

STARTING YOUR WORK PLACEMENT

► HOW DO I MAKE A GOOD IMPRESSION?



Arrive on time and ask for your contact.

Be polite, enthusiastic and friendly.

Put your mobile phone away until breaks.

Keep a learning log of what you did - what did you learn / enjoy / not enjoy.

► WHAT SHOULD I EXPECT DURING MY WORK PLACEMENT?

An induction on your first day telling you everything you need to know.

You'll be allocated a mentor who'll support you.

Working as part of a team, observing, taking part in tasks and learning about the business.



► WHAT SHOULD I DO AFTER MY WORK PLACEMENT?

Thank the employer - in-person or in writing. It could be useful to keep in contact for future opportunities, or if you need a reference.

Ask your mentor to complete the Supervisor Feedback Form - they'll tell you what you did well and things that you could improve on.

If this is the career for you - speak to your school's Career Advisor for information on different pathways and entry requirements. You can also use online resources like to help make an informed choice.