



Downe House

GLOBAL INTERNSHIPS



2025-2026



Preface

DOWNE HOUSE RECOGNISES THAT GLOBAL AWARENESS AND EXPERIENCE MATTER MORE IN THE 21ST CENTURY THAN EVER BEFORE AT ALL LEVELS OF EDUCATION AND EMPLOYMENT.

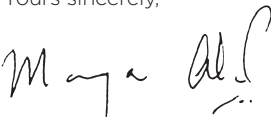
Our aim is to make our girls 'world ready' and help them stand out in their future careers, both in the UK and globally. Internships usually become part of students' lives at university, however, we believe an early introduction to global cultures and work styles is vital, and want our girls to take their first steps into the world of work early to gain a more competitive edge and enhance their CVs. The experience gained would also facilitate their decision-making when choosing a degree or, indeed, a career in the future.

I am delighted to invite girls in the Lower Sixth to apply for and attend an interview to secure a DH Global Internship placement. We hope they will enjoy exploring the variety of placements outlined in this booklet, and will factor in the location, the time of year and the nature of the internship on offer before making their choices.

The Downe House Global Partnerships programme offers a unique and rewarding experience for our girls to explore an array of job areas and work cultures in different countries and sectors, thereby honing both critical employment skills and transferable soft skills. They will be expected to embrace the challenges and cultural differences, and they will be invited to share new perspectives with the rest of the School on their return, so that the wider community benefits from these experiences.

Please do not hesitate to get in touch should you require further details.

Yours sincerely,



MS MARYA AKHTAR
DIRECTOR OF GLOBAL BUSINESS DEVELOPMENT

Email: akhtarm@downehouse.net



**It was an invaluable experience that
I am sure will benefit me greatly.**

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30THIRTY CAPITAL INTERNSHIP 2024

Contents

INTERNSHIP COMPANIES

Allianz X GmbH Munich Germany	5
Avenel Equine Hospital (AEH) Avenel Australia	6
Cibus Capital LLP London UK	7
Collagerie London UK	8
Drury Court Hotel Dublin Ireland	9
GeTeCe Group Bangkok Thailand	10
Halpern London UK	11
Headland Hotel Cornwall UK	12
Intuit Research Hong Kong Hong Kong	13
Jessica McCormack London UK	14
KBH Dubai UAE	15
Kyriba Staines UK	16
Nurture Landscapes Ltd Windlesham UK	17
Orchard Global Asset Management LLP London UK	18
Techoraco Various locations World wide	19
The Red Pen Mumbai India	20

30Thirty Capital Ltd Lusaka Zambia	21
Vodafone Group Services Newbury and London UK	22
Yarrow Cookery School East Lothian Scotland	23

ADDITIONAL INFORMATION

Expectations and Code of Conduct	25
Parents' Information	26
Perspectives	28
The Team	30



A company of Allianz 

Allianz X GmbH

Munich | Germany



Allianz X invests in digital frontrunners in ecosystems relevant to insurance and asset management. In just a few years, it has grown a portfolio of more than 25 companies and an AUM of over two billion euros. Allianz X has counted 11 unicorns among its portfolio so far. The heart and brains behind this success is a talented team of around 40 people. As one of the pillars of the Allianz Group's digital transformation strategy, Allianz X provides an interface between Allianz Operating Entities and the broader digital ecosystem, enabling collaborative partnerships in insurtech, fintech and beyond. As an investor, Allianz X supports mature digital growth companies to take the next bold leap and reach their full potential.

INDUSTRY	Insurance
NATURE OF WORK	Corporate Venture Capital, Asset Management.
IDEAL CANDIDATE	Outgoing, communicative, good with figures, being a German speaker is a bonus, but not essential.
PLACES	One
DURATION	One week
TIME OF YEAR	Summer
ADDRESS	Allianz X GmbH, Giselastr. 4, 80802 Munich

www.allianzx.com

Avenel Equine Hospital (AEH)

Avenel | Australia



AEH is a rapidly-growing privately-owned equine hospital in the heart of Victoria's thoroughbred breeding country. The internship will give the applicant a feel for what life is like as an equine vet in Australia.

