

## PART I: YOUNG PEOPLE



Young people- what's in a placement for me?

- You will build confidence in a very supportive and nurturing environment, which is less pressured than a workplace.
- Learning new skills- Skills may be specific, like bricklaying, but other skills such as teamwork, administration or computer skills can be used in other placements and careers. This is known as 'transferable skills'
- Gaining experience and trying different industries and roles – with each placement you will learn about the company, understand better how employers and colleagues think and what industries and careers interest and suit you.
- Meeting new people- whether people your age or not, colleagues are often what makes a job more enjoyable.
- Gaining a reference - a manager will provide a reference which will look great on your CV. Make sure to ask about this if they don't mention it.
- Obtaining qualifications – placements can work towards a qualification. Whether it is something general like a DBS check, a food hygiene certificate, or something more involved. Employers can also award their own non-accredited certificates for positive involvement, such as certificates of completion or digital badges (see page XX).
- Becoming employed - You may be offered employment if there are vacancies available and both you and the employer agree it would be a good fit.

Here are some common things you can expect on a placement:

- Shadowing staff members to learn tasks
- Being given some specific tasks to fulfil
- Asking questions to find out more about how to do certain tasks
- Being shown different departments of the company

Top tips:

- Be curious and interested, and willing to adapt – ask questions and take the chance to learn.
- Try to be enthusiastic and willing – employers love a motivated and interested individual.
- Be reliable and honest – try and do what you say you will do but be open with any difficulties.
- Be punctual, tidy and presentable – a respectful manner means more than experience.