


## LONDON SAMPLE INTERNSHIP LIST BUSINESS


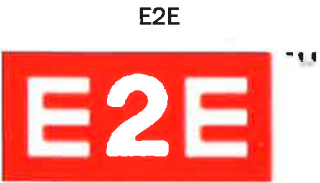

### INDUSTRY DESCRIPTION

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 entrepreneurial start-up businesses or more established companies.

### EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CEA 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 style="text-align: center;">Let Me Play</p> 	<p>The LMP Group is made up of 3 separate companies but with a collective mission to inspire ambition. LMP provides opportunities and supports social change across the UK. The focus is on education and social impact; working together to bring about positive and sustainable development. The companies include Let Me Play Ltd. which trades as LMP Education, Inspire ATA Ltd. and LMP Action C.I.C. The various departments within these 3 companies serve schools, businesses and individuals across the UK through apprenticeships, employability programmes, adult education, alternative education, enrichment and holiday camp. Internship opportunities exist within operations, HR/recruitment, marketing, and more.</p>
<p style="text-align: center;">Nemi Teas</p>	<p>Nemi Teas is a London-based tea company offering a variety of whole leaf tea blends as loose tea and in biodegradable tea pyramids along with a Chai Syrup for chai lattes, iced teas and chai cocktails! They are strong believers in creating positive change through business and provide employment to refugees to help them better integrate in the UK. They employ refugees to run tea stalls across London food</p>

	<p>markets, festivals, events and conferences which allows refugees to boost their English skills, regain confidence and work on skills required to enter the UK job market. They also employ them within their business to perform commercial roles including sales &amp; marketing, events, packaging and distribution. Interns can undertake a mix of tasks covering business development, partnership building, finance, marketing, and events.</p>
	<p>E2E's vision is to enable extraordinary entrepreneurship. E2E aims to be the main catalyst for economic growth first in the U.K. and then internationally. E2E offers one platform where entrepreneurs can find the right advice, support, people and finance to give their enterprise the best chance of success. They focus on facilitating strong links between scale up founders, investors, non-executive directors and corporates. They are also proud to have world class entrepreneurs sharing their experience and wisdom with our community creating extraordinary connections for entrepreneurs. Intern roles include helping internationalise the business, attracting and engaging potential investors, data analysis, operations, and events.</p>
<p>Tables for Business</p> 	<p>Tables for Business prides itself on offering a service driven approach to office space furniture suitable for all. Founded in 2016 by Paul Davis and Dan Lerpiniere, the company is extensive and expansive in its offering from initial ideation &amp; design through to manufacture, project management and install. By working closely with Architects, Interior Designers and Dealerships we are able to understand the client's exact requirements in delivering a dream space. Interns can get involved with supporting sales projects, social media marketing, and even designing furniture.</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 set 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>

## **NACE CAREER READINESS COMPETENCIES**

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

1. **Career and Self-Development:** The ability to demonstrate requisite core competencies to develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization
2. **Communications:** The ability to receive, interpret and articulate information and ideas clearly and effectively.
3. **Critical Thinking:** The ability to identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
4. **Equity and Inclusion:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
5. **Leadership:** The ability to recognize and capitalize on personal and team strengths to achieve organizational goals.
6. **Professionalism:** The ability to acknowledge work environments differ greatly, understand, and demonstrate effective work habits, and act in the interest of the larger community and workplace.
7. **Teamwork:** The ability to build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
8. **Technology:** The ability to understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.