One week will be spent with the ambulatory vets, the second week will be spent in the hospital, allowing students to experience equine surgery, anaesthesia and foal ICU, and the roles of our veterinarians that work in these areas of the business.

AEH aims to provide interns with a point of difference on their application for vet school and the opportunities this opens-up during interview. The vet at AEH, Katie Wilcox, is a Downe House alumnae and Liverpool graduate herself, and can provide relevant mentorship to students who are navigating the application process and help them to understand the challenges and rewards of a career in veterinary practice.

INDUSTRY	Veterinary
NATURE OF WORK	Ambulatory vet visits and work in the equine hospital.
IDEAL CANDIDATE	Anyone applying for vet school, especially those with a particular interest in equine veterinary medicine.
NUMBER OF PLACES	One
DURATION	Two weeks
TIME OF YEAR	Australian Winter/UK Summer
ADDRESS	34 Ferguson Lane, Avenel, Victoria, 3664, Australia

www.avenlequinehospital.com.au



Cibus Capital LLP

London | UK



Cibus Capital LLP, is a specialist investment advisory firm focused on sustainable food and agriculture. Founded in 2016, Cibus advises on investments by the Cibus funds into new and innovative companies that are well-positioned to benefit from the transition of the food and agriculture value chain to a new, sustainable model.

Cibus has raised over USD 1bn to invest in two strategies: mid-market growth/buyout investments in food production and processing businesses and late-stage agrifood technology companies.

INDUSTRY	Finance
NATURE OF WORK	Finance and event management
IDEAL CANDIDATE	Students with a keen interest in finance, ability to use initiative.
NUMBER OF PLACES	Two
DURATION	Three days
TIME OF YEAR	Summer
ADDRESS	4 Sloane Terrace, London SW1X 9DQ

www.cibusfund.com

COLLAGERIE

Collagerie

London | UK



Collagerie curates fashion, interiors and beauty across every price point - inspiring women to buy through their online marketplace. The company has been described by Forbes as “the facelift online fashion has been looking for”. The Collagerie team brings together an exciting mix of expertise across e-commerce, technology, editorial and design.

Founders Lucinda Chambers and Serena Hood have shaped the face of fashion and inspired the wardrobes of millions of women. Lucinda was Fashion Director of British Vogue for 25 years and also worked as a creative consultant and stylist across high street and luxury brands. As former Executive Fashion Director at British Vogue, Serena has created sold out events and written countless style and fashion edits for Vogue magazine and various media sites.

INDUSTRY Fashion, interiors and beauty

NATURE OF WORK E-commerce and marketing

IDEAL CANDIDATE Organised, quick learner, enthusiastic, proactive and confident with technology.

NUMBER OF PLACES Two (on separate weeks)

DURATION One week

TIME OF YEAR Easter and Summer

ADDRESS The Studio Building, 21 Evesham Street, W11 4AJ

www.collagerie.com



Drury Court Hotel

Dublin | Ireland



Drury Court Hotel is a small, independently owned and operated hotel in the heart of Dublin's bustling city centre.

Ensuring our service levels match the ethos and cosiness of being one of the few remaining family-run hotels in a marketplace of "chain" properties is a high priority. Our reviews are a real testament to the success of this, certainly for a 3 star property, and every member of our close-knit team is essential in tailoring the guest journey to provide that sought-after Irish welcome.

Being a smaller hotel, our staff have access to many different roles- be it accountancy, HR, social media, CRM, or yield management, making Drury Court a great springboard for multiple long-lived careers in the world of hospitality.

INDUSTRY	Hospitality (Hotel)
NATURE OF WORK	Rotation through different hotel departments
IDEAL CANDIDATE	An organised person, possessing natural curiosity, strong communication skills, interest in people from all walks of life, and a can-do attitude for a variety of tasks.
NUMBER OF PLACES	Two
DURATION	One or two weeks
TIME OF YEAR	Easter or Summer
ADDRESS	28/29 Stephen Street Lower, Dublin, D02 XY61, Ireland

www.drurycourthotel.ie



GeTeCe Group

Bangkok | Thailand



With an outstanding history that spans back to 1978, GeTeCe (General Technics & Chemicals) has extensive experience across chemicals, fragrances, and flavours industries. Based in Thailand, the company are developing high quality ingredient solutions which inspire innovation and can help clients stay one-step ahead of the competition.

