



Leicestershire Education Business Company

A guide to choosing work placements 2017-18



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INTRODUCTION

Work Experience is a very important part of your school life. It helps you **prepare** for your future working life in many ways. You can **try** out the skills you have developed in school/college. Careful preparation for work experience will help you get the most out of your placement. Choosing the right kind of placement for you is very important. This booklet has been designed to help you **make the right choice**.

REMEMBER: Ask your Tutor or Work Experience Coordinator if you need help with your choices.

USING THIS BOOKLET

This booklet explains what activities each type of placement involves. Use this booklet to help you to decide which are the most suitable types of placements for **YOU**.

Read through the example placement descriptions. Note down any particular characteristics you need to think about, e.g. if the placements you are considering ask for **working with your hands** or **in a noisy environment** or **outdoors** – is this what you want?

HELPFUL HINTS FOR DECIDING THE BEST TYPE OF PLACEMENT

- Some career areas are **NOT** open to work experience or are **EXTREMELY LIMITED** at 14-16 years old e.g. Uniformed Services
- 1 – 2 weeks is not really long enough to give you a complete idea of a career
- Choosing your placement on a career basis might limit the chances of getting the sort of placement you want, so think broadly about the sort of **skills** you might want to develop
- One of the key benefits of work experience is to give you the opportunity to **learn more** about the world of work and to develop a range of skills and qualities that employers value e.g. communication, IT, working in a team, following instructions, using you initiative, etc
- Is the type of placement linked to a curriculum area or subject area you enjoy?
- Is the type of placement linked to a career idea/plan for your future?
- Will this type of placement give you an opportunity to develop key (transferable) skills? E.g. communication and numeracy skills, working in a team, adaptability, etc.
- Will this type of placement give you an opportunity to develop particular skills (if only for a short time)? E.g. word processing or using a telephone switchboard
- Do the skills and abilities you have to offer match what the employer asks for? **Be honest with yourself!**

HOW THE PAGES ARE SET OUT

Each subcategory is explained in the following pages. Each explanation gives you:

- A list of some of the work you might be doing if you choose this type of placement
- A **personal profile** – this kind of skills and attributes you need if you want to make a success of this type of placement. **THIS IS VERY IMPORTANT.** You should check this list very carefully and be honest with yourself. You must try to match yourself to a suitable type of placement e.g. don't apply for a placement in a leisure centre if you cannot swim!
- **Availability** of the type of placement you would like. Some placements require you to apply online e.g. NHS and they put forward specific dates throughout the year that students can go out on work experience. You should think about whether there are only a few of these kinds of placements

**IF IN ANY DOUBT, ASK YOUR TUTOR, TEACHER OR WORK EXPERIENCE
COORDINATOR TO ADVISE YOU**

BUSINESS ADMINISTRATION, FINANCE AND LEGAL



SUBCATEGORIES

- Administration Assistant
- Clerical Legal Assistant / Receptionist
- Junior Clerk / Accounts Assistant

ADMINISTRATION ASSISTANT ***Good Availability***

General administration tasks (word processing, photocopying, filing, faxing, emailing)
Dealing with the post
Using the telephone
Invoicing and ordering
Assisting with the compiling of reports and documents
Using the computer to input text, handle data, conduct research or produce graphics
Assisting in the handling of routine enquiries and provision of information as required
Some general accountancy work
Observing at meetings
Work shadowing administration staff and supporting staff as required
Visiting clients / suppliers

Personal Profile

1. You must be a neat and accurate worker, with a smart appearance
2. You need reasonable English and Numeracy skills
3. You need good communication skills and for accounts, an aptitude for numeracy
4. You must be able to fit into the office environment, get on with different people and ask for more work if you have finished a task
5. You must be able to follow instructions and work on your own

CLERICAL LEGAL ASSISTANT / RECEPTIONIST – ***Limited Availability – Self Placement Advised***

- Assisting in the reception
- General administration work (pre/post trial admin, inputting data, filing and photocopying)
- Assisting with preparation and dispatch of jury summons
- Possibly attending court where deemed appropriate
- Attending session with court probation team
- Collecting and delivering files to other offices locally

Personal Profile

1. You need a good standard of English for dealing with legal documents
2. You should be a well-organised person
3. You need neat & well-presented handwriting
4. You need a smart appearance
5. You must be interested in finding out how the legal system operates – a lot of time could be spent listening to legal discussions and observing legal processes
6. You will need to be aware of confidentiality within the business

JUNIOR CLERK / ACCOUNTS ASSISTANT
Limited Availability – Self Placement Advised

- General administration tasks (word processing, photocopying, filing, faxing, emailing)
- Checking invoices have been calculated correctly
- Matching delivery notes with purchase invoices
- Checking incomplete records
- Analysis of bank receipts, payments and reconciliations
- Some opportunity to observe qualified staff at work
- Visiting clients

