

During your placement...

When on work placement, you are showcasing your skills and abilities. Don't let a little thing like **attitude** get in the way

- Be organised, you need to be on time everyday
- Accept and complete duties that you are asked to do
- Listen to instructions, ask if unsure - there is no such thing as a silly question.
- Accept advice given by your supervisor
- Show willingness and enthusiasm
- Be polite, courteous and well mannered
- Avoid distracting others
- Keep mobile phones **OFF**. Do not use work equipment (phones, computers) for personal use or social networking!
- Only take your allocated time for breaks
- If you can't get to your placement, ring your contact

Finally...

If you are good enough, you might get a casual job or apprenticeship based on the referral from your work placement employer. They might even employ you themselves!

Learn as much as you can about the world of work.... And keep an up to date log book...

Enjoy your placement!



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Work Placement Passport



How to get
the most
out of your
work
placement!

Your details

Your name: _____

Phone: _____

Parent: _____

Phone: _____

Work placement contact:

Work phone: _____

Address: _____

Start time: _____

Finish time: _____

Dates of placement:

Before you start

Meet with your contact and find out:

- Start/finish times and lunch breaks
- Should you bring lunch or can you buy it nearby
- What you should wear
- Who to see on your first day

Don't forget to get your work placement paperwork signed

Getting ready for work...

Dress for success

The art of dressing for work can be very tricky! What do people wear to the workplace? That depends on where you are working... in some cases you may even have a uniform to wear! Remember, ask beforehand.

1

Work is not a fashion parade

Short tops, low necklines and fitted clothing are not suitable for work. Guys—pull the pants up and keep the collars down. Unless working outside, ditch the hat!

2

Lose the bling

Keep jewellery to a minimum, a simple necklace, set of earrings (think studs) and a watch are best.

Talk to your employer about any obvious body piercings you may have, it may be against company policy.

3

Personal hygiene

Work day should be shower day! Wash and deodorise, shave—for males. Aim to be neat, tidy and smelling lovely but don't overdo perfume or aftershave. Don't forget to brush your teeth!!!

4

Hair affairs

Long hair should be tied back, short hair should be neatly styled. Leave the extreme styles for the weekends!

5

Sensible shoes

Working for an auto-mechanic, don't wear thongs! Clean, polished, closed toe shoes are the best bet. Sneakers are a big no-no. Don't forget workplace safety!

6

Still worried?

Check with a trusted friend for their opinion!

