

London Sector Guidance

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HOW TO: CHOOSING YOUR INTERNSHIP PLACEMENT AREAS & LEARNING GOALS

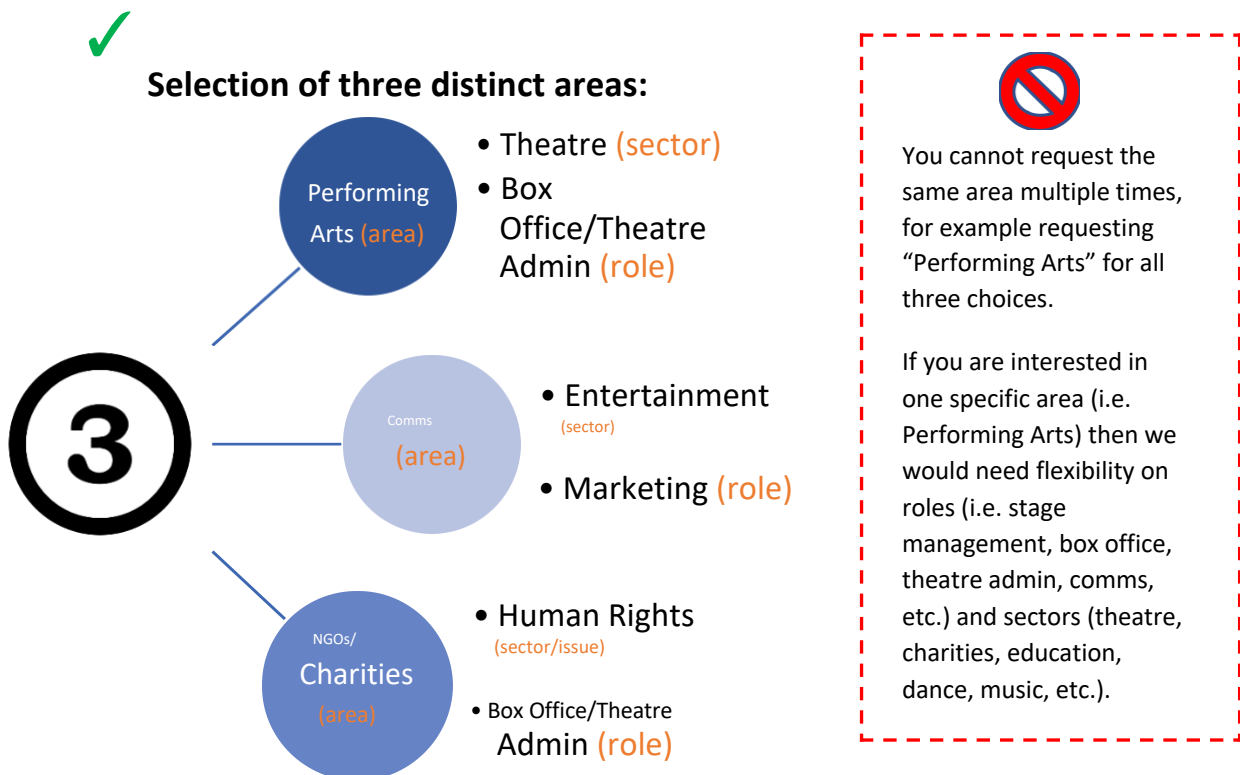
This document is designed as a guide to internship placement areas in London and a resource for you to: **1)** understand the realities of different sectors in London and the skill sets required, and **2)** to help you select your internship areas of interest and learning goals.

Placement Areas

As part of the internship questionnaire you complete at the beginning of the placement process, you will need to select *three distinct placement areas which interest you*. For example, you may choose:

1. The Arts
2. Communications (Comms)
3. NGOs/Charities

We then encourage you to express interest in a **specific role** and/or **sector** you are interested in to better articulate where your interests lie. For example:



Based on student's relevant skills and experience, we endeavour to place every student in an internship which is as close to their original requests as possible. Please bear in mind that we do use your interests in *all areas* to find a relevant match.

If you do not see an area listed, this does not mean that this is not an option. Simply contact the London Placement Team for more info.

Learning Goals

During your pre-placement meeting, we will ask you to provide your **top learning goals** for the programme, including **specific transferable skills** you hope to gain.

Learning goals for an internship are what transform an internship into an academic experience. Additionally, it helps make sure that all the parties involved in an internship — the student, the site supervisor and the internship provider — are all on the same page about what you hope to gain out of the experience.

To help you prepare, here are some example transferable skills to consider:

| | | |
|--|--|--|
| Research & Planning <ul style="list-style-type: none">• Forecasting• Identifying & solving problems• Setting goals• Extracting important information• Defining needs and requirements• Critical and Analytical thinking | Communication Skills <ul style="list-style-type: none">• Speaking effectively (public speaking, in meetings, etc.)• Writing & Editing (briefs, reports, press releases, etc.)• Active listening• Providing and accepting feedback• Selling ideas or products• Interviewing• Managing conflict | Interpersonal Skills <ul style="list-style-type: none">• Team work• Intercultural understanding• Collaboration skills• Customer relation skills• Adaptability• Independence• Confidence |
| Organisation and Leadership Skills <ul style="list-style-type: none">• Being proactive and taking initiative• Coordinating and planning tasks• Attention to detail• Following through on tasks• Multi-tasking• Time management• Setting and meeting deadlines and goals | Computer & Technical Skills <ul style="list-style-type: none">• Utilising specific software related to job (Excel, AutoCAD, Final Cut Pro, PowerPoint, AVID, SPSS, etc.)• Comfortable learning and using new technology• Numeracy | |

ARTS (FINE AND PERFORMING)

Fine Art

REALITIES: WHAT YOU NEED TO KNOW

While the art and cultural sector in London is extensive, and there are a range of internship opportunities available, please be aware internship positions are typically allocated in organizations within an administrative capacity. Interns are unlikely to be directly involved in curating exhibitions, developing major projects, or to be working hands-on with art or artefacts. Although interns are understandably attracted to working in large museums, internships in “brand-name” cultural centres are typically not possible as these organisations run their own closed, competitive internship programmes which are not compatible or possible on this programme.

