






## 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;"><b>Ben Jonson Primary School</b></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;"><b>Chelsea &amp; Westminster Hospital School</b></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;"><b>Civil Service College</b></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><b>Hornsey School for Girls</b></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><b>OASIS Academy</b></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><b>St Charles' RC Primary School</b></p> 	<p>St Charles is a co-educational Roman Catholic Primary School based in Kensington &amp; 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><b>The Institute of Contemporary Music Performance</b></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:

<b>Accuracy &amp; Attention to Detail</b>	<b>Presentation</b>
<b>Good Oral &amp; Written Communication Skills</b>	<b>Research</b>
<b>Mentoring &amp; Leadership</b>	<b>Strong Interpersonal Skills</b>
<b>Organisation</b>	<b>Teamwork</b>
<b>Planning</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 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.