

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Interior Designer

Classification: Design Occupations

Ref: 13,053

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

Key Tasks: The placement can vary from kitchen, bedroom and bathroom design to soft furnishing and decorating design. Student will do a certain amount of observation then with training and under supervision may do simple tasks relating to interior design such as visiting clients on site, measuring and taking details, putting together colour schemes such as matching carpets and fabrics and possibly assist with sewing and fitting. Work varies from general domestic properties to offices and board rooms in business. Student may also assist with answering telephone, putting quotes together, general administration and accounts.

Requirements: Outgoing personality with good communication skills. Must have good working maths for calculating fabric requirements and good IT for using CAD. Artistic flair and practical skills. Student must be a "people person" as listening is an important part of this job.

Clothing: Smart casual.

Working Hours: 9am - 5.00pm Monday to Friday.

Meal Breaks: One hour for lunch. Student may be unsupervised during lunch break.

Interview Required: Y

Student to Arrange: Y

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:-Student must be supervised at all times.

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Student will not have contact with hazardous machinery or dangerous chemicals. Student may use sewing machine after training and under supervision.

WORKPLACE SPECIFIC HAZARDS:-Students who suffer from asthma should be aware that the environment can become rather dusty due to the nature of the work involved. Similarly, students with skin complaints such as eczema may find some fabrics affect their skin.

LIFTING & MANUAL HANDLING:-Safe lifting and handling will be shown.

SLIPS, TRIPS & FALLS:-Care to be taken on stairs.

CHILD PROTECTION ISSUES:-Student may go on visits to clients homes accompanied by a trained member of staff.

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: M