

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Journalist

Classification: Media Professions

Ref: 50,010

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

Key Tasks: Student may have the opportunity to shadow a qualified journalist and tasks may include attending meeting to allocate jobs, visiting sites, arranging for photographs and writing up stories.

Requirements: NOTE: STUDENTS MUST BE 16 or very mature depending on the placement.
Student must have a genuine interest in this area of work.
Must be confident with a good level of literacy, an enquiring mind and an interest in local life.
Good communication and literacy skills.
Note: It would be useful for the student to have extensively read the previous week's worth of papers before they start in order to help them feel confident that they know what current issues have been tackled or are on going.

Clothing: Smart clothing and comfortable footwear should be worn.

Working Hours: 9.00 am 5pm Monday to Friday (max 37 hrs)

Meal Breaks: One hour for lunch flexible lunchtimes may be unsupervised

Interview Required: Y **Student to Arrange:** Y

Notes: Student must arrange an informal interview with employer prior to placement.

Employer's Health & Safety Risk Assessment:

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

CHILD PROTECTION ISSUES: Student will be working on a one to one basis with a qualified journalist and will accompany them in a car to visit sites with them.

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

LIFTING & MANUAL HANDLING: Safe lifting and handling to be shown should the need arise.

SLIPS, TRIPS & FALLS: Care to be taken on wet floors and be aware of possible trip hazards such as trailing wires etc.

WORKPLACE SPECIFIC HAZARDS: Student must be aware that the nature of this work requires strict confidentiality. Student should be aware there may be times when they attend emergency call outs when extra care should be taken.

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