

Vacation Opportunities 2011/12

Now is the ideal time to start planning what you would like to do next Summer, if not next Easter, and perhaps even this Christmas. To help you organise your perfect university break, The Careers Group, University of London have published Vacation Opportunities 2011/12, with fantastic opportunities ranging from internships in the City to voluntary work overseas. Whether you're looking for an internship, volunteering opportunity, industrial placement, work experience or temporary seasonal work - at home or abroad - there will be something here for you!

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The Careers Group is committed to providing information in accessible formats. For further formats, please contact your college careers service or email vacancies@careers.lon.ac.uk.

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Build your CV over the Summer

Look through any graduate job listings and you'll quickly find that employers want far more than academic credentials. Proven skills such as teamwork, attention to detail and the ability to organise are often just as valuable to companies as an impressive degree result. So there's much to be said for using your summer holiday to build on your existing skills, develop new ones and explore some of your career ideas in a 'real-life' setting. Apart from topping up your bank account, a few weeks of well-chosen vacation work adds credibility to a CV and helps you decide the type of area you'd like to work in after university. For some sectors such as investment banking or media, relevant work experience is mandatory for entering the field. And whatever the area in which you hope to work, it's important to develop contacts and knowledge which will help you when it comes to applying for permanent jobs.

A world of work experience

Paid internships: Many major graduate recruiters, particularly in the law and finance sectors, offer well-structured work placement schemes. These are often aimed at penultimate year students, although some employers are starting to run schemes for other years. Internships are often project-focused and there is almost always some formal training. These programmes are extremely competitive. Application deadlines are early, and range from mid-November to mid-February before the summer vacation.

Paid holiday work/temping: Jobs in bars, hotels, shops, factories or administrative offices are relatively easy to find and provide a great opportunity to build up key skills such as attention to detail, team work and IT. So even if the work seems mundane at times, don't underestimate the value of this kind of experience. Temping agencies can be a good source of flexible vacation work in a variety of different settings, and it's a good idea to try to find this sort of job in a sector related to your interests.

Voluntary work: There is no shortage of charities looking for

volunteers and this type of work may involve greater variety and responsibility than that found in a regular paid holiday job. Some charities and museums even have waiting lists for volunteer posts. From a graduate employer's perspective, volunteering demonstrates real commitment. For those interested in working in the charity sector, such experience is absolutely essential.

Unpaid work experience: The law now states that employers pay the National Minimum Wage (a sum set each year by the Government to ensure a fair minimum wage) for any kind of work, including work experience, internships or placement schemes. There are exceptions to this rule such as voluntary work for a registered charity and work experience that is part of a university course. Further information can be found at the Department for Business, Innovation and Skills website, www.berr.gov.uk/employment.

Unpaid work shadowing: Some organisations will allow you to 'shadow' someone in your chosen field for a short amount of time - anything from a couple of hours to a couple of days. This gives you the chance to spend time with a professional, watching what their work actually involves and possibly establishing useful contacts for the future. These opportunities are rarely advertised, so you might need to take a proactive approach and contact companies directly. Note that the law states that work-shadowing opportunities cannot involve any kind of structured work or attendance requirements that could be construed as a contract.

Working abroad: Organisations such as BUNAC, World Wide Volunteering and the Council for International Educational Exchange offer a variety of paid and voluntary international placements. As well as developing key skills in languages, planning, budgeting and organisation, such opportunities are a great way of expanding your horizons and developing an understanding of different cultures, an ability highly valued by employers worldwide, including those in the business and finance sectors. The earlier that you apply for these opportunities the more choice you will have.

What's right for you?

With such a diverse range of opportunities available it can be tricky to make a decision about the type of work experience that's appropriate for you. Before you jump into something, ask yourself why you want work experience and what you would like to gain from it. Do you already know which sector(s) interests you? Will you need relevant work experience to enter at professional level? Are you unsure about your career choice and eager to experience as many different jobs as possible? Do you just want to earn some extra cash? Or are you itching to spend at least part of your summer abroad?

Once you've established your motivation and gained a clear idea of what you'd like to take away from your work experience, it's time to narrow down the field still further by locating and researching suitable opportunities. The following will help you in your search:

Your careers service: Staff can help you find relevant information about different occupational areas, employers, voluntary organisations, internships, temporary agencies and opportunities abroad. You may also wish to discuss your options or go over your CV with a careers adviser.

Online resources: The sheer amount of careers information available online can be confusing, so an excellent place to start is The Careers Group, University of London's Careers Tagged site, www.careerstagged.co.uk. Vacancies can also be found on The Careers Group's JobOnline which is updated daily at www.careers.lon.ac.uk/vacancies. The Prospects website, www.prospects.ac.uk, also provides a range of information as well as vacancies.

Local, national and industry press: Your local paper is an excellent source of summer work vacancies in your area, and your college careers services will hold a variety of sector-specific publications.

Networking: This can prove to be crucial in finding the most suitable vacation placement. Make use of your personal networks - family and friends, as well as college alumni. Remember that each person with whom you get in touch has their own circle of contacts, so it may be some way down the line that you may find the details of someone

in the exact field you're researching. Remember to thank a contact after every conversation and don't forget to ask who else they know who might be able to give you help or information.

