



AKTUEL TRANSLATIONS



**“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**



# The Aktuel Translation Group Internship Programme

**“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 -  
Senior Project  
Director**

## About the Aktuel Translation Group

Founded in 1992 in London by Robin Bennett, The Aktuel Translation Group was built on foundations of increasing globalisation and rapidly advancing technology. This combination provided both the opportunity and the tools for businesses the world over to discover new markets for growth in the international arena.

Over the last 23 years, our translation agency has built a network of more than 4,000 translators around the world. Aktuel Translations has a reputation for being a bespoke agency that ‘punches above its weight,’ providing high end translation for multi-nationals and government departments globally whilst remaining relatively small and very personalised.

We can provide translation between more than 150 languages and we are ISO9001 quality-certified for translation in over 400 language combinations. Companies specialising in patent translation and the translation of books, magazines and websites have been set up within the Aktuel Translation Group.



AKTUEL TRANSLATIONS

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## Internship Programme Overview

In 2001 we started our first internships with the overall goal of providing wholly **practical, professional translation training** to people who had completed a graduate degree in modern languages or were in the process of carrying out a Masters in Translation.

**We feel we are unique in that 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.**

A standard internship begins with an intensive two-week introductory programme, providing the intern with an overview of five main areas: technical and non-technical translation, proofing-reading, 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 have the opportunity to discuss their aims with us again and to build the programme for the coming weeks with their supervisor. Regular meetings ensure that the intern is making progress.

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

**“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 - Director**

**“The best task I had during my internship at Aktuel was the translation of a children’s book, but our visit to the Bologna children’s book fair was also a great experience.”**

**Muriel Magon –  
Intern Winter  
2014**

## 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 have the opportunity to 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 to a near or indeed fully commercial rate of 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, including literary translation, marketing texts, patents and intellectual property, medical and engineering texts and documents for commercial tenders and bids.

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

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

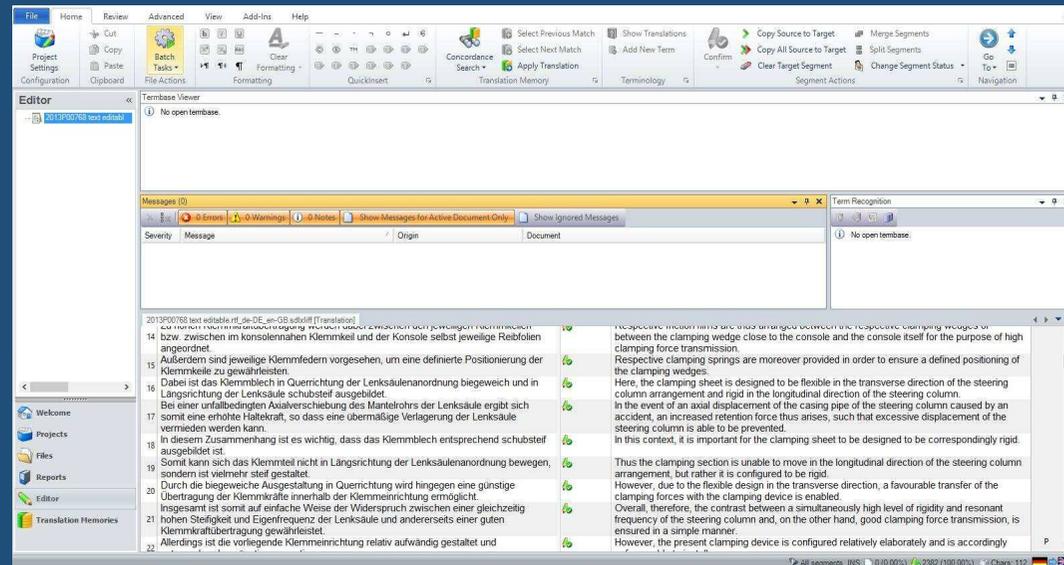
# Use of Technology

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

The intern will have use of a full version of Trados and will learn practical skills of analysis, TM management, translation within a Trados environment, Termbases and WinAlign.

**“Use of CAT and MT technology is not going away. Learning how to make it a good servant and not a bad master is crucial.”**

**Robin Bennett,  
founder 1992**



## Proofing

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 terminology, and will have the chance to apply these to a variety of live translations throughout their time with us.

We make time to teach 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

All internships follow the internationally recognised ISO 9001:2000 guidelines for translation and proofing



**"My internship with Aktuel 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 Assunta  
Vocaturo –  
Intern Summer  
2015**

## 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 and translation agency requirements that an insight into project management can give.

