



# Preparing students for placements

# Placement Preparation

- Current practice
- Student essentials
- Exercise
- Likely challenges
- Making the most of... (hints & tips)
- Exercise

# Current practice

What do you currently do?

What works?

What doesn't?

# Essentials

- Institution/course requirements
- Health & Safety
- Other legal matters



# Example Exercise

## Hopes & Fears

# Likely Challenges

- Managing expectations
- Working relationships
- Office politics
- Workload imbalance
- Time constraints/Project deadline

# Making the most of...

## hints & tips (part 1)

- Pay attention & ask appropriate questions
- Learn when to give input
- Manage your placement
- Observe official & unofficial policies
- Network

# Making the most of...

## hints & tips (part 2)

- Be proactive, enthusiastic & show initiative
- Be flexible
- Complete all tasks set
- Reflect, evaluate & learn
- Observe & learn from others





# Example Exercise

Bioscience placement student

## Suggested Reading & Further Information

Work Placements – A survival Guide for Students *Christine Fanthome*

From New Recruit to High Flyer *Hugh Karseras*

Making Work Experience Count *Sally Longson*

ASET [www.asetonline.org](http://www.asetonline.org)

NCWE [www.work-experience.org](http://www.work-experience.org)



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