

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Trading Standards Officer

**Classification:** Quality & Regulatory

**Ref:** 50,053

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**Aims & Objectives:** To develop key skills through the experience of work.  
To gain an insight into working within the civil service in trading standards.

**Key Tasks:** Student will do a certain amount of observation then with training and under supervision may do simple tasks relating to trading standards, consumer advice and weights and measures. Scientific checking and monitoring to protect the public from rogue traders and illegal practices. Student may accompany a trading standard officer in visits to garages to check petrol pumps or to pubs and restaurants to monitor drink measures etc.

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**Requirements:** STUDENT MUST BE STUDYING A LEVELS OR EQUIVALENT. An interest in science and a preference for doing something different and being out and about.

**Clothing:** Smart casual.

**Working Hours:** Monday Friday 9 5 unless told otherwise at interview.

**Meal Breaks:** 1 hour lunch break which may be unsupervised. Bring own lunch.

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**Interview Required:** Y

**Student to Arrange:** Y

**Notes:** Student to arrange an informal interview with employer 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.

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

SLIPS, TRIPS & FALLS: Student will not work at heights.

CHILD PROTECTION ISSUES: Student may accompany a trained member of staff on visits to companies.

LIFTING & MANUAL HANDLING: Safe manual handling to be shown (nothing heavier than 20 kgs)

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:** M