Personal Profile

1. You must be a neat and accurate worker, attention to detail is vital
2. You need reasonable English skills
3. You need good communication skills
4. You must be able to fit into the office environment
5. You must be able to follow instructions and work on your own
6. You need a smart appearance
7. You will need an aptitude for numeracy

CONSTRUCTION AND THE BUILT ENVIRONMENT

SUBCATEGORIES

- Architectural Technician / Design Assistant / Professional Engineer's Assistant
- General Construction Assistant
- Joinery / Carpentry Assistant
- Premises Officer's Assistant



ARCHITECTURAL TECHNICIAN / DESIGN ASSISTANT/ PROFESSIONAL ENGINEER'S ASSISTANT

Limited Availability – Self Placement Advised

- Observing a skilled technician
- Assisting with the research, plans, designs and administration for building projects
- General administration tasks (photocopying, filing and telephone work)
- Preparing, tracing / copying simple drawings, sketches and plans
- CAD / computer work
- Operating print machines
- This placement may mainly be office based, but some site visits may be possible
- Assisting with the civil engineer / structural engineer
- Assisting the quantity surveyor
- CAD / design / drawings
- Assisting with site surveys
- Observing construction on sites
- Producing bills of quantities
- Assessing tenders received from contractors
- Attending meetings with clients
- Liaising with service providers
- Maintaining project files and general administration tasks

General Construction Assistant

Placements Available – High Demand

- Work on industrial sites / commercial and domestic properties
- General building tasks (basic bricklaying, mixing cement and mortar)
- Loading and unloading tools, materials and equipment
- Digging and laying foundations (up to 1 metre in depth)
- Carpentry (rubbing down, sanding and fitting)
- Plumbing (repairing leaks, unblocking drains, cutting pipes and fixing tiles)
- Electrics (chopping out, basic wiring and routing of cables)
- Painting & Decorating (washing down, priming, undercoating, mixing wallpaper paste)
- Plastering
- Clearing, cleaning and keeping the work area tidy
- Assisting with site surveys (taking measurements)
- Preparing drawings / plans (either manually or using CAD)
- Work shadowing skilled employees (observing construction techniques)

JOINERY / CARPENTRY ASSISTANT
Placements Available – High Demand

- Work on industrial sites / commercial and domestic properties
- Loading and unloading materials, tools and equipment
- Observing a skilled craftsman
- Assisting with the assembly of products
- Sanding down, finishing products, priming and painting
- Backing of machinery (taking finished products off machinery and stacking)
- Cleaning and tidying the work area
- Going out on site to install products or fittings
- Other general tasks as required

PREMISES OFFICER'S ASSISTANT
Placements Available

- General building maintenance as directed
- Loading and unloading of tools and equipment
- Setting up work / demonstration / performance areas with chairs and tables
- Removing rubbish from work areas and depositing it in site containers / disposal skips
- Cleaning and tidying work areas (including personal hygiene areas – wash rooms)
- Litter picking, emptying and cleaning bins
- General grounds maintenance as required

Personal Profile

1. You need to be generally fit and healthy
2. There may be some lifting of heavy loads (after training on how to lift properly)
3. Working conditions may involve dust and fine materials
4. You must be willing to work alongside and support a skilled person
5. Your opportunity to undertake skilled tasks will depend on the type of placement and how well you respond to instructions. There are strict regulations about the tasks you are not able to do at 14 – 16 years of age.
6. You may be working in people's homes e.g. painting and decorating, where you will need good communication and social skills
7. You may be working in cold weather depending on when you go out on placement

CREATIVE AND MEDIA

SUBCATEGORIES

- Graphic Design Assistant
- Fashion Design Assistant
- Photographic Assistant
- Printing Assistant
- Reprographics Assistant



GRAPHIC DESIGN ASSISTANT

Limited Availability – Self Placement Advised

- Working shadowing graphic artists
- Drawing / creating sketches or design (either by hand or using computers)
- Creating mood boards
- Researching work on the Internet
- Using various design software packages (possibly CAD)
- Watching how the work is printed and produced
- Visiting clients

FASHION DESIGN ASSISTANT

Limited Availability – Self Placement Advised

- Making patterns from original designs
- Creating, drawing and sketching designs (either by hand or using software packages)
- Creating mood boards
- Researching on the Internet
- Selecting materials
- Organising trims and prints
- Experience may be gained in use of various machinery (lock stitching)
- Sizing, setting and sealing samples
- Photographing samples
- Making and keeping records up to date
- Costing
- Work shadowing designers
- Watching how samples are produced

PHOTOGRAPHIC ASSISTANT

Limited Availability – Self Placement Advised

- Working shadowing a professional photographer whilst in the studio and on location
- Loading and unloading equipment
- Assisting with setting up of facilities and props
- Meeting customers / the general public in a support capacity to the photographer
- Learning about different cameras and photographic techniques
- Selecting and editing computer digital files
- Finishing and trimming
- Checking and general inspection of prints (quality control)
- Keeping the work area clean and tidy
- General administration and basic photographic work (if appropriate)