Speculative applications: In some popular industries such as investment banking or the media, the demand for work experience is so great that companies no longer need to advertise. If that's the case, you will need to make direct approaches to suitable employers. Use your careers service staff to help you tailor your CV and covering letter, and be prepared for a complete lack of initial response from these applications. You may have to follow up by phone, by email or in person. The key here is not to be discouraged: this method can and does produce results!

Make it count

There's little point in work experience if it's not going to benefit you in the future. Here are some tips to help you get as much out of your experience as you possibly can:

Before:

Be early. Remember the deadlines for many summer vacation jobs and placement schemes fall in the preceding autumn or spring term.

Be realistic. Aim high, but think laterally. Of course it makes sense to apply to the most prestigious companies, but be aware that they receive thousands of applicants for very few positions. With competition so fierce and places so limited, it's also worth investigating smaller companies and approaching them directly.

During:

Be enthusiastic. Accept that you may not be given the most challenging and responsible jobs in the organisation. Make sure you're remembered for your positive attitude to all tasks, however mundane.

Be proactive. Use your initiative. If you see something that needs doing, offer to do it and volunteer for positions of reasonable responsibility where you can demonstrate your skills. Ask questions if you don't understand something or want to know more about it. You won't be seen as stupid - just conscientious and keen to learn.

Be observant. This is your opportunity to learn about this industry. Can you see yourself in this working environment? Do people seem happy in their jobs? What are the hours and pay like? What tips can your colleagues give you?

Be pragmatic. Making notes or keeping a diary of the various tasks you complete and the contacts you meet provides useful raw material for writing future CVs and application forms. It will also provide concrete examples that you can refer to during an interview.

After:

Be reflective. Don't just focus on any routine tasks that you undertook. What did you actually learn from the experience? What skills have you developed, and how has your understanding of the sector increased?

Be in touch. Use the contacts that you have made to your advantage. Staying in informal regular contact keeps you in the employer's mind, which may be useful for future vacancies within the organisation.

Above all, remember that any type of work experience will help you improve your employability, explore future career options and increase your chances in your chosen profession when you graduate.

Good luck!

Online Resources & Publications

Online Resources

The inclusion of links on these pages in no way constitutes a recommendation of the services or information provided. Please use your own judgement and be especially wary of any service which asks you to pay! Be cynical. No responsibility will be taken by The Careers Group, University of London for loss or damage, direct or consequential, resulting from the use of services or information provided by the maintainers of these links.

- www.bbc.co.uk/workexperience - tips and contacts for work experience in the media
- www.bunac.org - work opportunities in summer camps and related projects/organisations in the USA and Canada
- www.camp-america.com - work opportunities in US summer camps
- www.careers.lon.ac.uk/vacancies - jobs and information from The Careers Group, University of London
- www.ccusa.com - vacation jobs and voluntary work in the US
- www.ciee.org - placements, internships and voluntary work abroad
- www.csv.org.uk - voluntary work in the UK
- www.do-it.org.uk - voluntary work in the UK
- www.elsa.org - legal placements
- www.internjobs.com - internships abroad
- www.i-to-i.com - voluntary work abroad
- www.navca.org.uk - voluntary and community work in England only
- www.raleighinternational.org - voluntary community projects abroad
- www.skill.org.uk - opportunities for students with disabilities
- www.shellstep.org.uk - opportunities to become involved in business projects through the Shell organisation
- www.studentforce.org.uk - graduate placements and volunteering opportunities throughout Europe
- www.projects-abroad.co.uk - overseas voluntary placements in health, education, conservation, journalism and other areas
- <http://london.timebank.org.uk> - London based volunteering

- www.ethicalvolunteering.org - advice & information for people who are interested in international volunteering
- www.volunteering.org.uk - What We Do section includes information on how volunteering can enhance your employability and on how to set up your own volunteering group
- www.work-experience.org - National Council for Work Experience site

Publications

Many of the publications listed below will be available in your college careers services:

- Archaeo-Volunteers - the world guide to archaeological and heritage volunteering, edited by Fabio Ausenda
- Jobs and Careers Abroad, by Guy Hobbs
- Gap Years For Grown Ups, by Susan Griffith
- Green Volunteers, edited by Fabio Ausenda
- International Voluntary Work, by Victoria Pybus
- Jobs in the Sun, by Charles Davey
- Summer Jobs Worldwide, by Susan Griffith
- The Gap-Year Guidebook, edited by Alex Sharratt
- Medics Guide to Work and Electives around the World, by Dr Mark Wilson
- Work Your Way around the World, by Susan Griffith
- World Volunteers, edited by Fabio Ausenda (humanitarian and development opportunities)

Vacation Opportunities

ACCENTURE TECHNOLOGY SOLUTIONS

Information Technology. **Role Title:** Software Engineer - Industrial Placement Scheme. **Description of the Role:** There's real variety for the students who join us. You could find yourself involved in testing, coding, software maintenance or assisting in implementing the processes required to deploy applications. **Duration:** 12 months, starting in July. **Location of Work:** London. **Pay/Benefits:** £17,000 plus benefits, including payment of placement year fee (max £1000). **Number of Places:** 40. **Degree Disciplines:** Technically-focused degrees, such as Computer Science. **Year of Study:** Second year. **Application Procedure:** Online. **Closing Date for Applications:** TBC. **Website:** www.accenture.com/atsgraduates. **Email:** atsevents@accenture.com. **Telephone:** N/A.

