

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Architect

Classification: Architects, Planners and

Ref: 13,006

Aims & Objectives: To develop key skills through the experience of work. To gain an insight into working within an architects/ building consultancy office.

Key Tasks: Student will do a certain amount of observation then with training and under supervision may assist trained staff with a variety of simple tasks such as assisting the estimator, quantity surveyor, visiting sites with qualified staff, producing plans, sketches and drawings (possibly as part of a small project) in CAD format. This company works to environmental high standards using eco builds wherever possible. Work is varied from housing association work to sewerage systems. Students may also extract information from brochures, assist in general office tasks such as photocopying, filing and observe management of various projects (depending on workload).

Requirements: Students must have done some research into what a surveyors role is. Useful websites are: www.rics.org, www.architecture.com, www.ciat.org.uk Student must have excellent communication and numeracy skills. Students must preferably have some knowledge of computers. Should be able to communicate well and be very keen on a career in this field.

Clothing: Smart (jacket and tie). Steel toe capped boots are needed for site visits and may be borrowed from the Careers Service on deposit.

Working Hours: 9am - 5.30pm Monday to Friday (max 37 hrs)

Meal Breaks: One hour - lunchtimes are unsupervised

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact ##### to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:- Students must be supervised at all times
SLIPS, TRIPS & FALLS:- Students must be made aware of possible trips and falls both in the office and on site visits.
LIFTING & MANUAL HANDLING:- Must be shown to students when necessary
CHILD PROTECTION ISSUES:- Visits to various sites with a member of staff. All staff are police checked.
COMPUTERS & WORK STATION:- Regular breaks must be taken
EQUIPMENT & MACHINERY:- Student must be supervised at all times
ELECTRICITY:- Student must be made aware of any risks
CHEMICALS & FLAMMABLE MATERIALS:- Student will not have any contact with chemicals or flammable materials on this placement.
WORKPLACE SPECIFIC HAZARDS:- Students may not work at heights and may not be allowed on scaffolding. Appropriate clothing must be worn for any outdoor work.
PERSONAL PROTECTIVE EQUIPMENT:- MUST be worn on site visits i.e. steel toe capped boots, hard hats, visible jackets.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L