

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Travel Services

**Classification:** Leisure & Travel Services

**Ref:** 13,097

**Aims & Objectives:** To develop key skills through the experience of work. To gain an insight into working within a travel agency.

**Key Tasks:** Student will observe travel consultants dealing with the day to day running of a travel agency and the database they use. Some tasks may include helping with window displays, logging in holiday brochures when received, stocking up brochure racks, general administration such as opening the post, ordering stationery, answering the telephone and posting mail. Some computer work may be required.

**Requirements:** Student should have common sense and initiative with a general knowledge of the world and an interest in travel and tourism. Student should also be polite, have good communication skills and enjoy working with people.

**Clothing:** Student should wear smart dark skirt/trousers with white blouse/shirt and smart comfortable shoes (not too high)

**Working Hours:** 9am - 5.30pm Monday to Friday. Lunchtimes are unsupervised

**Meal Breaks:** One hour for lunch and short break am and pm. Fridge available in staff room with tea/coffee making facilities.

**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 will be supervised at all times.

SLIPS, TRIPS & FALLS:-Students must not work at a height where it is possible to fall.

LIFTING & MANUAL HANDLING:- There may be a certain amount of lifting and carrying brochures and safe handling procedures must be taught first.

WORKPLACE SPECIFIC HAZARDS:-Students must be made aware of stairs especially while carrying brochures.LACK OF

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Safe use of office machinery will be shown.

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**