

AIFS UNPAID WORK PLACEMENTS

It is our intention to provide an unpaid work placement program that;

- complements classroom learning with practical experience in the workplace.
- develops personal skills and strengths that will assist in opening future job opportunities.
- builds a competitive résumé.

Students need to please note that placements can be requested in any of the areas listed, students can also request placements in companies that are not listed. However, AIFS cannot guarantee availability.

There are undoubtedly many advantages to be gained from participating in a work placement. However students should bear in mind a number of considerations before embarking on a placement.

- Students who intend taking an unpaid placement in London must apply for a Tier 4 Student visa before they depart the USA. It is the responsibility of the student to apply for the visa and to ensure they have read and followed the application guidelines outlined by the UKBA (UK Border Agency). **A Tier 4 visa costs £255 GBP (as of August 2011).**
- A work placement is a significant time commitment.
- Be realistic – placements may not be replications of the ones you may have undertaken in the USA. You may find the approach in London to be less structured with less formal supervision. The less proactive you are the less responsibility you will be given – remember to ask questions! You will be carrying out some mundane tasks initially but remember that if you do these well you may be given more responsibility!
- AIFS are responsible for setting up interviews for requested placements, however students need to be aware that placements cannot be guaranteed. If students are not successful at their first interview AIFS will organise another interview with a different company.

UNPAID WORK PLACEMENT PROGRAM

Responsibilities AIFS has to Students

- AIFS shall provide a comprehensive range of unpaid placements for students to choose from.
- Students may request an unpaid placement in an area not listed. AIFS shall make every effort to create a volunteer request.
- AIFS will be available to assist students in making decisions about where to serve an unpaid placement.
- Prior to the student's arrival in London AIFS shall endeavour to provide students with any information they require in relation to unpaid placements and to answer any queries students may have.

- AIFS are responsible for setting up placement interviews for students.
- AIFS shall endeavor to be available for students throughout their semester to enable them to discuss any concerns they have regarding their unpaid work placements.

Responsibilities the Student has to the Voluntary Internship Placement

- To be punctual and dependable.
- To follow the instructions and guidelines of the particular placement.
- To inform the placement in advance if you are unable to attend.
- To maintain an open attitude that encourages a learning environment.

Responsibilities the Student has to AIFS

- To communicate promptly with AIFS Coordinator if student placement requires attention.
- To behave responsibly as a representative of your home campus and AIFS.

Listed below are placement sites that we work with, please note that not all placements will have availability all year round, AIFS will be able to advise you on this once you have applied. Students are required to email their cover letters and resumes to Sinéad Sheehan at ssheehan@aifs.co.uk by the deadline date listed on the AIFS Work Placement Application Form. Any application received after this date cannot be considered.

AIFS forward your cover letter and resume to the company you have requested. The company will review your details and will confirm/decline an interview date with AIFS. Once an interview date has been confirmed you will be informed by AIFS via email, full details of your meeting (i.e. maps and contact details) will be given to you once you arrive in London.

Art Galleries/Photography

Brick Lane Gallery(<http://www.thebricklanegallery.com>)

Gallery 94 <http://www.galleryat94.com/>

Red Fern Gallery <http://www.redfern-gallery.com/>

Proud Galleries <http://www.proud.co.uk>

Shoot Experience <http://www.shootexperience.com/>

Timothy Taylor Gallery <http://www.timothytaylorgallery.com/>

Advertising/Public Relations/Marketing

Blow PR <http://www.blow.co.uk/>

Blurb PR (Music PR) <http://www.blurbpr.com/>

Clash Music <http://www.clashmusic.com/>

Felicities <http://www.felicities.co.uk/>

Flax PR <http://www.flaxpr.com/>

Forward PR (Public Relations –Fashion, Jewellery)) www.forwardpr.co

Goddard Delaney (Marketing/PR)(www.goddard-delaney.com)

I-am beyond <http://www.i-ambeyond.com/>

Klein O Rorke <http://www.kleinororke.com/>

Lawson Dodd(<http://www.lawsondodd.co.uk>)

Media Trust <http://www.mediatrust.org/>
90ten <http://www.90ten.co.uk/>
Parker, Wayne Kent(<http://www.pwkpr.com/about.htm>)
Portrait Communications <http://www.portraitcommunications.com/>
Red Door Communications <http://rdcomms.com/>
Rocket Science Media <http://rocketsciencemedia.wordpress.com/>
STA Travel (http://www.statravel.co.uk/cps/rde/xchq/uk_division_web_live/)
Threepipe PR <http://www.threepipe.co.uk/>
Topdeck(http://www.topdecktours.co.uk/content.asp?Document_ID=16)
Wrigglesworth Consultancy <http://www.wrigglesworth.com/>
XK8 Organisation http://www.xk8organisation.com/about_us.html

*** Please note that placements in this any of these three areas are extremely competitive!**

Agents/Entertainment/Fashion stylists

Sara Darling <http://www.saradarling.com/>
Diary Directory <http://www.diarydirectory.com/>
Jillie Bushell Associates <http://www.jbaltd.co.uk/>
Rebekah Roy (Freelance Fashion Stylist) www.fashion-stylist.net/index.htm

Business

Bloomsbury Financial Planning <http://www.bloomsburyfp.co.uk/>
Bridge Street Property Services (Marketing) www.bridgestreet.com
British American Business www.babinc.org
Grayling <http://www.grayling.com/>
Modern Money <http://www.modernmoney.co.uk/>
Network CC <http://www.networkdesign.cc/>
Profiles Creative (Recruitment) www.profilescreative.com
Topdeck http://www.topdecktours.co.uk/content.asp?Document_ID=16

Charities (generally administrative)