ALLEN & OVERY LLP

International legal practice working in 38 cities worldwide. **Role Title:** Vacation Programmes - Winter and Summer. **Description of the Role:** You will get involved with real client work and shadow partners and associates. There is also the opportunity to socialise with Allen & Overy employees and really get to know the firm. **Duration:** Our three week summer vacation programme is for undergraduates who are in the penultimate year of their degree course (any discipline). **Location of Work:** London. **Pay/Benefits:** £250 per week. **Number of Places:** 60. **Degree Disciplines:** All. **Year of Study:** Summer - penultimate year undergraduates. **Application Procedure:** Online at www.allenoverly.com/careeruk. **Closing Date for Applications:** Summer - 01/11/2011 - 15/01/2012. **Website:** www.allenoverly.com/careeruk. **Email:** graduate.recruitment@allenoverly.com. **Telephone:** 020 3088 0000.

BAILLIE GIFFORD

One of the leading privately owned investment management firms in the UK. **Role Title:** Summer Intern. **Description of the Role:** We offer students in their penultimate year at university one of the most comprehensive summer internship programmes in the UK investment

management industry. Based in our Edinburgh office, our structured programme of events provides an invaluable experience for anyone considering a career in fund management. **Duration:** July and August. **Location of Work:** Edinburgh. **Pay/Benefits:** Competitive. **Number of Places:** 6. **Degree Disciplines:** All. **Year of Study:** Penultimate. **Application Procedure:** CV and Cover Letter. **Closing Date for Applications:** 29 February 2012. **Website:** www.bailliegifford.com. **Email:** N/A. **Telephone:** 0131 275 2000.

THE BRITISH RED CROSS SOCIETY

Volunteer-led humanitarian organisation helping people in crisis, whoever and wherever they are. **Role Title:** Internship opportunities across the UK. **Description of the Role:** We have internships in almost all departments, including communications, fundraising, humanitarian education, emergency response, youth and schools, international tracing and message, public affairs and numerous research positions. **Duration:** Various. **Location of Work:** Across the UK. **Pay/Benefits:** Reasonable travel and lunch expenses. **Number of Places:** Varies. **Degree Disciplines:** All. **Year of Study:** Any. **Application Procedure:** Please visit www.redcross.org.uk/internships to search for current internship opportunities and to apply online. **Closing Date for Applications:** Rolling. **Website:** www.redcross.org.uk. **Email:** internships@redcross.org.uk. **Telephone:** 020 7877 7552.

THE BRITISH RED CROSS SOCIETY

Volunteer-led humanitarian organisation helping people in crisis, whoever and wherever they are. **Role Title:** Various volunteering opportunities available. **Description of the Role:** We have a wide range of volunteer opportunities, including emergency response, health and social care, the London refugee and international tracing service, as well as fundraising and administration roles. **Duration:** Various. **Location of Work:** Locations across London. **Pay/Benefits:** Reasonable travel expenses will be covered and necessary equipment and clothing will be provided. **Number of Places:** Unlimited. **Degree Disciplines:** All. **Year of Study:** Any. **Application Procedure:** Please visit www.redcross.org.uk/volunteer to search for current volunteering opportunities and to apply online. **Closing Date for Applications:** Rolling. **Website:** www.redcross.org.uk. **Email:**

VolunteerLondon@redcross.org.uk. **Telephone:** 020 8944 0246 and ask for the Volunteer Unit.

BW BROADCAST

Broadcast equipment manufacturer specialising in FM transmitters and audio processors. **Role Title:** Software Developer. **Description of the Role:** Writing C for low level microprocessors and an embedded Linux platform as part of a team covering all aspects of product development including hardware/software design, implementation and testing. **Duration:** 3 to 12 months. **Location of Work:** Croydon, London. **Pay/Benefits:** Dependent on experience. **Number of Places:** 3 - 5 depending on duration. **Degree Disciplines:** Any technical. **Year of Study:** Any. **Application Procedure:** CV and covering letter. **Closing Date for Applications:** No specific deadline. **Website:** www.bwbroadcast.com/jobs. **Email:** jobs@bwbroadcast.com. **Telephone:** 020 8683 6786.

CAPGEMINI UK PLC

Consulting, Technology & Outsourcing. **Role Title:** Technology Industrial Placement. **Description of the Role:** A 10 - 11 month programme where you will gain exposure to an unparalleled range of technologies, project work and business sectors also developing, amongst others, your team working, communications skills. **Duration:** September 2012 - July 2013. **Location of Work:** UK wide. **Pay/Benefits:** £15 - 16K. **Number of Places:** 20. **Degree Disciplines:** All. **Year of Study:** Penultimate. **Application Procedure:** Online. **Closing Date for Applications:** Early 2012. **Website:** www.uk.capgemini.com/graduates. **Email:** graduates.careers.uk@capgemini.com. **Telephone:** 01483 764 764.

