

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Bureau De Change

Classification: Business, Finance and Related

Ref: 50,030

**Aims &
Objectives:**

To develop key skills through the experience of work.
To gain an insight in the work of a bureau de change.

Key Tasks:

Student will do a certain amount of observation then with training and under supervision may assist staff with the processes of a bureau de change.

Some tasks may include answering the telephone and taking orders; writing orders out on a sheet; writing out receipts; preparing the cash orders and having them checked; and generally assisting with public enquiries.

Requirements: A genuine interest in this area of work.
Legible handwriting.
Punctual.
Neat and tidy appearance.

Clothing: Smart shirt/blouse and trousers/skirt.

Working Hours: 9am sharp 3.30pm Monday to Friday

Meal Breaks: Half an hour for lunch lunch times may be unsupervised

**Interview
Required:** Y

Student to Arrange: Y

Notes:

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

Employer's Health & Safety Risk Assessment:

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

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

SLIPS, TRIPS & FALLS: Care of trip hazards

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

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