

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Financial Actuary

Classification: Business, Finance and Related

Ref: 50,003

Aims & Objectives: To gain an insight into working as an actuary.
To develop key skills through the experience of work.

Key Tasks:

Student will do a certain amount of observation then with training and under supervision may do simple tasks relating to actuary work, pensions and administration.

Some tasks may include photocopying, inputting data and faxing.

Requirements:

Students should note that confidentiality is important on this placement.
Honest, reliable and trustworthy.
Polite and friendly.
Good mathematical skills.

Clothing: Dress should be smart (shirt and tie for boys).

Working Hours: 9am 5.30pm Monday to Friday. Maximum 37 hours per week.

Meal Breaks: 1hr for lunch. Lunch breaks may be unsupervised.

Interview Required: Y

Student to Arrange: Y

Notes: Student should contact employer prior to placement in order to discuss details of work experience.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Students must be supervised at all times.

LIFTING & MANUAL HANDLING: Students must be taught safe lifting and handling procedures.

CHEMICALS & FLAMMABLE MATERIALS: EQUIPMENT & MACHINERY: Students will not come into contact with dangerous chemicals or hazardous machinery.

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

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

CHILD PROTECTION ISSUES:-All staff are police checked.

ELECTRICITY:-Safe use of electrical items to be shown.

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