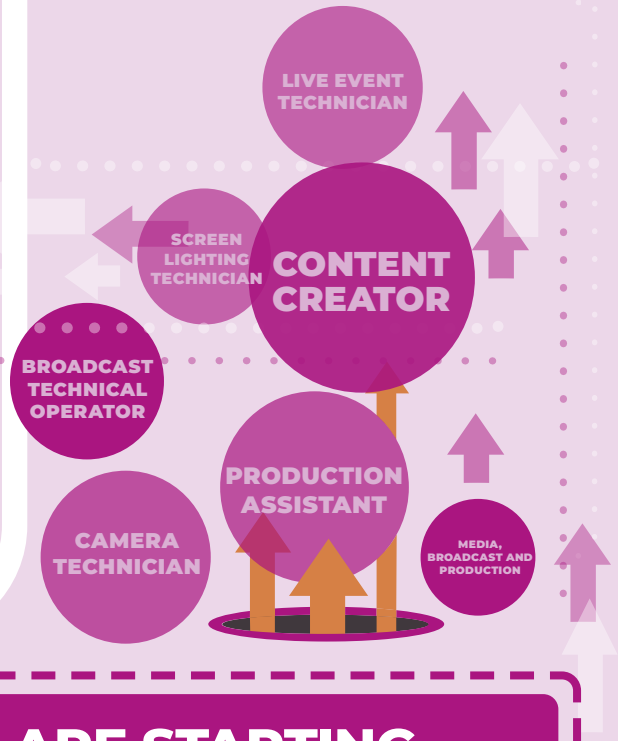
T-LEVELS
THE NEXT LEVEL QUALIFICATION

# STUDENTS: READY FOR YOUR **MEDIA, BROADCAST AND PRODUCTION** INDUSTRY PLACEMENT

THIS IS YOUR OPPORTUNITY TO STEP INTO THE PROFESSION




**Your industry placement is not just something to complete as part of your T Level. It is your first experience of a real workplace, where expectations, behaviours and standards matter.**

## YOU WON'T BE EXPECTED TO KNOW EVERYTHING

Roles in media, broadcast and production often involve supporting how content, live activity, events or venue operations are planned, prepared and delivered. This work may not always be visible to an audience, but it is essential.

You will be expected to take responsibility, behave professionally, and show that you are ready to learn and contribute.

Employers are giving their time, resources and trust. How you approach your placement will shape the experience you have, how you are remembered and what you learn about your future options.

## YOU ARE STARTING TO THINK ABOUT YOUR FUTURE

Your placement is a chance to explore what working in media, broadcast and production could look like for you.

You do not need a clear career plan. But being curious about your future will help you get more from the experience.

You can:

- notice which tasks you enjoy and which tasks challenge you
- learn about different roles in content creation, production, post-production, events, venues, technical support, audience engagement or project coordination
- ask people how they got into their role and what they enjoy about it
- understand how creative, technical and organisational roles work together
- start thinking about progression into employment, apprenticeships or specialist areas such as production assistant, content creator, media technician, events assistant, venue technician, editor, researcher or digital content support

Employers often remember attitude, reliability and willingness to learn as much as technical ability.

# YOUR RESPONSIBILITY

Your placement is not something that simply happens to you. It is something you take part in and take responsibility for.

This means:

- arriving on time and prepared
- taking tasks seriously, including routine or behind-the-scenes tasks
- communicating clearly and professionally
- asking questions when needed
- responding to feedback and making changes
- following instructions, safety rules and any requirements linked to equipment, locations, confidentiality or permissions
- representing yourself, your college or school and the employer positively

If expectations are not met, placements may need to be reviewed, paused or stopped. This is why it is important to ask for help early if something is unclear or not going to plan.

Your industry placement may take place in an employer's workplace, studio, venue, production space or event setting, or some activity may be completed remotely. This could include working on a small team project, completing tasks linked to an employer brief, developing content or production materials, or working remotely for the employer in a similar way to other remote workers.

Where activity is completed away from the employer's workplace, this might be from your college or school, home, or another suitable setting agreed with your college or school. Wherever the activity takes place, it is still part of your industry placement. You are expected to take it seriously, communicate professionally, meet agreed deadlines, follow instructions and produce work that reflects the employer's expectations.