PRINTING ASSISTANT
Placements Available

- Feeding / removing paper off machines
- Loading and unloading goods
- Packing and sealing boxes (of finished products)
- Palletising finished goods
- Working on the printing press (under strict supervision)
- Assisting with plate making
- Finishing, trimming, folding, collating and counting (printed material)
- Cleaning, clearing and keeping the work area tidy
- Quality control
- General administration

REPROGRAPHICS ASSISTANT
Placements Available

- Feeding / removing paper off machines
- Loading and unloading paper and equipment
- Collating and counting (printed material)
- Packing and sealing boxes (of finished products)
- Microfilming
- Photography
- Photocopying / scanning
- Binding / laminating
- Producing printed materials
- Cleaning and tidying

Personal Profile

1. An important aspect in a lot of placements is a good ability in art and graphics work
2. You must be able to fit in a busy working atmosphere
3. You must be able to work on your own and to set deadlines
4. IT skills would be useful in some placements
5. Some placements require special skills. These should only be chosen if it is an interest of yours and you have had some real experience of the skills required.
6. You must have an interest in this area of work

ENGINEERING (ELECTRICAL & MECHANICAL)



SUBCATEGORIES

- Electrical / Electronics' Assistant
- Mechanical Engineers Assistant

ELECTRICAL / ELECTRONICS' ASSISTANT ***Limited Availability – Self Placement Advised***

- Observing the design of systems (CAD)
- Where appropriate using computer systems in the development of circuit designs
- Soldering circuit boards
- Testing and assembling sub-assemblies
- Compiling material and component parts and lists
- Work shadowing a skilled technician
- General administration tasks
- Visiting customers with staff to discuss technical requirements or to repair equipment
- Assisting at on-site installations

MECHANICAL ENGINEERS ASSISTANT ***Good Availability – High Demand***

- Work shadowing a skilled technician
- Assisting with fitting and replacing tyres and exhaust systems
- Servicing (changing / checking oil, filters, water levels, tyre pressures, fan belts, driver controls etc.)
- Assisting with pre MOT checks and MOT testing
- Handling electronic monitoring equipment (diagnostic tests)
- Assisting generally on the maintenance of motor vehicles and motorcycles
- Road testing
- Learning about waste material / recycling, stock levels and ordering procedures
- General administration tasks (telephone work, greeting / assisting customers)
- Stripping and refitting motor body parts and trims
- Sanding down vehicle body parts
- Masking out areas ready for spraying
- Learner may be shown how to paint or spray
- Valeting completed vehicles and assisting with quality control
- Cleaning and tidying of workshop
- Assisting with repairing motorcycles

Personal Profile

1. You need to be good with your hands and enjoy working with machines
2. You must enjoy practical work and making things
3. You should be able to measure things accurately and with confidence
4. You must be able to following Health and Safety Regulations
5. You must be able to work in a noisy (and possibly dusty and dirty) environment
6. You may be required to lift and carry equipment
7. You may have to work in cold weather conditions depending on when you go out on placement – some employers are reluctant to take students on work experience during the winter

ENVIRONMENTAL AND LAND-BASED STUDIES

SUBCATEGORIES

- Farm Assistant
- Parks / Gardeners Assistant
- Vet's Assistant
- Animal Care Assistant (Kennels / Catteries / Pet Shops)
- Equestrian Assistant



FARM ASSISTANT

Placements Available – must be willing to travel

- Assisting with the daily care and health checks of livestock
- Mucking out and bedding down
- Providing water, assisting with food preparation and feeding
- Cleaning, washing down, tidying and general maintenance of livestock housing and equipment
- Work shadowing / assisting the stockperson/shepherd with general tasks as directed
- Loading and unloading equipment and animal feed
- Assisting with milking and monitoring milk yields and quota targets
- Assisting with shepherding
- Assisting with general maintenance of farm vehicles and machinery
- Erecting and mending fences
- Assisting with moving stock to different locations
- General building tasks as required (painting, plumbing)
- General administration tasks (stock movement / medical records)
- Work shadowing farm office staff

PARKS AND GARDENS ASSISTANT

Placements Available

- Unloading goods including plants, chemicals, garden furniture etc.
- Watering and feeding plants as directed by supervisor
- Litter picking and generally cleaning and tidying
- Meeting members of the public
- Assisting with ground maintenance in parks and gardens
- General maintenance of flower beds, potted plants and ornamental features
- Weeding
- Some opportunity to work shadow and observe skilled employees
- Loading and unloading goods (tools, equipment, plants and garden furniture)
- Assisting with ground maintenance either on commercial or domestic sites
- Watering flowers, shrubs and plants and the general maintenance of flower beds, potted plants and ornamental features
- Weeding and feeding plants as directed by supervisor
- Clearing and replanting flower beds
- General tidying jobs around the equipment sheds and stock areas
- Learner may be involved in mowing
- Vegetation clearance
- Creating, drawing and sketching designs either by hand or using a PC
- Assisting with digging footings, foundations and ponds

