business Acumen	Networking
Commercial Awareness	Presenting
Communications	Problem Solving
Customer & Client Service Skills	Project Leadership
Information Gathering	Teamwork
Interaction & Liaison Skills	Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
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CAPA LONDON SAMPLE INTERNSHIP LIST HISTORY




INDUSTRY DESCRIPTION

London is a city rich with history and culture and we work with a range of organisations that would suit students majoring in History or looking to pursue a career related in this field. Students should give as much detail as possible about their specific areas of interest, ie. Art History, Archiving, European History, Education and should also demonstrate good research and communication skills. As a number of these sites are small-medium sized organisations, candidates should be positive self-starters with a can-do attitude and an ability to work independently as well as with a team.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Foundling Museum</p> 	<p>The Foundling Museum was established in 1998 as a charity to care for the Foundling Hospital Collection. Following an extensive fundraising, renovation and rebuilding campaign the Foundling Museum opened in 2004. The Museum was previously the Hospital's London headquarters. It includes original eighteenth century interiors, furniture and fittings from the original London Hospital building including the Committee Room, the Picture Gallery, a staircase from the boys' wing and the magnificent Rococo Court Room.</p>
<p style="text-align: center;">Historical Association</p> 	<p>The Historical Association support the study and enjoyment of history at all levels by creating an environment that promotes lifelong learning and provides for the evolving needs of people who share an interest in history. They also lead activities and campaigns to raise the profile of history at local and national levels. They strive to achieve this by encouraging wide membership, offering information and education and campaigning for history.</p>
<p style="text-align: center;">London Canal Museum</p> 	<p>A volunteer-run museum telling the history of London's waterways, their construction, working, demise and regeneration. They cover social, industrial and transport history and promote a busy education programme. As the only waterways museum in the South East of England, they play an important role in preserving and promoting the history and enjoyment of London's canals and waterways.</p>

<p>National Army Museum</p> 	<p>The Museum covers the history of the British Army from its origins to the present day. Interns will have the opportunity to get involved with listing and cataloguing the accessioning backlog of archives and photographs in the Museum; transcribing Second World War letters and diaries from the originals for a forthcoming publication 'Wives and Sweethearts'; helping to rationalise the storage of large archives and photos.</p>
<p>Ragged School Museum</p> 	<p>The Ragged School Museum is a unique building that once housed the largest 'Ragged School' in London, run by the esteemed Dr Barnardo. Today the museum celebrates and remembers his achievements as well as helping people gain an understanding of the Victorian East End. Working mainly with primary school children they run interactive, drama-based workshops in their reconstructed classroom and kitchen.</p>
<p>Westminster Archives</p> 	<p>The City of Westminster Archives Centre is a modern, purpose built archives centre. Its collections are largely unique and form the most complete picture of Westminster's history and growth in existence. They extend to over 5 kilometres of shelving and include around 60,000 illustrations dating from Tudor times to the present day (the earliest original item dates from 1256) as well as many other types of historical record.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Archiving

Events Support

Creation of Promotional Materials

Front of House

Curating

Office Administration

Design

Projects

Developing Publications & Presentations

Research & Analysis

Educational Projects & Workshops

Social Media Development

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Analytical Ability	Methodical Approach and Excellent
Attention to Detail	Organisation
Creativity & Imagination	Presentation
Good Oral & Written Communication Skills	Research
Independent Work & Teamwork	Strong Interpersonal Skills

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Management and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.





CAPA LONDON SAMPLE INTERNSHIP LIST HOSPITALITY




INDUSTRY DESCRIPTION

London is one of the largest and most visited cities in the world each year and thus the hospitality industry is one that thrives throughout the calendar year. Students seeking placements in hospitality should be open to a range of tasks, showing a flexible approach to workloads. In addition, a professional manner and work ethic will be imperative with the ability to show first class customer service skills with all client interactions. Second languages are often a bonus when working in this field.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Konditor & Cook</p> 	<p>Konditor & Cook is the brainchild of German born 'Konditormeister', or pastry chef, Gerhard Jenne and was founded in 1993. At Konditor & Cook we are highly regarded for our original baking and consistent quality, using organic, free-range eggs and natural butter in all our baking. We are particularly well known for our amazing brownies, legendary chocolate and vanilla Curly Whirly cake and signature Magic Cakes, as well as a full range of delicious cakes and pastries and truly remarkable bespoke celebration cakes.</p>
<p style="text-align: center;">D & D London</p> 	<p>D&D London is a group of luxury restaurants, bars and hotels based principally in London, but also with venues in Paris, New York and Tokyo. It was founded by Des Gunewardena and David Loewi (the eponymous D and D) in 2006, following a buyout of Conran Restaurants, which itself was established back in 1991. The company was already central to London's restaurant scene, owning some of the capital's most celebrated restaurants, such as Quaglino's, Le Pont de la Tour, Chelsea's famous Bluebird and City favourite Coq d'Argent. The group also created and owned The Great Eastern Hotel (sold to Hyatt Hotels in 2006 and now rebranded as Andaz) Alcazar in Paris and Guastavino's in New York, among others.</p>

<p style="text-align: center;">Marriott</p> 	<p>Marriott International, Inc. is a leading worldwide hospitality company opened in Washington DC in 1927 by J. Willard and Alice S. Marriott. Today, Marriott International has nearly 2,800 lodging properties in 70 countries and territories around the world. This multinational organisation adopts the highest standards of HR operations and procedures.</p>
<p style="text-align: center;">Somewhere New</p> 	<p>Somewhere New arranges day trips and weekend trips for international students for service providers and UK universities which are sold via are website, international student fairs and through study abroad office.</p> <p>Somewhere New also arranges short term faculty led study abroad and study tours for university and high school students in the UK and USA.</p>
<p style="text-align: center;">ACE Hotel London</p> 	<p>Ace Hotel London Shoreditch hangs its hat in London's most creative, engaged district. A hub for galleries, theatre and design, Shoreditch is home to the Brick Lane Market, landmark creatives and renegade artists from around the world.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Business Development

Business & Front-house Operations

Client Satisfaction Surveys

Creation of Promotional Materials

Event Management

Events Support

F&B support

Finance Coordination

Research & Data Analysis

Reservations

Sales/Marketing Presentations

Social Media Development

Website Development

Human Resource tasks

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Accuracy & Attention to Detail	Information Gathering
Administrative Skills	Operational and Logistical understanding
Customer Service	Planning & Organisation
Effective Communication	Stakeholder and Expectation Management
Independent Work & Self-Reliance	Teamwork

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Management and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.



CAPA LONDON SAMPLE INTERNSHIP LIST HUMAN RESOURCES (HR)

INDUSTRY DESCRIPTION

Human Resources (HR) is a pivotal component of all organisations, whether it is a large multinational corporation or a small charity organisation. Students seeking a placement in HR should have good organisational skills, be effective in both written and oral communications and feel comfortable when engaging face to face with others. HR can cover a wide range of tasks and duties, therefore students should have a flexible approach to task and be able to multitask.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p>Charter Selection</p> 	<p>London Basketball Association (LBA) is a registered charity, established in July 2012. We are a small but intensely committed organisation, built up and employing directly from the very communities within which we work. We operate within the 'sport for development' sector and aim to bring positive social change in areas such as health and wellbeing, substance misuse and employment, through the powerful medium of sport, and basketball specifically.</p>
<p>Fusion Lifestyle</p> 	<p>Fusion Lifestyle is a registered charity, created in 2000 to provide quality sport, leisure and fitness activities to local communities and encourage people to get healthy and active. Since then, we've continued to grow and now provide facilities at nearly 100 locations across the UK.</p>
<p>Marriott International</p> 	<p>Marriott International, Inc. is a leading worldwide hospitality company opened in Washington DC in 1927 by J. Willard and Alice S. Marriott. Today, Marriott International has nearly 2,800 lodging properties in 70 countries and territories around the world. This multinational organisation adopts the highest standards of HR operations and procedures.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Administration support	Recruitment and Talent Surveying
Creating HR documents	Research & Reporting
Event Support	Social Media Development
Interviewing	Updating Staff information

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Accuracy & Attention to Detail	Policy Research & Development
Administrative Skills	Project Rollouts
Customer Service	Research & Information Gathering
Effective Communication	Conflict Resolution
Independent Work & Self-Reliance	Understanding of the British HR Systems & Practices
Planning & Organisation	Understanding of resource management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
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7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.

8. Adaptable: The ability to adjust oneself readily to different conditions and environments.
9. Goal Setting: The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. Career Based or Vocational Skills: The development of specific knowledge or abilities related to an occupation.



