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**Santander UK – Work Experience Placement Profile**

**2 Week Placement**

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| **Division:** |  |
| **Department:** |  |

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| **Placement Description**  |
| Activities to be carried out by our work experience candidates: |
| * **Introduction to Santander**

A member of the team will talk through the induction slide deck to help you get to get to know our vision. * **Understanding the business structure**

A member of the team will talk through in detail the structure and objectives of the department, you will understand the individual roles of the team and how the team fits in the wider business. If possible and time allows this may include more in depth introductions to team members roles.* **Mandatory Training**

System based mandatory training modules that are in line with our behaviours. This training will help to understand your role in protecting our customers and protecting information whilst minimising risk to the bank.* **Project**

You will be issued either a business project or task that will support the business or provide a summary of your learning during placement. Your findings will be shared with your manager at the end of your placement.* **Administration**
* Performing general administration tasks to support the team.
* Maintaining accurate customer or company records as required.
* Helping to resolve queries within established company frameworks.
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| **Placement Benefits** |
| An opportunity to develop key skills in the following areas: |
| * Understanding of Santander UK and the Financial Services Industry
* The behaviours expected when working in a large organisation
* Communication
* Attention to detail
* IT skills - through the introduction of and use of systems
* Team Work
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| **Required Skills** |
| Technical skills that will help the individual in this placement: |
| * Able to communicate in a clear, effective and friendly manner
* Flexibility and adaptability
* An effective team worker

The ability to use the following systems is desirable but not essential:* Microsoft Word
* Microsoft Outlook
* Microsoft Excel
* Microsoft PowerPoint
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