- Assisting with moving soil, sand and gravel
- Assisting with laying of slabs, bricks and rocks to create pathways and features and possibly mixing cement
- Erecting and mending fences
- Laying turf
- Work shadowing and observing a skilled landscaper
- Assisting with conservation tasks in an outdoor situation
- Planting trees and hedges
- Clearing vegetation and pathways
- Hedge laying and dry stone walling
- Erecting and mending fences
- Assisting members of the public
- Wildlife (animal, reptile, bird and insect) surveys
- Plant and vegetation surveys
- Erecting of bat and bird boxes and improving the habitat and environment
- General maintenance of tools and equipment
- General painting and maintenance tasks as required
- Some opportunity to work shadow skilled staff / wardens / rangers
- General administration tasks as required

VET'S ASSISTANT

Limited Availability – Self Placement Advised

- Assisting with the daily care and health checks of the animals
- Cleaning out and bedding down
- Providing water and assisting with food preparation for animals
- Maintenance of cages and tanks
- Feeding the animals
- Assisting the nurse / staff with the care of animals which are being treated
- Cleaning and sterilising instruments
- Cleaning consulting rooms and surgery
- Assisting with general clerical duties (reception duties, greeting clients and record keeping)
- Some opportunity to work shadow skilled staff
- Attending client visits with Vet

ANIMAL CARE ASSISTANT

Limited Availability – Self Placement Advised

- Assisting with daily care and health checks of the animals
- Cleaning out and bedding down
- Grooming
- Providing water and assisting with food preparation
- Feeding under supervision
- General maintenance, cleaning and tidying of kennels, cages, runs, tanks and exercise areas
- Exercising the animals either in exercise areas or taking out for walks under supervision
- Learner may observe behavioural assessments and socialisation sessions with some animals
- Some opportunity to observe qualified animal groomer
- Some opportunity to work shadow and observe skilled staff

EQUESTRIAN / FARRIER ASSISTANT
Placements Available – must be willing to travel

- Assisting with the daily care and health checks of the horses
- Mucking out and bedding down stables/barns and making up hay-nets
- Providing water and assisting with food preparation and feeding under supervision
- General cleaning, tidying and maintenance of the stables area and equipment
- Grooming
- Cleaning and oiling of tack
- Leading horses for turning out or bringing in from paddocks etc.
- Assisting with paddock maintenance
- Exercising the horses
- Assisting with lesson preparation (setting up equipment / jumps)
- Loading and unloading horse boxes or trailers
- May be some off-site work at local shows, competitions, events or training sessions
- Some opportunity to observe the farrier, vet or dentist,
- Some opportunity to observe schooling, lessons and lunge work
- Assisting yard staff as required and some opportunity to work shadow
- Assist with daily tasks in the workshop

Personal Profile

1. You need kindness and good sense for dealing with animals
2. You may need to work outdoors in all sorts of weather
3. You must be willing to do 'dirty' jobs and put up with strange smells
4. You must enjoy working with your hands
5. You must be fit and healthy, check the health requirements – see introductory paragraph
6. You need to be very aware of health and safety and may need an up to date Tetanus vaccination

HAIR AND BEAUTY STUDIES



SUBCATEGORIES

- Hairdresser's Assistant
- Beauty Assistant

HAIRDRESSER'S / BEAUTY ASSISTANT

- General reception work (greeting customers, observation on appointment booking, telephone work)
- Preparing drinks for customers
- Observation of a skilled hairdresser / beautician / therapist
- Shampooing
- Tidying shelves and stock and maintaining displays
- Cleaning the salon
- Laundry work
- Using the till after training (if appropriate)
- Other general duties as required
- Setting up treatment / therapy rooms
- Cleaning wax pot
- Observing treatments (with client consent)

Personal Profile

1. You must have a friendly and pleasant personality as you are working with members of the public
2. You need to be fit and healthy – you will be on your feet all day
3. You need a neat and tidy appearance; you will probably wear a uniform/overall provided for you by the employer
4. You must be able to work in a team
5. You must be able to follow instructions
6. You must enjoy working with your hands
7. You may be required to work weekends, most salons close on day during the week

HOSPITALITY AND CATERING



SUBCATEGORIES

- Housekeeping Assistant
- Catering Assistant
- Butcher's Assistant

HOUSEKEEPING ASSISTANT *Placements Available*

- Servicing of bedrooms to the high standard required (vacuuming, polishing & cleaning bathrooms)
- Replenishing food, drink and sundries in the rooms
- Maintenance of public areas (lounge areas, conference rooms)
- Providing general assistance as required to members of the public
- Work shadowing the housekeeping team
- General office work (including reception)
- Some laundry work may be involved