Additionally, many organisations put a heavy emphasis on providing the opportunity for local (rather than overseas) students. Working with a small- or medium-sized company or organisation means that committed and productive interns can have a greater impact during the short duration of the internship, getting more involved and seeing more immediately the effects of their work.

Types of Organisations:

Galleries (commercial or public); museums; arts foundations; arts archives; arts centres and arts publications.

Possible Departments/Duties/Roles:

- Helping set up exhibitions
- Gallery maintenance including installation, hanging, packing, labelling, painting, and cleaning
- Cataloguing works of art
- Artist and client liaison
- Research and compiling data
- Arts education
- PR/Marketing/Event planning/Fundraising/Development
- Administrative work

CANDIDATE PROFILE

- Knowledge of the specific area of art, time-period, or cultural interest.
- Passion in the importance of arts culture and a commitment to the field.
- Good communication skills.
- Flexibility and willingness to work in a variety of capacities – including the unglamorous ones.
- **Relevant academic majors** include Art History, Visual Arts, Studio Arts, History, Anthropology, any cultural or region-specific major (for example, Middle Eastern Studies).

INDUSTRY RESOURCES

- Arts Council, England: <https://www.artscouncil.org.uk/>
- ArtsHub: <https://www.artshub.co.uk/>

Performing Arts

REALITIES: WHAT YOU NEED TO KNOW

Whilst London is one of the world's top cities for theatre and performing arts, there are no internships in The West End (London's equivalent to Broadway) due to the competitive nature of the industry and strict UK union rules.

Most placements will require students to be involved in a variety of tasks, both within the office of the theatre or performing arts venue as well as working directly on productions. While interns may not be directly involved in the creative decision-making process, students will have excellent opportunities to learn about the industry.

As the internship is a short, entry-level experience, interns with performing talents typically will not have an opportunity to use these talents as part of the experience. For example: actors will not act, directors will not direct, musicians and writers will not write new plays. However, for students looking to pursue careers in these fields, a relevant internship can provide insight into what it really takes to succeed in the industry.

Types of Organisations: Independent and fringe theatres; specialized performing arts companies; educational and training organisations; cultural and heritage performing arts organisations; casting agencies, and SME's (small medium enterprises) and services which support and represent performers and artists.

Possible Departments/Duties/Roles:

- Production, e.g. stage and prop management
- Marketing/Public relations/Event planning
- Fundraising/Sponsorship
- Education
- Casting (this is normally based at an agency rather than in-house)
- Box office
- Finance/Accounts/HR
- Administrative work

CANDIDATE PROFILE

- Previous professional experience in the industry is strongly preferred. At minimum, candidates must have a demonstrated and applied knowledge of the industry (i.e. an understanding of the industry and its structure in the UK/London).
- Familiarity with relevant industry terminology and technical terms.
- Flexibility and willingness to work irregular hours, such as evenings and weekends.
- For those interested in technical roles, experience with the relevant technical skills, tools, and computer programmes is required.
- Costume, sound, and lighting design internships are extremely limited and require high levels of practical previous experience.
- **Relevant academic majors** include Theatre, Performing Arts, Dance, Music, Design, Communications, Public Relations, and Marketing.

INDUSTRY RESOURCES

- The Stage: <https://www.thestage.co.uk/>
- UK Theatre: <https://uktheatre.org/>
- Official London Theatre: <https://officiallondontheatre.com/>

DESIGN

REALITIES: WHAT YOU NEED TO KNOW

The creative industries are mainly made up of small companies and micro-businesses, the majority of which employ fewer than five people. Positions in industrial and product design are extremely limited and students must be open to all the below types of design.

Types of Organisations:

Museums/galleries; theatres; creative and design studios/agencies; SME's (small medium enterprises); architecture and interior design firms; fashion labels; and publications.

Possible Departments/Duties/Roles:

- Theatre design including Lighting, Sound, and Costume
- Experiential design (i.e. art and exhibition)
- Graphic design
- Web design
- Multi-media
- Interior design
- Architecture design
- Game design
- Textile/Fashion design
- Administrative work

CANDIDATE PROFILE

- Design is a highly competitive field in London and students looking to be placed in Industrial Design, Graphic Design, Architecture, and Interior Design will need to be majoring in these areas. Traditional Industrial design is not possible, so students must be open to the other listed areas of design.
- Previous professional experience in the industry is strongly preferred. At minimum, candidates must have a demonstrated, applied knowledge of the industry (i.e. an understanding of the industry and its structure in the UK/London).
- Familiarity with relevant industry terminology and technical terms.
- Internships in design are highly technical, and employers in these areas may wish to see considerable evidence of your knowledge and interest. This will include asking to see portfolios and samples of design work.
- Working in this field requires intermediate to advanced design programme skills.
- Flexibility and willingness to work in a variety of capacities – including the unglamorous ones.
- To be independent, proactive, and resilient as much of the work is project-based and deadline-driven.
- Flexibility and willingness to commute and work irregular hours, such as evenings and some weekends.
- **Relevant academic majors** include Visual Arts, Studio Arts, Industrial Design, Product Design, Lighting Design, Interior Design, Architecture, Textile/Fashion/Costume Design History.

