

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Printing Assistant

**Classification:** Media Professions

**Ref:** 13,083

**Aims & Objectives:** To develop key skills through the experience of work. To gain insight into working within a stationers and reprographics company.

**Key Tasks:** Student will do a certain amount of observation then with training and under supervision may do various tasks which may include serving customers, using the till and handling cash, receipting cheques and entering into the manual system. Student will be able to observe and use the computer system. Collecting paper from the store is possible and also cutting, binding, packaging. You may be able to see how products such as calendars are designed using computers. Evening classes are held occasionally demonstrating the use of products in craft making for items such as greeting cards, scrapbooks and other popular craft work, students are welcome to attend these out of hours but this is optional.

**Requirements:** Should have common sense, confidence and initiative with a genuine interest in this work. Must be literate and numerate, honest and trustworthy. Should be able to communicate well with customers and be comfortable working in a small team.

**Clothing:** Dress is casual.

**Working Hours:** Monday - Friday 8.30am- 5pm flexible, to be discussed. Maximum 37 Hours.

**Meal Breaks:** Half Hour Minimum. Discuss at interview

**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.

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

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

EQUIPMENT & MACHINERY:-Student must not use the hot roller on the laminator.

Student will only use machines such as binders and finishers once trained and under supervision.

CHEMICALS & FLAMMABLE MATERIALS:-Student will not be permitted to clean any machines using spirits.

CHILD PROTECTION ISSUES:-Student will not be on a one to one with anyone i.e. in a vehicle.

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

ELECTRICITY:-Student to use any electrical equipment with care.

WORKPLACE SPECIFIC HAZARDS:-Student will only use a craft knife under supervision.

**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