CATERING ASSISTANT *Good Availability*

- Greeting and serving customers
- Counter assistance
- Taking orders
- Waiting on tables
- Clearing and setting tables
- Taking out food from the kitchen to the customers
- Cleaning up after customers
- Pot washing / glass washing
- Taking money and operating till (where appropriate)
- Learning about food storage and hygiene protocol
- Assisting with the preparation and presentation of hot and cold food (salads, sandwiches, sweets, vegetables, cooked dishes)
- Assisting with the cooking
- General catering tasks as required
- Observing skilled catering staff at work
- Observing cellar work
- Learning about stock management, food storage and hygiene protocol
- Assisting with the preparation of filled rolls / sandwiches
- Filling of patty pans
- Cake decoration
- Assisting on deliveries

BUTCHER'S ASSISTANT

- Learning about food hygiene relative to cooked and raw meats
- Opportunity to observe daily butchery techniques (boning and jointing out cuts of meat)
- Assisting with mixing sausages and linking
- Making burgers
- Mincing meat
- Stringing up joints (where appropriate)
- Vacuum packing meat

- Pot washing
- General cleaning and tidying
- Display of produce
- Fridge / freezer temperature monitoring
- Assisting with deliveries

Personal Profile

1. You need to be a neat and careful worker
2. You need a clean and tidy appearance, you will probably wear an overall or uniform
3. You must be able to following instructions carefully
4. You must be able to work quickly at the very busy times of the day when food is being served
5. You need good health – you are on your feet for long periods of time
6. You must be cheerful and helpful when working with customers
7. You must be able to work in a hectic (although friendly) environment
8. You must be willing to work flexible hours in some placements (early start, evenings and possibly weekends)
9. In some organisations you must not bite your nails

IT (INFORMATION TECHNOLOGY)

SUBCATEGORIES

- IT Assistant



IT ASSISTANT

Limited Availability – Self Placement Advised

- Assisting the technician to install and commission new hard and soft ware
- Maintaining and cleaning existing hardware and carry out minor repairs which may include soldering
- Carrying out general maintenance of hardware
- Maintaining audit of hard and soft ware
- Maintain store facilities for hard and soft ware
- Assist staff in developing new IT projects and/or facilities
- Set up IT systems and programmes
- Support students in learning environments
- Developing IT resource materials
- Compiling material and component parts lists
- General daily IT procedures (admin, back-up tapes)
- Visiting clients / suppliers
- Some opportunities for work shadowing
- Word processing
- Using the computer to input text, handle data or produce graphics
- Researching the Internet for website and web design ideas
- Developing website ideas with staff
- Designing websites and uploading website content
- Assisting with compiling of reports and documents
- Work shadowing IT staff
- Create drawings, sketch designs (by hand or using computers)
- Support staff as required
- Visiting company clients with staff

Personal Profile

1. You must be a neat and accurate worker
2. You need reasonable English skills
3. You need good communication skills
4. You must be able to fit into the office environment, follow instructions and work on your own
5. You need a smart appearance and have an interest in IT

MANUFACTURING

SUBCATEGORIES

- Factory Operative
- Assistant Machinist (Hosiery / Garment Making)
- Laboratory Assistant
- Laboratory Assistant



FACTORY OPERATIVE

Limited Placements for Pre 16 Students – Self Placement Advised

- Unloading basic metals and placing in stores
- Observe various machining operations (turning, milling, drilling, lathes etc.)
- Checking dimension of finished products against requirements specified in drawings for quality control
- Calibrating various instruments used to do checks
- Packaging finished goods for dispatch
- Organising dispatch notes and orders
- Work shadowing engineers
- Learning about programming CNC machines
- Assisting with the operation of CNC machines
- Learning about and using CAD/CAM machines
- Assisting with the operation of CMM equipment
- Quality assurance
- Cleaning and tidying the work area

ASSISTANT MACHINIST (HOSIERY / GARMENT MAKING)

Limited Placements for Pre 16 Students- Self Placement Advised

- Cleaning and tidying the workshop and machines
- Loading and unloading vehicles
- Observe trained staff cutting material and pressing garments
- Packing and examining clothes
- Hanging and finishing garments
- Laying out garments
- Experience may be gained in lockstitching, draw-threading, examining and mending
- Observing overlocking
- Checking delivery notes
- Helping to prepare invoices

Personal Profile

1. You need to be good with your hands, enjoy practical work and working with machines
2. You should be happy to assist and work alongside a skilled person
3. Be able to measure things accurately and with confidence attention to detail is important
4. You must be able to follow Health and Safety Regulations
5. You must be able to work in a noisy (and possibly dusty and dirty) environment
6. You may be required to lift and carry equipment

Personal and Curriculum Opportunities

1. You will be able to develop your communication and numeracy skills
2. Possible opportunity to develop your vocational skills (use of machinery)
3. Possible career opportunities if you turn out to be a promising worker