INDUSTRY RESOURCES

- Dezeen: <https://www.dezeen.com/tag/london/>
- Design Council: <https://www.designcouncil.org.uk/>
- The Society of British and International Design (SBID): <https://www.sbid.org/>
- The Royal Institute of British Architects: <https://www.architecture.com/>

BUSINESS, ECONOMICS, AND FINANCE

REALITIES: WHAT YOU NEED TO KNOW

- **Business** including Business administration; SME's (small medium enterprises); Start-ups; Entrepreneurship; Sales; Marketing, Operations; HR, Real Estate; and Logistics.
- **Economics** including economic research groups, pressure groups, think tanks, and NGOs.
- **Finance** including Accounting; Corporate Finance (i.e. in-house finance departments); Investments; Financial Communications, and Financial Information Services/Publications.

Previous experience is strongly preferred, so students looking to intern in this field should aim to apply to the programme with at least one relevant professional experience on their CV. Students with no professional experience can still apply but should be aware that opportunities may be limited and so be ready to accept a placement in their other industry choices.

We work mainly with SME's (small to medium enterprises), this is because many larger corporations have their own schemes which are closed to overseas applicants who are only in the UK for a short time. Few internships are therefore situated within either the Square Mile or Canary Wharf as most smaller and younger companies choose office locations in cheaper or trendier areas. Shared offices and workspaces are not only less expensive but provide increased opportunities for networking and collaboration and the flexibility to expand rapidly as the business grows.

There are no placements available in banking, government financial bodies, or management consultancies as they have formal internship schemes and prefer longer internships and MBA students.

Students should be very open and consider all areas of finance and business as this is such a competitive industry.

Business

The term business is all encompassing and covers a wide range of activities. Students should be prepared to discuss the different sectors within business that interest them (i.e. technology, food & beverage, travel, etc.).

Types of Organisations:

SME's (small to medium enterprises); membership organisations; start-ups; for-profit and not-for-profit.

Possible Departments/Duties/Roles:

- **Business Administration** – Looking at what it takes to help run a business from day-to-day operations including customer service, office management, and strategic planning including data management. Can also include assisting with projects, reports, or research tasks to help the company achieve its short- and long-term goals.

- **Start-ups & Entrepreneurial Companies** – This is an opportunity to see a company from the ground up. Whilst funding might be tight, that only increases the creativity as everyone, including an intern, has an opportunity to make a real impact on the company’s future. Interns should be ready to pitch in with any task – right alongside the founders – as everyone works hard to make the company a success.
- **HR (Human Resources)** – People are the most important asset of any company and they invest a lot in recruiting, compensating, and developing their employees. Interns in this area may work for a specialized recruitment firm, an internal human resources department, or on a team dedicated to compliance, health and safety, or training and development. Tasks could include reviewing profiles and screening candidates, preparing or assisting with interviews, assisting with annual reviews or compliance, data management, reporting or other processes and procedures. Interns in these placements learn not only about how a business works but valuable management skills as well.
- **Sales & Business Development** – Helping a business grow, gain and keep customers, and discover new markets. Sell products through desk research, prospecting and qualifying leads, analysis and reporting, customer relations, event support, providing support to sales teams, attending meetings, administrative support, etc. *Marketing and Sales can often be complimentary, so please refer to the marketing section in this document for more information.*

Economics

Placements in this area are very limited and competitive as many economic think tanks and development agencies prefer graduate students.

The below all differ in focus, political orientation, and the methods in which they work, but all offer interns the opportunity to gain valuable practical skills and insight into the application of economic theories.

Types of Organisations:

Industry membership organisations; research groups; publications; development agencies; pressure groups; think tanks; and NGOs.

Possible Departments/Duties/Roles:

- Research, analysis, and reporting
- Fundraising
- Assessing the impact and development of organisational activities
- Liaising amongst companies, members, and projects

Finance

Please note the Big Four accountancy firms do NOT offer short-term placements. Very few opportunities are available in tax, auditing, and actuarial sciences. When available, they are limited exclusively to students with both a very strong academic record and significant previous professional experience.

Types of Organisations:

- **Accountancy and finance departments** - Placements in these areas are either within small-to medium-sized accountancy firms or within the financial department of a company. All companies and organisations need to balance the books, so placements could be in a business from any industry, or within a charity or not-for-profit organisation.
- **Investment firms** - Most placement working on the investment side are with smaller investment firms and roles include working in financial economics, foreign exchange, real-estate finance, asset management, debt capital markets, and risk management. Placements in investments are extremely limited and will very much depend upon a student's prior experience, academic record, and the number of placements available in a term. This is one of the areas where students may be put into competition with one another for available positions.
- **Financial communications companies** - *Refer to the marketing and public relations section in this document for a full overview of these fields.*
- **Financial recruitment companies** - This industry allows you to improve your communication skills by speaking with candidates and clients; your research skills by researching commercial information about your market; your confidence and decision-making skills by screening and interviewing candidates; and your knowledge of the financial field and the type of opportunities to explore when you graduate.
- **Financial information services and publications**- These placements involve providing news and intelligence of markets to financial professionals. It provides an excellent opportunity for those with strong research and analytical skills.

