

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Business and Office Taster

**Classification:** Administration, Business and

**Ref:** 50,032

**Aims &  
Objectives:**

To develop key skills through the experience of work  
To gain an insight into business and office management for soft services, client relationships, project team, use of CAD, procurement, service desk/help desk, finance, commercial, marketing and more.  
A programme will be created for individual students

**Key Tasks:**

Student will do a certain amount of observation then with training and under supervision may carry out simple tasks. Some tasks may include visiting clients; Health & Safety Training courses; and general administration work such as data inputting, filing, dealing with enquiries.

**Requirements:** Student must be adaptable, have common sense and be keen to work in this area of work.  
Student must be considering further education in order to qualify for this area of work.

**Clothing:** Smart office wear boys shirt, no tie.

**Working Hours:** 9am 5pm (to be discussed). Maximum 37hours per week.

**Meal Breaks:** One hour for lunch (flexible). Student may be unsupervised during lunch

**Interview  
Required:** Y

**Student to Arrange:** Y

**Notes:** Student to contact employer to arrange a meeting prior to placement.

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**Employer's Health & Safety Risk Assessment:**

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

LIFTING & MANUAL HANDLING: Student must not work at a height where there is a possibility they may fall.

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

PERSONAL PROTECTIVE EQUIPMENT: Personal protective equipment will be provided where necessary and must be worn.

LIFTING & MANUAL HANDLING: Student must be taught safe lifting and handling where necessary.

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**