LABORATORY ASSISTANT
Limited Availability – Self Placement Advised

- Learner may be given a specific project to undertake
- Setting up equipment for practical sessions and demonstrations
- Testing equipment prior to practical sessions
- Testing equipment to ensure it functions to requirements
- Simple repairs to equipment
- Helping with instrument calibrations
- Documenting results / Data analysis
- Internet research
- Cleaning and tidying the laboratory
- General laboratory tasks
- Work shadowing skilled technicians
- Selecting, preparing and testing samples
- Assisting with equipment checks
- Using a PC to input data
- Simple repairs to equipment
- Helping with instrument calibrations

Personal Profile

1. You need a good standard of numeracy
2. You must be a neat and accurate worker
3. You must be able to follow instructions
4. You must be able to work on your own
5. A real interest in mechanical, technical, scientific and IT skills is important
6. You need to be aware of Health and Safety Regulations and to follow them carefully
7. You must have an interest in this area of work

PUBLIC SERVICES

SUBCATEGORIES

- Library Assistant
- Cleansing Operative

LIBRARY ASSISTANT ***Placements Available***

- Dealing with renewals and the new issue of books and materials
- Checking in stock
- Shelving returned books / recordings and tidying shelves daily
- Registering new borrowers
- Handling charges incurred and dealing with overdue notices
- Reallocating and withdrawing stock
- Dealing with general customer enquiries
- Dealing with requests from other libraries
- Researching as required using public computers
- Using audio-visual, reprographics and technical equipment
- Using the Internet, CD Rom, Intranet and Microsoft Office
- Assisting the Librarian / Development Worker

Personal Profile

1. You need to be a neat and careful worker
2. You must enjoy a quiet working atmosphere
3. You should enjoy working with books
4. You need good reading and numeracy skills
5. You need a smart appearance
6. You need a pleasing and helpful manner for working with the public

Personal and Curriculum Opportunities

1. You will be able to develop organisational, numeracy and communication skills
2. Links to GCSE English and Maths
3. You will learn about customer service and see a Public Sector organisation in operation
4. You may be able to learn about the role of Trade Unions in organisations

CLEANSING OPERATIVE ***Placements Available***

- Work on industrial, commercial, domestic properties
- Sweeping roads
- Cleaning, emptying litter bins and removing rubbish
- Dusting and washing surfaces
- Buffing and polishing floors
- Loading and unloading vehicles
- Tidying public areas
- Learner must note that their work involves maintaining standards of hygiene

Personal Profile

1. You need to be a careful worker
2. You will probably wear an overall or uniform

3. You must be able to follow instructions carefully
4. You need good health – you are on your feet for long periods of time
5. You must be able to work in a hectic (although friendly) environment
6. You must be willing to work flexible hours in some placements (early start and evening)

RETAIL BUSINESS



SUBCATEGORIES

- Retail Assistant
- Warehouse Assistant

RETAIL ASSISTANT

Good Availability

- General shop tasks (filling / tidying of shelves/stock and shop floor to maintain adequate displays)
- Pricing and display of goods
- Assisting with merchandising
- Stock management
- Assisting and serving customers
- Use of the till after training (where appropriate)
- Unloading goods
- Unpacking goods
- Checking delivery notes
- Cleaning and tidying
- Assisting with deliveries / visiting suppliers
- Stock maintenance which may include learning about plant care
- Water plants and flowers
- Filling shelves and shop floor to maintain adequate displays
- Greeting members of the public
- Serving and offering help and advice
- Wrapping plants and flowers
- Ordering / checking of stock
- Checking invoices
- Loading and unloading goods including plants, chemicals, garden furniture etc.
- Learner may assist in the aquatics department with cleaning tanks and filtration systems and feeding fish
- Learner may assist in small animal department with daily care and health checks of animals, cleaning out and bedding down of cages, feeding and watering
- Learner may assist in the café with clearing and settle tables, taking out food from the kitchens to the customers and pot washing
- Maintenance of flowers, potted plants & ornamental features
- Feeding and trimming flowers / plants as instructed
- Assisting with flower arranging, making bouquets & applying ribbons
- Assisting with loading, unloading and unpacking goods
- General retail tasks (pricing & displays, assisting and serving customers)
- Tidying and keeping the work area clear
- Visits to local flower markets

Personal Profile

1. You must be neat and tidy in appearance, you may be given an overall or uniform or asked to wear particular colours of clothing (white shirt or blouse and dark skirt or trousers)
2. You must be fit and healthy, you will be on your feet all day and the work can be very tiring
3. You must be a good communicator and have a helpful personality

4. You must be able to work in a team and listen to instructions
5. You must be willing to do a wide range of tasks, some of which are monotonous, and do them cheerfully
6. You may be asked to work weekends