GeTeCe's reputation is built on providing outstanding customer service, a broad range of quality products and supply chain flexibility. By combining a long heritage of industry knowledge and technical know-how, they blend art and science to create an exceptional array of unique products under the supervision of a professional team of consultants. GeTeCe can provide guidance and help companies who are looking to create an exclusive formula; their fragrance division works with the beauty industry worldwide, ranging from the spellbinding signature of great perfumes to personal care, household and home fragrances. GeTeCe supplies an extensive range of flavours to the food, beverage, dairy, bakery and confectionary industries.

INDUSTRY	Beauty and Food
NATURE OF WORK	Sales, Marketing, Personal Care, Fragrance, Flavour, Creation Centre, Supply Chain Management.
IDEAL CANDIDATE	An interest in the chemicals industry and chemistry used in beauty and household products, and the food and beverage industry. Open-minded individuals who use their own initiative and are interested in diversity.
NUMBER OF PLACES	Two
DURATION	Two weeks
TIME OF YEAR	Summer
ADDRESS	208 Wireless Road (15th floor), Lumpini, Pathumwan, Bangkok 10330, Thailand

www.getece.com

Halpern

Halpern

London | UK



Halpern is a digital-first communications and influencer marketing agency, with a belief that all brands want fame and fortune. Halpern creates fame with culturally potent ideas and connects brands to commercial opportunities which drive financial success.

Halpern partners with clients on an equal footing and is regularly asked to advise brands on purpose and social, mission-led activations, which they do credibly by delivering tangible mission-led platforms themselves. Brands that Halpern work with include Dove, John Frieda, Co-op, Five Guys and Headspace.

Halpern empowers its team to support charities which are important to them. In 2012, they setup Access Aspiration, a young and dynamic charity working to increase social mobility by providing employability training and aspirational work placements. Founded in 2014, The Lady Garden Foundation is a national women's health charity, supported by Halpern, that is committed to helping save the lives of women diagnosed with gynaecological cancer.

INDUSTRY	Marketing
NATURE OF WORK	Press, social media, influencer research, agency meetings, client research, preparing mailers and attending events.
IDEAL CANDIDATE	Positive attitude, competent with Microsoft Office, willing to learn, with excellent creative, communication and social media skills.
NUMBER OF PLACES	Four
DURATION	Four days
TIME OF YEAR	Summer
ADDRESS	17 Gresse Street, London W1T 1QL

www.halpern.co.uk

Headland Hotel

Cornwall | UK



Following the mantra 'five-star Cornwall, not formal', The Headland offers a luxury yet laid-back escape on the Cornish north coast. Recognised as one of Cornwall's most iconic hotels since 1897, the family-owned property is situated above Fistral Beach. With 86 rooms, 39 one, two and three-bedroom cottages, Spa, AquaClub, and three restaurants including Restaurant RenMor, The Deck and The Spa Lounge, as well as Adam Handling's Ugly Butterly 2.0 restaurant.

With numerous placements taking place every year, from local school work experience week, the 'Young person summer placement scheme' for 14 & 15 year olds, university undergraduate and post graduate placement years, The Headland is experienced in offering memorable career immersions into the world of five star hospitality.

Onsite accommodation in a twin bedded ensuite room with kitchenette is provided, along with food in the staff dining room.

INDUSTRY	Hospitality (Hotel)
NATURE OF WORK	Five star hospitality, including hotel keeping, food & beverage, sustainability, events, marketing, sales, digital communications, management, finance/accounts and spa/wellness/leisure management.
IDEAL CANDIDATE	An individual with sparkle who is interested in the wonderful world of hospitality.
NUMBER OF PLACES	Two
DURATION	One or two weeks
TIME OF YEAR	Easter or Summer
ADDRESS	The Headland, Fistral Beach, Headland Rd, Newquay, Cornwall TR7 1EW

www.headlandhotel.co.uk

Intuit Research

Hong Kong | Hong Kong



Intuit Research are international research specialists with a diverse group of researchers, representing various nationalities, residing in Hong Kong, Singapore, London, Portugal, the Philippines and India.

