

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). 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.

CONSTRUCTION

T LEVEL: DESIGN, SURVEYING & PLANNING FOR CONSTRUCTION

ROLE: CIVIL ENGINEERING TECHNICIAN

ROLE AND KEY RESPONSIBILITIES

The role will be focused on supporting civil engineers in the design, construction and management of projects.

This will include assisting in preparing detailed building plans, helping to survey sites and maybe arranging for soil and rock samples to be analysed from the site.

The student will also help check that the project matches client specifications and will help calculate the amount and type of materials needed.

The student will work to client deadlines and help consider how to reduce a project's impact on the environment.

The role will be both on-site and in the company head office.



STUDENT SPECIFICATION:

- The student will need effective communication skills as there will be interaction with staff and customers (this could be by telephone, email, online meetings etc.)
- Strong IT skills are needed with a willingness to embrace new technologies and bespoke company software.
- The student will be interested in working with information in all forms, including spreadsheets, researching data from company manuals and detailed construction reports.
- The student will have a good appreciation of health and safety and take ownership of their own and others' safety on site. This includes researching safety requirements and being proactive in minimising any potential dangers.

ABOUT THE ORGANISATION

Company XX specialises in refurbishment and new build projects, particularly in the education, healthcare, and commercial sectors. We have extensive experience in these fields and offer a value-added approach and understanding of our clients' requirements.

We maintain strong relationships with a wide variety of tried and tested subcontractors.

This strong supply chain enables us to provide flexibility, manage change and maintain quality.

We are capable of handling tendered or negotiated projects valued between £100,000 to £20,000,000.