# WHAT THE ROLE IS REALLY LIKE

Media, broadcast and production roles are varied, practical and often time-sensitive. Much of the work involves supporting a team to plan, prepare, produce, edit, promote or deliver content, productions, events or venue activity.

Some tasks may feel routine or low profile at first, but they are part of real work. In many settings, reliability, timing, communication and attention to detail help the wider team deliver safely and effectively. As your confidence grows, you may be trusted with more complex tasks that involve judgement, creativity, organisation and problem solving.

## YOU MIGHT START BY

- observing how work is planned, prepared and delivered
- supporting setup, research, content organisation or equipment preparation
- helping with filming, recording, editing, logging, scheduling or production admin where appropriate
- supporting event, venue or audience-facing activity under guidance

## AS CONFIDENCE GROWS, YOU MIGHT

- take responsibility for a defined task or section of work
- support a content plan, edit log, shot list, running order, risk check or production schedule
- prepare draft content, graphics, captions, research notes or audience materials
- respond to straightforward briefs or production tasks with guidance
- follow up actions from check-ins, reviews or production meetings

## WHAT THIS HELPS YOU LEARN

- how work flows through a production, content, event or venue team
- how preparation affects quality, safety and delivery
- how deadlines, call times and schedules shape work
- how communication supports teamwork under pressure
- how creative, technical and organisational roles connect

# WHAT BEING READY REALLY MEANS

A placement is not the same as being in college or school. You are expected to act as part of a workplace, with greater independence and less direct supervision.

Employers are not expecting you to be technically perfect. They are looking for reliability, attention to detail, communication, willingness to learn and respect for the way their team works.

## YOU UNDERSTAND HOW WORK REALLY HAPPENS

Work in media, broadcast and production is often shaped by briefs, schedules, audience needs, technical requirements, locations and team roles.

Most students begin by observing and supporting tasks before taking on more responsibility. The important thing is to stay engaged and understand how your work fits into the wider team.

Being ready means understanding that you may need to:

- follow clear instructions, schedules and processes
- work independently on agreed tasks
- manage your time and respond to deadlines
- focus on accuracy, safety and attention to detail
- learn by doing as well as observing
- adapt when plans, timings or priorities change
- understand that mistakes, delays or poor communication can affect other people, and raise issues early if you are unsure

If you are unsure what to do, ask. Avoid waiting, guessing or becoming disengaged. Showing initiative is important, but it must sit alongside following instructions and staying within agreed boundaries.

## YOU COMMUNICATE AND BEHAVE PROFESSIONALLY

**In media, broadcast and production workplaces, professional behaviour includes communicating clearly, working reliably and respecting the way the team, production or venue operates.**

**This includes:**

- **following instructions carefully**
- **staying focused and following the workplace approach to phones, headphones, breaks, clothing and conduct**
- **using clear and professional language**
- **responding appropriately to emails, messages, calls, check-ins or meetings**
- **working positively with others**
- **handling specialist or high-value equipment carefully and only using it as instructed**
- **asking for clarification when needed**
- **not sharing photos, recordings, locations, content, client information or behind-the-scenes material unless you have permission**

**Small behaviours make a big difference. Employers often remember how you worked with others as much as what you produced.**

# YOU ARE OPEN TO FEEDBACK AND WILLING TO IMPROVE

Feedback is a normal part of working life. It is not only about what needs to improve. Good feedback helps you recognise what you are doing well, understand what is valued in the workplace and build confidence over time.

In media, broadcast and production roles, feedback may help you understand how you communicate, prepare, follow direction, organise tasks, handle equipment, support content or respond to a brief.

Being open to feedback means:

- listening to what you are doing well and building on it
- asking questions if something is not clear
- making small improvements as you go
- using feedback to become more confident and independent
- recognising your progress over time

Feedback can come through a quick conversation, a check-in, a review meeting or a comment on a piece of work. The most important thing is to listen, respond positively and use it to improve.

# PRACTICAL PREPARATION

Being ready also includes planning the practical details.

