

## WORK PLACEMENT DETAILS

<b>PROVIDER:</b> <b>GTG Training Ltd (Arnold Clark)</b> 1330 South Street Glasgow G14 0BJ	<b>CONTACT:</b> <b>Ms Suzanne Sherry</b> Work Experience Co-ordinator <b>Tel:</b> 0845 600 3775 <b>Mobile:</b> <b>Fax:</b> 0845 054 2015 <b>Email:</b> susanne.sherry@arnoldclark.co.uk
<b>Placement title</b>	Arnold Clark pre-apprenticeship programme (mechanics, bodyshop & parts - available in branches throughout Scotland) (55228)
<b>Placement details:</b>	<p>AN APPLICATION FORM REQUIRES TO BE FILLED IN FOR THIS POST. PLEASE FOLLOW THE APPLICATION PROCESS AND LET YOUR SCHOOL CO-ORDINATOR KNOW YOU WOULD LIKE TO APPLY FOR THIS PLACEMENT.</p> <p>Your duties may vary depending on the branch and type of placement your are interested in. Further details will be provided by GTG/Arnold Clark once your placement has been confirmed.</p> <p>Placements available in:</p> <ul style="list-style-type: none"> <li>• Vehicle mechanics (e.g. basic servicing which will include, checking oil; checking tyre pressures; draining oil; collecting parts; diagnostic tests; general housekeeping)</li> <li>• Vehicle Parts Department (e.g. electronic parts catalogue (ECP) training for ordering and sourcing parts; warranty returns; locating parts electronically and from warehouse; stock checking)</li> <li>• Vehicle Body Repair/Paint (e.g. basic panel beating which will include; checking lights; removal of parts from vehicles; collecting parts for technician; sanding down and masking up where appropriate; mixing paint.</li> </ul>
<b>Days &amp; Hours of Work:</b>	Monday to Friday: 9.00am - 5.00pm (may vary depending on branch)
<b>Lunch:</b>	1 hour. Please bring own lunch. Facilities are available at most branches.
<b>Dress requirements:</b>	Young people/school to provide own safety footwear and overalls for workshop placements as these are not provided by GTG/Arnold Clark. Casual dress code. No football colours are permitted.
<b>Provider's comments/ requirements:</b>	Please note that one placement per school is visible on WorkIT for information purposes only. Placements can only be booked by Gateway on receipt of the relevant confirmation from GTG/Arnold Clark.
<b>Provider's hazard identification:</b>	Slips, Trips and Falls. Electricity. Hazardous substances. Pressure systems. Equipment/Machinery. Transport. Manual Handling.

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<b>Provider's control measures:</b>	Housekeeping policy and inspections; PAT testing; electrical inspections; fixed wiring tests; noise assessments (below first action level); vibration calculations (below acceptable exposure limits); COSHH assessments; pressure systems placed in isolated places and tested annually; machinery tested/inspected/maintained; training, supervision and mentoring of all activities; traffic management; manual handling instruction, aids and assessments; PPE; risk assessments on all activities.
<b>Provider's personal protective equipment required:</b>	Overalls, safety footwear, safety goggles, selection of non-allergenic gloves. All candidates must bring their own safety footwear and overalls on the first day or your placement will not go ahead. Other PPE items will be provided by GTG/Arnold Clark as requested.
<b>Local authority health, safety &amp; welfare notes:</b>	<p>Education to supply safety footwear &amp; overalls.</p> <p>Induction to be given to pupil on first day re: Accident reporting, Breaks, Emergency procedures, First aid arrangements, Manual Handling, Prohibited areas, etc.</p> <p>Pupil not to be involved in the lifting of heavy or awkward items.</p> <p>Employer to ensure that PPE is worn correctly.</p> <p>Pupil prohibited from working on any prescribed machines.</p> <p>No use of power or compressed air tools.</p> <p>Pupil should be fully supervised at all times.</p>