FINAL GUIDANCE FOR STUDENTS

HOW TO MAKE THE RIGHT IMPRESSION DURING YOUR PLACEMENT:

EXPECTATIONS:

Arrive on time & ready to work!

Students will NOT be given any special treatment by employers.

As such you will be **expected to work the same hours, under the same conditions as regular employees** - this includes following the employer's rules regarding mobile phones, use of computers & other electronic devices.

Please ensure that they are dressed appropriately for work. Take note of any specific safety precautions that your child may need for your placement i.e. wearing a helmet, special clothing, shoes, safety glasses, etc. It is your responsibility to find out what the organisation's safety rules are.

COMMUNICATION:

Learn the names of the people with whom they work & write them down if necessary.

Listening carefully & taking note of all the instructions given will help you during their placement. **Ask** a colleague to repeat instructions if you don't understand to ensure that you're certain of what is expected of you before starting a task.

Always be polite when speaking to people – remember that you're are on placement to learn.

Behave in a way which shows they are keen and interested - don't just sit or stand in a corner with nothing to say – ask questions & engage with staff &/or customers as this will leave a positive impression on employers & employees alike.

Talk to people with whom you are working, although make sure you pick an appropriate time to do this so as to not impact upon colleagues' work demands – i.e. not when it's really busy, or when there's a need for silence.

If you get into difficulty on placement **do not walk out.** You are expected to be independent & should try to solve problems for yourself by asking a colleague for help. Worse case scenario telephone a teacher at school to help resolve the problem.

BEHAVIOUR:

Be prepared to do something new and be willing to learn.

Remember that you're representing your school, your family as well as yourself. Don't let yourself or anyone else down by poor behaviour during the placement.

When you finish your work experience, remember to thank the person concerned.
You must keep your diary up to date – these need to be brought back to school.

NOTIFYING ABSENCE(S):

If for some reason you are unable to attend your placement, students MUST telephone both the employer and school by 9am to explain your absence:

School's telephone number is: 0161 226 2272 or
Mr Westmoreland 0161 212 1926

CONTACT DETAILS

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