WAREHOUSE ASSISTANT

Limited Availability for Pre 16 students – Self Placement Advised

- Assisting with loading and unloading vehicles
- Assisting with deliveries
- Checking delivery notes
- Counting and preparing delivery notes
- Retrieving (picking) and collating stock for orders
- Packing goods
- Stacking shelves
- Checking and monitoring stock
- Quality control
- Cleaning and tidying
- General depot tasks
- Learning about the maintenance and daily checks of equipment (Fork Lift Trucks)

Personal Profile

1. You must be an accurate, reliable worker – able to relate numbers and codes correctly
2. You must be able to follow instructions and work in a team
3. You must be friendly and helpful if meeting customers
4. In most placements it will help if you can use a computer
5. You need to be fit and healthy – some lifting may be involved
6. Work will mainly be indoors but you might have to work outdoors
7. You must be able to follow Health and Safety Guidelines – there may be some supervised use of machinery

SOCIETY, HEALTH AND DEVELOPMENT



SUBCATEGORIES

- Nursery / Crèche / Playgroup Assistant
- Teacher's / Classroom Assistant
- Dental Assistant
- General Medical Assistant
- Retail Pharmacist Assistant
- Student Care Assistant (Elderly Care)

NURSERY / CRECHE / PLAYGROUP ASSISTANT

Good Availability

- General observation
- Helping to prepare activities and materials
- Working with staff to lead activities
- Assisting staff with the social integration and interaction of the children
- Assisting with the reading, number work, storytelling, artwork and practical activities
- Inputting ideas for children's games
- Helping supervise at break/play times (during these times learners must not play with children unless specifically instructed to do so)
- Possible helping with general administration
- Assisting with snacks / drinks
- Helping at meal times
- Promoting hygiene awareness
- Tidying rooms after use
- Assisting with IT
- Planning and preparing specific activities (at home)

TEACHER'S / CLASSROOM ASSISTANT

Good Availability

- General observation
- Working with staff to prepare work and help with lessons
- Helping to prepare activities and materials
- Assisting staff with the social integration and interaction of the children
- Assisting with reading, number work, storytelling, artwork and practical activities
- Inputting ideas for children's games
- Helping supervise at break times (during these times learners must not play with children unless specifically instructed to do so)
- Possibly helping with general administration
- Assisting with IT
- Assisting with extra curricular activities
- Tidying rooms after use
- Tasks may be specific to the department in which the learner is working
- Working with staff to prepare work (worksheets)
- Assisting with classroom support
- General clerical duties
- Assisting with IT
- Learner may attend morning briefings
- Assisting with extra curricular activities

Personal Profile

1. You must enjoy working with children
2. You need to be caring and patient
3. You need to be generally fit and healthy; the work can be very tiring
4. You must be able to respond to the needs of others
5. You must be able to work in a team

Personal and Curriculum Opportunities

1. An excellent way to develop communication and listening skills
2. You can develop your interpretation skills
3. Possible links to GCSE (Child Development, Sociology, Health and Social Care)

DENTAL ASSISTANT

Limited Availability – Self Placement Advised

- Assisting with general administration work (reception, computer, telephone & making appointments)
- Mixing dental materials
- Assisting with appropriate record keeping
- Observing the following hygiene protocol; cleaning and preparing instruments, equipment and surgery
- Talking and interacting with patients
- There may be some opportunity for work shadowing a dentist / dental assistant / hygienist

GENERAL MEDICAL ASSISTANT

Limited Availability – Self Placement Advised

- Work shadowing professionals
- Assisting with general administrative work (reception, computer, telephone & making appointments)
- Learning the appropriate hygiene protocols; cleaning and preparing instruments, equipment and surgery
- Greeting and talking with patients / clients
- Assisting clients with choosing spectacles
- Observing various clinics (with patients / clients consent)
- Assisting with general ward duties (helping at mealtimes, cleaning and tidying, patients social needs)



RETAIL PHARMACIST ASSISTANT
Limited Availability – Self Placement Advised

- Restocking the shop
- Filling and tidying of shelves and shop floor to maintain adequate displays
- Pricing and display of goods
- Assisting and serving customers
- Learner may use the till after training (if appropriate)
- General shop tasks (cleaning and tidying)
- Answering the phones and dealing with enquiries
- Observing in the dispensary
- Assisting with dispensing duties (where appropriate)
- Work shadowing staff
- Unloading goods from vehicles
- Unpacking goods
- Checking delivery notes
- Assisting with deliveries / collections

Personal Profile

1. You need a real interest in people and their health and care
2. Good communication skills and a sympathetic manner are important
3. Generally health and fit – patience and energy are needed for these placements
4. You will need a neat and tidy appearance, for some placements you will wear an overall or uniform
5. You must have high standards of personal hygiene
6. You must be able to work in a team
7. You must be able to carry out unpleasant tasks if required

