

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Graphic Designer

**Classification:** Sales, Marketing & Advertising

**Ref:** 13,042

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**Aims & Objectives:** To develop key skills through the experience of work. To gain an insight into working within an advertising/marketing company.

**Key Tasks:** Students must be prepared to do a certain amount of observation/shadowing, then after training they may be able to assist trained staff. Some of the work to be shadowed may include creation and production of logos/advertisements, graphic design and copywriting, account handling and general office duties.

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**Requirements:** Good level of English and IT skills. Apple Mac knowledge would be very useful. Good communication skills, initiative and confidence. Student should have a genuine interest in this area of work and be keen to learn.

**Clothing:** Dress should be smart casual.

**Working Hours:** 9am - 5pm Monday to Friday (max 37 hrs)

**Meal Breaks:** To be discussed at interview - lunchtimes may be unsupervised

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**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.SLIPS, TRIPS & FALLS:-Student must not work at heights.EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Student must not come into contact with hazardous chemicals or machinery.LIFTING & MANUAL HANDLING:-Safe lifting and handling will be shown when necessary.COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged use.CHILD PROTECTION ISSUES:-Student may go out with staff on a one-to-one basis to visit sites.

**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**