

# Thinking Ahead?

## Community Interpreter

Produced by  
Manchester Adult Education Service  
Information Advice & Guidance Team  
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Some information extracted from National Careers Service website

# Learner Services

## **Community Interpreter**

### **What do they do?**

In conference Interpreters:

- work at national and international conferences, lectures and meetings
- sit in a soundproof booth listening to the speaker through headphones
- interpret speeches at the same time as the speaker and pass on the interpreted version through headsets

In Consecutive interpreting, Interpreters:

- work at smaller business meetings with 2 or more people
- interpret after each sentence or passage of speech

In Public Service Interpreters:

- interpret for people using legal, health and local government services
- check their understanding after each sentence
- Interpreters may also use telephone, video or internet-based equipment.
- Interpreters may have to attend conferences and meetings in the evening or at weekends.
- Telephone and video-conferencing work with clients in other countries may require flexible hours due to time differences.
- Many interpreters work on a freelance basis. Working from home and part-time contract work is common.
- Conference interpreting usually involves a lot of travelling. In public service interpreting you'll work in local government offices, hospitals, immigration centres, law courts, police stations and prisons. You may be called out at short notice for emergency medical or police

### **Skills required:**

- excellent communication and active listening skills
- a clear speaking voice
- confidence for interpreting in public
- excellent concentration and the ability to think quickly
- knowledge of the field in which you are interpreting with relevant terminology

### **How to become a Community Interpreter**

To get into this job you'll need.

- a degree in languages or interpreting
- a postgraduate qualification in interpreting

UCAS has information on degree courses and entry requirements.

If you've got a non-language degree you may still be able to get into this role if you have excellent language skills.

You may be able to get in without a degree if you have a high level of fluency from living and working alongside native speakers for a number of years. You could then take a Chartered Institute of Linguists (CIOL) course. This may help you to get a role in public service interpreting.

If you want to work in the community and don't have a degree, you could take a community interpreting qualification. Local colleges and some universities have details of these. This could help you to find voluntary or paid work through councils or other organisations offering community interpreting services.

You can find out more about becoming an interpreter from and also become a member of a professional association the CIOL and the National Register of Public Service Interpreters (NRPSI) or the or the International Association of Conference Interpreters

You could combine interpreting with translating or teaching. You could also move into management.

You may be interested in:

- Bilingual secretary
- British sign language interpreter
- EFL teacher
- Translator

## **Labour Market Information**

Competition is strong for full-time opportunities. There are some openings in public sector organisations such as the law courts, the police, the immigration service or local councils. Some of these roles are occasional, ad-hoc bookings. Most interpreters are freelance and find work through agencies or by networking and building up contacts. Progressing can include increasing your number of clients and taking on more interesting assignments. (Source: <http://careerpoint-gm.co.uk>)

## **Local Training Providers**

Manchester Adult Education Service (MAES)

- Community Interpreting Stage 1, E3 (Open Awards) For ESOL learners E3 level or above
- Community Interpreting Stage 2, L2 (Open Awards) For those whose English is above Level 1

## **Local Colleges**

- The Manchester College – Tel: 0333 222 444  
<https://www.tmc.ac.uk/courses/careers-social-and-community-work>
- Trafford College – Tel: 0161 886 7000  
<http://www.trafford.ac.uk/courses/access-higher-education-courses>
- Stockport College – Tel: 0161 296 5000  
<http://www.stockport.ac.uk/education-social-science/>
- Stockport Council's Ethnic Diversity Service - Tel: 0161 477 9000
- Email: [eds.admin@stockport.gov.uk](mailto:eds.admin@stockport.gov.uk)

## Degree and Post Graduate Degree courses

A list of up to date local HCPC approved degree and post graduate courses can be found at <http://www.hcpc-uk.org/education/programmes/register/>

The following Universities in Manchester are currently on the register as offering Degree and/or Postgraduate courses in Interpreting:

- **Manchester Metropolitan University** - Tel: 0161 247 6969  
<http://mmu.ac.uk>
- **University of Salford** – Tel: 0161 295 5990  
[www.languages.salford.ac.uk](http://www.languages.salford.ac.uk)
- **University of Manchester 0161-306-6000**  
<https://www.manchester.ac.uk>

## Further information & Job Opportunities

The following organisations/companies are useful to contact if looking for voluntary or paid work as an interpreter.

- SWIS Interpreting and Translation Service, Talking Heads  
Tel: 01144 701 075 [www.talkingheads.gb.com](http://www.talkingheads.gb.com)
- DA Languages Ltd – International Interpreting agency,  
Telephone: 0161 928 2533 or Website: [www.dalanguages.co.uk](http://www.dalanguages.co.uk)
- M4 Translations (Translation service part of Manchester City Council),  
Telephone: 0161 234 3193 Email: [m-four.translation@manchester.gov.uk](mailto:m-four.translation@manchester.gov.uk)
- Language Empire – <http://www.language-empire.net> Tel: 0330 20 20 270
- Conference Interpreters UK [www.conferenceinterpreters.co.uk](http://www.conferenceinterpreters.co.uk)
- Chartered Institute of Linguists, [www.iol.org.uk](http://www.iol.org.uk) Tel: 0207 940 3100
- Institute of Language and Interpreting, [www.iti.org.uk](http://www.iti.org.uk)
- Capita Translation and Interpreting (Capita TI)
- Civil Service Job Search
- Directorate General for Interpretation
- European Personnel Selection Office (EPSO)
- [Association of Police and Court Interpreters \(APCI\)](http://www.apci.org.uk)
- [Association of Welsh Translators and Interpreters](http://www.welshtranslatorsandinterpreters.org.uk)
- [Find-A-Linguist](http://www.find-a-linguist.org.uk) - database of the Chartered Institute of Linguists (CIOL)
- [Institute of Translation and Interpreting \(ITI\)](http://www.iti.org.uk)
- [National Registers of Communication Professionals Working With Deaf and Deafblind People \(NRCPD\)](http://www.nrcpd.org.uk) - for British Sign Language (BSL) interpreters.
- National Careers Service: 0800 100 900 <https://nationalcareersservice.direct.gov.uk>
- National Apprenticeship Service 08000-150-400 <https://www.gov.uk/apply-apprenticeship>

## Funding for Study:

Funding information for Higher Education courses can be found at: [www.gov.uk/student-finance](http://www.gov.uk/student-finance)

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