

# 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: CONSTRUCTION**

### **ROLE: BUILDING SERVICES ENGINEERING PLUMBING ASSISTANT**

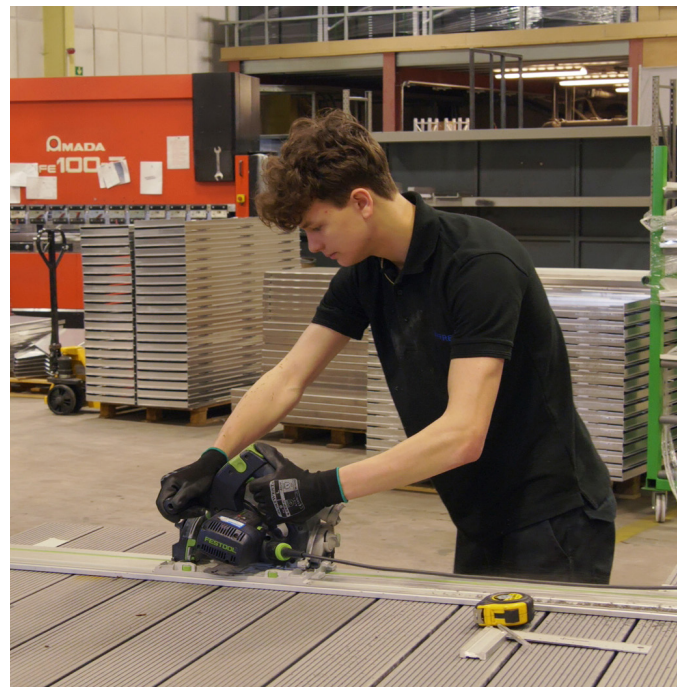
#### **ROLE AND KEY RESPONSIBILITIES**

We are looking for a Plumbing Assistant.

Your key responsibilities will be:

- assist with plumbing installations
- respond to plumbing queries and make suggestions on the best course of action
- assist the plumbing team with plumbing tasks and fixes
- any other reasonable ad hoc duties

(For some tasks where we feel a CSCS card is required, site access may be restricted)



#### **ABOUT THE ORGANISATION**

Company TT is a family-owned and run, property company that specialises in creating the right places for businesses to succeed.

With over 110 properties across the North West and Birmingham, we provide office space, meeting rooms and retail premises to companies across a wide range of business sectors.

We offer a friendly work environment and an a high-growth learning experience.

#### **STUDENT SPECIFICATION:**

- willingness to learn new skills and work alongside new colleagues
- able to contribute to team meetings, and put forward ideas and views
- able to listen to instructions and seek feedback for improvement
- able to manage multiple tasks at once, and take responsibility for owning and completing tasks assigned
- able to collaborate with other members of the team, to seek support or offer help