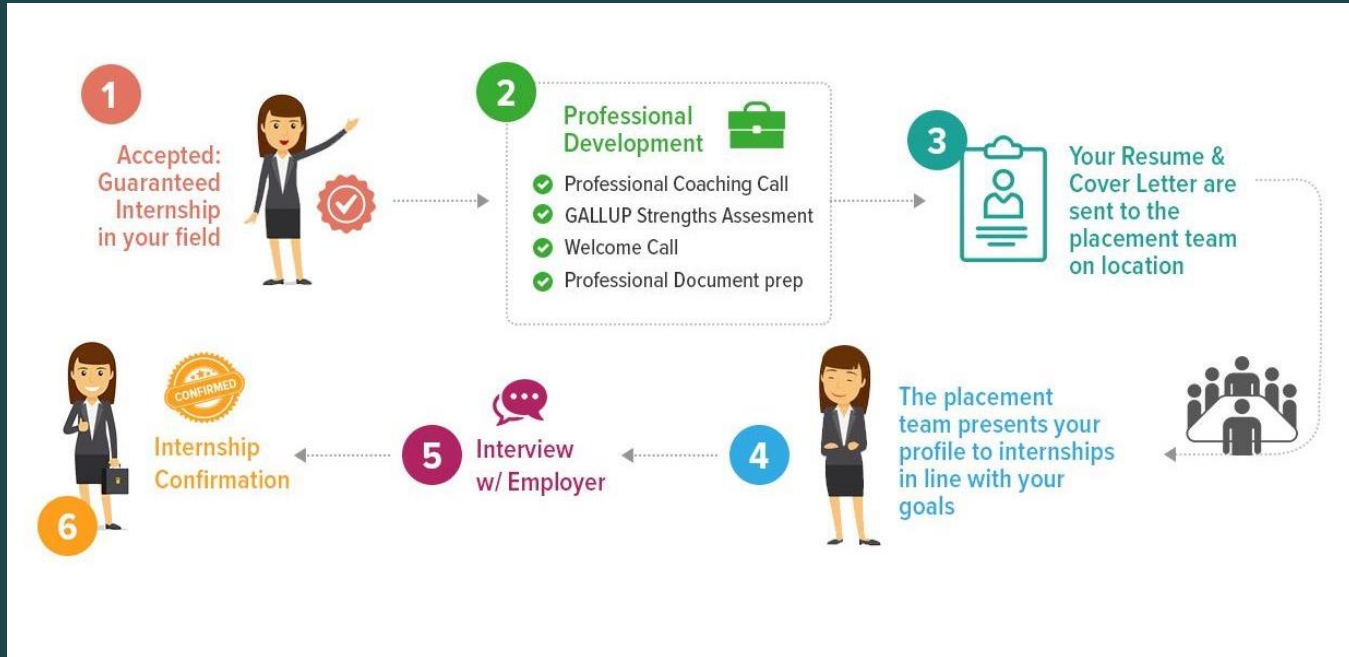


## **Fashion Programme with Internship in collaboration with Global Experiences (GE)**



# 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



# Career fields

- Fashion Business
- Fashion Design
- Fashion Marketing/PR
- Styling



# 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



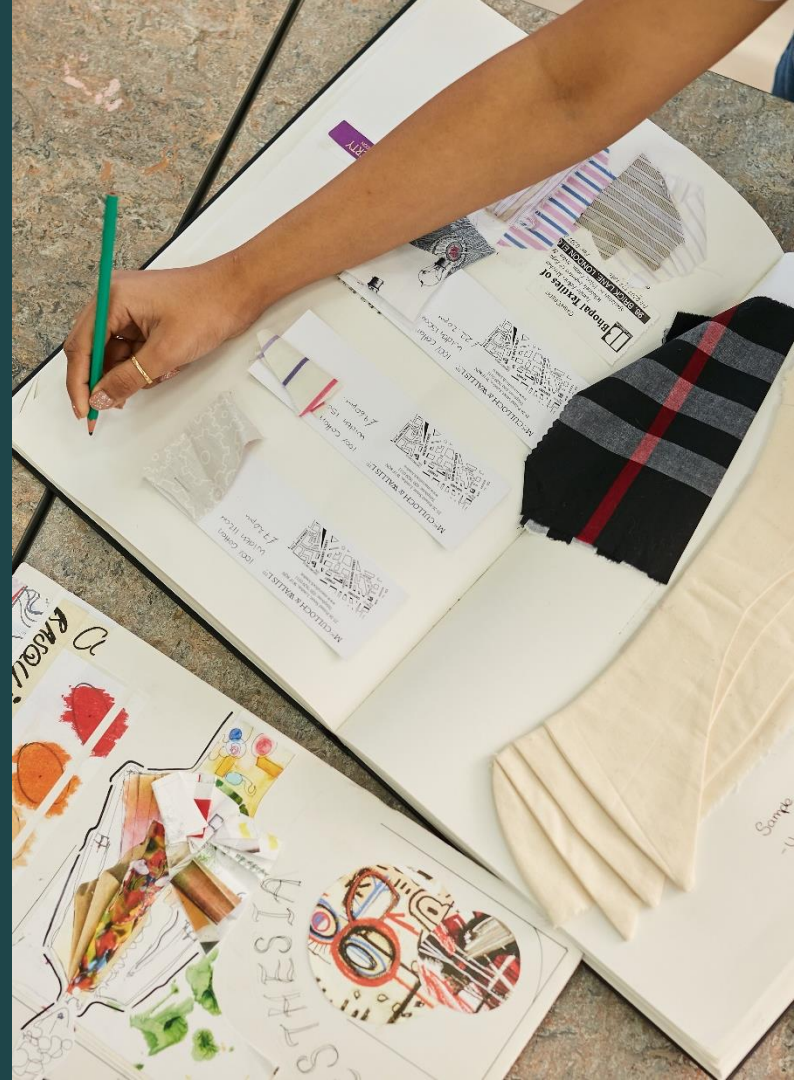


# FAQ...

- **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 (up to 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.



## GE and Regent's Timeline:

- Deadline to submit applications to Regent's: 28 January 2022
- Program dates: Monday 30 May – Friday 219 August 2022
- Internship placement fee payable to Global Experiences: 1 March 2022
  - On-site welcome orientation
  - Mid-point site visit
  - Exit orientation