



## Setting Up as a Freelance Translator (SUFT) Course September – November 2017

### ONLINE SUPPORT AS YOU ESTABLISH YOURSELF IN THE TRANSLATION PROFESSION

In a friendly online environment, eight experienced translators will provide you with practical support. Setting Up as a freelance translator will help you to plan your future intelligently and review and develop the skills you need in launching your career.

Step by step, through personal and group support and feedback, you will evaluate what you bring to the profession. Can you present your strengths and improve your weaknesses? How will you promote yourself? Can you produce a professional quote and invoice for a translation project? How will you discipline yourself to work from home?

You will need to set aside an average of six hours a week for this course. The course is divided into 8 areas:

1. Getting started is easier than you think
2. Working from home
3. How do you get over the no-experience barrier?
4. Promoting yourself and engaging with the industry online
5. Making your CV stand out
6. Specialising and Networking
7. How to value yourself
8. Getting paid on time
9. Produce a business plan that works for you as a freelance translator

For areas 1-8, your tutor will deliver a 1 hour live webinar; covering the topic and asking you to complete an exercise for the online discussion.

**All webinars are recorded, so if you can't make it you will be emailed a link to the recording, which you can listen to at your convenience.**

The online discussion takes place a couple of days after the webinar, scheduled in the afternoon. Please submit your completed task to the tutor who will discuss the exercise. Also this is a great opportunity to raise any additional questions you may have following the webinar. Again this will be recorded for you to listen to again.

You will be given individual feedback on your CV, covering letter and business plan.

**Apply now by completing the application form overleaf to reserve your place.**



## SUFT Application Form

**Cost:** ITI Members £349 / Non ITI Members £449

**Course coordinator:** Ann Brooks [professionaldevelopment@iti.org.uk](mailto:professionaldevelopment@iti.org.uk)

- **Opening date for applications: 20<sup>th</sup> March 2017.**
- Applications will be considered promptly after receipt, so you will hear from us within a few days of submitting your application.
- Places are awarded on a first-come, first-served basis.

### 1. Your details

Name: .....

Address: .....

Email address:.....

Telephone:.....

Are you a member of ITI?

If yes, please state membership number.....Membership category: .....

Your mother tongue: .....

Which language(s) do you translate from? .....

Are you a member of an ITI regional group or network? If so, which? .....

Where did you hear about the Setting Up as a Freelance Translator course? .....

**Please email a high resolution head and shoulders photograph as a jpeg (pixel size 400x525) with this application form.**



## 2. Tell us something about yourself below.

What are your current situation and commitments? For example, have you now completed your studies? Are you working, either on a self-employed basis or in paid employment? If so, is your occupation full- or part-time? Apart from translation as part of your studies, have you done translation work on a paid or a voluntary basis? If you have had experience in paid translation in the past, please state roughly how much or how long (number of jobs/months/years etc.).

What are your plans for the immediate future? Would you prefer to find a staff job, or to work freelance? Have you thought about the fields in which you would like to specialise?

Tell us about the software with which you are familiar, and how you connect to the Internet. You will need a fast and reliable internet connection to get full benefit from this course.

And finally, please tell us a little about why you would like to take this course and how you think you could benefit from it.

### About you:

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