To date, Intuit Research have carried out work in 42 markets and their activities include:

- Market landscaping
- Concept and advertising testing
- Customer experience
- Research-led PR content development and evaluation
- Product proposition and price optimisation
- Advanced statistical analysis

With Intuit Research, no two clients are the same as they offer unbiased consumer insights solutions as independent consultants using a multi-disciplinary approach, which helps clients see the bigger picture and make informed strategic and tactical decisions.

INDUSTRY	Market research and consumer insights
NATURE OF WORK	Data tabulations, trends analysis, tracking year-on-year changes, creating PowerPoint visual results.
IDEAL CANDIDATE	Students going onto Business Management or Economics at university. A Level Maths is desirable but not essential.
NUMBER OF PLACES	Two
DURATION	Two weeks
TIME OF YEAR	Summer
ADDRESS	39/F Dah Sing Financial Centre, 248 Queen's Road East, Wanchai, Hong Kong

www.intuit-research.com

JESSICA M^cCORMACK

Jessica McCormack

London | UK



Jessica McCormack designs exceptional diamond jewellery for the modern woman, creating heirlooms for future generations. Her unique, heirloom-inspired designs and values of hand craftsmanship have given her a global reputation for effortlessly melding the traditional and the contemporary to create a beautifully distinct aesthetic. Jessica launched her eponymous jewellery brand in 2008, quickly establishing herself as one of Britain's most exciting jewellers.

INDUSTRY Jewellery, Retail and Production

NATURE OF WORK Sales and marketing

IDEAL CANDIDATE Passionate young candidates, well-spoken and curious mind with eye for aesthetics and interest in fashion.

NUMBER OF PLACES Two to four

DURATION One week

TIME OF YEAR Summer or Christmas

ADDRESS 7 Carlos Place, London, W1K 3AR

www.jessicamccormack.com

KBH

Dubai | UAE



KBH is a Dubai, Bahrain and Kuwait based boutique and regional law firm specialising in international dispute resolution and international commercial transactions. The founder of the firm, Kaashif Basit was a pioneer, an accomplished barrister and a leading light in the Dubai International Financial Centre (DIFC). He set up the firm in 2006 to coincide with the opening of the DIFC Courts. The firm in 2010 extended its footprints to Bahrain and Kuwait.

KBH has played an integral role in developing the law in the DIFC and set important precedents that have captured the attention of commercial practitioners in the GCC and further afield. With supporting offices in Kuwait and Bahrain, KBH is the strategic choice over large global firms who may have a skeleton office in the DIFC but lack the specialist knowledge of DIFC law, and local firms who may not be able to offer international expertise.

KBH is small, but mighty. It has built long-lasting and resilient relationships with its clients and has earned a prominent and award-winning position in the Middle East.

INDUSTRY	Law
NATURE OF WORK	Law in the Dubai International Finance Centre.
IDEAL CANDIDATE	Enthusiastic, confident, with a keen interest in the field of law.
NUMBER OF PLACES	Two
DURATION	One week
TIME OF YEAR	February or Easter
ADDRESS	S903-S904, Emirates Financial Towers (South Tower), Dubai International Financial Centre, PO Box 506546, Dubai, United Arab Emirates

www.kbh.ae



Kyriba

Staines | UK



For over 20 years, Kyriba has been a global leader in liquidity performance that empowers CFOs, Treasurers, and IT leaders to connect, protect, forecast, and optimize their liquidity. As a secure and scalable SaaS solution, we bring intelligence and financial automation that enables companies and banks of all sizes to improve their financial performance and increase operational efficiency.

Kyriba's real-time data and AI-empowered tools empower our 3,000 customers worldwide to quantify exposures, project cash and liquidity, and take action to protect balance sheets, income statements, and cash flows. We manage more than 3.5 billion bank transactions and \$15 trillion in payments annually and give customers complete visibility and actionability, so they can optimize and fully harness liquidity across the enterprise and outperform their business strategy.

