

I have a placement, what should I do now?

Once your placement has been confirmed you will receive a copy of your work experience job description. There are **two** things that you now need to do.

1. Show the job description to your parent or career and discuss your placement with them.
2. Contact your employer to arrange an interview.

It is important that you get in contact with your employer as soon as possible to arrange an interview.

The interview will give you a chance to:

- Practice the journey
- Meet the employer
- Discuss any queries that you might have
- Confirm your start time and dress code
- Help you to feel more confident and prepared for your first day

Top tips for your placement

- ✓ Attend every day and always arrive in plenty of time
- ✓ Treat everyone with consideration and be polite at all times
- ✓ Be enthusiastic and show a positive attitude to your work
- ✓ Wear appropriate clothing for the placement
- ✓ Listen carefully to instructions and ask if you do not understand
- ✓ Think before you act and work safely
- ✓ If you have a problem with work talk to your supervisor
- ✓ If you can't sort out a problem at work tell your teacher
- ✓ Keep a record of everything you do and fill in your work experience diary
- ✓ Send a "thank you" letter to your placement provider afterwards

For more help visit – www.proactiveeducation.co.uk or

email: info@proactiveeducation.co.uk