Possible Departments/Duties/Roles:

- Processing invoices and payments
- Preparing financial reports
- Completing balance sheets
- Analysing data
- Researching and pricing service providers/markets; liaising with other businesses and creditors
- The intern's role may also include other business or administrative tasks, providing students with a big picture view of the placement's operations and management
- Reviewing and processing candidates
- Assisting with compliance
- General operations and administrative work

CANDIDATE PROFILE

- Previous professional experience in the industry is strongly preferred. At minimum, candidates must have a demonstrated, applied knowledge of the industry.
- Flexible and willing to comply with a work schedule which may include earlier start times and longer hours.
- High GPA.
- Strong numerical, data analysis, and reporting skills.
- Strong computer and analytical skills, especially programs like Excel, customer relationship management (CRM), and project management software.
- Excellent attention to detail and ability to problem solve.

- Strong team player, ready to work for the benefit of company's aims.
- Ability to maintain and develop good relationships.
- Professionalism and discretion in the workplace, especially when working with confidential or sensitive information.
- Relevant academic experience.
- **Relevant academic majors** include Accounting, Finance, Economics, and Business.

INDUSTRY RESOURCES

- The Financial Times: <https://www.ft.com>
- The Economist: <https://www.economist.com/>
- Reuters UK: <https://uk.reuters.com/>
- Euromoney: <https://www.euromoney.com/>

COMMUNICATIONS (ADVERTISING, MARKETING, PUBLIC RELATIONS)

REALITIES: WHAT YOU NEED TO KNOW

Elements of marketing, advertising, and PR exist in most businesses and across all sectors. Employees help clients to connect with their audiences - promoting brands, products, and sending messages - using a range of techniques. Marketing is the overall process, while advertising and PR are both individual sub-components.

The communications industry in the UK is likely to be very different from what you are used to, including terminology, tone, style, and even spelling.

Major decisions – such as creating new campaigns or contributing directly to client accounts – are normally only open to senior members of staff. Interns will be exposed to the inner workings of decisions at their placement but are not likely to be given creative control over their work.

Marketing

Types of Organisations:

Marketing can either be *in-house* (working for the marketing department of an organisation) or at an *agency*. The main difference between these two environments is that an agency works with a range of clients whereas an in-house department focuses on one organisation and its products or services. Marketing roles can be research, creative, or strategic based.

Possible Departments/Roles:

- Market research
- Direct marketing & Sales (*Marketing and Sales can often be complementary, so please refer to the Business – Sales & Development section in this document for more information*)
- Business to business (B2B)
- Business to consumer (B2C)
- Branding
- Content Marketing
- Social Media Marketing
- Email Marketing
- SEO/SEM/PPC

Possible Duties:

- Research and analysis (clients and competitors)
- Spreadsheet and data entry
- Lead generation
- Brainstorming sessions
- Product launches
- Branding & brand awareness
- Content creation (blogs, articles, email newsletters, etc.)
- Supporting/managing social media channels and planning social media outputs
- Campaign tracking and reporting
- Administrative work

Public Relations

Types of Organisations:

Public Relations can either be *in-house* (working for the PR department of an organisation) or at an *agency*. The main difference between these two environments is that an agency works with a range of clients whereas an in-house department focuses on one organisation and its products or services.

Possible Departments/Roles:

- Account handling
- Media relations
- Event planning
- Corporate social responsibility (CSR)
- Public affairs
- Press/media assistant

Possible Duties:

- Research (client and competition)
- Preparing and writing press releases or articles
- Compiling press clippings
- Preparing press packs
- Liaising with journalists and publications
- Helping to plan events
- Using social media
- Administrative work

Advertising

Please note that creative advertising placements (art director or copywriter) are NOT available for short term internships although exposure to the creative process can often be part of the placement if you work at a smaller agency.

The advertising industry is a very competitive field and placements tend to be in small boutique agencies where you could be working across a variety of mediums: print, television, digital, direct mail, social media, etc.

Advertising agencies usually work with a variety of clients and products, so we are not able to match you to a specific industry sector (e.g. healthcare, food, beauty). If your interests are that specific, you will have to be open to the whole range of placements within the communications field and look at marketing and public relations.

Types of Organisations:

Advertising placements are usually based in an advertising agency. The agency could be a full-service agency or a specialist agency (e.g. an agency that specializes in media buying). In addition, there are limited opportunities in-house at production companies making adverts.

Possible Departments/Roles:

- Account handling or planning
- Media buying
- Media planning
- Production (usually based at a specialist advertising production company as opposed to an agency)
- Web design and development

Possible Duties:

- Research and analysis (clients and/or competitors)
- Spreadsheet and data entry and PowerPoint presentations
- Brainstorming sessions
- Product launches
- Client meetings
- Administrative work

CANDIDATE PROFILE

- Knowledge of the relevant communications field and how it operates (i.e. commercial awareness).
- Awareness of differences between British and American spelling.
- Excellent communications skills, interpersonal, verbal, and written.
- Strong writing, proofreading, and editing skills, ideally with a portfolio to demonstrate these skills.
- Strong organisational, analytical, numerical, and customer relations skills.
- Ability to work under pressure.
- Relevant digital skills ideally with a portfolio to demonstrate these.
- Flexibility and willingness to work irregular hours, such as evenings and some weekends (especially if working in events).
- Good computer programming skills and tools especially in advertising (including WordPress, Photoshop, Illustrator, InDesign), or programming languages.
- Relevant academic experience.
- **Relevant academic majors** include Communications, Journalism, Media, Marketing, Advertising, Event Management, Public Relations, English, and Literature.

