

## WORK PLACEMENT DETAILS

<b>PROVIDER:</b> Barclays Bank Aurora House 120 Bothwell Street Glasgow G2 7JT	<b>CONTACT:</b> Lifeskills Working Group  <b>Email:</b> xraLifeskillsWorking@barclays.com
<b>Placement title</b>	Banking and Investments Assistant (86141)
<b>Placement details:</b>	<p>While you are here, you will have the opportunity to sit with several of our teams and experience a variety of the services we offer; there are a number of departments such as Operations, Technology, Legal and Investments that offer a wide range of opportunities depending on your interests. If you are keen to work within a fast paced and rapidly expanding environment, please speak with your teacher.</p> <p>Our Work Experience placements are ideally suited to someone with an interest in Financial Services or a career in an office environment. Candidates will spend time with several teams from our 4 city centre locations to experience a diverse range of training and an appreciation for the number of different roles &amp; tasks performed across our Glasgow campus.</p> <p><b>School coordinator must reserve &amp; formally accept the placement via the company website: <a href="https://www.barclayslifeskills.com/">https://www.barclayslifeskills.com/</a></b></p> <p><b>Pupils should visit the Work Experience section of this website and complete modules to accumulate 250 points prior to placement.</b></p>
<b>Days &amp; Hours of Work:</b>	Monday to Friday: 9.30am - 4.00pm (or as agreed).
<b>Lunch:</b>	Bring packed lunch. Canteen on site. Buy locally.
<b>Dress requirements:</b>	Smart/Business Casual dress code or school uniform.
<b>Provider's comments/ requirements:</b>	<p>Contact Name TBC</p> <p>Placement will take place at below locations:</p> <ul style="list-style-type: none"> <li>• Aurora Building, 120 Bothwell Street, Glasgow G2 7JT</li> <li>• Tay House, 300 Bath Street, Glasgow, G2 4LH</li> <li>• Princes House, 50 West Campbell Street, Glasgow G2 6SE</li> <li>• Barclays Branch, 83 Argyle Street, Glasgow, G2 8BJ.</li> </ul>
<b>Provider's hazard identification:</b>	No significant hazards identified.
<b>Provider's control measures:</b>	None stated.
<b>Provider's personal protective equipment required:</b>	No Personal Protective Equipment Required.
<b>Local authority health, safety &amp; welfare notes:</b>	Low risk environment carrying out administrative/computer based tasks. Provision of induction and supervision indicated.

## WORK PLACEMENT DETAILS