INDUSTRY	Financial services
NATURE OF WORK	Shadowing a range of departments across the business from Sales, HR and IT to Leadership and Finance.
IDEAL CANDIDATE	Interest in finance/tech, enthusiasm, willingness to learn.
NUMBER OF PLACES	Two
DURATION	One week
TIME OF YEAR	Summer
ADDRESS	Kyriba UK, 3 Lotus Park, The Causeway, Staines TW18 3AG

www.kyriba.com



Nurture Landscapes Ltd

Windlesham | UK



The Nurture Group is a multi award-winning national service provider consisting of three established companies providing 'one stop' integrated services to a wide and diverse client base across the UK. Nurture Landscapes provide grounds maintenance, interior and exterior plant displays and winter gritting to a wide range of clients, predominantly to the corporate sector. It provides a full plant display service, ranging from office and interior plants to exterior planting, hanging baskets, floristry, green walls and Christmas trees for corporate, leisure and retail clients across the UK.

It has a national presence and capability that is delivered via talented, directly employed local teams, working out of 70 strategically placed depots across the UK. Its vision is to be the UK's leading green service provider achieving Net Zero by 2030.

INDUSTRY	Development and Sustainability
NATURE OF WORK	Communications and media, financial, human resources, management, sales/marketing.
IDEAL CANDIDATE	Interested in sustainability, carbon zero, should be positive and a quick learner with good IT skills.
NUMBER OF PLACES	Two
DURATION	Two weeks
TIME OF YEAR	Summer
ADDRESS	Nursery Court, London Road, Windlesham, Surrey, GU20 6LQ.

www.nurture-group.co.uk

Orchard Global Asset Management LLP

London | UK



Orchard Global is an alternative asset manager providing transformational financing solutions to banks, asset managers and borrowers seeking certainty of funding to solve their capital and liquidity needs.

They offer solutions through a range of products across their special opportunity lending, structured credit, and opportunistic public and private fixed-income investment strategies. With over \$7.8 billion in assets under management, Orchard Global partners with some of the world's leading and most sophisticated investors to help them meet their objectives and to deliver financing solutions to the markets they serve. They are an industry leader in providing insight and capital to global banks and financial institutions, with approximately 120 professionals across six offices in the U.S., Europe and Asia.

INDUSTRY	Finance
NATURE OF WORK	Rotations around desks to gain an insight into each department, and an understanding of how an alternative asset management firm operates.
IDEAL CANDIDATE	Interested in financial services.
NUMBER OF PLACES	Two
DURATION	Three days
TIME OF YEAR	Summer
ADDRESS	Level 16, 100 Bishopsgate, London, UK, EC2N 4AG

www.orchardgroup.com

Techoraco

Various locations



Techoraco houses six powerhouse brands; Capacity, International Telecoms Week (ITW), Datacloud Events, Global Leaders' Forum (GLF), TowerXchange and Women in Tech World Series, under one roof.

The company is built on the exceptional foundations of six leading event and community brands delivering events such as: International Telecoms Week (ITW), Metro Connect USA, Capacity Middle East, European Women In Technology, Datacloud Global Congress, and TowerXChange Meetup Europe, alongside the Global Leaders' Forum (GLF). Techoraco has been connecting leaders in fibre, towers, data centres and markets for over 25 years.

The Techoraco internship involves working in event management with the Capacity team at one of their leading conferences, International Telecoms Week in Washington DC, USA.

INDUSTRY	Event Management
NATURE OF WORK	Logistics and planning. Marketing and social media related to event promotion, meeting customers on site (sales account management), event budgets.
IDEAL CANDIDATE	Confident and good communicator. Excellent IT skills. Ideally (but not essential) interest in telecoms and technology - the event will most likely be an international telecoms business event. Finally, stamina for the event itself!
NUMBER OF PLACES	Two to four
DURATION	Seven to ten days
TIME OF YEAR	TBC
ADDRESS	8 Bouverie Street, London, EC4Y 8AX

www.capacitymedia.com

The Red Pen

Mumbai | India



The Red Pen is a global independent education consulting firm specialising in guiding students through school, college, and postgraduate admissions. Founded by US and UK education experts, the 100+-member team is led by industry stalwarts like Dr Kimberly Dixit and Namita Mehta. Their consultants have qualifications from leading institutions worldwide, including Oxbridge, Ivy League colleges, and M7 Business Schools. The Red Pen provide tailored guidance to navigate the complexities of international admissions, ensuring the best educational fit for each applicant.