INDUSTRY RESOURCES

- Prospects, Marketing, Advertising and PR: <https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/marketing-advertising-and-pr>
- PR Week: <https://www.prweek.com/uk>
- Campaign: marketing, advertising and media news and analysis: <https://www.campaignlive.co.uk/>
- Marketing Week: <https://www.marketingweek.com/>
- Institute of Practitioners in Advertising (IPA): <http://www.ipa.co.uk/>
- The Drum: <https://www.thedrum.com/>

HEALTH CARE AND PSYCHOLOGY

Please note: for programmes requiring a Tier 5 visa through BUNAC, placements within healthcare are restricted and internships cannot include any patient contact or any healthcare provision to patients.

REALITIES: WHAT YOU NEED TO KNOW

Please note that clinical positions or pre-med placements working directly with a doctor, nurse, and surgeon are NOT available. In the UK, students wishing to work as medical practitioners must undertake a doctorate degree following their undergraduate and master's level studies. Gaining entry to the course is highly competitive and students must obtain work experience before applying. As such, working with practitioners is typically only open to UK students in a training programme who have already obtained a master's degree.

In addition, security, confidentiality, legal requirements, and the training required to protect vulnerable people may limit an intern's access to certain types of roles and tasks as certain roles are not compatible with the short duration of an internship through our programme.

Types of Organisations:

Hospitals; clinics; schools (mainstream, hospital, and special education needs); after school clubs; walk-in community centres; residential centres; clinics, nursing homes; shelters; charities; universities; research institutions; adult and youth developmental and learning disabilities programmes and labs.

Organisations can be divided between those dealing with physical issues (e.g. dentists, vets, occupational, physiotherapy), and those dealing with mental health issues (e.g. psychological disorders; eating disorders; addiction).

We ask students to think about sectors within healthcare and psychology including: Mental Health (addiction, eating disorders, psychological disorders, etc.); Physical Health (physiotherapy, rehabilitation, dental, diseases, sexual health, etc.); Child, Adolescent, and/or Adult health; Health administration; Health Technology; Health Policy.

Possible Departments/Roles:

- Healthcare administration
- Campaigning, fundraising, PR, marketing, events
- Human resources
- Consumer psychology
- Social policy (*refer to NGO/Charities section of this document*)

Possible Duties:

- Observation
- Classroom assistance
- Health policy research and support
- Participation in group activities
- Research design - administrating tests and collating data on a variety of subjects including cognitive, neuro, and behavioural
- Analysing and interpreting data
- Research and report writing
- Administrative work

CANDIDATE PROFILE:

- Knowledge of the psychology or healthcare industry.
- Therapy and Dentistry are highly competitive field in London and students looking to be placed in Occupational (OT), Physiotherapy (PT), and Dentistry will need to be majoring in these areas.
- Strong research and interpersonal communications skills.
- Given the nature of some placements, students will need to demonstrate prior experience working in challenging circumstances and the emotional maturity to be resilient when encountering upsetting situations.
- Sensitivity to the cases/individuals or subject matters you are working with.
- Professionalism and discretion in the workplace, especially when working with confidential or sensitive information.
- Flexibility and willingness to commute, work irregular hours, such as evenings and weekends (particularly in contact roles).
- All students interested in a placement in healthcare, education, psychology, social welfare, and charities are required to get a police background check both from their home country and from the UK.
- Relevant academic experience.
- **Relevant academic majors** include Psychology, Education, Sociology, Social Work, Child & Adolescent Studies, Health, Pre-Med, and Community Development.

INDUSTRY RESOURCES

- Healthcare Today UK: <http://www.healthcare-today.co.uk/>
- Behind the Headlines – NHS: <https://www.nhs.uk/news/>
- The NHS Explained (FutureLearn): <https://www.futurelearn.com/courses/the-nhs-explained>

HOSPITALITY AND TOURISM

Please note: for programmes requiring a Tier 5 visa through BUNAC, placements within hospitality are restricted and internships cannot include any roles with front desk, reservations, or food & beverage.

REALITIES: WHAT YOU NEED TO KNOW

Tourism plays a vital role in London's economy - It employs 1 in 7 of London's workforce and visits to the capital by 2025 are projected to attract 40.4 million international and domestic visitors annually.

Types of Organisations:

Hotels; restaurants; concierge service companies; tourist boards; travel agencies; tourist attractions; passenger services (e.g. air, sea, rail, and road); tour operators; and tourist information centres.

Possible Departments/Roles:

- PR/Sales/Marketing /Events
- Human resources
- Finance
- Purchasing
- Front desk, Reservations, and Food & Beverage (*not possible on Tier 5 visa*)

Possible Duties:

- Liaison with employees
- Organizing staff details, rotas, payroll, etc.
- Media relations (liaison with journalists, following up press releases)
- Event planning
- Research (company and/or competitors)
- Phone work
- Administrative work

CANDIDATE PROFILE

- Excellent communications skills, interpersonal, verbal, and written.
- Flexibility and willingness to work irregular hours, such as evenings and some weekends (especially if working in events/front desk/reservations).
- Language skills are an important bonus.
- Relevant academic experience.
- **Relevant academic majors** include Hospitality, Travel and Tourism Management, Communications, Marketing, Advertising, Public Relations, Business, or Languages.