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

- Setting up a project
- File handling
- Sourcing translators
- Managing translators
- Liaising with clients (often in blue chip companies and government departments)
- Meeting deadlines

**The Aktuel Translation  
Group Management Team**



## 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.

As part of this, the intern will learn about:

- Sourcing clients
- Quoting clients (and current freelance versus 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.



**Robin Bennett – Founder and Director**

## 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 Mayer – Intern Summer 2014**

**“At Aktuel, you are not just an intern; you are part of the team”**

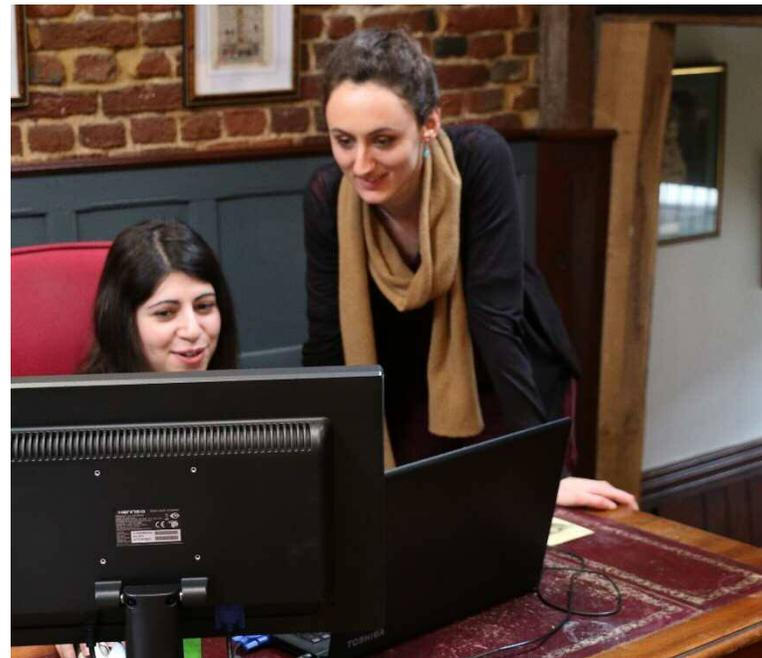
**Alexandra Guerrini – Intern Spring 2015**

## 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.

**Maria Assunta Vocaturo, intern summer 2015 and now full-time employee, with Camille Lebrun, intern spring 2016**



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## Funding

The vast majority of 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 to help with living costs and travel. Any award will be made after the completion of a successful test piece and will also depend on the length of the internship.



## 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 [robin.bennett@aktueltranslations.com](mailto:robin.bennett@aktueltranslations.com). Please note that we are unfortunately not able to accept applications from non-EU citizens.

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 Skype or telephone interview 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.

CV and cover letter

Application form and  
test piece

Interview

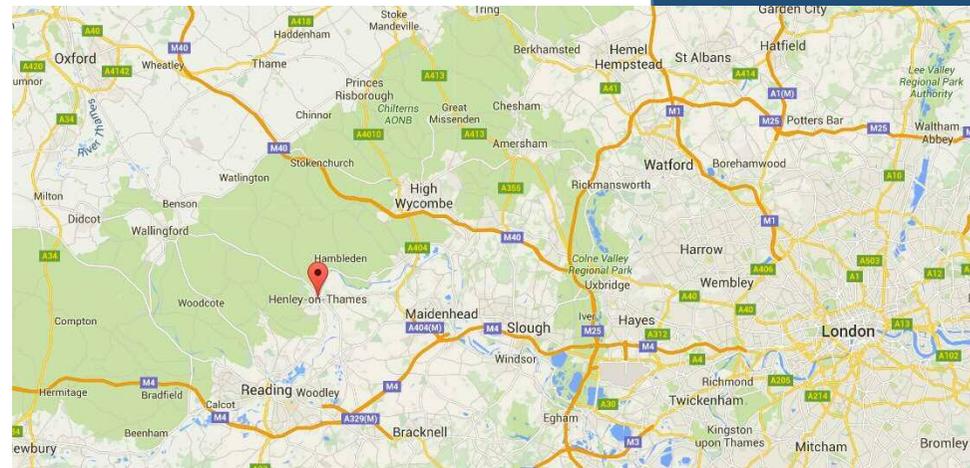
Offer

# Henley-on-Thames 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.



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 [robin.bennett@aktueltranslations.com](mailto:robin.bennett@aktueltranslations.com)



**Henley-on-Thames**