



Please tick off the below checklist to ensure you are ready for a GREAT WEEK at Work Placement.

Please ask your class teacher if you are unsure of anything.

DATE OF PLACEMENT: \_\_\_\_\_

NAME: \_\_\_\_\_

# WORK PLACEMENT CHECKLIST FOR STUDENTS

## I HAVE CHOSEN A WORK PLACEMENT – NOW WHAT?

- ☐ My teacher has given me an **Student Placement Record (SPR)** to take home to be signed by my parent/guardian.
- ☐ My parents/guardian and I have **READ** and **UNDERSTAND** the contents of my SPR.
- ☐ I have returned my signed SPR to my teacher.

## MY WORK PLACEMENT IS COMING UP – WHAT SHOULD I DO?

- ☐ I have received my work placement folder, which includes **two** copies of my **signed** Student Placement Record (SPR).
- ☐ I have carefully read and understand my SPR.
- ☐ I have contacted my Host Employer **one week** prior to my placement to introduce myself and confirm the details of my placement.
- ☐ I have planned and arranged my travel to and from the placement location to ensure I arrive on time each day.
- ☐ I have made sure that my clothing and footwear are appropriate for the workplace, adhering to any dress code or safety requirements.



## IT'S TIME TO GO TO WORK PLACEMENT

- ☐ I have my work placement folder with two copies of my signed SPR.
- ☐ I have packed my lunch.
- ☐ I am wearing the correct footwear and clothing.
- ☐ I have contacted my Host Employer *if I am running late*.

## I HAVE ARRIVED AT WORK PLACEMENT – WHAT NOW?

- ☐ I have introduced myself to my supervisor.
- ☐ I have handed my supervisor a signed copy of my SPR.
- ☐ I am ready to follow instructions.
- ☐ I am open to learning new skills throughout the week.
- ☐ I have turned my mobile phone to silent and will not use my phone while working.

YOU'RE  
DOING  
GREAT

## MY WORK PLACEMENT WEEK IS FINISHED

- ☐ I completed my journal and submitted it to my Supervisor for review and signature.
- ☐ I thanked my Supervisor for hosting me during the week and for their support throughout the placement.
- ☐ I completed the **Work Placement Feedback Survey** that was sent to me via text by South West Connect.
- ☐ I have returned my completed and signed journal to my teacher.

- Scan here for tips about reading your SPR!
- Check out our YouTube channel for more videos about work place expectations!



SCAN HERE

SOUTHWEST  
CONNECT