STUDENT CARE ASSISTANT (ELDERLY CARE)
Good Availability

- Assisting with clients / residents / service users with social needs (letter writing, reading, computer skills, shopping etc.)
- Assisting with social activities (games with the coordinator)
- Assisting with clients / residents / service users with personal presentation
- Be prepared to chat to clients / residents / service users and help maintain a cheerful atmosphere
- Be asked to take clients / residents / service users out under supervision
- Assisting with the preparation and serving of meals, snacks and drinks
- Making beds
- Cleaning and tidying
- Some laundry work
- Assist / be involved with care plans and understanding appropriate record keeping
- Observing visiting health care professionals (Physio, District Nurse)
- Bus escort duties

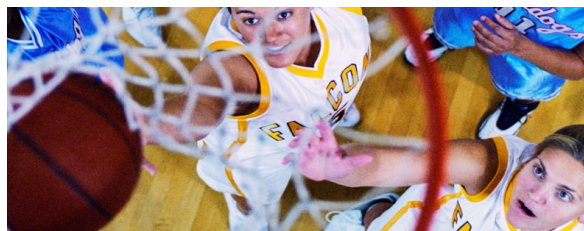
Personal Profile

1. You need a real interest in people and their health and care
2. Good communication skills and a sympathetic manner are important
3. Generally healthy and fit – patience and energy are needed for these placements
4. You will need a neat and tidy appearance, for some placements you will wear an overall or uniform
5. You must be able to work in a team

6. You must be able to carry out unpleasant tasks if required

IMPORTANT – Whilst this is a very rewarding opportunity, some of these placements are very demanding. You may have to do some difficult tasks looking after residents. You must be sure you are capable of doing what is needed. Talk to your Tutor and / or Work Experience Coordinator if you have any doubts.

SPORT, ACTIVE LEISURE AND TOURISM



SUBCATEGORIES

- Sports Assistant
- Travel Assistant

SPORTS ASSISTANT ***Placements Available – High Demand***

- Working with a coach at various locations (schools, leisure centres)
- General administration and reception work (taking bookings)
- Assisting with planning of training and sports programmes
- Setting up and dismantle equipment for sports activities
- Assisting at fitness training sessions
- Assisting with the repair of equipment
- Filling vending machines
- Assisting the staff and observe them at work
- Assisting the PE teacher (schools)
- Working with groups of children
- Cleaning and tidying
- Pool area (shadowing pool attendant, general cleansing and tidying of the environment)
- Reception work (taking bookings)
- Helping in shop, unloading goods, checking deliveries, pricing, filling shelves, serving customers and general shop tasks etc.
- Cleaning and tidying
- Assisting with the repair of equipment
- Assisting in maintenance of greens and landscaped areas (raking bunkers, bunker edging, removing leaves from greens, weeding, etc.)
- Collecting balls from driving range
- General maintenance of equipment
- May assist in the café with clearing and setting tables and taking out food from the kitchens to the customers
- Assisting with the running and development of the centre
- Assisting with general administration work (taking bookings)
- Researching, resource preparation and planning activities
- Assisting with maintenance work (painting)
- Ground keeping (litter picking, weeding, cleaning and tidying up)
- Daily checks and repair of equipment
- Setting up and dismantling equipment for activities
- Assisting with running various activities (canoeing, climbing etc.)
- Assisting with group activities
- Assisting at fitness training sessions
- Other general duties as required

TRAVEL ASSISTANT ***Limited Availability – Self Placement Advised***

- General administration tasks (photocopying, filing, use of database)
- Maintaining display brochures
- Checking window information
- Stamping brochures
- Ticket work

- Greeting customers
- Customer service
- Work shadowing

Personal Profile

1. You must be neat and tidy
2. You must be fit and healthy, you will be on your feet most of the day and you could find the work very tiring
3. In leisure centres you may be asked to work evenings and weekends
4. You must be a good communicator
5. You need good numeracy skills
6. You must be able to do a range of tasks, some of which may be monotonous and do them cheerfully
7. You must be able to follow instructions

WHEN CHOOSING A LEISURE PLACEMENT YOU MUST BE ABLE TO PASS THE SWIM TEST AS SET OUT BELOW:

1. Swim 25 metres – Head up
2. Swim 25 metres – life-saving backstroke (arms may be used underwater to assist)
3. Raise alarm:
 - Enter water safely
 - Surface dive to deepest part of the pool
 - Collect object (Helidockan dummy)
 - Bring object to surface
 - Tow object to side of pool (minimum distance 5m) using life-saving backstroke
 - Land object on to the poolside
4. The assessor will then teach the candidate how to safely effect a reaching and a throwing rescue, using equipment on the poolside
5. The candidate will then practice the two rescues and demonstrate they have understood and can use the procedures correctly



The following websites can help you with additional careers information.

Further Information

<http://www.leics-ebc.org.uk/>

<https://nationalcareersservice.direct.gov.uk/>

<http://www.apprenticeships.org.uk>