Most charities will ask for a commitment of at least one full day a week and may ask for a two month commitment

Body and Soul <http://www.bodyandsoulcharity.org/>
CPRE (Council for the Protection of Rural England) www.cpre.org.uk
European Justice Foundation(www.ejfoundation.org)
Environmental Law Foundation(www.ejflaw.org) –student needs to be able to commit for three months, 3 days a week.
Jewish Museum(www.jewishmuseum.org)
London Sexual Health Programme <http://www.londonsexualhealth.org/>
Mall Galleries www.mallgalleries.org.uk
Marie Curie Cancer Care www.mariecurie.org.uk
Medikidz www.medikidz.com
National Archives <http://www.nationalarchives.gov.uk/>
Ragged School Museum www.raggedschoolmuseum.org.uk
The Daiwa Anglo Japanese Foundation <http://www.dajf.org.uk/>
The Royal Society of Medicine <http://www.rsm.ac.uk/>

Dance Studio

Karen Hardy Studios <http://www.karenhardystudios.com/>
Arch 197 <http://www.arch197.com/>

Education

Blessed Sacrament School(www.libraries.islington.gov.uk)
Haverstock School(www.haverstock.camden.sch.uk)
Queen's Preparatory School www.qcps.org
Our Lady's RC Primary(www.ourladys.camden.sch.uk)
Portland Place (High School) www.portland-place.co.uk
Pippa Popins <http://www.pippapopins.com/>

Elderly

Age Concern(www.ageconcern.org.uk)
Abbey Centre <http://www.theabbeycentre.org.uk/>
Sixty Plus www.sixtyplus.org.uk

Environmental Charities

BTCV www2.btcv.org.uk/display/btcv_home
Calthorpe Project <http://www.calthorpeproject.org.uk/>
Groundwork (Camden and Islington)www.groundwork.org.uk

Fashion Merchandising/Fashion Designers/Fashion PR/Retail

Alice Palmer http://www.alicepalmer.co.uk/ALICE_PALMER/home.html
Almost Famous www.aflondon.com
Beige Plus(<http://www.beigeplus.com>)
Carinni www.carrini.co.uk
Fashion and Textile Museum <http://www.ftmlondon.org/>
Felicities <http://www.felicities.co.uk/>
Louis Mariette<http://www.louismariette.co.uk>
Temperley Corporate <http://www.temperleylondon.com/contact/corporate>
Wellicious <http://www.wellicious.com/>
Wild Swans <http://www.wild-swans.com>

****Please note that placements in this area are generally only available to Fashion Merchandising students and are very competitive.***

Film

Stink Digital <http://beta.stinkdigital.tv/work>
The Associates <http://www.the-associates.co.uk/>

Gym

Beautcampilates <http://www.beautcampilates.co.uk>

Health Administration

The Birth Company <http://www.thebirthcompany.co.uk/about-us.html>

Chelwestcharity <http://www.chelwestcharity.org.uk/>

Housing/Estate agents

Brecker GrossSmith <http://www.breckergrossmith.co.uk>

Colliers <http://www.collierscre.com/>

Knightley Property Services <http://www.knightlyproperty.com/why-choose-knightly/the-team>

The Housing Corporation www.housingcorp.gov.uk

Robert Irving and Burns <http://www.rib.co.uk>

Winkworth <http://www.winkworth.co.uk>

Legal

Lloyd and Rehman <http://www.lloydrehman.co.uk>

Interior Design

Alex Kravetz Design www.alexkravetzdesign.com

Echo Architecture <http://www.echoarchitecture.com/>

Austin Interiors www.austindesign.co.uk

Vanessa Brady <http://www.interiordesignservicesids.com/client/index.aspx>

**Please note that placements in this area are generally only available to interior design students.*

Journalism/Publishing

African Voice <http://www.africanvoice.co.uk>

Little Tiger <http://www.littletigerpress.com>

Michael O Mara Books www.mombooks.com

Media / Promotions

Blazinstar www.blazinstar.co.uk

Insanity Artists <http://www.insanityartists.co.uk/>

Pure Events <http://www.pureevents.net/>

Upfront TV www.celebritiesworldwide.com

Wise Buddah <http://www.wisebuddah.com>

Politics

Westminster North Conservatives <http://www.westminsternorthconservatives.com/>

New Labour <http://www2.labour.org.uk/>

Joint Council for the Welfare of Immigrants <http://www.jcwi.org.uk/>

Production

Black Diamond <http://www.blackdiamondproductions.com>

Brickwall Films <http://www.brickwallfilms.co.uk>

Celtic Films www.celticfilms.co.uk

Channel X www.channelx.co.uk

Filmworks www.filmworks.co.uk

Jellyfish Pictures <http://www.jellyfishpictures.co.uk/>

Park Village <http://www.parkvillage.co.uk>

Rokkit <http://www.rokkit.tv/>

The Producers Films <http://www.theproducersfilms.co.uk/company.html>

World's End production (no website available)

Theatre

Arcola Theatre www.arcolatheatre.com

Courtyard Theatre www.courtyard.org.uk

Hackney Empire www.hackneyempire.co.uk

Kings Head www.kingsheadtheatre.org

New End Theatre www.newendtheatre.co.uk

Rosemary Branch www.rosemarybranch.co.uk

Tricycle Theatre www.tricycle.co.uk

Theatre Museum www.theatremuseum.vam.ac.uk

The Space <http://space.org.uk/>

**Please note that placements in this area are best suited to Theatre/Drama students*

Urban Planning

Urban Initiatives <http://www.urbaninitiatives.co.uk/>

Web design/Support

Greenfields <http://www.greenfields.com/>

Orchid Box <http://www.orchidbox.com/>