Aktuel Translations Internship Programme

"Our goal is to give our interns **real experience** of what is required from **professional translators** working at the cutting edge of commercial translation in a fast-paced and highly rigorous environment."

Robin Bennett - Founder and Trustee Director

AKTUEL TRANSLATIONS

About us

- Founded in 1992 in London by Robin Bennett, Aktuel Translations was built on foundations of increasing globalisation and rapidly advancing technology. This combination provided both the opportunity and the tools for businesses all over the world to discover new markets for growth in the international arena.
- Over the last 33 years, our translation agency has built a network of more than 4,000 translators around the world. We have a reputation for being a bespoke agency that 'punches above its weight,' providing high-end translation for multi-nationals and government departments globally while remaining relatively small and very personalised.
- We provide translation between more than 150 languages and we are ISO9001 quality-certified for translation in over 400 language combinations.

"Working in close contact with translators who are specialists in their fields provides a unique opportunity to develop relevant skills and techniques for becoming a professional linguist."

Charlie Homewood – Managing Director

Programme Overview

OVERVIEW

"Our aim is to give our interns **real experience** of what is required from **professional translators** working at the cutting edge of commercial translation in a fast-paced and highly rigorous environment."

Robin Bennett

In 2001 we started our first internships with the goal of providing **practical and professional translation training** to people who had completed, or were in the process of completing, a degree in translation.

1. Each intern has the opportunity to discuss their goals with us prior to the internship starting and to tailor the internship to their aims and according to the time they can spend with us.

2. A standard internship begins with a two-week introductory programme, providing the intern with an overview of technical and non-technical translation, proofreading, project management and business skills. These two weeks are used to assess the intern's strengths and weaknesses and help us to further tailor the programme to suit them. At the end of the two weeks, the intern will discuss their aims with us again and build the programme for the coming weeks with their supervisor. Regular meetings ensure that the intern is making progress.

3. The internship ends with a final meeting in which the intern is provided with detailed feedback on the success of their internship and is presented with a certificate as proof of their time with us.

Translation

Monitored training is carried out in the different forms of translation – both technical and non-technical. Real-life translations are carried out in the intern's own time, without the pressure of harsh deadlines, and are then proofed by a professional translator.

Interns will also carry out translations alongside one of our in-house translators, to get a feel for the speed and accuracy that is necessary to succeed in the business. Crucially, as the internship progresses, they will be encouraged to work on their speeds to get close to or even reach over 2000 words a day.

Detailed feedback will be provided every step of the way, both from proofreaders and the intern's supervisor.

We aim to expose the intern to as many areas of translation as possible, mainly patent, marketing, and literary translation.

Interns will be taught how to modify translation techniques for audience and sector and they will also get a grounding in:

- ✓ Researching terminology
- ✓ Handling ambiguities
- ✓ Constructing a glossary and style guide
- ✓ Building up translation rigour

"Translating and receiving feedback from professional translators gave me the chance to improve my translation skills."

Benedetta

"My internship offered me a great opportunity to learn and grow professionally and personally, thanks to the constant support of the project managers and the precious suggestions of expert translators."

Maria

"At Aktuel, I could not only steadily improve my translation skills but also get an insight into the daily business of a translation agency and be part of a young and sociable team."

Eliane

"The numerous technical translations and feedback from professional translators offered me the best possibilities to develop my translation skills."

Paula

Use of CAT tools

As part of the translation training, the intern will also complete an in-depth programme in CAT tools.

The intern will have access to a full version of Trados and will learn practical skills of analysis, TM and Termbases management.

“Knowing how to use CAT and MT technology is a fundamental skill nowadays. Learning how to make it a good servant and not a bad master is crucial.”

Robin Bennett

Proofreading

Self-proofing and proofing other translators are an essential part of the process of providing top-quality translation. It is also a useful tool in translation training to pick up new translation techniques.

- The intern will be exposed early on to our proofreading methods and will have the chance to apply these to a variety of live translations throughout their time with us.

We teach our interns to:

- ✓ Proof against our quality control checklist
- ✓ Mark-up edits professionally
- ✓ Understand the varying levels of proofreading
- ✓ Spot the common pitfalls in a translation
- ✓ Research and cross-reference terminology

Project Management

Even if the intern does not intend to work in project management, it is invariably helpful to have an overview of the industry.

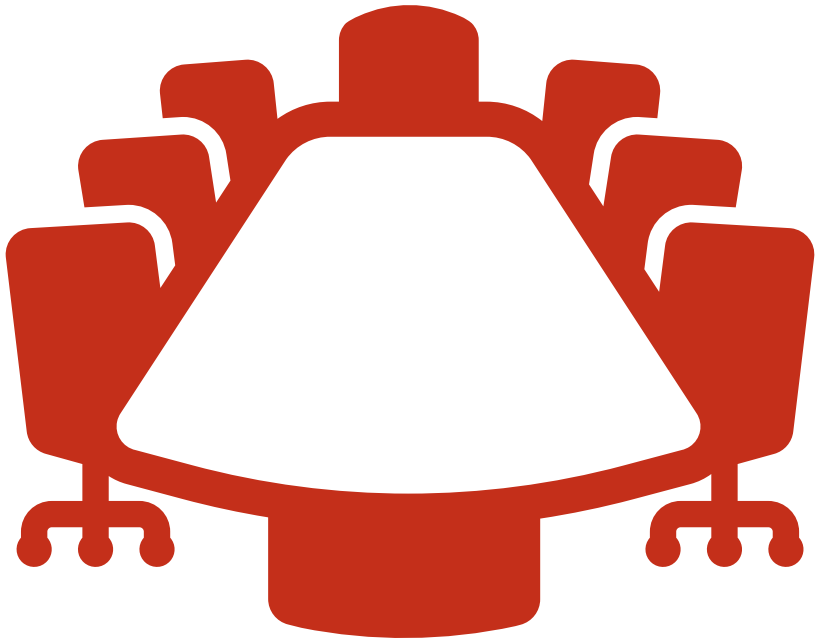
If an intern takes this option, they will gain knowledge of:

- ✓ Setting up a project
- ✓ File handling
- ✓ Sourcing translators
- ✓ Managing translators
- ✓ Liaising with clients
- ✓ Meeting deadlines

OUR TEAM

THROUGH THE YEARS

Business skills



In addition to translation-specific skills, the intern will also be given guidance on the practical side of the business, from the perspectives of both a translation company and a freelance translator.