CAPA LONDON SAMPLE INTERNSHIP LIST INTERNATIONAL RELATIONS



INDUSTRY DESCRIPTION

International Relations (IR) is the study of relationships among countries, the roles of sovereign states, inter-governmental organisations (IGO), international non-governmental organisations (INGO), non-governmental organisations (NGO) and multinational corporations (MNC). Students seeking an internship in International Relations and Foreign Affairs should highlight relevant coursework or extra-curricular activities and should specify if they have a specific area of interest within this field. Students should have strong research and communication skills, along with an awareness and interest in international news and current affairs.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p>Commonwealth Magistrates & Judges Association</p> 	<p>The Commonwealth Magistrates' and Judges' Association (CMJA) is a unique international association which brings together judicial officers from over 68 jurisdictions in the Commonwealth and beyond. Interns at the CMJA have the opportunity to be involved in various high-profile projects that include conference organizing, grant writing, funding research and reviewing judicial casework related to gender and human rights issues.</p>
<p>Civil Service College</p> 	<p>Civil Service College is a training provider that specialises in governance, government and public administration. Our tutors are former civil servants that have extensive experience as practitioners and teaching experience at the former National School of Government. Our programmes accommodate development needs of organisations in the private sector, third sector and on international level. The college offers a wide range of training, ranging from policy-making to personal development such as writing skills.</p>
<p>Independent Academic Research Studies (IARS)</p> 	<p>The Independent Academic Research Studies (IARS) is a well-recognised, international think-tank known for its bottom-up methods of citizen participation, as well as its strong and independent evidence-based approach to social problem solving. They deliver research, training and campaigning on key policy issues concerning youth, refugee and asylum-seeking groups and criminal justice topics.</p>

<p>Irish in Britain</p> 	<p>Irish In Britain (formerly the Federation of Irish Societies) is a national umbrella organisation established in 1973, which draws together Irish clubs and societies in Britain. They promote the interests of Irish people through various activities in the community. Irish in Britain is uniquely positioned to facilitate a whole community network and become the leading portal for creative discussion, active partnership and community outcomes.</p>
<p>Womankind Worldwide</p> 	<p>Womankind Worldwide (WWW) is a leading international women's, human rights and development organisation. We work in partnership with women's organisations around the world to reduce violence against women, support women to play an active role in society.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Outreach Research	Presentation
Creation of Promotional Materials	Production of Editorial Copy
Events Support	Research & Analysis
Marketing Campaigns	Social Media Development
Media Production	Website Development

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Knowledge of International Policy	Organisation
Business & Commercial Acumen	Presentation
Influencing & Negotiation	Research
Networking	Strong Interpersonal Skills
Oral & Written Communication	Policy Writing

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
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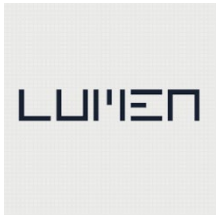

CAPA LONDON SAMPLE INTERNSHIP LIST IT, COMPUTER SCIENCE AND WEB DESIGN

INDUSTRY DESCRIPTION

Students who are applying for an internship in Information Technology, Computer Science or Web Design should demonstrate a good range of IT skills, have strong analytical skills and excellent attention to detail. Students interested in Computer Science or Web Design should also have a good aesthetic eye and a solid technical knowledge of web design tool applications and should include a portfolio or a link to any sample work with their application documents.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Lumen Research</p> 	<p>Lumen is an innovative 'attention technology' company, using cutting edge eye-tracking techniques to measure the salience and engagement of visual communications. They help publishers, advertisers, and their agencies understand what really gets and keeps people's attention. Using the latest in eye tracking technology they are able to provide deeper insight into marketing than has ever been possible before. Their expertise in big data research projects mean they can quickly manipulate data to give companies truly useful statistics on view ability, and they are able to make solid, actionable recommendations on how you can optimise your communications.</p>
<p style="text-align: center;">Grant Thornton</p> 	<p>Dynamic organisations know they need to apply both reason and instinct to decision making. At Grant Thornton UK LLP, this is how we advise our clients every day. We combine award-winning technical expertise with the intuition, insight and confidence gained from our extensive sector experience and a deeper understanding of our clients. Through empowered client service teams, approachable partners and shorter decision-making chains, we provide a wider point of view and operate in a way that's as fast and agile as our clients. The real benefit for dynamic organisations is more meaningful and forward-looking advice that can help to unlock their potential for growth.</p>

<p style="text-align: center;">Matterport</p> 	<p>They are a Mayfair-based technology start-up that was recently acquired by USA company Matterport. Matterport is an immersive media technology company that builds 3D media solutions that power industries from real estate to entertainment, and everywhere in between. The team has built the first end-to-end media platform that allows users to easily create, modify, navigate, and build on digital representations of real places.</p>
<p style="text-align: center;">Perfect Storm Media</p> 	<p>Perfect Storm Media was founded in 2005 with a simple goal in mind; to convert advertising expenses into sales commission on completed sales. Previous placement opportunities have involved software development and statistical analysis for the support of the current bidding algorithm and overall system.</p>
<p style="text-align: center;">The Local Data Company</p> 	<p>The Local Data Company surveys towns and cities across Great Britain in order to collect location and company specific data on the retail and leisure market in these locations. Through this they can provide analysis on market trends and can view movements of specific retailers and investments (such as retail parks and shopping centres) and they can track the 'health' of high streets across GB. They bring their field-researched data alive through their highly-visual location insight platform and also provide data to some of the UK's leading universities.</p>
<p style="text-align: center;">Spilt Milk Studios</p> 	<p>Spilt Milk Studios is a small independent developer and publisher of videogames across mobile, PC and console. We prototype, pitch and develop original games with a wide range of talented freelancers, and have won multiple awards.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities develop over time and throughout internship placements. Projects may include but are not limited to:

Design

Editing, Formatting, & Uploading Content

General Office Administration & Support

Marketing & Communications

Programming

Research

Social Media Development

Statistical Analysis

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills include, but are not limited to:

Accuracy	Planning & Organization
Business Development	Professional Networks & Contacts
Effective Communication	Research & Information Gathering
Evaluation	Various Coding Languages (C++, Python, etc.)
Media Production & Post-Production	Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
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CAPA LONDON SAMPLE INTERNSHIP LIST JOURNALISM





INDUSTRY DESCRIPTION



Students who are applying for an internship in Journalism should have strong written and oral communication skills and should also demonstrate good attention to detail, the ability to multi-task and to be able to work to deadlines. Students should also be familiar with a range of social media platforms and be prepared to research, develop and pitch new and interesting story ideas for the publication. Previous experience is desirable (although not always essential, especially if the student has a strong portfolio from course work etc.) and candidates should include links to any published articles or online blogs in their application documents.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Anna Magee</p> 	<p>Healthista.com is the brainchild of Anna Magee, a UK-based print journalist who was an overweight teen turned health junkie. The former Health Director of Red Magazine and a three-time award-winning journalist, Anna's obsession with fitness, nutrition and all areas of women's health grew to such a point that there wasn't enough space in the national magazines and newspapers she works for, for all the health information she wanted to share with readers all day every day.</p> <p>Anna created healthista.com to bring the knowledge of all the health experts – doctors, nutritionists, personal trainers, psychologists and consultants – in her contact book along with real women's health experiences to readers in new and exciting ways.</p>
<p style="text-align: center;">Business Traveller</p> 	<p>Business Traveller is the leading magazine for the frequent business traveller, with 14 editions worldwide – in the UK, US, Asia-Pacific, Middle East, China, France, Germany, Denmark, Hungary, Africa, Russia, Poland, Israel and India, as well as a number of websites.</p> <p>Launched in the UK in 1976, Business Traveller has become the leading magazine around the world for the frequent corporate traveller. A consumer publication, it is aimed at entertaining business travellers, saving them money and making their travelling life easier. Each edition is packed with editorial on the latest news about airlines, airports, hotels and car rental.</p>

<p>Index on Censorship</p> 	<p>Index on Censorship is a nonprofit that campaigns for and defends free expression worldwide. We publish work by censored writers and artists on our website to promote debate, and monitor threats to free speech.</p> <p>We believe that everyone should be free to express themselves without fear of harm or persecution – no matter what their views.</p> <p>Index’s aim is to raise awareness about threats to free expression and the value of free speech as the first step to tackling censorship.</p>
<p>Nursing Times</p> 	<p>Nursing Times is the largest nursing website in Europe, receiving over 1.5 million page views a month. The brand also produces a monthly print magazine and has its own news app. You will be joining Nursing Times at an exciting point in its 112-year history as we change the frequency of the print magazine from weekly to monthly with the aim of producing more online and less print content.</p> <p>Nursing Times publishes original nursing research and a host of clinical articles for nurses at all stages in their career. The brand is known for being the leading source of nursing news in the United Kingdom, which is supplemented with analysis, opinion articles from nurse leaders and features written by the team. The brand’s online learning tool, Nursing Times Learning, is a highly-successful and ward winning platform hosted on the NT website providing nurses with an opportunity to gain valuable continuing professional development (CPD) as well as a tool to store this evidence.</p>
<p>Spell Magazine</p> 	<p>Spell Magazine is created for today’s young, multi-cultural women looking for a style companion that reflects who they are and what they love.</p> <p>Mainstream media is finally turning its back on a one-size-fits-all approach and we are proud to part of this movement. Women’s magazines are changing to reflect women of all colours, cultures and interests, and we aim to be an integral force within that.</p> <p>We’re here to bring you the latest news, views and trends – whether that’s straight from the fashion catwalks and the coolest city pavements; or from the style experts in the know and the newest bloggers on the block.</p> <p>Our monthly print edition is available as a supplement within Pride magazine, found in all major news outlets, or you can pick up our special larger standalone issue at selected distributors across the country.</p>
<p>The Centre for Investigative Journalism</p> 	<p>The Centre for Investigative Journalism (CIJ) is a charity that champions critical, in-depth reporting and the defence of the public interest. The primary mission of the CIJ is to provide a centre of excellence for the training of journalists; to raise the standard of investigative reporting to a high professional level.</p>

