

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Motor Vehicle Technician

**Classification:** Vehicle Trades

**Ref:** 13,067

**Aims & Objectives:** To develop key skills through the experience of work. To gain an insight into working on cars in a busy garage.

**Key Tasks:** Student will do a certain amount of observation then with training and under supervision may do basic tasks such as assisting with car/motorbike servicing e.g changing filters etc. Instruction will be given on the use of tools and the diagnostic computers will be explained and demonstrated. A general overview of the garage will be given to allow a background knowledge of the after sales service, spares department, observing car sales and looking at workshop servicing books.

**Requirements:** Student must have a genuine interest in cars. Keen and willing to learn. Enthusiastic with a knowledge of vehicles.

**Clothing:** Dress should be overalls which may be provided depending on size availability. Steel toe capped boots should be worn (these may be borrowed from the Careers Service Tel: 733043 on deposit)

**Working Hours:** Monday - Friday 8.30am - 5.30 pm (maximum 37 hours)

**Meal Breaks:** 1 hour lunch break which may be unsupervised, bring packed lunch or cash to buy off premises

**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.LIFTING & MANUAL HANDLING:-Student will be shown safe lifting and handling.EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Student must not use hazardous machinery or chemicals.Use of hand tools will be supervised.PERSONAL PROTECTIVE EQUIPMENT:-Student must use personal protective equipment such as dust masks, goggles and gloves when instructed.WORKPLACE SPECIFIC HAZARDS:-Students who may have skin complaints such as dermatitis should discuss and must wear protective clothing supplied.SLIPS, TRIPS & FALLS:-Student must not work at heights. CHILD PROTECTION ISSUES:-Student may go out on test drives with a qualified 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: H**