



Fashion Programme with Internship

31 May – 20 August 2021



**GLOBAL
EXPERIENCES**
INTERNATIONAL INTERNSHIPS

Professional Placement Process



Pre-Departure

- Professional development, including Strengths Assessment and Coaching Call with our GE Advisor
- Group welcome call and individualised support from GE Advisor to prepare for interview process
- Access to GE Portal – complete document submission and access program information



Professional Placement Expectations

Fashion is a leading industry in London, which requires students to get involved in everything from the showrooms to the logistics of the business. You must be willing to take part in all elements of a project that are required of you.

- Step 1 – Welcome week and shadowing
- Step 2 – Taking on tasks
- Step 3 – Working on independent projects
- Step 4 – Learning the various elements of the sector



GE career fields within Fashion

1. Fashion Business
2. Fashion Design
3. Fashion Marketing/PR



Fashion Business

A fashion business internship will give you an overview of how a fashion company is run. Example tasks for a Fashion Business placement are:

- Shadowing the showroom coordinator
- Learning how to complete coverage, returns, send outs and maintain the showroom
- Assisting the account executive with requests, sample movements, etc.
- Helping out with monthly reports for the brands the company represents
- Preparing for the lead up to Press Days and helping out with Press Days ensuring all press are looked after



Fashion Design

To be eligible for a Fashion Design placement you will need: experience with InDesign, strong textile skills, and some experience with either sketching, Photoshop, fabric-cutting, measuring, draping or sewing. Example tasks for a Fashion Design placement are:

- Shadowing and assisting design development team members
- Copying and drafting basic patterns
- Sorting and labelling in the pattern library
- Preparing and finishing basic samples
- Sourcing and purchasing materials
- Preparing collection line sheet
- Undertaking studio filing and logistics with boutique
- Helping with everything leading up to the trade show



Fashion Marketing/PR

If Fashion Marketing/PR is the sector you would like to explore, then you can expect a full-on internship. You will be promoting the company's brand or product through various events and client meetings. Example tasks for a Fashion Marketing placement are:

- Handling editorial and VIP sample requests
- Maintaining sample management
- Organising and creating press clippings and compiling monthly press reports
- Pitching of clients to print and digital press
- Event planning and execution
- Handling showroom appointments with magazine editors, stylists and VIPs
- Managing social media content
- Attending fashion week and PR events



FAQ...

- **How exactly do I get placed?**
 - Hard work and years of experience! The GE Placement team identifies a host employer that matches your skills, qualifications, interests/goals, and availability of placements. When an employer is interested in interviewing you, you interview, you ace it, you got it.
- **Will I get paid?**
 - No. Most international internship are unpaid for a variety of reasons. Regardless, this is an experiential opportunity to apply your studies in your career field of interest. The commodity here is time. In exchange for your time and dedication to your host employer, they'll spend time training you, teaching you, and giving you valuable field experience.
- **Can I request to work at a bigger company?**
 - The GE portfolio varies widely and includes large, medium, and small enterprises, with big names and lesser-known names. Students may not request a size of a company, nor a firm directly. We focus on pairing interns with the right host company based on their qualifications, interests and availability at the time of their placement. We also find that smaller companies tend to give our interns more hands-on experience and the opportunity to work more closely with higher-level staff.

FAQ...

- **Will I get to choose between companies?**
 - No. GE team do the matching process for interns and based on our understanding of their goals and the many other factors that go into placements, such as timing, availability, and the qualifications of the intern. We try to find something as closely aligned with their interests so we can do our best in that matching process.
- **How will I get to my internship?**
 - You should expect to have a commute that is on average about 45 minutes to 1 hour. Some interns will have a commute that is shorter than that and some will have a longer journey. Our priority is your placement, so as a result some interns will be further from their accommodation than others. You'll need to budget accordingly!
- **Where am I in the process? How much longer until I get my placement?**
 - Students manoeuvre their way through the placement process at different speeds. The attentive, responsive student who is quick to respond to emails and phone calls will move through the process at a steady pace. Once we have your resumé and cover letter ready to go, the search process takes on average 6-8 weeks to hear back about an interview.

FAQ...

- **What happens if I don't like the company I interviewed with?**
 - Nine times out of 10 the interview goes well and it is a good fit all around. We do our best to match interns with the company most suited to their skills and goals. If it doesn't seem like a good fit, let us know! The GE Program Advisor will work with you to see where the mark was missed or advise the student on how to move forward.
- **What should I do if I have a problem once I'm on site?**
 - All sites have a GE Location Coordinator who is the first point of contact for GE interns for questions about their internship. You'll receive your contact information on arrival.
- **What will my schedule be?**
 - Interns should expect to work full time (32-40 hours/week). Most schedules will be 9-5, but it's entirely up to the host company and intern to work out their exact working schedule, including whether they will be required to work any evenings or weekends. This also means you are responsible for meeting any hours requirement.

Best Practices

- Day 5 at your internship will look a lot different than day 25 – be patient and prove yourself as the intern!
- Understand your role as an intern – this is a short 6-week internship and so your expectations of the types of tasks and responsibilities should be in line with this
- Qualities for a successful intern – enthusiasm, being proactive, proving yourself. An intern can make or break their own experience and you should take ownership for your success
- Communicate about problems with your supervisor and refer to the GE staff to help you figure out how to best approach them.



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GE and Regent's Timeline:

- Deadline to submit applications to Regent's: 22 January 2021
- Program dates: Monday 31 May – Friday 20 August 2021
 - On-site welcome orientation
 - Mid-point site visit
 - Exit orientation



Any further questions?

*Please contact our dedicated team
studyabroad@regents.ac.uk*
