

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.

ENGINEERING AND MANUFACTURING

T LEVEL: ENGINEERING AND MANUFACTURING ROLE: MAINTENANCE, INSTALLATION AND REPAIR RAILWAY MAINTENANCE TECHNICIAN

ROLE AND KEY RESPONSIBILITIES

- You will be part of a team of CAD technicians for a 12-month survey and maintenance project on railways in England.
- Part of your daily tasks will be to assist in developing 2D Drawings / 3D Models using CAD, to ensure they are fit for purpose and meet the client's requirements.
- You will also be assisting colleagues on data collection, from initial site work to delivery. Full data processing training will be provided during the induction.
- You will be part of team and will be expected to integrate with others well, to ensure the work is done.

STUDENT SPECIFICATION:

- the ability to meet deadlines without compromising on quality
- excellent communication skills, both verbal and written
- the ability to deal accurately and efficiently with large volumes of data
- a willingness to undertake challenging tasks and ad hoc project work
- a good knowledge of Microsoft Office applications
- basic knowledge of using computers
- good mathematical skills
- ability to work in isolation, or in a team environment
- CAD experience is preferred, but not essential

ABOUT THE ORGANISATION

Company UU is an established land-surveying business, based in Bayston Hill, Shrewsbury. Due to continued success and growth of the company, we are recruiting a new team of CAD Technicians. This role can be on a part-time or full-time basis.