



UNIVERSITY OF LEEDS

Thank you for your interest in considering Term Abroad students from the School of Languages, Cultures and Societies (LCS) at the University of Leeds for placements with your organisation.

Around 100 students in LCS are studying a joint degree in two Modern Languages and spend a Term Abroad in the country of their second language. It takes place during the 3rd term of level 2 in the four year degree programme. The Term Abroad has the following objectives which are to be met by the student:

Objectives

During this part of their degree programme, students will have the opportunity to:

1. Make substantial linguistic progress, over a wide range of registers
2. Face the linguistic, intellectual and psychological challenges of living in another country
3. Acquire a deeper knowledge and appreciation of the culture
4. Develop the social/personal/transferable skills necessary for gaining maximum benefit from living in a different community
5. Seek to enhance their future employability by familiarizing themselves, when appropriate, with the world of work within the culture, or by reflecting on the utility of skills that they are acquiring while living abroad for their future employment.

The University's tripartite agreement outlines the responsibilities of all three parties (student, placement provider and University). Full information on the placements scheme is given in the Guide for Placement Providers. Both documents are available by request from the Work Placements Officer (email: lcsemployability@leeds.ac.uk).

Please use the form (pages 2-4) to provide a description of the Term Abroad work placement(s) that you wish to propose. Placement offers are circulated to the relevant group of students via email and published on the School's employability website.

Students are expected to have a confirmed offer of a placement for the Term Abroad by late January.

Thank you in advance for your assistance.

Fran Beyer
Senior Education Service Officer (Work Placements)

Term Abroad Work Placement Description

INFORMATION ON THE PLACEMENT PROVIDER	
Name of organisation	1 Global JPPI, S.L.
Address inc post code	Gran Via de les Corts Catalanes, 392, 5 ^o 2 ^a . 08015. Barcelona.
Contact person for this placement	Javier Payá
Department and designation / job title	Manager
Telephone	(+34) 932 289 258
E-mail	humanresources@1globaltranslators.com
Website	http://www.1globaltranslators.com/
Number of employees	10 > 50
Short description of the organisation	Our company offers translation and interpretation services in all languages. We offer the opportunity to do an internship for a period of three months or more in the Project Coordination, Human Resources, Administration and Web Marketing department.
Other	

SELECTION PROCEDURES	
Please specify the documents required for application (e.g. CV and cover letter in German)	CV and cover letter (in Spanish if possible)
Please specify further selection procedures (e.g. tests, interview in person or via Skype)	Phone interview

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Project Coordination, Human Resources, Administration or Web Marketing department.
Number of placements proposed	10
Job title	Project Coordination, Human Resources, Administration or Web Marketing department assistant.
Description of activities, including information on the professional skills and experience that the student will be able to gain during the course of the placement. In what capacity does the placement allow students to improve their skills in the language studied?	<p>MARKETING</p> <ul style="list-style-type: none"> ➤ In Marketing you will create quality content to promote Web Blogs on the net (Blogging); promote our websites on the most important social networks, such as: Facebook, Twitter, LinkedIn, etc. You will also need to analyse statistics in order to make conclusions and carry out improvements on our website which can include using code (HTML) and image editing. During the internship you will need to write articles related to the Instituto Del Bienestar which will then be published in our blog and will also have the chance to attend marketing conferences as a way to develop your knowledge in the field of marketing. <p>ADMINISTRATION</p> <ul style="list-style-type: none"> ➤ In Administration you will work alongside the Head of the Administration Department in different tasks: billing, payment management, collection management, accounting, etc. For example: checking and entering the transactions of our bank accounts, checking and entering the invoices received from providers, entering invoices to clients, preparing sales return, filing the received or created documents and carrying out the collection management. At least a medium-high level of Spanish is required. <p>HUMAN RESOURCES</p> <ul style="list-style-type: none"> ➤ The tasks in the Human Resources Department are: organising the employees, freelance translators and the new interns. You will update the database of professionals, communicate with candidates for internships and look for new translators and interpreters. You will also have to work with the Instituto Del Bienestar, putting adverts on websites of psychologist schools, using the databases, answering calls, writing emails, etc. At least a medium high level of Spanish is required. <p>PROJECT COORDINATION</p> <ul style="list-style-type: none"> ➤ The tasks in the Project Coordination Department are: Receiving translation and interpretation requests and orders from clients for which you would need to create quotes and evaluate timescales. You would then search for suitable professionals to work on each project that you would coordinate throughout the process, this includes answering any questions or queries they may have about the text. Upon project completion you would need to arrange revisions and checks when required and deliver the translation to the client. In the case where customers are not unsatisfied with the final piece, you would need to liaise between the client and translator in order to guarantee the client's complete satisfaction. For this reason a high level of Spanish is

	<p><u>required (spoken and written).</u></p> <p>TRANSLATION</p> <p>➤ In Translations you will make translate, as well as edit and check texts into your native language (English, French, German and Italian - translation studies are required). It is also possible to do a combined internship of Translation and any of the other internships we offer.</p>
<p>Duration <i>(Minimum of 3 months. A start date in early April fits in best with the academic year. Placements should commence after the end of teaching, which finishes on 27 March 2019. Placements should conclude no later than 31 July 2018.)</i></p>	<p>Minimum of 3 months (there's no maximum): the student can choose on the condition that it also fits the Firm.</p>
<p>Working hours per week and proposed timetable <i>(Minimum of 25 hours per week.)</i></p>	<p>In each department the student can stay 4 hours/day, so it is possible to be in 2 departments and make 8 hours/day.</p>
<p>Accommodation (please select)</p>	<p><input type="checkbox"/> Accommodation will be provided</p> <p><input type="checkbox"/> We can assist with finding accommodation</p> <p><input checked="" type="checkbox"/> Student to make own arrangements</p>
<p>Details of financial and "in kind" support to be provided</p>	<p>The internship is <u>unpaid</u>, but travel costs between the working place and the accommodation within the city of Barcelona are paid by the company.</p>
<p>Other</p>	

PERSON SPECIFICATION - skills, experience and personal attributes

Essential	Minimum requirements: - Spanish and English (high spoken and written level) - Office Pack (advanced user level) - Internship Agreement from University/College
Desirable	We are looking for responsible and multidisciplinary students who can work with us developing their own abilities.

INSURANCE

Does your organisation hold general liability insurance?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Would your organisation's insurance provide cover to the student if they were liable for causing damage to property or injuring someone whilst under your supervision?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Would your organisation's insurance cover liability arising from injury sustained by a placement student as a result of their duties whilst at your organisation?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

Please return this form by email to lcsemployability@leeds.ac.uk