Their comprehensive offerings include:

- Boarding School Admissions Services
- Undergraduate Preparation and Admissions Services
- Postgraduate Admissions Services
- MBA Admissions Service
- Undergraduate Admissions Counselling For Schools
- Postgraduate Admissions Counselling For Colleges

An internship at The Red Pen will involve working across multiple departments and being involved in social media, content development, PR and customer relationship management.

INDUSTRY	Education
NATURE OF WORK	Social media, content and editorial, PR, customer relationship management.
IDEAL CANDIDATE	A good communicator, excellent IT skills, creative. Ideally (but not essentially) interested in learning more about the education sector.
NUMBER OF PLACES	Two to three
DURATION	Two weeks
TIME OF YEAR	Summer
ADDRESS	Suite #311, Prasad Chambers, Tata Rd No 2, Charni Road East, Opera House, Girgaon, Mumbai, Maharashtra 400004

30Thirty Capital Ltd

Lusaka | Zambia



30Thirty Capital Limited is a Sub-Saharan Africa-focused advisory firm and impact investor. The company builds innovative and sustainable businesses. In addition to providing growth capital, they support companies with strategic, financial, organisational, managerial and technical advice.

‘We look beyond the monetary values of an investment and believe success and sustainability of projects comes through including local communities, involving women and youths, considering educational and health benefits and the environment combined with the commercial aspects of investments.’

30Thirty Capital was established by an engaged team of business-builders and entrepreneurs who are driven by the ever-present social and environmental needs of communities across the African continent. Their aim is to create financially-successful and sustainable businesses that are socially and environmentally conscious and responsible, leaving a lasting positive effect on their communities.

INDUSTRY Finance

NATURE OF WORK Venture capital and sustainable economic development through financing start-ups in small communities.

IDEAL CANDIDATE Students intending to read Economics, Business or Finance at university. Those who study A Level Maths and possess good research and communications skills.

NUMBER OF PLACES One to two

DURATION Two weeks

TIME OF YEAR Summer

ADDRESS No. 3, Selby Taylor House, Roan Road, Lusaka, Zambia.

www.30thirtycapital.com

Vodafone Group Services

London and Newbury | UK



Vodafone Group Services provide mobile and fixed services to over 330 million business customers in 15 countries and provide service in 46 more through partnership agreements.

Vodafone connects for a better future. We believe connectivity is a force for good. It's an essential part of our lives. Through our connectivity and technology, our ambition is to empower people, help protect the planet and build trust with our customers.

Vodafone Group Products and Services design and build all our global enterprise products, from Digital Innovation, software design and delivery to the markets. We own the end to end design process for products ranging from mobile and fixed connectivity to device management and tracking alongside innovation into smart roads and cities and drone management.

INDUSTRY	Telecoms / Technology
NATURE OF WORK	Insight into how a large technology firm operates, with a focus on software engineering and product development, use of AI and a visit to Vodafone Group HQ.
IDEAL CANDIDATE	STEM students with an interest in technology or computer science
NUMBER OF PLACES	Two or four
DURATION	One week
TIME OF YEAR	August
ADDRESS	Global HQ, Paddington, London and The Connection, Newbury, RG14 2FN

www.vodafone.com/business

The Yarrow Cookery School

East Lothian | Scotland



At The Yarrow Cookery School, we believe in the power of food to connect communities. We started this journey with a passion for sustainable, creative cooking that brings people together and makes a positive social impact. Founded by Richard and Sophia Yarrow, the School began with online classes that quickly gained popularity for their focus on local, sustainable cookery. As demand grew, so did the vision. Now housed in a beautifully converted state-of-the-art, sustainable building, we offer a dynamic space where guests can immerse themselves in the art of cooking. The facility also has a relaxing dining space, and fun bar area and is located just 12 miles from Edinburgh and two-minute walk from the train station.