<p>The Independent</p>  <p>INDEPENDENT</p>	<p>The Independent is a British online newspaper. Established in 1986 as an independent national morning newspaper published in London, it was owned by Tony O'Reilly's Independent News & Media from 1997 until being sold in 2010. Since March 2016, it is no longer printed, but is available for readers online.</p>
<p>Travel Weekly</p> 	<p>Travel Weekly is the number-one business magazine and online news provider for the UK travel industry, with a print distribution of over 15,000. It provides news, analysis and destination articles for frontline travel agents, tour operators and tourism employees about the outbound and domestic holiday and travel markets. Travel Weekly has won several awards and is regularly cited in the national media. Travelweekly.co.uk features daily news, breaks industry stories and provides a forum for the industry, and has 81% visitor market share against its nearest competitor. Travel Weekly Business serves the senior end of the industry. It comprises Travel Weekly Business:am, an agenda-setting early-morning email bulletin; Travel Weekly Insight, a monthly intelligence report; and Travel Weekly Business Breakfasts, topical debates with leading industry figures.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop opportunities over time and throughout internship placements. Projects may include but are not limited to:

Editorial Content Production

Social Media Development

Fact-checking

Uploading Web Content

General Office Administration & Support

Vox Pops

Interviews

Website Design

Proofreading

Website/Article Analytics

Research

Writing Articles

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills include but are not limited to:

Accuracy

Professional Networks & Contacts

Effective Written & Oral Communication

Research & Information Gathering

Independence

Team Work

Planning & Organisation

Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
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5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values, and beliefs.
6. **Organisation, Time Management, and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
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CAPA LONDON SAMPLE INTERNSHIP LIST LAW AND LEGAL


INDUSTRY DESCRIPTION

The Legal field is one of the most difficult to secure placements in because so many British Law students undertake placement semesters either during or directly after their studies. Students who are applying for an internship in the law or legal arena should have excellent research and analytical skills and a demonstrable interest in the British legal or criminal justice system. It is essential that students also include details of relevant coursework and any previous experience in their application as this is a challenging field in which to secure opportunities and placements are highly competitive.


It is important to note that students are not able to undertake positions within large law firms, many run their own placement opportunities and they expect students to have a high understanding of UK law to undertake these positions. Students limited knowledge on the UK legal system and laws and legislations mean that direct case work with firms is not feasible.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p>Citizenship Foundation</p> 	<p>The Citizenship Foundation is an independent charity working throughout the UK and overseas to promote more effective citizenship through education about the law, democracy and society. Founded in 1989, it aims to empower people, particularly the young and disadvantaged, with the knowledge, skills and understanding to engage positively with their communities. Our work includes a comprehensive range of citizenship resources for a wide audience from teachers to young offenders, nationwide and international training, and national active learning projects for secondary schools, community-based projects to develop Citizenship Education as a collective responsibility and research to advance our understanding of best practice in citizenship education.</p>
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<p>Commonwealth Magistrates' and Judges' Association</p> 	<p>The Commonwealth Magistrates' and Judges' Association (CMJA) is a unique international association which brings together judicial officers from over 68 jurisdictions in the Commonwealth and beyond. Interns at the CMJA have the opportunity to be involved in various high-profile projects that include conference organizing, grant writing, funding research and reviewing judicial casework related to gender and human rights issues.</p>
<p>Greenways Law</p> 	<p>Greenways Law offers decades of legal experience with a fresh approach. We provide legal advice, support and services for a broad range of issues including conveyancing, wills and probate, employment, commercial etc. Our experienced and approachable solicitors pride themselves on excellent client communications and on keeping the legal process as simple, efficient and cost-effective as possible. With offices in London and Cornwall, we can service your needs.</p> <p>Greenways Law has a long history dating back to 1790, having merged and acquired excellent teams and firms along the way including Messrs, Whitford and Sons, Jenners Conveyancing and most recently Verto Legal.</p>
<p>Hibiscus Initiatives</p> 	<p>Hibiscus Initiatives (formerly known as Female Prisoners Welfare Project) is a registered charity established in 1986. Hibiscus supports disadvantaged vulnerable women from BMER & migrant communities, asylum seekers, EU nationals & the Romani population. We provide advice & support with specialist information. Hibiscus facilitates communication with families and communities to maintain links & ties and increase chances of successful re/settlement.</p>
<p>The Lawyer (a division of Centaur Media)</p> 	<p>For the past 30 years, The Lawyer has led the way in providing cutting-edge editorial commentary and incisive analysis to the UK legal market. Our portfolio of data-rich products equip industry leaders with the actionable insight they need to make business-transforming decisions, anticipate new challenges and take advantage of new opportunities.</p>

<p>The Magistrates Association</p> 	<p>The Magistrates Association is a not for profit established and incorporated to promote the sound administration of the law in England and Wales, including, but not restricted to, educating and instructing magistrates and others in the law, the administration of justice, the treatment of offenders and the prevention of crime.</p> <p>It is membership organisation, comprising just under 15,000 sitting and retired magistrates, governed by its members and supported by a small secretariat of paid staff.</p>
<p>The Youth Offending Service (including Kensington & Chelsea, Westminster, Hammersmith & Newham)</p>	<p>The main purpose of the Youth Offending Service is to reduce offending by children and young people. The statutory part of the service works with children and young people aged from 10 to 18 years, who come to the attention of the police and courts because they have been involved in crime. The preventative part of the service aims to stop young people offending and becoming involved in the criminal justice system. The service provides a range of services to help and support young people, and their families, to try to stop them from becoming any further involved in crime and anti-social behaviour.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Assisting in Bail Assessments of Young People

Media Work & Information Dissemination

Community Outreach

Office Support & Administration

Event Support

Policy Work & Campaigning

Legal Advice & Strategic Casework

Research & Data Analyst

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Accuracy & Attention to Detail

Planning & Organisation

Administrative Skills

Research & Information Gathering

Effective Communication, Written & Oral

Teamwork

Independent Work & Self-Reliance

Understanding of the British Legal System & Practices

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Management and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.





CAPA LONDON SAMPLE INTERNSHIP LIST MARKETING







INDUSTRY DESCRIPTION

Marketing is the process of communicating the value of a product or service through positioning to customers. All companies need to promote their brand, products and services, so require the use of a marketing department or agency to achieve more sales or increased brand awareness. Students who are applying for an internship in Marketing should have excellent communication skills, a strong interest in Marketing and be familiar with various social media platforms. Applicants should also include details of any previous coursework or work experience, and should indicate whether they are seeking a placement in Market Research or Marketing. There are a range of different fields related to Marketing which students could be placed within, ranging from digital and social media to event management.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Billion Dollar Boy</p> 	<p>Billion Dollar Boy is a global influencer marketing agency. It combines creativity, technology and a global network of influencers to publish content and drive engagement across social media at scale. They specialize in beauty, fashion and men's interests. Combining personal relationships and industry knowledge with their own in-house tech, they find the right influencers to reach strategically targeted audiences through authentic and engaging storytelling.</p>
<p style="text-align: center;">Bulbshare</p> 	<p>Bulbshare is a co-creation platform home to a community of like-minded people, brands and organisations united by a passion to create, collaborate and innovate. Brands and organisations look to Bulbshare to solve their toughest problems with the most creative and original solutions, fresh from the bright minds of our community.</p>

<p style="text-align: center;">Henman Communications</p> 	<p>Henman Communications is a specialist sports marketing consultancy operating in the sport, media and entertainment sectors. We offer access to a variety of different marketing communication channels and provide turn-key solutions or integrate our services with your existing teams. Our single aim is to bring value as trusted business advisers and work closely with clients to deliver the right messages, to the right people, at the right time. We have experience offering our clients the following sports marketing services: Henman Communications is a sports marketing consultancy in the sports, media and entertainment sectors. We offer access to a variety of different marketing communication channels and provide turnkey solutions or integrate our services with your existing teams.</p>
<p style="text-align: center;">Engage Research</p> 	<p>Engage Research work for a range of well-known fast-moving consumer goods (FMCG) clients, conducting ad hoc market research projects in the areas of new product development & innovation - testing & helping to refine new product ideas and new products - and consumer understanding – finding out how consumers view different types of product, how they use them or why they don't and thus helping clients identify new and better ways of marketing their products.</p>
<p style="text-align: center;">Marriott Hotels</p> 	<p>Marriott International, Inc. is a leading worldwide hospitality company. Its heritage can be traced to a soft-drink stand opened in Washington DC in 1927 by J. Willard and Alice S. Marriott. Today, Marriott International has nearly 2,800 lodging properties in 70 countries and territories around the world. In London, each individual hotel has its own dedicated marketing team responsible for driving customers to stay at their specific location.</p>
<p style="text-align: center;">Mint Twist</p> 	<p>MintTwist is an innovative digital consultancy that understands the diverse requirements of the digital arena. As an award-winning digital agency in London, they look to engage with their clients beyond the conventional design and development agency relationship, becoming a partner to the people and companies they work with.</p>
<p style="text-align: center;">On Device Research</p> 	<p>On Device Research uses the mobile internet to gain access to consumer opinions any time or location. Mobile research brings fresh, instant responses that accurately capture consumer's feelings, thoughts and opinions, in a quick and cost-effective way. So far On Device Research has delivered 16 million surveys across 63 countries.</p>
<p style="text-align: center;">The Tree</p> 	<p>The Tree is a fresh agency built on the experience of its team. They are a heady mix of young marketers and experienced business people, with more than 30 years in marketing, advertising and content services. Their many services are bound by unique creativity and modern campaign strategies that yield the greatest results. Content is at the core of what they do – owned, acquired, earned and commercialised. Smart content marketing drives engagement and profit with B2B and B2C audiences.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Business Development	Office Administration
Creation of Promotional Materials	Sales/Marketing Presentations
Editorial Copy	Search Engine Optimisation
Events Support	Social Media Development
Market Research & Data Analysis	Website Development
Marketing Campaigns	

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Business & Commercial Planning	Knowledge of Organisational Structures
Creativity & Imagination	Presentation
Good Oral & Written Skills	Strategy Research
Influence & Negotiation	Strong Interpersonal Skills
Numeracy & Analytical Ability	Coding

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.