CITY YEAR

City Year brings together young leaders for citizen service in London. **Role Title:** Corps Member. **Description of the Role:** Through tutoring children in primary/secondary school, delivering presentations and speaking at public events as representatives of City Year, corps members are leaders and ambassadors for citizen service inspiring communities in London. **Duration:** 7 or 11 months full-time. **Location of Work:** London. **Pay/Benefits:** £100 per week expenses + travel expenses + £1000 award. **Number of Places:** 90. **Degree Disciplines:**

All. **Year of Study:** Graduate or placement year. **Application Procedure:** Online application + interview. **Closing Date for Applications:** Friday 20 July (August '12 start). **Website:** www.cityyear.org.uk. **Email:** LondonRecruitment@cityyear.org.uk. **Telephone:** 020 7014 2680.

CLEARY CLIFFORD STEEN & HAMILTON LLP

Cleary Gottlieb is one of the leading international law firms. **Role Title:** Vacation Scheme Associate. **Description of the Role:** Vacation scheme associates are directly involved in client work. In addition, the scheme incorporates a series of practice overview sessions designed to ensure exposure to the full range of work that we undertake in London. **Duration:** 2 weeks. **Location of Work:** London. **Pay/Benefits:** £500 per week. **Number of Places:** 30 - 40 per annum. **Degree Disciplines:** All considered. **Year of Study:** Penultimate year law students. Final year non-law students. **Application Procedure:** All candidates should submit a cover letter and full curriculum vitae via the firm's website, including details of all public examination results. **Closing Date for Applications:** January 28 2012. **Website:** www.cgsh.com/careers/london. **Email:** longraduaterecruit@cgsh.com. **Telephone:** 020 7614 2200.

CMS CAMERON MCKENNA

Legal sector. **Role Title:** Vacation Scheme Student. **Description of the Role:** Vacation Schemes offer you the opportunity to see how we work as a firm from the inside. These specially tailored programmes include a broad variety of activities, presentations and social events so you'll see what life is really like at CMS Cameron McKenna. **Duration:** April, June and July - 2 weeks. **Location of Work:** London, Bristol, Scotland. **Pay/Benefits:** £250 per week. **Number of Places:** Up to 60 per year. **Degree Disciplines:** All. **Year of Study:** Any. **Application Procedure:** Online application form. **Closing Date for Applications:** 31/01/2012 (London), 28/02/2012 (Bristol & Scotland). **Website:** www.cmstalklaw.com. **Email:** gradrec@cms-cmck.com. **Telephone:** 0845 300 0491.

CORAL CAY CONSERVATION

Marine conservation group helps protect natural ecosystems within developing world. **Role Title:** Marine Conservationist. **Description**

of the Role: Volunteers learn to dive, learn about marine conservation, getting hands-on experience in the field diving and collecting data in order for us to help protect coral reefs around the world. **Duration:** 2 weeks +. **Location of Work:** All over the world - right now we are in South East Asia, Cambodia and the Philippines. **Pay/Benefits:** Voluntary position. **Number of Places:** No limit. **Degree Disciplines:** None specifically required. **Year of Study:** 2011 onwards. **Application Procedure:** Secure place by paying deposit through our booking system. **Closing Date for Applications:** Ongoing. **Website:** www.coralcay.org. **Email:** info@coralcay.org. **Telephone:** 0207 620 1411.

DELOITTE

Professional Services. **Role Title:** Deloitte Summer Vacation Programme. **Description of the Role:** Our Summer Vacation Scheme gives degree students in their penultimate year the chance to work in different service lines at Deloitte for a period of 7 weeks. Students have the option of selecting one of the following options: Professional Services Rotation, Actuarial, Consulting. **Duration:** Summer 2012. **Location of Work:** 21 offices across the UK. **Pay/Benefits:** Competitive. **Number of Places:** 300. **Degree Disciplines:** All. **Year of Study:** Penultimate undergraduate. **Application Procedure:** Online application. **Closing Date for Applications:** Rolling recruitment. **Website:** www.deloitte.co.uk/graduates. **Email:** gradrec@deloitte.co.uk. **Telephone:** 020 7936 3000.

ESLSTARTER

British recruitment agency for ESL teaching positions abroad. **Role Title:** Fantastic graduate teaching opportunities throughout South Korea - start February 2012. **Description of the Role:** ESLstarter are looking for graduates to teach English at public schools throughout South Korea starting February 2012. **Duration:** One year. **Location of Work:** Throughout South Korea. **Pay/Benefits:** £1,045 - £1,485 monthly salary (depending on experience), £715 Entrance Allowance to cover flight cost into Korea, £715 Exit Allowance upon completion of contract, Rural Allowance & Provincial Allowance (depending on location), £165 Settlement Allowance (one time payment), free fully furnished housing, 3 weeks paid vacation (8 day summer recess, 10 day winter recess) and approximately 12 national holidays, 22 hours

of class teaching required per week, overtime pay or £11 per hour per supplementary class, severance pay equivalent to one month's salary, tax exemption for 2 years apart from Canadians due to lack of ROK Treaty, compulsory medical insurance - 50% of premiums paid by employer, National Pension Scheme - 50% of contributions paid by employer, full 8 day orientation in a Korean resort area, one year contract, all national holidays. **Number of Places:** 500. **Degree Disciplines:** N/A. **Year of Study:** N/A. **Application Procedure:** For an application pack, please email us with a copy of your resume: jobs@eslstarter.com. **Closing Date for Applications:** Various. **Website:** www.eslstarter.com. **Email:** jobs@eslstarter.com. **Telephone:** 66849221108.

