

# Work Placement Programme

## DURATION OF WORK PLACEMENTS?

A minimum of three months, on a full time basis. Please note that we offer full and detailed training. We do not offer part time placements or work placements for less than three months.

## RANGE OF WORK EXPERIENCE FOR WORK PLACEMENTS

- Project Management - understanding client requirements.
- Working relationships - development of trust and support between colleagues and student.
- Translation/proofreading tasks - limited amount depending on commercial experience.
- IT skills.
- Internet search/glossaries and dictionaries on-line for terminology.
- Admin such as invoicing, purchase orders, contracts, payments, post, filing, archives, maintaining records and databases.

## WHAT'S IN IT FOR WORK PLACEMENT STUDENTS?

- This is a hands-on position offering experience in project management of translation projects.
- Mentoring/training - named supervisors and regular (informal) meetings.
- An excellent first step in your career. Work placements give you better job prospects. Plus the opportunity to apply your new knowledge and skills in a commercial environment.
- Past work placements refer to learning about...Business practice, dealing with clients, dealing with problems, negotiating deadlines, estimating jobs, managing budgets. Experience of working with Trados, organisation of time and electronic files.
- Participating in the development and writing of marketing materials and blogs.
- Recruiting, assessing and managing the application process for prospective translators.
- Assessing documents and software.
- Receipt of Living Wage - currently £9.90 per hour - for 30 hours a week

## AIMS OF THE WORK PLACEMENT PROGRAMME

- Introduce students to a real-life translation environment.
- Make students aware of the culture and structure of the professional translation environment. Build the necessary skills associated with it.
- Observe and participate in translation projects and activities appropriate to their competence. Building on and extending their translation-related skills.
- Apply skills in the working environment, under pressure and according to deadlines - independently and part of a team.

## WHAT WE EXPECT FROM WORK PLACEMENT STUDENTS

- Must be highly creative, have excellent written communication skills, and be able to work independently.
- Conduct themselves professionally, with staff and clients.
- Should act within the terms and conditions of our contractual agreement.

## Read testimonials from past work placements:

"Working for Atlas was a fantastic eye-opener which allowed me to pursue a career in Project Management for ten years. Today, I run my own company, working as a sled dog guide in the winter and as a freelance translator in the summer."

"I was expecting there to be a lot more staff in a busy, tense office and I was impressed to find that Atlas Translations managed to have such a significant presence in the translation community with so few staff. I felt that I had an important involvement in the business of the company and felt that I really was part of the team."

"I particularly appreciated that we were given the chance to deal directly with the clients and the contractors based worldwide, answering the phone and getting used to so many accents and managing some projects from start to finish on our own."

"Clare (the Director) was demanding but firm, straightforward but caring, and helpful - and above always ready to get hands-on and explain something again. Of course, you had to perform! Get out there and secure yourself a placement. It pays off."

"It's been a pleasure coming to work every day knowing that it will not be the same as the previous one and there will be new tasks and challenges."

"I now run my own small agency and seem to be making a living doing what I love! Without Atlas I don't know whether this would have been possible because unless you have a credible, well-known company to support you, very few people are willing to take a chance."



**ATLAS**  
TRANSLATIONS