6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.



LONDON SAMPLE INTERNSHIP LIST MINISTRY & FAITH

INDUSTRY DESCRIPTION



London is an ethnically diverse city which hosts a wide range of different religions and faiths. Students who are applying for an internship at a religious organisation or within Ministry should give as much detail as possible about their specific faith or religious denomination which they would like to be placed within. Placements are available in this field but tend to be sourced on a case-by-case basis and are dependent on the student's requests. Due to the nature of this field, there will be limited opportunities for the student to conduct their own sermons or events (e.g. weddings or funerals) until they have achieved the necessary qualifications. Below are a few samples of faith based placements. A lot of organisations we work with are non-proselytising. The majority of faith based organisations we work with on a regular basis are community service focused.

We ask that any students looking for a placement within a specific faith or religious denomination make the CAPA Boston team aware, prior to and within their applications so we can advise and source appropriately.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Jewish Care</p> 	<p>Jewish Care is the largest health and social care services provider for the Jewish community in the UK. Every week they touch the lives of 10,000 people and provide services to old people, holocaust survivors and those with mental health needs. Additionally they provide youth leadership opportunities, recreational, educational and cultural programmes. Their purpose is to make a positive impact on the lives of Jewish people by creating and providing excellent social care that enhances wellbeing and inspires them to stay connected to their community.</p>
<p style="text-align: center;">St. Vincent's Family Project</p> 	<p>St. Vincent's Family Project (charity number 1142095) is a small Vincentian Christian charity based within Methodist Central Hall, Westminster. Its vital non-proselytising work provides help and a supportive community for over 200 vulnerable local families. Support for families includes parenting classes, drop-in Centre, crèche, legal advice, Healthy Living courses, toddlers' Speech & Language Assessment, family outings, health professional visits and outreach to those struggling to engage with outside support.</p>

<p>The Leprosy Mission International</p> 	<p>The Leprosy Mission (TLM) is a leading international non-denominational Christian fellowship, with over 140 years of experience. As long as leprosy afflicts individuals and communities, we are committed to doing all we can to break its power and impact.</p> <p>Our Vision: Leprosy Defeated, Lives Transformed. Our Mission: Following Jesus Christ, The Leprosy Mission seeks to bring about transformation; breaking the chains of leprosy, empowering people to attain healing, dignity and life in all its fullness. Our Values: Because we follow Jesus Christ, we value Compassion, Justice, Integrity, Inclusion and Humility.</p>
<p>Westbourne Park Family Centre</p> 	<p>Westbourne Park Family Centre welcomes over 200 children and adults weekly to the centre, reflecting the cultural diversity of the area.</p> <p>We target disadvantaged groups, but welcome all others, providing an informal environment where people can play, learn, make friends and gain a sense of belonging.</p> <p>Our Values are to Love God and Love People, putting Christian faith into action.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

- | | |
|---|-----------------------------------|
| Community Interaction & Engagement | Media Production |
| Conduct Study Classes | Office Administration |
| Education | Online Content Production |
| Event Coordination & Support | Provide Spiritual Guidance |
| Faith in Action | Social Media Development |
| Issue & Idea Discussion | Volunteer Coordination |

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

- | | |
|--------------------------------|------------------------|
| Community Engagement | Problem Solving |
| Mentoring & Support | Research |
| Networking | Teamwork |

Planning & Organisation

Time Management

Presenting & Reporting

Written & Oral Communication

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
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4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
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CAPA LONDON SAMPLE INTERNSHIP LIST MUSEUM AND GALLERIES

INDUSTRY DESCRIPTION

CAPA works with a wide range of museums and galleries in and around London. Students should give as much detail as possible about their specific areas of interest, i.e. Art History, Archiving, European History, Contemporary Art. As a number of these sites are small-medium sized organisations, candidates should be positive self-starters with a can-do attitude and an ability to work independently as well as with a team.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p>Aabru Art</p> 	<p>Aabru Art is a London-based firm focused on sourcing, marketing and distributing West African contemporary art to the international buyer. Aabru Art work in partnership with artists, help build private and corporate collections and consult with curators and collectors all over the world.</p>
<p>Adelaide Damoah</p> 	<p>Adelaide is a professional artist. She has historically made figurative oil paintings and is currently exploring using her body as a tool to print oil print on to the painting surface. She writes through and around the images created in this way to tell stories and to express what streams through her consciousness at that moment in time. She has always been inspired by Frida Kahlo, but more recently, Basquiat and Ana Mendieta are her biggest influences. She also interviews artists for her Art Success series on YouTube. She started this project because coming from a science/business background, she had to rethink what success looked like and wanted to figure out what it took to become a success in this unique business. In talking to other artists in this way, she aims to pass on useful information to other artists and art lovers.</p>

<p style="text-align: center;">Foundling Museum</p> <hr style="border: 1px solid #92d050;"/> <p style="text-align: center; color: #92d050; font-weight: bold; font-size: 1.2em;">THE FOUNDLING MUSEUM</p> <hr style="border: 1px solid #92d050;"/>	<p>The Foundling Museum was established in 1998 as a charity to care for the Foundling Hospital Collection. Following an extensive fundraising, renovation and rebuilding campaign the Foundling Museum opened in 2004. The Museum was previously the Hospital's London headquarters. It includes original eighteenth century interiors, furniture and fittings from the original London Hospital building including the Committee Room, the Picture Gallery, a staircase from the boys' wing and the magnificent Rococo Court Room.</p>
<p style="text-align: center;">London Canal Museum</p> <div style="text-align: center;">  </div>	<p>They are a volunteer-run museum telling the history of London's waterways, their construction, working, demise and regeneration. They cover social, industrial and transport history and promote a busy education programme. As the only waterways museum in the South East of England, they play an important role in preserving and promoting the history and enjoyment of London's canals and waterways.</p>
<p style="text-align: center;">National Army Museum</p> <div style="text-align: center;">  </div>	<p>The Museum covers the history of the British Army from its origins to the present day. Interns will have the opportunity to get involved with archival work and supporting the resource arm of the museum, as well as attending special events/seminars organised.</p>
<p style="text-align: center;">Ragged School Museum</p> <div style="text-align: center;">  </div>	<p>The Ragged School Museum is a unique building that once housed the largest 'Ragged School' in London, run by the esteemed Dr Barnardo. Today the museum celebrates and remembers his achievements as well as helping people gain an understanding of the Victorian East End. Working mainly with primary school children they run interactive, drama-based workshops in their reconstructed classroom and kitchen.</p>
<p style="text-align: center;">Westminster Archives</p> <div style="text-align: center;">  <p style="font-size: 1.2em; color: #003366; font-weight: bold;">City of Westminster</p> </div>	<p>The City of Westminster Archives Centre is a modern, purpose built archives centre. Its collections are largely unique and form the most complete picture of Westminster's history and growth in existence. They extend to over 5 kilometres of shelving and include around 60,000 illustrations dating from Tudor times to the present day (the earliest original item dates from 1256) as well as many other types of historical record.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Archiving	Events Support
Creation of Promotional Materials	Office Administration
Design	Research & Analysis
Developing Publications & Presentations	Social Media Development
Educational Projects & Workshops	

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Analytical Ability	Strong Interpersonal Skills	Office Administration
Creativity & Imagination		Organisation
Good Oral & Written Communication Skills		Research
Presentation		Strong Interpersonal Skills
Independent Work & Teamwork		
Methodical Approach and Excellent Attention to Detail		

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.

7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
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CAPA LONDON SAMPLE INTERNSHIP LIST MUSIC




INDUSTRY DESCRIPTION

Students who are applying for an internship in Music should be able to demonstrate an interest in the music Industry and indicate which part of the business they are keen to gain experience in (eg. sound engineering, promotions, management). The Music industry is a competitive industry and applicants should therefore provide as much detail as possible about relevant coursework, internship experience and any other extra-curricular activities. Music industry sites will be looking for people with a clear focus, a positive, can-do attitude and willingness to engage and commit to any and all tasks.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">British Youth Music Theatre</p> 	<p>Youth Music Theatre UK, known as YMT, is the leading music theatre company for young people aged 11-21. Our principal aim, as an Arts Council England National Portfolio Organisation, is to provide high-quality training for talented young performers, musicians, directors, writers, composers, choreographers and theatre technicians. YMT courses offer significant personal and educational benefits to young people: developing confidence and self-esteem as well as improving communication and team-work skills whilst working in a professional environment. O</p>
<p style="text-align: center;">The Institute of Contemporary Music</p> 	<p>The Institute, located in London, is widely recognised as one of Europe's leading schools of modern music. The Institute's reputation has been built on providing world class education and training using the very best teachers and state-of-the-art facilities. Internship opportunities vary and have included working in Marketing, Events and Industry Liaison.</p>

