

PLACEMENT ROLE DESCRIPTION

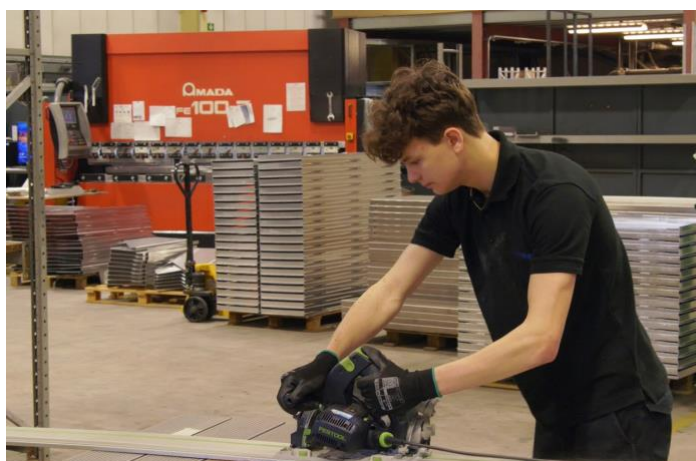
A placement role description shows the student what their job role is while they are working with you.

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: DESIGN AND DEVELOPMENT FOR ENGINEERING AND MANUFACTURING **ROLE: DESIGN AND DEVELOPMENT TECHNICIAN**

ROLE AND KEY RESPONSIBILITIES

The role combines work in the office as well as manufacturing areas, working with engineering, and manufacturing teams. Typically, there will be interaction with production workers and team leaders and occasionally with specialist quality or design engineers.

As well as liaising with internal colleagues, there may also be contact with customers and/or suppliers or with representatives from regulatory bodies. This could also involve supporting staff as they deal with auditors to demonstrate compliance with specific organisational or regulatory requirements (e.g. the Civil Aviation authority).

The role will regularly involve producing and/or updating technical documentation, reports, or specifications, covering areas such as quality, reliability, and production schedules/targets.



STUDENT SPECIFICATION:

- The student will have strong analytical and problem-solving skills, as well as needing excellent communication and teamwork skills.
- Ability to learn bespoke software packages in engineering as well as a keen interest in software and technical equipment is essential.
- Attention to detail is important as is being flexible enough to work on multiple projects simultaneously.
- The role demands a hands-on approach to be able to meet ever-changing client or technical requirements so the ability to use ones' own initiative is paramount.
- Previous knowledge of engineering principles and techniques and familiarity with health and safety regulations is advantageous.

ABOUT THE ORGANISATION

Company XX is a firm that has innovation in engineering at the heart of our business. We have been at the forefront of using the latest engineering and manufacturing technologies and practices for over 30 years.

We design and manufacture high-quality precision components for harsh and demanding environments in a broad range of applications such as oil and gas, aerospace, marine, nuclear and defence.

Our employees therefore cover a wide range of disciplines providing them with opportunities to grow their career and professional experiences.