INDUSTRY	Hospitality and Marketing
NATURE OF WORK	Hospitality - assisting in the Cookery school under Head Chef's guidance, welcoming and looking after guests. Marketing and events - assisting with social media campaign and content creation.
IDEAL CANDIDATE	Enthusiastic, can-do attitude. Bright and cheery and keen to learn. No hospitality experience necessary.
NUMBER OF PLACES	One or two
DURATION	One week
TIME OF YEAR	Easter and Summer holidays
ADDRESS	Yarrow Cookery School, Longniddry, Steading, East Lothian, EH32 ONZ

www.yarrowcookeryschool.com



TECHORACO INTERNSHIP AT ITW 2025, WASHINGTON, USA

Expectations and Code of Conduct

Our aim at Downe House, when sending Global Internships ambassadors on placements, is to give them the best possible educational and vocational experience. We hope that you will enjoy being immersed in your placement and the challenges this will bring, and that you will make the most of the very valuable experiences you will gain.

This document outlines the expectations of you, the Downe House GI Ambassador, whilst on this placement whether in the UK and/or abroad.

General Behaviour and Responsibilities:

1. Read the Risk Assessment created by DH and refer to it in times of need.
2. Abide by your internship company's rules and expectations at all times.
3. Wear formal attire or smart casual (if permitted) and be punctual.
4. Represent Downe House to the best of your ability and be polite and courteous at all times.
5. Keep an open mind, put your best foot forward and immerse yourself in your daily tasks.
6. Respect the cultural differences that may exist and remember that what may be acceptable in the UK may not be acceptable elsewhere.
7. Behave in a responsible fashion at all times – at work, in the evenings and over weekends.
8. Do not drive a vehicle, smoke/vape/juul, be in possession of narcotics or engage in drug use, consume alcohol, engage in risky social behaviour, including sexual misconduct or participate in any activities that would be considered illegal in the UK or in the host country.
9. Take responsible precautions for your own safety and the safety of others.
10. Ensure all Social Media posts are polite, respectable and of a professional nature.

Communication with parents and DH staff on-call if placed at a company abroad:

1. Check-in daily with your parents.
2. Check-in regularly via Teams to update the GI team.
3. Check your phone regularly for any communication from DH staff on-call.
4. Seek your parents' permission for weekend and evening activities and plans.
5. Approach designated DH staff on-call in times of medical and/or social emergency.
6. Should a disciplinary issue arise, your GI placement company contact will alert DH staff on call at once. If the incident persists despite support and guidance, and is of a serious nature, you will be repatriated at your parents' expense, as outlined in the Parents' Information Sheet.

Parents' Information

The Global Internship (GI) placements are carefully chosen and meticulously planned to offer our LVI girls the best learning and development opportunities available globally.

The success of this programme is dependent on the comprehensive support and training offered by DH, the responsible and professional approach of GI Ambassadors, and the support of parents.

We advise parents read this Information Sheet and GI Ambassadors read the Code of Conduct and this Booklet carefully before an application is made.

1. Most employers in the UK (unless they are schools or hospitals) will not have carried out DBS checks on staff and almost all will not need to do this abroad. All our placements have been offered by trusted parents and alumnae who have used their professional judgment to satisfy themselves that the arrangements are sufficient for safeguarding purposes. They have either appointed a reliable person to look after our girls, or will be looking after our girls themselves, however, there can never be any cast-iron guarantees about the behaviour of others.
2. For girls joining placements abroad and based on KCSIE advice (as they will be under 18 years of age), we request that either a parent travels with the girls or they choose a country where they know a friend or a trusted adult to be their local guardian.
3. Girls are invited to apply for two placements of their choice and attend an interview. The programme does not guarantee automatic selection of the girls' first or second choice.
4. GI placement dates will be planned with the partner company and will be final.
5. The number of girls selected for each placement can vary from one to four. In some cases only one placement is offered or circumstances change and girls may be expected to do the internship on their own.
6. For each placement abroad, we advise that selected GI Ambassadors travel together (where applicable) to and from the country of placement. Parents are required to liaise when arranging flights and accommodation and send details to the GI Programme Manager.
7. Downe House will provide a fully comprehensive Risk Assessment.