INDUSTRY RESOURCES

- UKHospitality: <https://www.ukhospitality.org.uk/>
- Institute of Hospitality: <https://www.instituteofhospitality.org/>
- Visit Britain: <https://www.visitbritain.org/>

LAW

REALITIES: WHAT YOU NEED TO KNOW

Some legal internship placements are only available to post-graduate law students or trainee solicitors and barristers. In the UK, a law degree is an undergraduate degree followed by on-the-job training for several years. American undergraduates will not have had the appropriate legal education to fulfil most available positions, thus should not expect to work at a level comparable to a US law student or British trainee.

Due to the above, the industry is extremely competitive in certain areas of law. Previous experience is strongly preferred, so students looking to intern in this field should aim to apply to the programme with at least one relevant professional experience on their CV. Students with no professional experience can still apply but should be aware that opportunities may be limited and so be ready to accept a placement in their other industry choices.

Please note we do not offer placements in most law enforcement roles (i.e. the police force; prison or probation departments; coroner departments; fire department; paramedic services; armed forces or government legal departments) due to their strict onboarding and security requirements which our interns cannot meet.

Types of Organisations:

Law firms, including Legal aid; SME's (small medium enterprises); legal publications; legal training companies; legally-focused NGOs; and justice and human rights organisations.

Possible Departments/Roles:

- **Criminal Law** – focuses on defending clients in cases covering everything ranging from small to larger mis-demeanours, including but not limited to larceny, fraud, sexual assault, and murder. It can also involve international relations and multiple jurisdictional rules, particularly concerning issues such as extradition, money-laundering, cross-border crimes, and terrorism.
- **Civil Law** – focuses on laws pertaining to noncriminal matters, including housing, immigration, property, family matters (child custody, divorce), wills and probate, personal injury, and employment, among others.
- **Corporate Law** - Is the most competitive with limited opportunities and focuses on a wide-range of legal matters pertaining to how a company can operate, but often deals with contracts between a given company and other outside organisations, governments, or individuals.

Possible Duties:

- Attending court (criminal and civil only)
- Client interviews
- Police station visits (criminal only)
- Research and Report writing
- Transcribing tapes/videos
- Reviewing contracts (corporate)
- Administrative work

CANDIDATE PROFILE

- Previous experience in a legal or justice organisation is strongly preferred.
- A good understanding of the UK legal sector, which is very different from other countries (such as the US).
- Applied knowledge and comprehension of legal terminology.
- Attention to detail and ability to think critically.
- Strong interpersonal and communication skills.
- Sensitivity to the cases and subject matter they are working with.
- Professionalism and discretion in the workplace, especially when working with confidential or sensitive information.
- Relevant academic experience.
- **Relevant academic majors** include Politics, Law, International Relations, Criminal Justice, Psychology, and Community Development.

INDUSTRY RESOURCES

- Lawbore, the law student's guide: <http://www.lawbore.net/>
- Infolaw: <http://www.infolaw.co.uk/>
- Law Careers.Net: <https://www.lawcareers.net/Starting-Out/Beginners-Guide-Career-Law>
- Prospects: <https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/law-sector/law-careers>

MEDIA (FILM, TV, RADIO, PUBLISHING, JOURNALISM)

Film/TV/Radio

REALITIES: WHAT YOU NEED TO KNOW

The British film and television industry is very small compared to its US counterpart. Most content is developed and created by independent, freelance creatives and small businesses as there are few larger film houses in the UK and only five main TV channels.

The actual filming that takes place in London is very limited as local production companies tend to take advantage of the subsidies and cheaper costs of shooting elsewhere, and a few of the large studios are located outside of London where there is more space. Due to this, production-based placements are very competitive and difficult to secure – if production opportunities are available they tend to be in television.

Types of Organisations:

Placements tend to be in independent production companies as opposed to large broadcasting corporations and could be working on fictional or factual programmes including genres such as documentaries, drama, reality, lifestyle (cooking, homes, travel), game shows, commercial (advertisement) production.

Possible Departments/Roles:

- Development
- Pre-production
- Production
- Post-production
- Journalism
- Casting
- Communications including marketing and public relations (*please refer to the communications section of this document*)

Possible Duties:

- Script reading
- Synopsis writing
- Writing proposals
- Research
- Helping set up a shoot, hiring props, and keeping set clean and tidy
- Scheduling/planning
- Transcribing production tapes and editing
- Communications and Social media
- Runner – picking up mail, tea's and coffees, lunch runs, preparing rooms, etc.
- Administrative work

CANDIDATE PROFILE

- Previous professional experience in the industry is strongly preferred. At minimum, candidates must have a demonstrated, applied knowledge of the industry.
- Understanding of the industry and its structure in the UK/London.
- Familiarity with relevant industry terminology and technical terms.
- Flexibility and willingness to commute, work irregular hours (such as evenings and weekends), and perform all tasks, however small, with enthusiasm.

- For those interested in technical roles, experience with the relevant technical skills, tools, and computer programs (e.g. AVID, Final Cut Pro, etc.) is required which must be highlighted on the CV (include links to your online portfolio/show reel).
- Students will need to demonstrate long-term passion and commitment to their preferred industry as demand for entry-level positions far outweighs their availability and it can be extremely difficult to secure work in the practical side of the industry.
- Relevant academic experience.
- **Relevant academic majors** include Film Studies, TV Studies, Drama, Acting, Communications, Public Relations, Marketing, English, and Media Studies.

