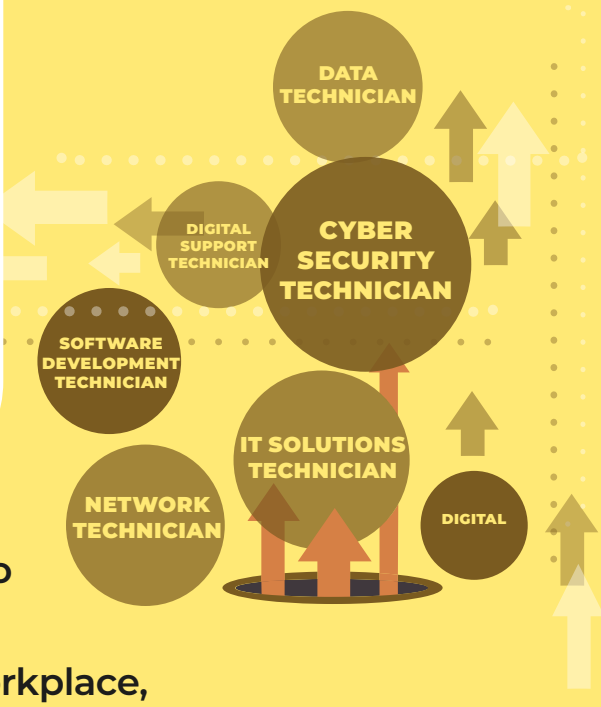
T-LEVELS
THE NEXT LEVEL QUALIFICATION

STUDENTS: READY FOR YOUR **DIGITAL** INDUSTRY PLACEMENT

THIS IS YOUR OPPORTUNITY TO STEP INTO THE PROFESSION



Your industry placement isn't just something to complete as part of your T Level.

It is your first opportunity to step into a real workplace, where expectations, behaviours and standards matter.

YOU WON'T BE EXPECTED TO KNOW EVERYTHING

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

Placements are not guaranteed, and securing one often depends on your engagement, preparation and readiness.

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

YOUR RESPONSIBILITY

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

This includes showing up prepared and on time, taking tasks seriously, asking questions, responding to feedback, and representing yourself positively.

If expectations are not met, placements can be paused or stopped. This can impact your ability to complete and achieve your T Level.

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 less supervision and more independence.

You won't be expected to know everything on day one. But you will be expected to be ready to learn, contribute and behave professionally.

You will not be guided through every step in the same way as in college or school. You are expected to take initiative, manage your time and take responsibility for your actions.

YOU UNDERSTAND HOW DIGITAL TEAMS REALLY WORK

Most digital teams balance project work with everyday tasks that keep systems, services and clients running.

You might support testing, research, content updates, data entry, documentation or small technical tasks before moving on to bigger responsibilities.

Most students begin by observing, supporting tasks and learning how the team operates before taking on more responsibility. This is a normal and important part of the process.

These tasks may feel small at first, but they are part of real work and help you understand how teams deliver and collaborate.

YOU COMMUNICATE AND BEHAVE PROFESSIONALLY

Professional behaviour matters in every workplace. In digital teams, clear communication and reliability make a big difference.

You don't need to be perfect. But you do need to be dependable, respectful and willing to communicate.

This includes:

- arriving on time and prepared
- asking for clarification when needed
- listening and responding to guidance
- contributing appropriately in meetings
- understanding workplace expectations and boundaries
- looking for ways to stay engaged, even when work feels slow or unfamiliar.

Poor behaviours such as consistent lateness or absence can affect your placement and your relationship with the employer. In a workplace, you are expected to take responsibility for your own actions and how you use your time.

Small behaviours make a big difference. Employers often remember how you behaved as much as what you did.

WORKING WITH PEOPLE, NOT JUST TASKS

A placement is a human interaction. You may have a supervisor, mentor, buddy or manager who helps you understand the workplace. Notice how people communicate, manage their work and support each other. These role models can help you think about the kind of professional you want to become.

YOU'RE OPEN TO FEEDBACK AND WILLING TO IMPROVE

Feedback is a normal part of working life in digital roles. It helps you improve and build confidence.

You might receive feedback on:

- how you approach tasks
- how you communicate
- how you manage your time
- the quality of your work

THIS ISN'T CRITICISM. IT'S PART OF LEARNING.

Being open to feedback means:

- listening carefully
- asking questions if something isn't clear
- making adjustments and trying again
- recognising your progress over time

PRACTICAL PREPARATION

Being ready for placement also means planning the practical details.

This includes:

- knowing how you will travel and how long it will take
- allowing extra time to arrive early
- understanding working hours and expectations
- knowing what to wear, including any dress code or safety requirements
- knowing who to contact if something goes wrong

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

YOU'RE STARTING TO THINK ABOUT YOUR FUTURE

Your placement is a chance to explore what working in digital could look like for you.

You don't need a clear career plan yet. But being curious about your future will help you get more from the experience.

You might:

- **notice which tasks you enjoy**
- **ask about different roles in the team**
- **build confidence in workplace settings**
- **start thinking about progression into employment or apprenticeships**

Employers often remember attitude and approach as much as technical skills.

BEFORE YOU START – QUICK CHECK

It can be helpful to talk this through with your tutor, family member or someone you trust. They may help you think about things you haven't considered.

BEFORE YOUR PLACEMENT BEGINS, ASK YOURSELF:	YES	NO	DON'T KNOW	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?	☐	☐	☐	
Can I communicate clearly and professionally?	☐	☐	☐	
Am I ready to listen, learn and respond to feedback?	☐	☐	☐	
Will I take this opportunity seriously?	☐	☐	☐	
INDEPENDENCE AND RESPONSIBILITY	**YES**	**NO**	**DON'T KNOW**	**NOTES / ACTION I NEED TO TAKE**
Am I ready to take responsibility for my actions and behaviour?	☐	☐	☐	
Can I take initiative rather than waiting to be told what to do?	☐	☐	☐	
Will I stay engaged, even when work feels unfamiliar or repetitive?	☐	☐	☐	

PRACTICAL PREPARATION	YES	NO	DON'T KNOW	NOTES / ACTION I NEED TO TAKE
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 and expectations?	☐	☐	☐	
Do I know who to contact if something goes wrong?	☐	☐	☐	

DURING AND AFTER YOUR PLACEMENT STARTS	NOTES / ACTION I NEED TO TAKE
What am I learning about how work really happens?	
What am I doing well?	
What do I need to improve?	
What am I learning about myself?	

BEING READY DOESN'T MEAN KNOWING EVERYTHING.

IT MEANS BEING PREPARED TO LEARN AND CONTRIBUTE.

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