

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Insurance

Classification: Administration, Business and

Ref: 13,052

Aims & Objectives: To develop key skills through the experience of workTo gain an insight into the work of a busy insurance broking company

Key Tasks: Students will work in areas within the insurance broking company and this will comprise mainly of shadowing/observation, then after training in simple tasks and under supervision students will be given basic administration work to do e g computer inputting, filing and scanning. Students may be allocated to a different section each day.

Requirements: Student should have a good standard of education alongside good communication skills. Keyboard skills would be useful, an ability to be flexible in outlook to work experience provided essential. Common sense and ability to use initiative.

Clothing: Smart office wear, occasional dress down days (to be discussed with supervisor during work placement)

Working Hours: 9 - 5 Mon - Fri

Meal Breaks: 1 hour for lunch which may be taken off site.

Interview Required: Y

Student to Arrange: N

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

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Students will be supervised at all times

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS: Students will not use shredders or any other office machinery unless they have been given sufficient training and will be supervised. Students will not have any contact with hazardous machinery or chemicals

LIFTING & MANUAL HANDLING: Safe manual handling will be shown if required

SLIPS, TRIPS & FALLS: -Care to be taken on stairs. No work at heights in this role.

CHILD PROTECTION ISSUES: -All staff are police checked

ELECTRICITY: -Safe use of electrical items to be shown.

COMPUTERS & WORK STATION: -Regular breaks from computer screens are required during prolonged use.

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