

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Human Resources

**Classification:** Administration, Business and

**Ref:** 13,050

**Aims & Objectives:** To develop key skills through the experience of work. To gain an insight into working within general administration.

**Key Tasks:** Student will do a certain amount of observation then with training and under supervision may do simple tasks relating to the administration work and human resources work within the postal services. Some tasks may include inputting using computers, filing, photocopying, using fax and telephone.

**Requirements:** Student must be able to show initiative and be punctual, reliable, keen and have a genuine interest in this area of work.

**Clothing:** Office smart

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

**Meal Breaks:** One hour for lunch - lunch breaks may be unsupervised

**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:-Student will not come into contact with hazardous machinery or chemicals.

SLIPS, TRIPS & FALLS:-Student will not work at a height where there is a possibility they may fall more than two metres.

WORKPLACE SPECIFIC HAZARDS:-Safe use of office equipment will be shown.

**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**