



JOB ANALYSIS



Confidential

Completed By:

Date of Visit:

EMPLOYER DETAILS:

Company:	Telephone No:
Address:	Fax No:
.....	Contact Person:
.....	Title:
Workplace Address (if different):	Manager:
.....	Supervisor:
.....	
.....	

EMPLOYEE DETAILS:

(See Profile for personal information)

Name:	Telephone No: (Home)
	Telephone No: (Work)

JOB ROLE:

Job Title:

Purpose of Post:

HEALTH & SAFETY:

Has a H&S Check been carried out? Yes No (If No give date when this will be done)

Has a Risk Assessment been carried out? Yes No (If No give date when this will be done)

.....
.....

WORK SITE CONSIDERATIONS:

Tools to be used:
.....
.....
.....
.....

Equipment to be operated:
.....
.....
.....
.....

Materials to be handled:
.....
.....
.....
.....

Environmental Conditions:
.....
.....
.....
.....

SPECIFIC REQUIREMENTS IDENTIFIED BY THE EMPLOYER:

(Tick only critical items. Fully describe the extent of the demand and outline overleaf possible adjustments if felt to be problematic for the employee)

Physical Demands	Comments
<input type="checkbox"/> Lifting
<input type="checkbox"/> Standing
<input type="checkbox"/> Continuous Movement.....
<input type="checkbox"/> Rapid Movement.....
<input type="checkbox"/> Walking
<input type="checkbox"/> Climbing
<input type="checkbox"/> Stooping
<input type="checkbox"/> Crawling
<input type="checkbox"/> Dexterity

Sensory/Communication	Comments
<input type="checkbox"/> Vision
<input type="checkbox"/> Hearing
<input type="checkbox"/> Speaking
<input type="checkbox"/> Judgement

Academic Demands	Comments
<input type="checkbox"/> Reading
<input type="checkbox"/> Writing
<input type="checkbox"/> Math
<input type="checkbox"/> Counting

ADJUSTMENTS: (Please stipulate responsibility for costs incurred)

AIDS/ADAPTATIONS: (eg required to fulfil physical/sensory and communication/cognitive demands)

MODIFICATIONS: (eg to job descriptions, environment, schedules, etc.)

ACCOMMODATIONS: (eg in providing supportive environment)

ASSISTANCE: (eg in providing human/technological assistance)

OTHER: (Please specify)

TRAINING CONSIDERATIONS:

EXPECTED TIMESCALE GIVEN BY COMPANY FOR EMPLOYEES TO LEARN THIS JOB:

WILL THERE BE AN OFFICIAL TRIAL OR PROBATIONARY PERIOD?

INITIAL PLANNED TIMESCALE FOR TSI TRAINING REQUIRED TO LEARN THIS JOB:

DESCRIPTION OF THE COMPANY'S INDUCTION PROCEDURES

DESCRIPTION OF THE COMPANY'S PROCEDURES FOR INITIALLY TRAINING AND SUPPORTING NEW EMPLOYEES

AVAILABILITY OF COMPANY TRAINER ASSIGNED TO EMPLOYEE:

THE 'CULTURE' OF THE WORK SITE

1. Employee social groups and non-work activities:

2. Unwritten rules unique to the setting:

3. Special terms/jargon in use at work site:

4. Relevant co-workers/supervisors:

SUPPORT ARRANGEMENTS:

SPECIFIC EMPLOYER REQUIREMENTS:

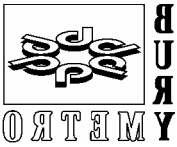
SPECIFIC EMPLOYEE REQUIREMENTS:

PROGRESSION STRATEGY:

ADDITIONAL COMMENTS:

EMPLOYMENT/PLACEMENT DETAILS

SUPPORTED CLIENT - PERSONAL DETAILS	
Name	
Address	
Telephone No	
NI Number	
Next of Kin Name	
Telephone No	
Address	
EMPLOYER DETAILS	
Name	
Address	
Telephone No	
Contact Name	
Job Title	
Supervisor(s)	
CONDITIONS OF EMPLOYMENT/PLACEMENT	
Date of commencement	
Work Trial/Probation details	
Weekly hours/days	
Times of work	
Pay (hourly/weekly/monthly)	
Breaks	
Sick Pay arrangements	
Holiday Pay arrangements	
Pension arrangements	
Uniform arrangements	
ANY OTHER RELEVANT INFORMATION	
BURY EST CONTACT INFORMATION	



AGREEMENT



ROLES AND RESPONSIBILITIES

Bury Employment Support & Training

- To maintain effective communication between the parties to this agreement
- To complete Health & Safety and Risk Assessment forms as required
- To offer guidance and information as required
- To provide agreed support to the client
- To liaise with employer and client in maintaining employment and developing career

Signed Print Employment Support

Date

Employer

- To ensure the client receives parity in pay, working conditions and disciplinary issues
- To undertake Induction and Health and Safety training
- To ensure a safe working environment for the client
- To undertake training and development
- To liaise with Bury EST in maintaining the client in employment and developing career

Signed Print Employer

Date

Client

- To comply with health and safety requirements
- To undertake the duties required of the post
- To observe workplace practices and rules with regard to punctuality, reliability and reporting of absences
- To seek assistance as required from Bury EST or the employer
- To liaise with Bury EST in maintaining employment and developing career

Signed Print Client

Date

DATA PROTECTION

The Council maintains a Register Entry in respect of Social Services, which includes the information on this document. Personal data provided by you on this form is treated in confidence and complies with the requirements of the Data Protection Act 1998.