EXPLORE LEARNING

A national network of innovative education centres for children. **Role Title:** Part time tutor. **Description of the Role:** As part of our team you will be representing Explore Learning and actively involved in teaching and mentoring the children who attend our centres. Receive extensive training and enhance your CV. **Location of Work:** 46 centres nationwide. **Pay/Benefits:** Flexible shifts, structured training and opportunities for progression. **Number of Places:** N/A. **Degree Disciplines:** Any. **Year of Study:** Any. **Application Procedure:** Please apply directly to the centre where you are interested in working with a covering letter and CV. **Closing Date for Applications:** Open. **Website:** www.explorelearning.co.uk/careers. **Email:** N/A. **Telephone:** N/A.

THE FINANCIAL SERVICES AUTHORITY

Financial Services Regulation. **Role Title:** Summer Internships. **Description of the Role:** The FSA conducts a ten week summer placement scheme. Interns are assigned to work on tasks which are similar to those undertaken by graduate trainees, starting with a detailed orientation programme covering FSA objectives and activities. **Duration:** June - September 2012 (10 weeks). **Location of Work:** London or Edinburgh. **Pay/Benefits:** £450/week + benefits. **Number of Places:** 30 +. **Degree Disciplines:** Any. **Year of Study:** Any. **Application Procedure:** Online. **Closing Date for Applications:** January 2012. **Website:** www.fsagrads.com. **Email:** fsa.graduates@fsa.gov.uk.

FRESHFIELDS BRUCKHAUS DERINGER LLP

Freshfields Bruckhaus Deringer is one of a handful of leading international law firms, with offices across the world. Our clients are mainly big commercial businesses whose names are well-known. The type of work we do divides into helping clients achieve what they want through doing deals, advising them on real and potential problems, and helping them sort out their disputes. Our practice is very diverse, and constantly changing to meet our clients' evolving needs. **Role Title:** Vacation Scheme. **Description of the Role:** Our vacation scheme gives students a good idea of what life is like as an international commercial lawyer, and what life would be like at Freshfields. It's fun as well as hard work. **Duration:** 2 week scheme. **Location of Work:** London Office. Some students will also have the opportunity to spend a third week in one of our overseas offices. **Pay/Benefits:** £275 per week net. **Number of Places:** 60. **Degree Disciplines:** Law and Non-Law. **Year of Study:** Penultimate year of undergraduate degree. **Application Procedure:** Online via website. **Closing Date for Applications:** 9 January 2012. **Website:** www.freshfields.com/uktrainees. **Email:** uktrainees@freshfields.com. **Telephone:** +44 (0) 20 7785 5554.

FTI CONSULTING

Economic and Financial Consulting. **Role Title:** Research Analyst. **Description of the Role:** FTI Consulting's Economic Consulting Practice provides analysis of complex economic issues for use in antitrust and regulation proceedings, litigation damages and international arbitration, media and telecommunications assignments, decision making and public policy debates. Your role would be to support junior and senior staff performing research and investigation into these issues. **Duration:** Flexible. **Location of Work:** London or Paris. **Pay/Benefits:** Competitive. **Number of Places:** 6. **Degree Disciplines:** Quantitative background. **Year of Study:** Any. **Application Procedure:** Email CV and covering letter, please specify internship application. **Closing Date for Applications:** Ongoing. **Website:** www.fticonsulting.com. **Email:** graduate.recruitment@fticonsulting.com. **Telephone:** 0207 632 5000.

HERBERT SMITH LLP

A leading international law firm. **Role Title:** Vacation Scheme.

Description of the Role: Herbert Smith runs four separate vacation schemes each year, one in winter, one in spring and two in the summer. **Duration:** 2 or 3 weeks. **Location of Work:** London and some international opportunities. **Pay/Benefits:** £350 per week. **Number of Places:** 100. **Degree Disciplines:** All. **Year of Study:** Open to all penultimate year students (both law and non-law), as well as all finalists and graduates. **Application Procedure:** Online application. **Closing Date for Applications:** Spring & Summer schemes: 1 December 2011 - 15 January 2012. **Website:** www.herbertsmithgraduates.com. **Email:** graduate.recruitment@herbertsmith.com. **Telephone:** 020 7374 8000.

HOGAN LOVELLS

Global law firm with over 40 offices worldwide. **Role Title:** Summer vacation schemes. **Description of the Role:** Your time will be split between three of our major sectors and you will get involved in real work with real clients in much the same way as our trainee solicitors. **Duration:** 3 weeks. **Location of Work:** London. **Pay/Benefits:** £300 per week. **Number of Places:** Max 50. **Degree Disciplines:** Law. **Year of Study:** Penultimate year. **Application Procedure:** Online at www.hoganlovells.com/graduates. **Closing Date for Applications:** 31 January 2012. **Website:** www.hoganlovells.com/graduates. **Email:** recruit@hoganlovells.com. **Telephone:** 020 7296 2000.

