



INDUSTRY PLACEMENT STUDENT PREPARATION PACK

This pack is designed to help you feel more prepared and confident as you get ready for your industry placement.

You do not need to read it all at once. Your tutors or placement team may also use parts of it during tutorials, preparation sessions or placement check-ins.



Starting your placement: what to expect

Your first few days on placement matter more than you might think.

You do not need to know everything, but you do need to show that you are ready to take part. Feeling nervous is completely natural, and being prepared can help you manage those nerves.

Employers are often asking themselves early on whether they can rely on you or trust you to be part of the team. That judgement is usually based on how you show up, how you communicate, and how you respond when you are unsure.

Your placement activities may take place in different ways, including in workplaces, remotely, through projects or across different employers. The same expectations around communication, professionalism and engagement still apply.





When you arrive (first impressions)

- On your first day, arrive early, smile, introduce yourself clearly, be ready to listen and stay off your phone unless you are told otherwise.
- A simple way to start is: Hi, I am [name], I'm here to meet [name] and excited to get started.
- You do not need to have everything figured out. Showing willingness and a positive attitude matters most.



What to say (simple ways to communicate)

You do not need perfect wording. Keep it clear and polite. Try:

- *Can I check I have understood that properly?*
- *Is there anything you would like me to focus on first?*
- *I have finished that task, what would you like me to do next?*
- *Can you show me how you would like this done?*

Remember: These show initiative, respect and willingness to learn.



What to ask (especially in your first few days)

Asking questions is a good thing. You might ask:

- *What does a typical day look like here?*
- *Who should I go to if I am unsure or have further questions?*
- *With this task, is there anything I should avoid or be aware of?*
- *Do you have an example of what I am aiming for?*

Top Tip: If you are not sure, ask. Waiting and doing nothing is usually noticed more than asking questions.



What to do when things are unclear

This is super important!

- If you finish a task, do not wait. Ask what to do next.
- If you do not understand something, ask early rather than later.
- If there is not much to do, stay engaged, observe and ask how to help.
- If you feel unsure or out of place, focus on listening, observing and getting small things right.



Your focus for week 1

- be on time every day
- show reliability
- learn how things work
- get to know people and remember names
- ask questions and stay positive.

If something does not feel right

Most students feel nervous before placement starts, even if they do not show it.

If you feel unsure, do not understand what is expected, or are worried about anything, do not keep it to yourself.

You can speak to your manager or supervisor or contact your placement support at your school or college.

They are all there to support and advise you and help you succeed.

Asking for help early shows responsibility.



Final Reminder

- You are not expected to know everything.
- You are expected to take this seriously, show respect and be willing to learn.
- That is what being 'ready enough' looks like in practice.



Employers are investing their time and support to provide this opportunity. Placements work best when students take them seriously, communicate well and engage positively throughout the experience. Occasionally placements may need to end early if expectations or behaviours are not being met.

Feedback from other students tells us that the hours they spend on Industry Placement activities are often the best bit of their T Level.

We hope you have a great time working in industry, and that one of these statements sticks with you as you get ready to start...

“Being ready doesn’t mean knowing everything. It means being willing to show up and learn.”

“Employers don’t expect you to be perfect. They expect you to be reliable, respectful and ready to learn.”

“Confidence isn’t something you wait for. It’s something you build by taking the first step.”

“This is not about being ready. It’s about being ready enough to start.”



Getting ready for your placement

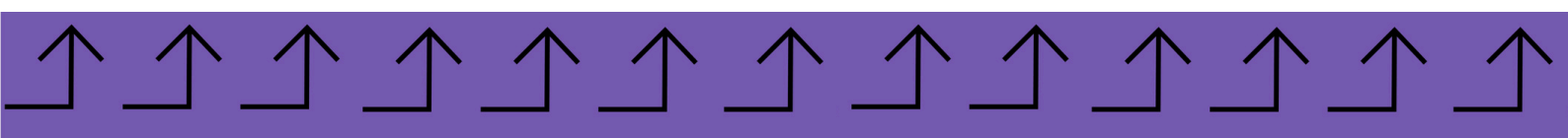
Practical checks before you start

Use this list (at least a week before) to make sure you are prepared and feeling ready to start confidently.

Feedback from other students tells us that the hours they spend on Industry Placement activities are often the best bit of their T Level.

We hope you have a great time working in industry, and that one of these statements sticks with you as you get ready to start...

<input type="checkbox"/>	Do I know where I am going and how to get there?
<input type="checkbox"/>	Have I planned my travel route and timings?
<input type="checkbox"/>	Do I know what time I need to arrive?
<input type="checkbox"/>	Do I know who to report to on my first day?
<input type="checkbox"/>	Do I have a contact number if something goes wrong?
<input type="checkbox"/>	Do I know what to wear?
<input type="checkbox"/>	Do I need to bring anything (ID, PPE, notebook)?
<input type="checkbox"/>	Have I planned lunch or food for the day?
<input type="checkbox"/>	Do I understand how my school/college expects me to log my hours or attendance?



Suggested email to your employer

(send about a week before)

A short email before you start shows you are prepared, practising professional skills and taking this opportunity seriously, even if you already know most of the details.

The bulleted list are **suggestions for you to edit and delete as appropriate**, don't use all of them!

Subject: T Level placement - starting (date)

Dear (Name),

I hope you are well.

I am really looking forward to starting my T Level industry placement with (organisation name) on (start date).

I just wanted to check a few details ahead of my first day so that I arrive prepared and on time.

- Who should I report to when I arrive
- Where should I go on my first day
- What time would you like me to arrive
- Is there somewhere safe to leave my bike
- Is there anything specific I should bring with me
- Is there anywhere on site or close by to buy lunch or drinks or should I bring this with me
- Is there a dress code I should follow
- Will I need any PPE or special equipment
- Is there anything you would recommend I prepare or think about in advance

Thank you again for the opportunity. I am really looking forward to getting started and learning more about your organisation.

Kind regards,
(Your name)

Your placement details (complete if helpful)

Key information:	
Employer Name	
Address	
Contact Name	
Contact Phone Number	
Contact Email Address	
Start Date	
Start Time / End Time	
Where to report on arrival	
School / College Contact	
Additional notes	
Travel planning:	
Route (bus / train)	
Departure time	
Arrival time	
Alternative route (if needed)	
Other	



What I need to bring:

<input type="checkbox"/>	ID
<input type="checkbox"/>	PPE
<input type="checkbox"/>	Logbook
<input type="checkbox"/>	Notebook & Pen
<input type="checkbox"/>	Lunch

