

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Cycle engineer

**Classification:** Vehicle Trades

**Ref:** 13,022

**Aims & Objectives:** To develop key skills through the experience of work. To gain an insight into working in a cycle shop.

**Key Tasks:** Student will do a certain amount of observation then with training and under supervision may do simple tasks relating to cycle maintenance and assembling new cycles. Some tasks may include assembly and disassembly of parts, cleaning of components, cleaning/tidying workshop, polishing bikes in the show room and generally assisting staff. May have the opportunity to assist in retail sales.

**Requirements:** Should have common sense, confidence and initiative with a genuine interest in this work. Should be able to communicate well and follow rules closely.

**Clothing:** Casual (old but tidy- could get oily)

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

**Meal Breaks:** One hour for lunch - unsupervised. Please bring your own lunch

**Interview Required:** Y

**Student to Arrange:** Y

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

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**Employer's Health & Safety Risk Assessment:**

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student must be supervised at all times.EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Students will not use any hazardous machinery or chemicals.Any hydraulic or pneumatic machinery and equipment will be used by the student only under supervision and after training.Students may be using chemicals such as oils.Use of tools will be only under supervision - at all timesPower drills not to be used by students.PERSONAL PROTECTIVE EQUIPMENT:-Barrier Creams supplied for chemical reaction protection or disposable gloves - must be used at all times.SLIPS, TRIPS & FALLS:-Student must not work at a height where there is a possibility they may fall.

**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**