INDUSTRY RESOURCES

- Broadcast: <https://www.broadcastnow.co.uk/>
- Campaign: marketing, advertising and media news and analysis: <https://www.campaignlive.co.uk/>
- Creative Industries, TV & Film Facts & Figures: <http://www.thecreativeindustries.co.uk/industries/tv-film/tv-film-facts-and-figures>
- BFI, resources for graduates: <https://www.bfi.org.uk/education-research/5-19-film-education-scheme-2013-2017/resources-bfi-film-academy-graduates>

Print & Digital Journalism

REALITIES: WHAT YOU NEED TO KNOW

Journalism skills are needed across many industries, and students can gain experience and transferable skills in a variety of ways. Writing and content development roles are possible at companies and organisations assisting with producing writing and content for their blog, website, print materials, campaigns, or publications. Content development can take many forms – both short (social media posts, product descriptions, image captions) and long (feature blogs, news articles) helping inform readers, raise awareness, build community, or promote a brand/product.

Digital communication and technology have largely disrupted the sector, greatly increasing online journalism. Given this, students should be open to both print and online/digital work.

Types of Organisations:

Newspapers; magazines; journals; newsletters; periodicals, and magazines or their online versions that cover a range of genres including news; entertainment (film/tv/music/theatre/arts); politics; food; travel; sports; health, fitness; technology, finance, medical, and special interest.

Possible Departments/Roles/Duties:

- Research
- Social Media posts
- Product descriptions/Image Captions
- Writing features or reviews
- Sub-editing and Copy-editing including fact checking
- Updating databases including sorting and tagging content
- Layout and design including conducting image searches and curating content/profiles
- Liaising with public relation agencies
- PR which are writing related (*please refer to the Communications section of this document*)
- Pre-Production can be heavily writing based (*please refer to the TV section of this document*)
- Administrative work

CANDIDATE PROFILE

- Previous professional experience in the industry is strongly preferred. At minimum, candidates must have a demonstrated, applied knowledge of the industry.
- Understanding of the industry and its structure in the UK/London.
- Awareness of differences between British and American spelling.
- Excellent communications skills, both verbal and written.
- Strong writing, proofreading, and editing skills, ideally with a portfolio to demonstrate these.
- Relevant skills in social media or communication tools, ideally with a portfolio to demonstrate these.
- Flexibility and willingness to work irregular hours, such as evenings and weekends.
- Relevant academic experience.
- **Relevant academic majors** include Communications, Journalism, English, Literature, and Media Studies.

INDUSTRY RESOURCES

- The Journalist Magazine: <https://www.nuj.org.uk/about/the-journalist-magazine/>
- Campaign: marketing, advertising and media news and analysis: <https://www.campaignlive.co.uk/>
- Broadcast: <https://www.broadcastnow.co.uk/>
- Journalism.co.uk: <https://www.journalism.co.uk/>

Publishing

REALITIES: WHAT YOU NEED TO KNOW

The UK is a world leader in publishing and London is home to both large and small publishing houses, as well as journal and audio and digital publishers – spanning fiction and non-fiction, academic and educational. Publishing is a competitive industry with few entry-level positions so when opportunities are available, they are limited exclusively to students with both a very strong academic record and previous professional experience.

Types of Organisations:

There are opportunities to intern in book publishing houses across a variety of departments including editorial, marketing and publicity, rights, distributed sales marketing/public relations, and human resources.

Possible Departments/Roles/Duties:

- Reading manuscripts and writing reports
- Picture research, genre research
- Writing back cover and catalogue copy
- Market Research and sales reports
- Mailings
- Helping with events
- Answering emails and responding to material
- Assisting with contract administration
- Administrative support

CANDIDATE PROFILE

- Previous professional experience in the industry is strongly preferred. At minimum, candidates must have a demonstrated, applied knowledge of the industry.
- Understanding of the industry and its structure in the UK/London.
- Awareness of differences between British and American spelling.
- Excellent communications skills, both verbal and written.
- Strong writing, proofreading, and editing skills, ideally with a portfolio to demonstrate these.
- Relevant academic experience.
- **Relevant academic majors** include Publishing, Communications, Journalism, English, Literature, and Media Studies.

INDUSTRY RESOURCES

- The Publishers Association: <https://www.publishers.org.uk/>
- The Bookseller: <https://www.thebookseller.com/>
- Society of Young Publishers: <https://thesyp.org.uk/>

POLITICS

REALITIES: WHAT YOU NEED TO KNOW

Please note we do not offer placements in government departments, the civil service, or embassies due to their strict onboarding and security requirements which our interns cannot meet.

Students wishing to intern within politics need to state with which British political party they most closely affiliate with (*see Industry Resources below for links to relevant information*). This information will be used by the internship provider to identify suitable opportunities.

After elections there can be a shift in representation and the internship provider will need time to make new connections in the industry. This is because the elected party tends to elect new members to roles, which can mean that there are fewer opportunities available, as the party puts hiring on hold, including for intern positions.

Types of Organisations:

Political parties; pressure groups; lobbying organisations; communications agencies; publications.

Types of Departments/Roles:

Party politics means working for one of the main political parties in Britain.

