

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Motor Vehicle Parts Assistant

Classification: Vehicle Trades

Ref: 50,012

Aims & Objectives: To develop key skills through the experience of work.
To gain an insight into working within a vehicle parts department.

Key Tasks: Students will do a certain amount of observation then after training and under supervision may do simple tasks.
Students may assist in acquiring stock/parts and storing them away.
Students may use computers to store data for stock control.
Students may observe the staff in selling parts at the trade counter and retail area.

Requirements: Students must be honest and trustworthy and should have common sense and initiative with a genuine interest in this area of work.

Clothing: Students will be required to dress smartly.

Working Hours: 9am 5pm Monday to Friday (max 37 hrs)

Meal Breaks: 1 hour for lunch lunchtimes may be unsupervised

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an informal interview/discuss arrangements prior to work experience.

Employer's Health & Safety Risk Assessment:

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

SLIPS, TRIPS & FALLS: When using ladders or scaffolding students must not work at heights.

LIFTING & MANUAL HANDLING: Safe manual handling to be shown as required.

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

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS: Students will not work with hazardous chemicals or dangerous equipment.

WORKPLACE SPECIFIC HAZARDS: students must be aware of their surroundings for vehicles moving etc.

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