University of Lancashire
Training 2000

Ofsted Good Provider

INFORMATION FOR EMPLOYERS

Are you able to offer an unpaid work placement?

Would you consider offering work placements for one of our aspiring apprentices?

Placements are unpaid from 2 weeks up to 6 weeks: this is up to you

Do you need a spare pair of hands to help during busy times?

Did you know that you are able to progress a learner onto an Apprenticeship following their placement? No Apprenticeship position? No problem! Our learners will appreciate the experience either way.

For more information, please contact our Business Development team on: **01254 54659 | businessdevelopment@t2000.co.uk**

Proud to be part of the University of Lancashire

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We have students nearing the end of our Apprenticeship Preparation Programme and are now work ready. All they need now is an unpaid work placement. Our students are looking for work placements in:

Business Admin & Customer Service

Duties could include:

- answering phone and email enquires
- filing
- data entry
- updating policies and procedures
- project work
- updating records
- printing, scanning, photocopying
- ordering supplies
- meeting and greeting
- social media/website

Engineering & Advanced Manufacturing

Duties could include:

- Production support
- Assisting in machinery operating -
- use of hand & power tools
- assembly
- materials handling
- basic maintenance
- milling & turning
- welding & fabrication
- electrical work
- basic mechanical duties
- machining
- fire & security
- CAD

Accounting & Finance

Duties could include:

- data entry
- using and updating accounting systems (Sage/ Xero)
- contacting clients
- booking appointments
- responding to enquiries
- assisting with tax and VAT returns
- recording financial transactions
- assist in payroll processing
- assist with audits

Dental

Duties could include:

- surgery preparation
- assist dentist
- passing instruments, materials and suctioning saliva
- reception duties
- meeting and greeting
- booking appointments
- patient follow ups
- general housekeeping duties