- MP - Working in the Palace of Westminster Offices for a member of parliament (*these placements are very competitive and there is a separate application process, which you will be informed about at your internship consultation*)
- Party HQ – Working for the Head Office of one of the political parties
- Party Constituency Office in the Greater London Area – Working in a London MP's constituency office [i.e. the constituency (boroughs) they were elected to represent]

Possible Duties:

- Research
- Attending meetings
- Writing letters /event planning
- Canvassing
- Administrative work

CANDIDATE PROFILE

- Applied knowledge of politics.
- Understanding of both home country and UK political systems and parties.
- Awareness of important political issues and debates - both at the domestic and international level.
- Attention to detail and ability to problem solve.
- Sensitivity to confidential issues.
- Flexible and prepared to commute anywhere in the Greater London area. On average, politics interns will have longer commute times than interns in other industries.
- Excellent communication skills.
- Ability to work collaboratively as part of a team.
- Relevant academic experience.
- **Relevant academic majors** include Political Science, Law, International Relations, Criminal Justice, Psychology, Education, and Community Development.

INDUSTRY RESOURCES

- How Parliament Works: <https://www.parliament.uk/about/how/>
- They Work for You: <https://www.theyworkforyou.com/>
- BBC News, Politics: <https://www.bbc.co.uk/news/politics>
- Politics.co.uk: <http://politics.co.uk/>

NGOS/CHARITIES

REALITIES: WHAT YOU NEED TO KNOW

Positions in this field can be based in organisations working in social, political, and economic areas that are not part of governments or political parties. They can be focused locally, nationally, or internationally, and can be based in a range of organisations.

Types of Organisations:

Pressure/lobbying/research/policy groups; NGOs (Non-Governmental Organisations); charities; voluntary organisations; Information services/publications and public affairs/political PR agencies.

Students will need to express an interest in particular issue(s), including: environment; education; health; human rights; poverty; women's issues; race; LGBTQ; immigration/refugees; economic development; defence/security.

Possible Departments/Roles/Duties:

- Community engagement and development
- Raising awareness
- Fundraising
- Campaigning
- Research, compiling data, writing briefs
- Attending and organizing meetings
- Marketing/PR/Events Campaigning
- Administrative work

CANDIDATE PROFILE

- Awareness of current affairs.
- Experience volunteering for a charity or a cause.
- Passion for social and political issues.
- Attention to detail and ability to problem solve.
- Sensitivity to the subject matter you are working on.
- Excellent interpersonal communication skills.
- Flexibility and willingness to work on a variety of tasks.
- Ability to work collaboratively as part of a team.
- Relevant academic experience.
- **Relevant academic majors** include Political Science, Law, International Relations, Humanities, Theology, Sociology, Criminal Justice, Psychology, Education, and Community Development.

INDUSTRY RESOURCES

- Third Sector: <https://www.thirdsector.co.uk/>
- Charity Connect: <https://www.charityconnect.co.uk/>
- NCVO Knowhow Non-profit: <https://knowhownonprofit.org/>
- Prospects, Charity and voluntary work: <https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/charity-and-voluntary-work>

STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATH)

REALITIES: WHAT YOU NEED TO KNOW

- **Science** including Biology, Chemistry, Biochemistry
- **Technology** including Computer Science, UI/UX, Software and/or App development
- **Engineering** including Mechanical, Electronic and Electrical, Civil, Computer
- **Math** including data science, statistics

Previous experience is strongly preferred, so students looking to intern in this field should aim to apply to the programme with at least one relevant professional experience on their CV or strong academic experience to support their applications. Students with no professional experience can still apply but should be aware that opportunities may be limited and so be ready to accept a placement in their other industry choices.

Engineering is a highly competitive field in London. Many companies have their own internal graduate schemes (i.e. they hire directly from UK universities and run internships that are often year-long experiences that lead to full-time employment). In addition, many engineering companies are based outside of London. Due to these reasons, some engineering opportunities will not be possible in London and opportunities would only be feasible if the student is prepared to travel outside of the city or do business-related placements.

Students should be very open and consider all areas of STEM as there are limited placements given the short-term nature of your programme.

London has a rapidly growing technology sector (called the 'Silicon Roundabout') and Tech Start-ups offer great opportunities for students to gain both technical and business experience.

Types of Organisations:

Technology firms and science and tech Start-ups; engineering companies; software development companies; design firms; clinics; research & policy groups; laboratories (*please also refer to the Healthcare and Psychology section in this document for more information*); universities (research centres/departments).

Possible Departments/Roles/Duties:

- Research, analysis, and report writing
- Technical – development, testing, analysis, quality control, prototyping, etc.
- Marketing/Social Media
- Business development and operations
- Community Outreach & Engagement
- Participation in meetings and supporting events
- General Administration (to help with the running of the service, lab, office, etc.)

CANDIDATE PROFILE

- Demonstrated proficiency in technical skills, tools, and computer programmes is required.
- Previous professional experience in the industry is strongly preferred. At minimum, candidates must have an applied knowledge of the industry i.e. a strong academic foundation and familiarity with relevant industry terminology and technical terms.
- Flexibility and willingness to work both on technical and business tasks.
- Relevant academic experience.
- **Relevant academic majors** include Chemistry, Biology, Engineering (all disciplines), Materials Science, Math, Physics, Computer Science, and Information Systems.

INDUSTRY RESOURCES

- The Institute of Engineering and Technology: <https://www.theiet.org/>
- Engineering and Physical Sciences Research Council: <https://epsrc.ukri.org/>
- UK Research and Innovation: <https://www.ukri.org/>
- Science Council: <https://sciencecouncil.org/>
- Tech.London: <http://tech.london/>