

# STUDENT TIPS FOR WORK PLACEMENT

## 3 WEEKS BEFORE

---

- Make sure all paperwork for self-sourced placements are completed and back at school
- Undertake the required modules for your work placement on the [www.go2workplacement.com](http://www.go2workplacement.com) portal

## DURING PLACEMENT

---

- Be on time and dress appropriately
- Be proactive and ask questions
- Have a positive attitude and communicate with your supervisor at all times
- If you're sick go to the doctor! You need a medical certificate so you don't have to make up the day of placement
- Sit down with the employer to go through the tasks you have done that day and let the employer sign off on this on a daily basis
- Thank the employer at the end of the week and tell them what you have learned!

## 1 WEEK BEFORE

---

- Get your Student Placement Record from your teacher – you need to take this with you to work placement!
- If you feel nervous or anxious about placement talk to your teacher, your SIP coordinator would be more than willing to introduce you to your employer on the first day
- Call your employer and discuss the start time and clothing requirements

## AFTER PLACEMENT

---

- Bring your Work Placement Journal to school and hand it over to your teacher, this is your evidence for the Department of Education that you have met your Work Placement requirements!