<p>Hart Media</p> 	<p>Hart Media leads the way in Regional, Specialist (National and Regional) Student/College/University and Online Radio promotions. Along with Online PR, Management Consultancy, International Promotions and Publishing. In the years since its inception it has built up rock-solid foundations with the key players in the Music and Radio industries and excels in getting the very best results for its artists. Hart Media prides itself on the close relationship it has with its Heads of Music, Specialist DJs, Online PR and Student/College/University DJs. These are relationships that have been nurtured and developed through the years thanks to Hart Media's friendly, knowledgeable and diligent team.</p>
<p>Sunday Best</p> 	<p>Originally founded as a leftfield club night in 1995 by Radio 1 DJ and Bestival co-creator Rob da Bank, Sunday Best the label emerged in 1997. Sarah Bolshi joined in 2000 and runs the label day to day, influencing the label's shape and direction.</p> <p>Renowned for its expansive and eclectic roster, early releases include records from Grand National, Max Sedgley & Dan le sac vs Scroobius Pip, as well as more recent outputs from the likes of David Lynch, L.A. Salami & Kitty, Daisy & Lewis.</p>
<p>Weller Media Agency</p> 	<p>WMA is based in London, New York and LA and has over 20 years of experience working alongside some of the world's biggest brands and recording artists.</p> <p>WMA is a full-service digital creative agency, we do it all, from start to finish. We connect people through the digital space. We put bands in touch with their fans and start conversations between brands and their audiences. We generate original ideas and we make them happen. Wherever, whenever, however.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Artist Liaison & Development

Client Services

Database Management

Event Coordination & Support

Market Research

Media Production

Newsletter Production

Office Support & Administration

PR campaigns & Press Releases

Presentation Production

Press Kit Development

Social Media Development

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Accuracy & Attention to Detail	Interaction and Liaison skills
Administrative Skills	Planning & Organisation
Effective Communication, Written & Oral	Presenting & Reporting
Independent Work & Self-Reliance	Promoting & Selling
Identifying Creative Ideas	Research & Information Gathering
Industry Insight	Teamwork

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
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5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Management and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
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CAPA LONDON SAMPLE INTERNSHIP LIST NON-PROFIT




INDUSTRY DESCRIPTION

The placement opportunities on offer in the non-profit sector are wide-ranging and varied, and students should therefore give as much detail as possible about their desired type of organisation, specific department or field of interest. For example, placements are available in marketing, fundraising, finance, volunteer coordination and design. Applicants should have good communication skills and a demonstrable interest in the non-profit sector. Relevant coursework or prior volunteer experience will look more impressive on applications.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Action on Hearing Loss</p> 	<p>Action on Hearing Loss (formerly known as RNID) is the UK's largest charity for the 11 million people in the UK who confront deafness, tinnitus and hearing loss every day. Established in 1911, they help people to take control of their lives and live the life they choose, removing the barriers standing in their way. They give people support and care, develop technology and treatments, and campaign for equality.</p>
<p style="text-align: center;">Castlehaven</p> 	<p>The Castlehaven Community Association is a registered charity and was established in 1985 as a community charity that provides activities, classes and facilities across multiple age ranges. It is set in four acres of public open space which includes three buildings, two community gardens, with an enclosed children's play area, flood lit sport facilities for the local people and the wider Camden communities.</p>
<p style="text-align: center;">CLIC Sargent</p> 	<p>CLIC Sargent is the result of a merger of non-profit organisations that support families at home and in hospital from the day of diagnosis. They fund more than 100 CLIC-Sargent Care Professionals, who provide a wide range of services. They raise money through a number of high-profile events.</p>
<p style="text-align: center;">Fusion Lifestyle</p> 	<p>Fusion Lifestyle is a registered charity, founded in 2000 to provide quality sport, leisure and fitness activities to local communities and encourage people to get healthy and active. Since then, they've continued to grow and now provide facilities at nearly 100 locations across the UK.</p>

<p>National Literacy Trust</p> 	<p>The National Literacy Trust is a charity dedicated to raising literacy levels in the UK, their patron being Her Royal Highness the Duchess of Cornwall. Founded in 1993, they work to improve the reading, writing, speaking and listening skills in the UK's most disadvantaged communities, where up to 40 per cent of people have literacy problems. Their research and analysis make them the leading authority on literacy and drives their interventions. Because low literacy is intergenerational, they focus our work on families, young people and children.</p>
<p>Walkabout Foundation</p> 	<p>Walkabout Foundation is a fast-growing US and UK non-profit organisation whose mission is to bring life and dignity by providing wheelchairs to the developing world and funding research to find a cure for paralysis. Since its launch in 2009, Walkabout Foundation has given over \$1,000,000 to ground-breaking paralysis research and donated over 10,000 wheelchairs to those in need in 21 different countries as well as facilitating rehabilitation centres in India and Kenya.</p>
<p>Young Citizens</p> 	<p>Young Citizens is an education charity working in primary and secondary schools to help educate, inspire and motivate the active citizens of tomorrow. Since 1989 Young Citizens (formerly known as the Citizenship Foundation), has helped millions of young people understand society's democratic structures, and the rights and responsibilities of its citizens by running a range of programmes and experiences for young people, with the help of thousands of volunteers.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Community Interaction Research

Office Administration

Event Coordination & Support

Online Content Production Social

Finance & Accounts

Social Media Development

Media Production

Volunteer Coordination

Mentoring & Support

Writing Press Releases

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Community Engagement	Presenting & Reporting
Effective Communication	Problem Solving
Mentoring & Support	Researching
Networking	Teamwork
Planning & Organising	Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.





CAPA LONDON SAMPLE INTERNSHIP LIST PHYSIOTHERAPY


INDUSTRY DESCRIPTION

The healthcare industry in the UK has many laws and legislations that will impact the level and type of opportunities available to undergraduate students. For many roles, especially those requiring “hands on” responsibilities, there are regulations stipulating that individuals must have achieved certain qualifications. However, CAPA has developed meaningful placements with a range of organisations that can provide first class opportunities to support and develop the students experience in the field of physiotherapy. Physiotherapy is an incredibly competitive area in which to secure internship placements and students must demonstrate a high GPA, relevant coursework and previous work experience in a related field such as Athletic Training, Orthopaedics, Sports rehabilitation, Neurology, Nutrition or another Medical-related profession. Students should also have excellent communication and interpersonal skills.

EXAMPLES OF PAST PLACEMENTS:

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant’s application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Anatomie</p> 	<p>Anatomie provides top flight Physiotherapy and Complementary Therapies from assessment and diagnosis to treatment and rehabilitation. Interns will engage in work surrounding muscular skeletal practices, pathologies and orthopaedics. Interns will gain first hand observation experiences and be assigned individual projects.</p>
<p style="text-align: center;">The Royal Free Hospital Children's School</p> 	<p>The Royal Free Hospital Children's School is a community Special School for pupils aged 5 to 16. They offer high quality education for all children who are inpatients at the Royal Free Hospital. They also provide places for a limited number of children who are not in-patients but who are receiving support from medical or mental health services and may benefit from attending our school on a daily basis. The school operates within a multidisciplinary framework; working closely with a range of professionals including consultant doctors, mental health professionals, physiotherapists, speech therapists and other agencies.</p>

<p style="text-align: center;">Whizz-Kidz</p> 	<p>Whizz-Kidz is the leading provider of customised mobility equipment outside the NHS. In 2007, the aims of Whizz-Kidz and NHS Tower Hamlets' joint venture were to improve overall services and ensure that children and young people received the equipment most appropriate to their needs – and quickly. Users of the wheelchair service in Tower Hamlets now receive better quality wheelchairs, at lower cost, with shorter waiting times and the response from healthcare professionals and service users has been overwhelmingly positive.</p>
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Administration	Observation experience
Client interaction	Volunteer coordination
Fitness programme development	

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Clinical Observation hours	Networking
Communication Skills	Organisation
Healthcare administration	Strong Interpersonal Skills
Interpersonal Skills	Teamwork

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
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5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.

6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
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CAPA LONDON SAMPLE INTERNSHIP LIST POLITICS



INDUSTRY DESCRIPTION

Students who are applying for an internship in Politics should ideally have accumulated some knowledge of the UK political structures and systems. In addition, knowledge of the US political system would be advantageous. Previous office experience is an advantage although not essential and it is important that students have strong written and oral communication skills. Applicants should also include details of relevant coursework and any previous experience in their application.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p>Civil Service College</p> 	<p>Civil Service College is a training provider that specialises in governance, government and public administration. Their tutors are former civil servants that have extensive experience as practitioners and teaching experience at the former National School of Government.</p>
<p>The Conservative Party</p> 	<p>The Conservative Party, officially the Conservative and Unionist Party, is a centre-right political party in the United Kingdom. It is currently the governing party, having been so since the 2010 general election</p>
<p>Local Government Association</p> 	<p>Based in Westminster, close to the Houses of Parliament and Whitehall, the Local Government Association is a voluntary lobbying organisation, acting as the voice of the local government sector, and an authoritative and effective advocate on its behalf.</p>
<p>The Green Party</p> 	<p>The Green Party of England and Wales promotes the policies of ecological sustainability, a fairer more stable economy, a more equal society, a higher standard of democracy and accountability of politicians to the communities they serve, and social justice on the global level as well as in our own country.</p>

<p>The Labour Party</p> 	<p>The Labour Party is a party of government in the UK. It is a democratic socialist organisation left of centre and equating in the US to the Democrats. Students have the opportunity to work in an MP's Office where they can gain valuable insight into the British political system and the work carried out by an MP.</p>
<p>The Taxpayers' Alliance</p> 	<p>The TaxPayers' Alliance is the UK's grassroots campaign for lower taxes and cuts in wasteful government spending. Founded in 2004, we have evolved into a unique organisation with a dedicated staff whose rigorous research and eye-catching campaigns ensure that the voice of the taxpayer never goes unheard.</p> <p>We have played a major role in changing the political debate and our pioneering work exposing government waste has increased accountability across Government. We have fought off some damaging threatened tax rises and achieved growth-creating tax cuts that prove our restless campaigning can change policy for the better. Our work has been recognised with a number of awards, none more prestigious than the worldwide Templeton Freedom Award, presented by the Atlas Network in 2013 for "exceptional think tank achievement" for our Single Income Tax plan for tax reform.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Constituent Liaison & Meetings	Press Releases
Information Dissemination	Report Writing
Media Work	Research
Membership Enquiries & Administration	Survey Analysis
Policy Work & Campaigning	Vox Pops

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Accuracy & Attention to Detail	Planning & Organisation
Administrative Skills	Research & Information Gathering
Effective Written & Oral Communication	Networking
Stakeholder Management	Understanding of the British Political System

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

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CAPA LONDON SAMPLE INTERNSHIP LIST PSYCHOLOGY


INDUSTRY DESCRIPTION

Students seeking placements within Psychology should have excellent interpersonal and communication skills. Individuals should be able to demonstrate relevant coursework or extra-curricular work experience in their application. Placements can vary from research to clinical; however, interns are likely to start out in an observational capacity and may be given more independent responsibility as the placement progresses, depending on the skills and experience demonstrated. UK laws and legislations will limit opportunities to conduct client counselling to those individuals who have already achieved industry required qualifications.

