



## 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 style="text-align: center;"><b>Charter Selection</b></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;"><b>Fusion Lifestyle</b></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 style="text-align: center;"><b>Marriott International</b></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:

<b>Administration support</b>	<b>Recruitment and Talent Surveying</b>
<b>Creating HR documents</b>	<b>Research &amp; Reporting</b>
<b>Event Support</b>	<b>Social Media Development</b>
<b>Interviewing</b>	<b>Updating Staff information</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>Accuracy &amp; Attention to Detail</b>	<b>Policy Research &amp; Development</b>
<b>Administrative Skills</b>	<b>Project Rollouts</b>
<b>Customer Service</b>	<b>Research &amp; Information Gathering</b>
<b>Effective Communication</b>	<b>Conflict Resolution</b>
<b>Independent Work &amp; Self-Reliance</b>	<b>Understanding of the British HR Systems &amp; Practices</b>
<b>Planning &amp; Organisation</b>	<b>Understanding of resource 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 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.