



The Kwintessential Work Experience Programme

Translation

The Kwintessential Work Experience Programme (Translation) provides an invaluable opportunity for individuals to acquire an in depth understanding of the industry in which we work.

Not only are individuals able to learn about the industry itself, but they are also able to gain hands on experience of:



- Interfacing with professional translators and interpreters
- Attending ad hoc client meetings
- Carrying out proof reading of completed Kwintessential assignments and completing 1st draft translation of incoming assignments
- Project Managing defined translation projects across all world languages
- Working alongside Project Managers and Relationship Managers on a remote basis
- Managing business related projects from inception to delivery
- Gaining exposure of general business activities (e.g. marketing, sales, HR, finance and procurement) and back office administration tasks

What are the Placement Logistics?

We appreciate that not all individuals are able to engage in a full time programme. As such, we are also open to the following:

- **Part time programmes** – Individuals are able to attend the London office on a part time basis as part of a programme which has been flexibly arranged to meet the individual's availability.
- **Long distance programmes** – Some individuals are keen to attain experience of translation projects but are unable to travel to the UK. In such cases we are able to work with individuals on a basis which allows us to understand their capabilities and send material to them for translation. All translations are then checked in detail by a qualified translator within our team and feedback is provided in respect to accuracy and translation skill. Individuals working on this basis maintain a portfolio of all translation assignments carried out during the arrangement.

What are the Kwintessential Entry Criteria for the Kwintessential Work Experience Placements?

To ensure that our work experience placements work effectively, we require that individuals:

- Are undergraduate or post graduate individuals in Translation or Linguistics
- Have at least two references from academic tutors or similar
- Complete a test translation during the application process which is of a high standard
- Perform successfully during a Skype based interview

Where individuals would like to complete a placement in our Croydon office, we require that individuals are:

- Are able to commit to a placement for a minimum period of three months
- Have funding via a body such as the Da Vinci grant, Erasmus or, are able to fund themselves for the duration of the placement

What are the Benefits of our Programme for our Work Experience Placements?

Our Work Experience Placements receive dedicated mentoring and training from experienced professionals; allowing individuals to grow and consolidate key skills and to market themselves more effectively.

We are always keen to accommodate the individual interests of our individuals and ensure that they leave us feeling that they have truly consolidated and developed a wealth of knowledge and skills.



How do I Apply?

To apply, please send your CV and a picture to Marina Giménez González

mgonzalez@kwintessential.co.uk and cc Nicola Johnson ncjohnson@kwintessential.co.uk

Please also outline your responses to the following questions and include them in your email:

1. What date would you be looking to start your placement?
2. On what logistical basis would you like to complete the programme? (e.g. Part Time, Remote, Full Time)
3. What duration would you envisage your placement being?
4. What type of funding would you receive?
5. What translation language pair do you work in?
6. Is there anything in particular that you would like to cover during your placement?

Kwintessential Ltd, 96D Southend, South Croydon, Surrey, CR0 1DQ - Tel: +44 208 688 7525 Email: info@kwintessential.co.uk Web: www.kwintessential.co.uk