

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: IT Technician

Classification: Information Technology

Ref: 13,054

Aims & Objectives: To develop key skills through the experience of work and to gain an insight into using computers in a business environment.

Key Tasks: Student will do quite a bit of observation in the early stages and with training and under supervision will attempt simple tasks within the IT department. Student will assist in the installation, configuration and day to day general maintenance of systems. There may be some cabling work, network testing and software/general IT support. Students will have an opportunity to use computers within an office environment. Duties may also include inputting data, testing programmes to find faults, helping to answer queries. You may learn about new programmes. You may also be involved in general administrative duties.

Requirements: Must be enthusiastic about IT, have common sense and be able to use initiative. A reasonable standard of English and maths are required.

Clothing: Dark trousers to be worn with a collar and tie (during term time) more casual clothes can be worn outside of term time if worked

Working Hours: 9 - 5pm Mon - Fri (max 37 hrs)

Meal Breaks: One hour for lunch - lunchtimes may be unsupervised

Interview Required: N

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 must be supervised at all times.

ELECTRICITY:-Students should not use any hazardous equipment or machinery or have any contact with high voltage electric.

CHEMICALS & FLAMMABLE MATERIALS:-Students will not have contact with hazardous chemicals.

SLIPS, TRIPS & FALLS:-Students must not work at heights.

LIFTING & MANUAL HANDLING:-Students will be shown safe manual handling as required.

CHILD PROTECTION ISSUES:-Students may be working on site some of the time and travelling in a vehicle with a member of staff.

Students may be working on a one to one basis with technician. ALL staff have been police checked.

COMPUTERS & WORK STATION:-Students will have regular breaks if involved in extensive IT work.

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: M