

PLACEMENT ROLE DESCRIPTION

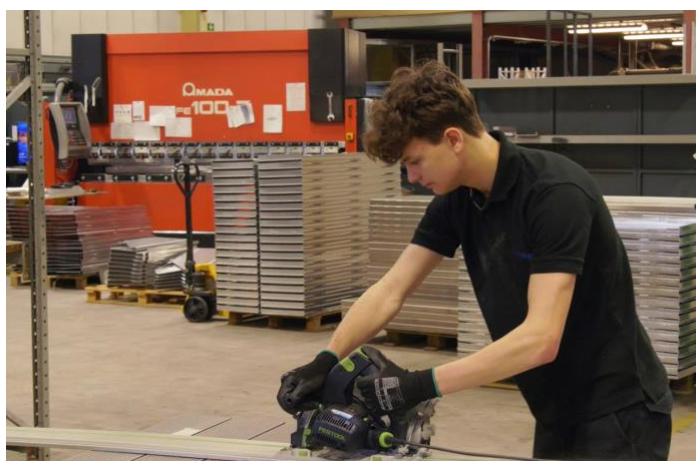
A placement role description shows the student what their job role is while they are working with you.

It outlines what they will do and what their responsibilities are. It tells supervisors and other people in the business what the student's job involves. It also helps the provider choose the right student for the placement.

It's advisable to write a placement role description for each student, which links to the development objectives and learning goals agreed with the student and their college or school. A few tips are given below followed by guidance on what the role description should cover.

TIPS

- Use straightforward language and avoid jargon
- Tell the student clearly what they will be doing
- Include the organisation's name, address, website and contact details



WHAT SHOULD IT COVER?

THE ORGANISATION

Short description of the organisation and what it does (core activities). A brief statement of your values and mission – could come from your website or recruitment materials. Anything else about the working environment which might help bring it to life for the student.

ROLE AND KEY RESPONSIBILITIES

- Title of the role
- Short description of what it involves
- List of key responsibilities
- Job title of their supervisor – the person they will be working with most closely during the placement
- Extra information for the student, e.g. what a typical working day is like

STUDENT SPECIFICATION

Prepare a short description of the key things you're looking for in the student. This could include technical skills, personal attributes and desirable behaviours suiting the role and organisational culture.

ENGINEERING AND MANUFACTURING

T LEVEL: ENGINEERING, MANUFACTURING, PROCESSING AND CONTROL **ROLE: MECHANICAL FITTER**

ROLE AND KEY RESPONSIBILITIES

Working alongside a skilled mechanical fitter for automotive parts, you will be involved in who installing, maintaining, repairing, and modifying mechanical components and systems in vehicles and other machines.

You will get to use a variety of hand and electronic/power tools and equipment to fit, assemble, test, and troubleshoot parts such as engines, transmissions, brakes, suspension, steering, and electrical systems.

Following safety rules and regulations is key for your own safety and that of those around you and you will wear protective gear and clothing.



STUDENT SPECIFICATION:

The student who will enjoy and succeed in this placement will have:

- A willingness and ability to follow instructions and perform tasks accurately, always displaying a high standard.
- An interest in working with their hands.
- An eye for detail to spot and diagnose faults or malfunctions.
- A good level of written and verbal communication and teamwork skills.
- Knowledge and understanding of essential maths for engineering and manufacturing.
- IT skills, to allow diagnosis and accurate fault reporting using industry-leading software packages.

ABOUT THE ORGANISATION

Company XX has a proud 40-year history in making automotive components. Working in partnership with clients, we follow the process from initial designs to delivery. The shift to a demand for lighter vehicles which offer greater fuel efficiency has led to plastics of various types being used for a wide range of components, ranging from instrument panels and door parts to dashboards with component protection.

Our employees therefore cover a wide range of disciplines providing them with opportunities to grow their career and professional experiences. We offer apprenticeships from level 3 to level 7.