IMS CONSULTING GROUP

IMS Consulting Group is a leading international consulting firm to the pharmaceutical and healthcare sector. **Role Title:** Intern. **Description of the Role:** 12 week summer internship working on live consulting projects within the delivery team of IMS CG. **Duration:** Up to 12 weeks. **Location of Work:** London office. **Pay/Benefits:** Competitive. **Number of Places:** Applications open February 2012. **Degree Disciplines:** Scientific or numerate disciplines. **Year of Study:** Finalist or penultimate. **Application Procedure:** See IMS website February 2012 under 'Intern.' **Closing Date for Applications:** 2 April 2012. **Website:** www.imshealth.com or www.imsconsultinggroup.com.

JONES DAY

Global law firm with unique graduate training scheme. **Role Title:**

Student Placements schemes. **Graduate Programme:** Jones Day operates as one firm worldwide with 2,500 lawyers in 34 offices. Jones Day in London is a key part of this international partnership with around 200 lawyers, including some 50 partners and 35 trainees. The firm operates a unique, non-rotational system of training which is designed to provide freedom, flexibility and responsibility from the start. **Description of the Role:** These operate like mini-training contracts. You'll have real work to do (not just group exercises) and will introduce yourself to our lawyers to assist them in their work. **Duration:** 2 weeks over spring and summer holidays. **Location of Work:** London. **Pay/Benefits:** £400 per week. **Number of Places:** 60. **Degree Disciplines:** Any (including graduates, postgraduates and mature students). **Year of Study:** From final year non-law degree or penultimate year law degree. **Application Procedure:** Online via our website with a covering letter. **Closing Date for Applications:** Spring - 31 December 2011; Summer - 31 January 2012 - unless places fill earlier. **Website:** www.jonesdaylondon.com **Email:** recruit.london@jonesday.com. **Telephone:** 0207 039 5959.

KPMG

Professional Services. **Role Title:** Internships. **Description of the Role:** Our Vacation Programmes are designed to let you discover more about KPMG and the different types of work we undertake for clients. You'll join one of our specialist business areas and gain experience on real projects. It's an opportunity to make the most of your university holidays using the time to develop new skills, enhance your CV and also deepen your appreciation of commercial issues. Depending on the area you join, the programme will either run for 6 or 8 weeks. All of our Vacation Programmes start with an induction which usually lasts two days. Following this, you'll join a team and your practical experience could begin as early as your first week. The work you're involved in will vary from office to office and from team to team, but we'll attempt to tailor it to your specific interests. Typical activities could include: being part of a KPMG team working on site at a client's office, project work, shadowing KPMG staff from different disciplines within the UK firm. **Duration:** Summer. **Location of Work:** Nationwide. **Pay/Benefits:** Yes. **Number of Places:** 100+. **Degree Disciplines:** All degree disciplines. **Year of Study:** Penultimate. **Application Procedure:** Online. **Closing Date for Applications:** N/A - rolling

recruitment. **Website:** www.kpmg.co.uk/careers. **Email:** ukfmgraduate@kpmg.co.uk. **Telephone:** 0500 664 665.

LONDON COMMUNITY RESOURCE NETWORK (LCRN)

LCRN is a network charity that represents and supports community based recycling, reuse, composting and waste minimisation organisations across London. **Role Title:** Volunteer. **Description of the Role:** The Realise programme is a volunteer programme run by LCRN. We provide you with one month's training on the environmental sector and essential transferrable skills, alongside work experience in our office, assisting with all aspects of our operation from communications and marketing through to carbon auditing. As a volunteer you can expect to gain valuable knowledge of the community resource sector in London assisting with a range of projects in a fast-paced and young team dedicated to making London a more sustainable environment through community led enterprise. Following this, we will place you within one of our member organisations for a month's work placement, with the aim of finding you paid work in the long term. We are always on the lookout for enthusiastic, sustainability minded individuals. For more information either visit our website or give us a call. **Duration:** One month at LCRN, one month with a member organisation. **Location of Work:** Old Street N1. **Pay/Benefits:** Expenses (as agreed). **Number of Places:** Varying as demand and desk space allow. **Degree Disciplines:** All degree disciplines. **Year of Study:** Any year. **Application Procedure:** Send CV and application form, found here (<http://www.lcrn.org.uk/projects/realise-volunteer-programme/how-apply>). **Closing Date for Applications:** N/A. **Website:** www.lcrn.org.uk. **Email:** stephanie@lcrn.org.uk. **Telephone:** 020 7324 4705.

MARKS AND SPENCER

One of the UK's leading retailers. **Role Titles:** Business Placement. **Description of the Role:** Most of our business placements are within Retail Management where you'll try everything from layout design to stock management. We also have placements in Head Office, and with our IT, Food Product Development and Food Technology teams. **Duration:** 12 months. **Location of Work:** UK-wide. **Pay/Benefits:** £17,500 - £19,500. **Number of Places:** 40 - 50. **Degree Disciplines:** Any. **Year of Study:** N/A. **Application Procedure:** Online. **Closing**

Date for Applications: December 2011. **Website:** www.marksandspencer.com/gradcareers.