- knowing how you will travel and how long it will take
- allowing extra time to arrive early, especially where call times, event times or venue access arrangements are fixed
- understanding working hours and expectations, including any early starts, late finishes or agreed event times
- knowing what to wear, including any dress code, uniform, venue, studio or safety requirements
- knowing whether you need to bring equipment, a laptop, notebook, charger, portfolio, lunch or anything else agreed with the employer
- knowing who to contact if something goes wrong
- thinking about how you will introduce yourself and ask questions professionally

**Taking responsibility for these details helps you start your placement confidently and professionally.**

# BEFORE YOU START – QUICK CHECK

***Before your placement begins, take a few minutes to check how ready you feel. It can help to talk this through with your tutor, placement contact, a family member or someone you trust. They may help you think about things you have not considered.***

| BEFORE YOUR PLACEMENT BEGINS, ASK YOURSELF: | YES | NOT YET | NOTES / ACTION I NEED TO TAKE |
|---|---|---|---|
| Do I understand what is expected of me? | ☐ | ☐ | |
| Am I prepared to start with small tasks and build up? | ☐ | ☐ | |
| Am I ready to take on tasks with guidance, such as supporting research, content planning, filming, recording, editing, events, venue activity or production administration? | ☐ | ☐ | |
| Can I communicate clearly and professionally? | ☐ | ☐ | |
| Am I ready to listen, learn and respond to feedback? | ☐ | ☐ | |
| Am I ready to take responsibility for my actions and behaviour? | ☐ | ☐ | |
| Can I manage my time and stay focused without constant reminders? | ☐ | ☐ | |
| Can I take initiative while still following instructions, safety rules and agreed boundaries? | ☐ | ☐ | |
| Will I stay engaged, even when work feels unfamiliar, quiet, repetitive or behind the scenes? | ☐ | ☐ | |
| Will I take this opportunity seriously? | ☐ | ☐ | |
| Do I understand where and how my placement activity will take place, including any workplace, remote or small team project arrangements? | ☐ | ☐ | |
| Do I understand any expectations around equipment, confidentiality, permissions, online sharing or use of images and recordings? | ☐ | ☐ | |
| Do I know how I will travel and how long it will take? | ☐ | ☐ | |
| Have I planned to arrive on time or early? | ☐ | ☐ | |
| Do I understand my working hours, dress code, venue, studio or safety expectations? | ☐ | ☐ | |
| Do I know who to contact if something goes wrong? | ☐ | ☐ | |

# STUDENT, PARENT OR CARER AND COLLEGE OR SCHOOL DECLARATION

This declaration should be signed and returned before the placement begins. It confirms that the student and parent or carer have read the preparation information and understand the expectations, contact arrangements and support available for the placement.

## STUDENT DECLARATION

I understand that my industry placement is part of my T Level and must be taken seriously.

I understand that these expectations apply whether my placement takes place in an employer's workplace, studio, venue, production space, remotely, in college or school, at home, or through a small team project linked to an employer brief.

I understand that I am expected to attend as agreed, arrive on time, behave professionally and follow instructions.

I understand that I must communicate respectfully, ask for help if I am unsure and respond positively to feedback.

I understand that I must stay within the tasks and activities agreed for my placement and follow any workplace rules, including expectations around safety, dress code, confidentiality, permissions, equipment, online sharing and behaviour.

I understand who to contact if I am delayed, absent, worried, unsure or if something goes wrong during my placement.

**Student name:** .....

**Student signature:** .....

**Date:** .....

## PARENT OR CARER CONFIRMATION

I confirm that I have read this information and understand the expectations, contact arrangements and support available for the placement.

**Parent or carer name:** .....

**Parent or carer signature:** .....

**Date:** .....

## COLLEGE OR SCHOOL CONFIRMATION

**Placement or employability officer name:** .....

**Contact details:** .....

# DURING AND AFTER YOUR PLACEMENT STARTS

Use these prompts during check-ins, reviews or reflection activities. They can also help you prepare for an end-of-placement conversation or short summary of what you have learned.

| REFLECTION PROMPT | MY NOTES |
|---|---|
| What am I learning about how work really happens? | |
| What am I doing well? | |
| What feedback have I received, and what have I done with it? | |
| What do I need to improve? | |
| What am I learning about myself? | |
| Which roles or specialist areas might I want to explore further? | |

# BEING READY DOESN'T MEAN KNOWING EVERYTHING.

It means being prepared to learn, contribute, communicate and take responsibility. A strong placement is not about being perfect. It is about showing reliability, curiosity and a willingness to learn from the people around you.

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