EXAMPLES OF PAST PLACEMENTS

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<p style="text-align: center;">Centre for Brain & Cognitive Development</p> 	<p>The Centre for Brain and Cognitive Development (CBCD) was founded at Birkbeck, University of London, in 1998 under the leadership of Professor Mark Johnson. It has grown steadily and is now internationally recognized as one of the leading centers of its kind. It receives significant financial support for its activities from many of the major funding bodies for research in the UK, most notably the Medical Research Council.</p>
<p style="text-align: center;">Marisa Peer</p> 	<p>Marisa Peer is a world-renowned speaker, hypnotherapy trainer and best-selling author. She has nearly three decades of experience as a therapist and has been named Best British Therapist by Men's Health magazine and featured in Tatler's Guide to Britain's 250 Best Doctors. Marisa uses her experience of treating clients including rock stars, CEOs, elite Olympic athletes, royalty and Oscar-winning actors to inform her life-changing speeches and lectures.</p>
<p style="text-align: center;">Red Balloon</p> 	<p>Red Balloon Centres provide young people, who are missing from education because they are bullied, with a safe environment in which to learn and recover from their experience. They receive an individually designed, full-time, academic, pastoral and therapeutic programme. The aim of the Learner Centre is the recovery of bullied children. The means by which this is done is by enhancing students' self-esteem, encouraging them to make decisions and gradually take control of their own learning to build their self-confidence, helping them understand themselves and others.</p>

<p>The Wellbeing Co</p> 	<p>The Wellbeing Co is a Voluntary Sector Wellbeing organisation based in North Enfield. The main passion is to promote positive mental health and wellbeing in a warm and very friendly community-based setting with experienced clinicians, volunteers and befrienders. We offer an exciting range of groups, courses and 1:1 Therapy for people with emerging and common mental health issues (stress, anxiety and depression) and people with more severe and enduring mental health conditions.</p>
<p>Youth Offending Service (Kensington & Chelsea, Westminster, Hammersmith & Newham)</p>	<p>The main purpose of the Youth Offending Services is to reduce offending by children and young people. The statutory part of the service works with children and young people aged from 10 to 18 years, who come to the attention of the police and courts because they have been involved in crime. The preventative part of the service aims to stop young people offending and becoming involved in the criminal justice system. The service provides a range of services to help and support young people, and their families, to try to stop them from becoming any further involved in crime and anti-social behaviour.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Classroom Assistance	Interpreting Experimental Results
Code Behavioural Data	Mentoring & Support
Collate & Analyse Data	Office Administration
Conduct Behavioural Experiments	Social Media Development
Direct Patient Interaction	Volunteer Coordination

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Analysis	Planning & Organisation
Community Engagement	Presenting & Reporting
Effective Communication	Problem Solving
Interpersonal Skills	Research Methods
Mentoring & Support	Teamwork
Networking	Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

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2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
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4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
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CAPA LONDON SAMPLE INTERNSHIP LIST PUBLIC RELATIONS



INDUSTRY DESCRIPTION

Students who are applying for an internship in Public Relations should have excellent communication skills (written and oral), a strong interest in PR and be familiar with various social media platforms. The PR industry can be a fast-paced environment and you may be required to handle multiple tasks simultaneously. It is helpful to have previous administrative experience, the ability to research across a variety of platforms and to feel comfortable when presenting to others. Whilst we try to make sure opportunities include writing opportunities, i.e. completing press releases, these are not always feasible depending on students prior experience and length of placement.

EXAMPLES OF PAST PLACEMENTS

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<p>Finn Partners - Brighter Group</p> 	<p>Brighter Group is one of the most established PR and marketing companies in the travel and hospitality industry. Operating since 1995, they have been consistently delivering award-winning campaigns for some of the biggest players in the travel and hospitality industry.</p>
<p>Bryan Morel PR</p> 	<p>Bryan Morel are specialist PR consultants to the Fashion industry. Their client base consists of high profile international fashion and lifestyle clients. Their full-service approach includes a focus on trend reports and presentations, product placement, fashion shows and marketing.</p>
<p>Facets PR</p> 	<p>FACETS are a truly multi-faceted agency – along with traditional PR and marketing activities, they can offer a range of additional services. Operating at the heart of the jewellery industry, the FACETS PR team offers full PR, digital strategy, VIP placement, media buying services, consultancy and networking opportunities.</p>
<p>Influence Associates</p> 	<p>Influence is a dynamic and fast-moving PR agency with a wealth of clients across the automotive and motorsport sectors. Interns have the opportunity to work on globally renowned accounts such as Jaguar, Aston Martin and Rolls Royce.</p>

<p style="text-align: center;">Instinctif</p> 	<p>Instinctif are an international business communications consultancy specialising in reputation, influence and engagement. They work with their clients across multiple and complex audiences combining deep insights, expert storytelling and creative delivery to change behaviours, emotions and perceptions. Their work drives real and measurable commercial value.</p>
<p style="text-align: center;">Wingfield PR</p> 	<p>Wingfield PR is a London based dynamic fashion PR agency, specialising in aspirational brands and retailers. Founded in March 2010 by experienced PR consultant Caroline Wingfield, the company has already established a reputation for its creative, hands-on and results-driven approach.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Advertising, Marketing & PR Campaigns	Graphic Production
Client Services	Market Research
Competitor Analysis	Proof Reading
Creating Press Releases	Social Media Development
Database Management	Visual Branding & Design

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Computer Skills	Presenting & Reporting
Effective Communication	Promoting & Selling
Identifying Creative Ideas	Researching
Interaction & Liaison Skills	Teamwork
Networking	Website Development

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

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2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
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CAPA LONDON SAMPLE INTERNSHIP LIST PUBLISHING



INDUSTRY DESCRIPTION

London is home to an enormous breadth and depth of different publishing houses, large and small, spanning fiction, children's literature, magazines and all sorts in between. Traditionally, 'publishing' refers to the distribution of printed works such as books and newspapers. However, with the advent of digital information systems and the Internet, the scope of publishing has expanded to include electronic resources, such as the electronic versions of books and periodicals, as well as micropublishing, websites, blogs, video game publishers and the like. Students seeking a placement in Publishing should have excellent written and oral communication skills and a great attention to detail. Students should also be able to work independently when necessary and be able to manage a busy and varying workload.

EXAMPLES OF PAST PLACEMENTS

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<p style="text-align: center;">Agora Books</p>  <p style="text-align: center;">AGORA BOOKS</p>	<p>Agora Books was established in 2015 as Ipsos Books, but rebranded in the summer of 2018 to Agora. It's a part of the Peters Fraser + Dunlop literary agency, which is an office of about 30, but we're a small but mighty team of three. We are a digital-first publisher that works mostly with fiction but occasionally dabbles in non-fiction. We publish around 48 books a year, 6-8 of those being front list.</p>
<p style="text-align: center;">Can of Worms Enterprises</p> 	<p>Can of Worms is a small independent book publishing company based in Kennington. They have a few different imprints, but their main sectors are travel literature, kids' books, and graphic novels.</p>
<p style="text-align: center;">Dennis Publishing</p> 	<p>Dennis Publishing is one of the world's leading independent publishers. Founded in 1974, the group consists of a number of operating companies in the UK, USA, Australia and India. As a privately held group of companies, the Dennis Group is dedicated to delivering what customers and advertisers want. It is one of the world's fastest growing, independently owned media companies publishing over 70 magazines, digital magazines, Magbooks, websites, apps and mobile sites in the UK.</p>

<p style="text-align: center;">National Literacy Trust</p> 	<p>One person in six in the UK is held back by poor literacy skills which compromise employability, health, confidence and happiness.</p> <p>The National Literacy Trust is a charity dedicated to raising literacy levels in the UK. We were founded in 1993 and our patron is Her Royal Highness the Duchess of Cornwall. We work to improve the reading, writing, speaking and listening skills in the UK's most disadvantaged communities, where up to 40 per cent of people have literacy problems. Our research and analysis make us the leading authority on literacy and drive our interventions. Because low literacy is intergenerational, we focus our work on families, young people and children.</p> <p>Students support the school team and education and employment and publishing teams.</p>
<p style="text-align: center;">Reaktion Books</p> 	<p>Reaktion Books is an independent publisher based in Clerkenwell, London. Reaktion was founded in 1985 in Edinburgh, and moved to London in 1987. In recent years Reaktion's list has broadened substantially, and now also encompasses animal studies, Asian art and culture, biography, cultural studies, current events, fashion, film, food history, geography, general history, philosophy, photography, politics and sports history. Reaktion now produces around 60 new titles each year, and has more than 400 titles in print.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Checking Artwork