MBDA UK LIMITED

MBDA is a world leading, global missile systems company. **Role Title:** Student Placement. **Description of the Role:** A chance to spend some time working within MBDA undertaking real work to support your university studies. A successful placement could also lead to a place on our 2-year graduate scheme. **Duration:** 10 - 12 weeks over the summer or a year-long industrial placement. **Location of Work:** Stevenage, Bristol or Lostock. **Pay/Benefits:** All company benefits such as flexible working hours, paid overtime etc, and a salary of approximately £16,000 per annum. **Number of Places:** Approximately 18 year-long placements and 30 summer placements. **Degree Disciplines:** Electronic, Systems, Mechanical, Aerospace, Aeronautical, and Software Engineering, Physics, Maths, Ergonomics, Psychology, Computer Science and Business Studies. **Year of Study:** First to Final. **Application Procedure:** Online via our website www.mbdacareers.co.uk. **Closing Date for Applications:** Friday 24 February 2012. **Website:** www.mbdacareers.co.uk. **Email:** Nicola.jay@mbda-systems.com. **Telephone:** 01438 755614.

MERCER

Consulting, Outsourcing and Investments. **Role Title:** Investment Analyst/Actuarial Trainee/Trainee Consultant (Retirement). **Description of the Role:** We offer a range of summer internships throughout the UK aimed to give you a real taste of the analysis and work that you'll do if you join a premier consulting organisation as a graduate. **Duration:** 8 weeks in summer (July and August). **Location of Work:** Belfast, Birmingham, Bristol, Edinburgh, Glasgow, Leatherhead, Leeds, Liverpool, London, Manchester, Windsor. **Pay/Benefits:** Not disclosed. **Number of Places:** 35. **Degree Disciplines:** Numerical or Semi-Numerical. **Year of Study:** Penultimate year. **Application Procedure:** Online at www.mercer.com/ukgrads. **Closing Date for Applications:** 31/12/2011. **Website:** www.mercer.com/ukgrads. **Email:** graduates@mercer.com. **Telephone:** 0207 178 7192.

MILLS & REEVE

Mills & Reeve LLP is a large national law firm. **Role Title:** Summer

placement student. **Description of the Role:** During the placement, you will experience real work in four different legal areas. The placement allows you to get a taste of legal profession before applying for a training contract. **Duration:** Two weeks. **Location of Work:** Birmingham, Cambridge and Norwich. **Pay/Benefits:** £250 per week. **Number of Places:** 30. **Degree Disciplines:** Any. **Year of Study:** Penultimate year and final year law students, final year non-law students and graduates. **Application Procedure:** Online application form. **Closing Date for Applications:** 31 January 2012. **Website:** www.mills-reeve.com/graduates. **Email:** fiona.medlock@mills-reeve.com. **Telephone:** 01223 222336.

MITSUBISHI UFJ SECURITIES INTERNATIONAL PLC

Global Markets and Investment Banking. **Role Title:** Analyst. **Description of the Role:** Mitsubishi UFJ Securities International plc has many opportunities in Capital Markets, Investment Banking and Corporate Infrastructure. For more information regarding the opportunities available please go to www.musi.com/graduates. **Duration:** 10 weeks over summer 2012. **Location of Work:** London. **Pay/Benefits:** Competitive. **Number of Places:** 10. **Degree Disciplines:** All. **Year of Study:** Penultimate year of study. **Application Procedure:** All applications must be made online, successful candidates will then be asked to complete an online verbal and numerical test, a telephone interview and attend an assessment day. **Closing Date for Applications:** 06 January 2012. **Website:** www.musigraduate.com. **Email:** graduate.enquiries@int.sc.mufg.jp. **Telephone:** N/A.

NABARRO LLP

A leading commercial law firm. **Role Title:** Summer Student. **Description of the Role:** An opportunity to find out more about our open and friendly, yet highly professional, law firm. **Duration:** Three weeks. **Location of Work:** London & Sheffield. **Pay/Benefits:** £250 per week. **Number of Places:** 60. **Degree Disciplines:** Any. **Year of Study:** Second year and above. **Application Procedure:** Online application form through our website. **Closing Date for Applications:** 31 January 2012. **Website:** www.nabarro.com/graduates. **Email:** graduateinfo@nabarro.com. **Telephone:** 020 7524 6000.

OLIVER WYMAN

Management Consultancy. **Role Title:** Summer Intern. **Description of the Role:** As an Oliver Wyman intern you would be staffed as new consultant and assigned to either client or research projects. Candidates may apply for both Financial Services Consulting and General Management Consulting career tracks with one application. **Duration:** Summer, 10 weeks. **Location of Work:** Interns are staffed primarily in London with the potential for some travel within and outside of the UK. **Pay/Benefits:** Highly competitive. **Number of Places:** No fixed quota. **Degree Disciplines:** All degree disciplines. **Year of Study:** Penultimate year. **Application Procedure:** Please apply online at www.oliverwyman.com/careers. **Closing Date for Applications:** 22 January 2012. **Website:** www.oliverwyman.com/careers. **Email:** recruitinguk@oliverwyman.com. **Telephone:** 020 7333 8333.

