

WORK PLACEMENT – THINGS TO REMEMBER!

1. Travelling to your placement: Make sure that you know your route to and from your placement and that you leave enough time to get there.
2. Punctuality: Always arrive at least 5 minutes before your starting time. Time-keeping is a key part of work placement.
3. Appearance: Make sure that you are, clean, neat and tidy and in appropriate clothing for the job. If you are in a role where you are standing on your feet all day, make sure that you have comfortable shoes.
4. Smells: If you are a smoker, make sure that you don't smell of smoke (finish your cigarette well before you enter your place of employment) no-one likes to be overpowered by someone stinking of smoke.
5. Manners: Be in good humour and polite and friendly to all of your work colleagues and customers at all time.
6. Taking instruction: When your boss/supervisor gives you a task to do, carry it out willingly and with good grace. Do not, under any circumstances, refuse to do anything asked of you or talk back to anyone at anytime.
7. Recording your time on work placement: Try to keep some sort of day-to-day record of your work placement, what tasks you do, what you are learning and how you are enjoying it.
8. Ask questions: Without being annoying, do ask your employers and colleagues questions about their jobs and how they like working.
9. Turn up EVERY DAY - do not, under any circumstances, quit your work placement. It is very important that you stay for the whole week.
10. Sharing your experience with your friends and family: Under no circumstances write anything bad about your placement on any social networking site. Please feel free to discuss your experience with your friends and family, but writing negative comments on public forums is illegal and not allowed.
11. Enjoy your time: This is a unique experience for you all and you should make the most of it, and enjoy it.
12. Either myself, Leon, Mary or another member of staff will be visiting you during your placement to see how you are doing.

Good luck and have fun!