If they wish, the intern may learn about:

- ✓ Sourcing clients
- ✓ Quoting clients (and freelance vs agency translation rates)
- ✓ Basic accounting
- ✓ Self-management for projects
- ✓ Analysis of documents using CAT tools

This area of training could also incorporate work on any specific projects which the intern has been asked to complete by their university.

Special projects

On longer internships, we encourage the intern to take on a special project that they can work on when they are not busy. Often this will provide an opportunity for the intern to take ownership of a long-term project and earn money from it. In the past, interns have signed royalty agreements to translate books, carried out research in fields of interest to them and developed marketing initiatives.

The special project is a chance for the intern to tell us what is of greatest benefit to them and for us to give them the scope to immerse themselves in something they can take away with them after the internship has finished.

> “The special project rounded up the internship nicely and added a sense of achievement.”
>
> ***Nadine***

Mentoring

Each intern has a mentor who will be onhand every day to monitor progress and provide support. They will usually be someone who has recently trained and who will therefore relate to the intern's requirements and concerns.

The intern will also be allocated a supervisor, one of our Management Team, who will carry out frequent meetings to discuss the progress and direction of the internship.

Funding

- All our interns are funded through the Erasmus* or Leonardo schemes. Some self-fund and in a small number of cases we will consider grants or salaries if the intern has prior commercial translation experience.

- Regardless of whether you are self-funded or on the Erasmus scheme, all interns will be considered for a subsistence grant of up to £350 per calendar month, subject to nature and amount of work, to help with living costs and travel. Any award will be made after the completion of a successful test piece and the granting of and continuance during the internship is entirely at our discretion.

***Please note that because of Brexit we are now only able to accept interns who are supported by their University and whose Visa application is supported by their University (i.e., through the Erasmus scheme).**

We are also not able to accept non-EU applications.

Application procedure

To apply for an internship with Aktuel, please send your CV and cover letter, including the dates you would ideally like to be with us, to info@aktueltranslations.com.

The next stage is to complete the application form and do a test piece. This usually consists of two translations, one technical and one non-technical, of around 100 words each, and is carried out over one hour. The purpose of the test piece is to make sure you are on the right track for us and that there is the raw talent we feel we can work with and develop. We are not expecting you to be at the level of a trained translator, but we do have high standards!

The test pieces will be assessed by our in-house team over the next two weeks, and you will be provided with feedback and notified if you are successful.

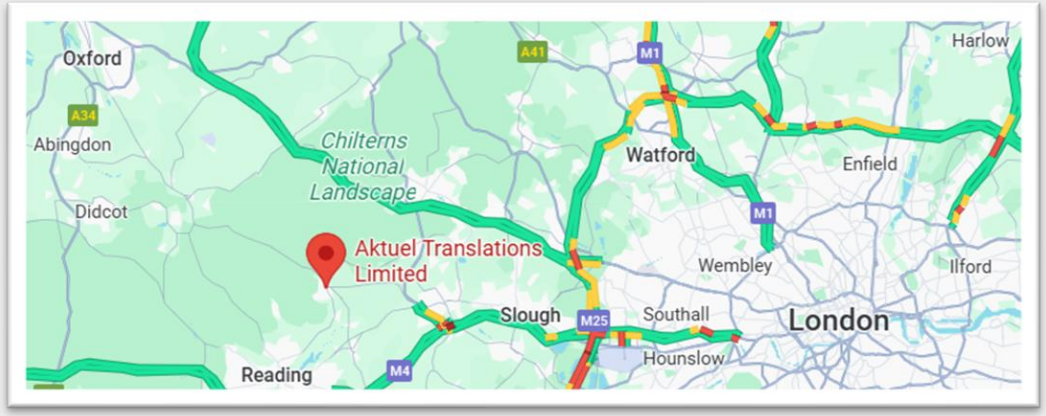
If successful, you will be asked to attend a telephone interview or videocall, so that we can get to know a little about you and your goals, discuss the start date of the internship and answer any questions you may have.

Where to find us and accommodation

- Since 2002, Aktuel Translations has been based in the quiet, riverside town of Henley-on-Thames.

- Henley is considered one of the most picturesque spots on the Thames, with excellent travel links to London and Oxford, yet in the midst of some of the most pleasant and typically attractive countryside in England. Henley-on-Thames is home to the famous rowing regatta as well as a rapidly expanding literary festival and a host of cultural and sporting events throughout the year.

- As a tourist town, accommodation can be difficult to find, particularly during peak season, but Reading, Oxford and Maidenhead are all within commutable distance and offer a wide range of accommodation.



OUR OFFICE

Henley-on-Thames

Thank you for taking the time to read about our internship programme; we hope you found it useful, and we look forward to you applying.

For more information,

or if you have any questions,

please email:

info@aktueltranslations.com