





## 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.

### 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><b>Centaur Media</b></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><b>WGSN</b></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><b>GDR Creative Intelligence</b></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><b>Hambro Perks</b></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:

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

## 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:

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

## **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.