OXERA CONSULTING LIMITED

Economics Consultancy. **Role Title:** Intern. **Description of the Role:** A work programme is created for each intern, taking into account their interests and skills. They are managed by a consultant enabling them to learn about consultancy as a career and to get to know Oxera. **Duration:** Between June and September for a period of up to three months. **Location of Work:** Oxford. **Pay/Benefits:** Competitive. **Number of Places:** Up to 5. **Degree Disciplines:** Economics and/or Finance. **Year of Study:** From third year (including undergraduate, Masters and PhD students). **Application Procedure:** CV and covering letter. **Closing Date for Applications:** February 24 2012. **Website:** www.oxera.com. **Email:** alison.gomm@oxera.com. **Telephone:** 01865 253000.

SIMMONS AND SIMMONS LLP

International law firm offering a superior legal service. **Role Title:** Summer Vacation Scheme. **Description of the Role:** During your time with us, you will gain first-hand experience of a legal working environment, our service areas and the kind of deals and transactions we work on. **Duration:** 2 x 2 week schemes. **Location of Work:** London. **Pay/Benefits:** £275 per week. **Number of Places:** Up to 30. **Degree Disciplines:** Any. **Year of Study:** Law undergraduates usually apply for summer internships in their penultimate year. We are also

happy to offer internships to final year non-law students, graduates, mature and international students and those changing career. **Application Procedure:** Online application. **Closing Date for Applications:** 31 January 2012. **Website:** www.simmons-simmons.com/graduates. **Email:** recruitment@simmons-simmons.com. **Telephone:** 020 7628 2020.

SUNSEED DESERT PROJECT

Sunseed aims to develop and demonstrate accessible, low-tech methods of living sustainably in an arid environment. **Role Title:** Volunteers and internships. **Description of the Role:** Volunteers and interns can decide to work in our different departments depending on their interests and what they want to learn: Appropriate Technology, Organic Growing, Eco-Construction, Drylands & Water Management, Sustainable House, Education, Publicity & Fundraising. **Duration:** From 2 weeks - 1 year. **Location of Work:** South East Spain - in a little village called Los Molinos del Rio Aguas. Province of Almeria. **Pay/Benefits:** None, as Sunseed is a charity and the work is voluntary and/or university internship. **Number of Places:** 20 or more. **Degree Disciplines:** There's no need of specific studies, just the willing to learn. **Year of Study:** Any. **Application Procedure:** Email sunseedspain@arrakis.es, expressing your interest. **Closing Date for Applications:** N/A. **Website:** www.sunseed.org.uk. **Email:** sunseedspain@arrakis.es. **Telephone:** 0034 950525770.

TOWERS WATSON

Global leading professional services organisation. **Role Title:** Towers Watson Summer Internship Opportunities. **Description of the Role:** Our intern programme will give you valuable real-world experience while you are still a student. At the end of your time with us, you'll have a greater understanding of what we do and how closely our career offerings match your career ambitions. **Duration:** 6 weeks from beginning of July. **Location of Work:** Nationwide - see website for further details. **Pay/Benefits:** Competitive. **Number of Places:** circa 60. **Degree Disciplines:** Various. Please see website for entry requirements. **Year of Study:** Penultimate. **Application Procedure:** Online application form found at www.towerswatson.com/graduate/uk. **Closing Date for Applications:** 31 January 2012. **Website:** www.towerswatson.com/graduate/uk. **Email:**

graduate.uk@towerswatson.com. **Telephone:** 020 7227 5318.

TRAVERS SMITH LLP

City law firm with a major corporate and commercial practice. **Role Title:** Christmas Vacation Scheme 2011 and Summer Vacation Scheme 2012. **Description of the Role:** Students get involved in meetings, drafting documents/letters and carrying out research. There are various talks, case studies, negotiating exercises plus a City Tour and working lunches and informal evening events. **Duration:** Christmas Scheme 2011 (5-16 December), Summer Scheme 2012 (Held during June/July - Dates: 25 June - 6 July and 9 July - 20 July). **Location of Work:** London. **Pay/Benefits:** £275 per week. **Number of Places:** 18 on each scheme. **Degree Disciplines:** Any discipline. **Year of Study:** Primarily the Christmas Scheme is for final year non-law students and the Summer Scheme 2012 is primarily for penultimate year or final year law students. **Application Procedure:** Online via cvMail through our website www.traverssmith.com. **Closing Date for Applications:** Christmas Scheme 2011 (no deadline), Summer Scheme 2012 (deadline: 31 January 2012). **Website:** www.traverssmith.com. **Email:** graduate.recruitment@traverssmith.com. **Telephone:** 020 7295 3000.

THE SOCIAL INVESTMENT CONSULTANCY

We consult on Corporate Social Responsibility Issues with Companies and Not for Profits. **Role Title:** Intern. **Description of the Role:** Support Consultants in a variety of projects including research, proposal writing, data gathering and presentation development. Also includes general office support work. **Duration:** 3 months commencing in January. **Location of Work:** Central London (Gray's Inn Road). **Pay/Benefits:** Minimum wage. **Number of Places:** 1. **Degree Disciplines:** Open. **Year of Study:** Open. **Application Procedure:** Please submit cover letter and CV to careers@tsiconsultancy.com. **Closing Date for Applications:** December 5 2011. **Website:** www.tsiconsultancy.com. **Email:** careers@tsiconsultancy.com. **Telephone:** 0207 812 0539.