Event Support

Marketing

Marking Up Layouts

Office Administration

Press Releases

Proof-reading

Reading & Assessing Manuscripts

Social Media Development

Website Content Development

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Accuracy & Attention to Detail

Creativity & Imagination

Good Oral & Written Communication Skills

Initiative & Responsibility Organisation

Organisation

Presentation Teamwork

Strong Interpersonal Skills

Teamwork

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

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2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
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CAPA LONDON SAMPLE INTERNSHIP LIST SALES


INDUSTRY DESCRIPTION

London is a global economic hub and placements in Sales vary from entrepreneurial start-up businesses to global multi-national companies. Placements can range from front-end client-facing roles to b2b sales and students should possess a determined and tenacious attitude and strong presentation skills. Students seeking a placement in sales should also demonstrate strong communication and interpersonal skills and the ability to work in a fast-paced environment and manage a busy workload. Applicants should also be computer literate, proficient in all aspects of Microsoft office and have a good grasp of social media development.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Anderson Tours</p> 	<p>Anderson Tours provide a range of great value day excursions throughout the UK and short breaks away across Europe to cities such as Paris and Amsterdam.</p>
<p style="text-align: center;">Matterport</p> 	<p>Matterport is an immersive media technology company that builds 3D media solutions that power industries from real estate to entertainment, and everywhere in between. The team has built the first end-to-end media platform that allows users to easily create, modify, navigate, and build on digital representations of real places. As Matterport's UK team, Virtual Walkthrough works to introduce the world to this game-changing reality capture technology.</p>
<p style="text-align: center;">Salt Resort Wear</p> 	<p>Salt Resort Wear is the ultimate destination for luxury resort wear, all year round. The London store and online boutique is a fashion emporium housing resort wear, ready-to-wear and accessories from an array of international designers. The cool mix of Resort Wear labels such as Vix and Mara Hoffman and well-known RTW established brands such as Zimmermann, Philosophy di Lorenzo Serafini and Ulla Johnson makes Salt the number one shop for creating the perfect holiday wardrobe.</p>

<p style="text-align: center;">Somewhere New</p> 	<p>Somewhere New arranges day trips and weekend trips for international students for service providers and UK universities which are sold via are website, international student fairs and through study abroad office. Somewhere New also arranges short term faculty led study abroad and study tours for university and high school students in the UK and USA.</p>
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POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Business Development	Production of Editorial Copy
Creation of Promotional Material	Sales/Marketing Presentations
Events Support	Search Engine Optimisation
Market Research & Data Analysis	Social Media Development
Office Administration	Website Development

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Business & Commercial Acumen	Organisation
Creativity & Imagination	Presentation & Public Speaking
Influencing & Negotiation	Research
Numeracy & Analytical Ability	Oral & Written Communication

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.

5. Cultural Awareness: To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. Organisation, Time Managements and Prioritisation Skills: The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. Problem Solving: The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. Adaptable: The ability to adjust oneself readily to different conditions and environments.
9. Goal Setting: The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. Career Based or Vocational Skills: The development of specific knowledge or abilities related to an occupation.






CAPA LONDON SAMPLE INTERNSHIP LIST SERVICE LEARNING

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Abbey Community Centre</p> 	<p>The Abbey Community Centre (ACC) is a registered charity and company limited by guarantee managed by a voluntary board of trustees. Established in 1976, it is a successful, vibrant community facility and resource providing a safe and welcoming meeting place. The centre exists to improve the quality of life for local people by offering excellent services which provide a range of educational, recreational, cultural and social opportunities.</p>
<p style="text-align: center;">Baytree Centre</p> 	<p>The Baytree Centre is a social inclusion charity for women and girls based in the heart of Brixton, London. Those who access the Centre face multiple barriers to inclusion, identified by the women and girls themselves as: lack of English language skills; lack of opportunities to learn in culturally appropriate settings; inability to access employment opportunities; poverty; poor housing; isolation; depression; racism and discrimination (including religious discrimination); abusive homes; family breakdown and a lack of family support and structure. The services they have developed for our clients focus on education, training, employment, health and social support measures in order to enhance confidence and self-esteem and to promote aspirations, community cohesion and cultural harmony.</p>
<p style="text-align: center;">Castlehaven</p> 	<p>The Castlehaven Community Association is a registered charity and was established in 1985 as a community charity that provides activities, classes and facilities across multiple age ranges. It is set in four acres of public open space which includes three buildings, two community gardens, with an enclosed children's play area, flood lit sport facilities for the local people and the wider Camden communities.</p>

<p>Headway East London</p> 	<p>Headway East London is a charity supporting people affected by brain injury. Working across 13 London boroughs they offer specialist support and services for survivors and their family. They offer therapies, advocacy, family support and community support work alongside our day service: a community venue where people can make the most of their abilities and interests. They also promote awareness and understanding of brain injury by providing information to the public, and offering training to university students, professionals and businesses. Their vision is to build a community where people with brain injury are valued, respected and able to fulfil their potential.</p>
<p>New Horizon Youth Centre</p> 	<p>New Horizon Youth Centre aims to enable young people to gain skills and knowledge to improve their life chances and to help them move from adolescence into adulthood. We work with some very disadvantaged young people, many of whom have poor self-esteem, low confidence, a history of rejection, harm and abuse and often profoundly negative experiences of organisations, structures and the helping professions generally.</p>
<p>St Hilda's Community Centre</p> 	<p>St. Hilda's East Community Centre is a multi-purpose community space catering for all sections of the local community. We welcome people of all ages and backgrounds and currently have an active programme of activities based within our building.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

- | | |
|---|----------------------------------|
| Community Interaction & Engagement | Online Content Production |
| Event Coordination & Support | Research |
| Finance & Accounts | Social Media Development |
| Media Production | Volunteer Coordination |
| Mentoring & Support | Writing Press Releases |
| Office Administration | |

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Community Engagement	Presenting & Reporting
Effective Communication	Problem Solving
Mentoring & Support	Research
Networking Teamwork	Time Management
Planning & Organisation	

PERSONAL PROFESSIONAL DEVELOPMENT

Through their placement and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.





CAPA LONDON SAMPLE INTERNSHIP LIST SOCIAL WORK



INDUSTRY DESCRIPTION

Students seeking placements within Social Work should have excellent interpersonal and communication and skills and be comfortable working with people who may have either behavioural or learning difficulties. There are a variety of placements available and a number of these involve working with children or young adults, either in an educational setting or a local community centre. Students are likely to start out in an observational capacity, working alongside professionally trained social workers or counsellors and may be given more independent responsibility as the placement progresses, depending on the skills and experience demonstrated. UK laws and legislation will limit the opportunity to engage or conduct counselling tasks to individuals who have already attained industry required qualifications.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Abbey Community Centre</p> 	<p>The Abbey Community Centre (ACC) is a registered charity and company limited by guarantee managed by a voluntary board of trustees. Established in 1976, it is a successful, vibrant community facility and resource providing a safe and welcoming meeting place. The centre exists to improve the quality of life for local people by offering excellent services which provide a range of educational, recreational, cultural and social opportunities.</p>
<p style="text-align: center;">Barons Court Project</p> 	<p>Barons Court Project is a day centre for people who are homeless and people living with mental health problems. They have practical services including showers, laundry, meals etc. and a whole range of activities designed for learning and social interaction to keep people well.</p>
<p style="text-align: center;">New Horizon Youth Centre</p> 	<p>New Horizon Youth Centre aims to enable young people to gain skills and knowledge to improve their life chances and to help them move from adolescence into adulthood. We work with some very disadvantaged young people, many of whom have poor self-esteem, low confidence, a history of rejection, harm and abuse and often profoundly negative experiences of organisations, structures and the helping professions generally.</p>

<p>St Hilda's Community Centre</p> 	<p>St. Hilda's East Community Centre is a multi-purpose community space catering for all sections of the local community. We welcome people of all ages and backgrounds and currently have an active programme of activities based within our building.</p>
<p>St Vincent's Family Project</p> 	<p>St. Vincent's Family Project is a small Vincentian Christian charity based within Methodist Central Hall, Westminster. Its vital non-proselytising work provides help and a supportive community for over 200 vulnerable local families.</p> <p>The small and dedicated paid staff (20 people, mostly part-time), volunteers and Student Interns serve the local populace through an ethos based on respect, inspiration, humility, professionalism, responsiveness and compassion.</p>
<p>Youth Offending Service (Kensington & Chelsea, Westminster, Hammersmith & Newham)</p>	<p>The main purpose of the Youth Offending Services is to reduce offending by children and young people. The statutory part of the service works with children and young people aged from 10 to 18 years, who come to the attention of the police and courts because they have been involved in crime. The preventative part of the service aims to stop young people offending and becoming involved in the criminal justice system. The service provides a range of services to help and support young people, and their families, to try to stop them from becoming any further involved in crime and anti-social behaviour.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Community Interaction & Engagement	Office Administration
Event Coordination & Support	Research
Finance & Accounts	Social Media Development
Media Production	Volunteer Coordination
Mentoring & Support	Writing Press Releases

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Community Engagement	Presenting & Reporting
Effective Communication	Problem Solving
Mentoring & Support	Research
Networking	Teamwork
Planning & Organisation	Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.