8. Whilst on a placement, selected GI Ambassadors are expected to not drive a vehicle, smoke/vape/juul, be in possession of narcotics or engage in drug use, consume alcohol, engage in risky social behaviour, including sexual misconduct or participate in any activities that would be considered illegal in the UK or in the host country.
 9. Selected GI Ambassadors are required to take responsible precautions for their own safety and the safety of others whilst on a placement abroad. They will seek parents' permission to plan their evening and weekend activities.
 10. Parents are required to check-in with their daughters daily and report any concerns to the DH staff on-call over the entire period of travel.
 11. GI Ambassadors can get unwell on an internship; they are expected to contact DH staff on-call who will liaise and help support girls and parents.
 12. Should a GI Ambassador require repatriation, due to health reasons, parent/s are expected to make arrangements for this, and the cost/s incurred shall be borne by the parents.
 13. Should any GI Ambassador be considered, after consultation between the placement company, Downe House and the Headmistress, to have misbehaved in such a manner that the only suitable response is repatriation, the cost/s incurred shall be borne entirely by the parents. Should this unfortunate circumstance arise, parents will be expected to make the necessary arrangements to collect their daughter. For placements in the UK, it could lead to our partner company withdrawing their offer.
- Here are some requirements for parents and GI Ambassadors:**
- a. Parents and GI Ambassadors to attend a Logistics and Planning meeting at Downe House.
 - b. Parents and GI Ambassadors to read the Risk Assessment and Code of Conduct provided by Downe House.
 - c. GI Ambassadors to attend a Workplace and Travel Safety training workshop arranged by Downe House.
 - d. Parents to arrange full Travel Insurance, vaccinations and a visa (if required) and send copies to the GI Programme Manager.
 - e. Parents are required to pay a nominal programme fee of £450 if their daughter is successful in gaining a place on this programme.

STUDENT PERSPECTIVE



I really liked hearing from the different departments. By the end we had a great idea of all the different roles in the business, and how within one business, there are a lot of different roles from a job in Finance to a job in Compliance.”

ROSE
ORCHARD GLOBAL ASSET
MANAGEMENT INTERNSHIP, 2024

It was really amazing to learn and discuss the theory behind everything Nurture Landscapes does, and then be able to see it on their live working sites. I also really enjoyed learning from so many people, and just being able to talk to them and learn things that I had never come across before.”

CASSIE
NURTURE LANDSCAPES, 2023

I truly believe I came away with so many more skills such as flexibility and the confidence to throw myself into any task that I am given. I now have so many fond memories from the trip and so much more experience as I was truly able to try all aspects of event management.”

YASMIN
CAPACITY MEDIA INTERNSHIP, 2024

EMPLOYER PERSPECTIVE

The team wanted to hire them there and then on the spot as they were both so helpful and wonderful. A total asset to Downe House and we would welcome them both back again if they ever wanted to do further work experience.”

ALEXANDRA HUXFORD
EXECUTIVE ASSISTANT, HALPERN PR

A brilliant girl who I would hire tomorrow if I could. She worked with little supervision, delivered all the tasks set and fitted very nicely into the team. It was a pleasure having her around, she is very polite, carries herself, showed interest and brought her thoughts to the table.”

SVEN HAEFNER
CEO, 30THIRTY CAPITAL LTD

We have told the girls to keep in touch with IFS as they worked so hard, asked so many valuable questions and provided great ideas of how the company can work moving forward. It was a delight to have both of them with us for the week!”

DANI DURRANT
EXECUTIVE ASSISTANT, IFS

PARENT PERSPECTIVE

Hope thoroughly enjoyed learning more about the law and attending client meetings. She undertook meaningful tasks and was treated exceptionally well by the Firm and wider team at KBH Dubai.”

MICHAEL BLACK

DH PARENT

The Global Internship is a hugely positive programme and offers experience that will stand our daughter and others in good stead both from a CV/UCAS perspective, but also by demonstrating they stand out from the crowd.”

KATHERINE BROADBENT

DH PARENT

Zara entered a structured programme with high expectations on her to complete quite demanding and complex tasks, mentored personally by the CFO who was a DH alumna. An amazing opportunity for a 17 year old.”

TARA REEVE

DH PARENT

The Team



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