



WHAT IS A WORK PLACEMENT?

A work placement is where you will complete a period of supervised work to gain experience and knowledge about a specific job or career. The placement can be over an agreed period of time, such as a week, a few hours or days per week.

▶ WHAT ARE THE BENEFITS?

- Prepares you for the move from school to workplace
- You'll get a more realistic view of the world of work
- Looks great on your CV, college and UCAS applications
- Improves future job prospects
- Improves your employability skills, such as communication, teamwork and time management

▶ HOW DO I FIND A PLACEMENT?

Search in Workit

Click in 'Find an opportunity' on your Workit homepage.

Find your own work placement

Ask friends, family, your school Work Placement Coordinator and research companies in your local area.

▶ HOW DO I PREPARE?

Pre-placement requirements

Your school might ask you to complete some modules before your placement, which are available on Workit.

Look at the Workit placement details (job card)

This will tell you:

- when and where to arrive
- who to report to on your first day
- dress code
- what you need to take with you
- lunch arrangements.

Plan your travel

Check your transport times in advance. Try to set off early in case of any problems, and make sure you have money for transport or your bus pass.

In Workit, you can also complete your personal profile and research lots of different careers resources.