CAPA LONDON SAMPLE INTERNSHIP LIST SPORT & FITNESS

INDUSTRY DESCRIPTION

Sports, Leisure and Fitness covers a broad range of internship placements, including Sports Marketing, Coaching, Management, Broadcasting, Journalism and Youth & Community Sport. Students should be able to demonstrate a clear interest in the field of Sport or Health & Fitness and their application should include details of any sports activities, coaching or previous work experience in the field.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Fusion Lifestyle</p> 	<p>Fusion Lifestyle is a registered charity, founded in 2000 to provide quality sport, leisure and fitness activities to local communities and encourage people to get healthy and active. Since then, they've continued to grow and now provide facilities at nearly 100 locations across the UK.</p>
<p style="text-align: center;">Let Me Pay</p> 	<p>Let Me Play was founded as a specialist sports camp organisation. Through rapid growth and diversification, they now provide coaching and teaching programmes for PPA cover, after-school activities and extra-curricular clubs. In addition, they work with sports brands to provide their PR and deliver government projects targeted at children from low income families.</p>
<p style="text-align: center;">London Skolars</p> 	<p>London Skolars are a professional Rugby League club that play in the 3rd tier of competition within the UK. The club aim to become a successful Championship club achieving Kingstone Press Championship status by 2017 and preparing for a Super League (top tier) franchise bid potentially in 2020. London is a core focus for development by the national governing body, the Rugby Football League (RFL). The club forms an integral part of the Haringey and wider North London community. They are active in the local community delivering Rugby League coaching in local schools and community groups both in curriculum time, out of school and holiday coaching.</p>

<p>London Basketball Association</p>  <p>London Basketball Association</p>	<p>London Basketball Association (LBA) is a registered charity, established in 2012. They are a small but intensely committed organisation, built up and employing directly from the very communities within which they work. They operate within the 'sport for development' sector and aim to bring positive social change in areas such as health and wellbeing, substance misuse and employment, through the powerful medium of sport and basketball specifically.</p>
<p>Snack Media</p> 	<p>Snack Media specialises in the creation of high quality new media content, including a network of sports websites, written web content for their partners, web development, online strategy, design and sales.</p>
<p>Sporting Duet Academy</p> 	<p>Sporting Duet Academy was established in 2004 with the aim of providing curricular and extra-curricular football sessions in London schools. Now with over 900 registered players, the Academy has grown from strength to strength with the creation of a Saturday football league and holiday camps. The Academy has built up a reputation for being London's best multi-national football club at developing young talent and providing quality coaching in a safe environment.</p>
<p>Sport Inspired</p> 	<p>SportInspired's vision is of communities connected with energy and passion, where people enjoy being active. Their mission is to achieve this through fun and inclusive community programmes which bring together local businesses, sports clubs, schools, councils and housing associations, inspiring new connections, life skills and opportunities. SportInspired now has a unique and dedicated team which makes SportInspired an exciting, innovative and unique charity. They have now worked with 70,000+ people across the UK and have a strong vision, backed by big ambitions and careful planning of how to increase and develop further.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Creation of Promotional Materials

Operations & Logistics

Events & League Support

Promotion of Services

General Club Management

Social Media Development

Marketing Campaigns

Sports Clothing

Media Production

Website Development

Office Administration

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Accuracy & Attention to Detail	Organization
Business & Commercial	Presentation
Customer Service	Research
Good Oral & Written Skills	Strong Interpersonal Skills
Influence & Negotiation	Teamwork

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
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5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
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CAPA LONDON SAMPLE INTERNSHIP LIST TRAVEL AND TOURISM



INDUSTRY DESCRIPTION

Travel & Tourism encompasses a range of different internship placement opportunities, including marketing finance, journalism and PR. Required skills and experience depend on the specific area within this field in which the student applies to work. However, students should have excellent communication skills and should clearly demonstrate an interest in travel and/or tourism and should include details of any overseas travel or experience within the industry in their application.

EXAMPLES OF PREVIOUS PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p>Anderson Tours</p> 	<p>Anderson Tours provide a range of great value day excursions throughout the UK and short breaks away across Europe to cities such as Paris and Amsterdam. Placement opportunities are usually available with the Marketing team.</p>
<p>Brighter Group</p> 	<p>Brighter Group is one of the most established PR and marketing companies in the travel and hospitality industry. Operating since 1995, they have been consistently delivering award-winning campaigns for some of the biggest players in the sector.</p>
<p>Business Traveller</p> 	<p>Business Traveller is the leading magazine for the frequent business traveller, with ten editions worldwide including the UK, US, Asia-Pacific, Middle East, China, Germany, Denmark, Africa and Poland, plus websites in the UK, Asia and France.</p>
<p>Marriott International</p> 	<p>Marriott International, Inc. is a leading worldwide hospitality company opened in Washington DC in 1927 by J. Willard and Alice S. Marriott. Today, Marriott International has nearly 2,800 lodging properties in 70 countries and territories around the world. This multinational organisation adopts the highest standards of HR operations and procedures.</p>

<p style="text-align: center;">Somewhere New</p> 	<p>Somewhere New arranges day trips and weekend trips for international students for service providers and UK universities which are sold via are website, international student fairs and through study abroad office. Somewhere New also arranges short term faculty led study abroad and study tours for university and high school students in the UK and USA.</p>
<p style="text-align: center;">Travel Weekly</p> 	<p>Travel Weekly is the number-one business magazine and online news provider for the UK travel industry, with a print distribution of over 15,000. It provides news, analysis and destination articles for frontline travel agents, tour operators and tourism employees about the outbound and domestic holiday and travel markets. Travel Weekly has won several awards and is regularly cited in the national media. Interns will work alongside the Web Team assisting in its marketing and PR operations.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Business Development

Production of Editorial Copy

Creation of Promotional Materials

Sales/Marketing Presentations

Events Support

Search Engine Optimisation

Marketing Campaigns

Social Media Development

Market Research & Data Analysis

Website Development

Office Administration

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additions skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Accuracy & Attention to Detail

Organisation

Business & Commercial Acumen

Presentation

Creativity & Imagination Teamwork

Research

Good Oral & Written Communication Skills

Strong Interpersonal Skills

Influencing & Negotiation

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

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6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
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LONDON SAMPLE INTERNSHIP LIST WOMEN'S STUDIES

INDUSTRY DESCRIPTION

Students seeking placements with organisations focused specifically on Women's Issues should have excellent interpersonal and communication skills as well as providing information about any relevant coursework and paid/voluntary work in their application materials. Placements can cover areas such as policy, campaigning, fundraising and education to raise awareness of the need to ensure women's safety and equal rights both here in the UK and abroad.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Cherie Blair Foundation for Women</p> 	<p>Empowering women is the key to driving social change in developing and emerging economies. Working at the Cherie Blair Foundation for Women is an opportunity to be part of that change. They are a fast-growing, entrepreneurial organisation with ambitious goals – to empower women entrepreneurs to make a difference in their own communities. The Foundation provides women in developing and emerging economies with the skills, technology, networks and access to financial services that they need to build and expand their growing businesses, and in doing so benefit not only themselves but also their families and communities.</p>
<p style="text-align: center;">Domestic Violence Intervention Project (DVIP)</p> 	<p>For over 20 years, the Domestic Violence Intervention Project (DVIP) have been helping to make women and children safer. With services across London, they work to stop domestic violence and reduce the harm it causes to women, children and families. They offer services to both women (dealing with domestic violence) and men (seeking to understand and end abusive behaviour).</p>

<p style="text-align: center;">Forward UK</p> 	<p>Forward (Foundation for Women’s Health Research and Development) is an international non-governmental organisation committed to gender equality and safeguarding the rights of African girls and women. Working through partnerships in Europe and Africa, Forward transforms lives, tackling discriminatory practices that affect the dignity and wellbeing of girls and women, in order to bring about positive social change.</p>
<p style="text-align: center;">Hibiscus Initiatives</p> 	<p>Hibiscus Initiatives, established in 1986, is a voluntary sector organisation with a track record of delivering high quality services over nearly 30 years. They have developed specialist expertise in working with marginalised black and ethnic minority groups in custody, detention or the local community. Using a person-centred approach, they engage and work with clients to support and empower them in dealing with what are often multiple, complex needs. In addition, and more importantly, they address the additional disadvantage that language and cultural barriers present.</p>
<p style="text-align: center;">Womankind Worldwide</p> 	<p>Womankind Worldwide is a women’s rights and international development organisation making an impact through the power of partnership. Since being founded over 25 years ago, Womankind has helped 18 million women and their families. Their vision is for a fair world where being a woman does not limit choices, opportunities or rights. They work to end violence against women and girls and make sure that everyone has an equal say in the decisions which affect their lives. Together with their partners, they are tackling the root causes of gender inequality in countries around the world by challenging governments and international agencies to protect and promote womens’ rights.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Classroom Assistance

Office Administration

Community Interaction & Engagement

Promote Social Care

Event Coordination & Support

Promote & Protect Women’s Rights

Fundraising

Social Media Development

Mentoring & Support

Variety of Social Issues

Observe Real Cases

Volunteer Opportunity

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Community Engagement

Planning & Organization

Effective Communication

Presenting & Reporting

Interpersonal Skills

Problem Solving

Mentoring & Support

Teamwork

Networking

Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.