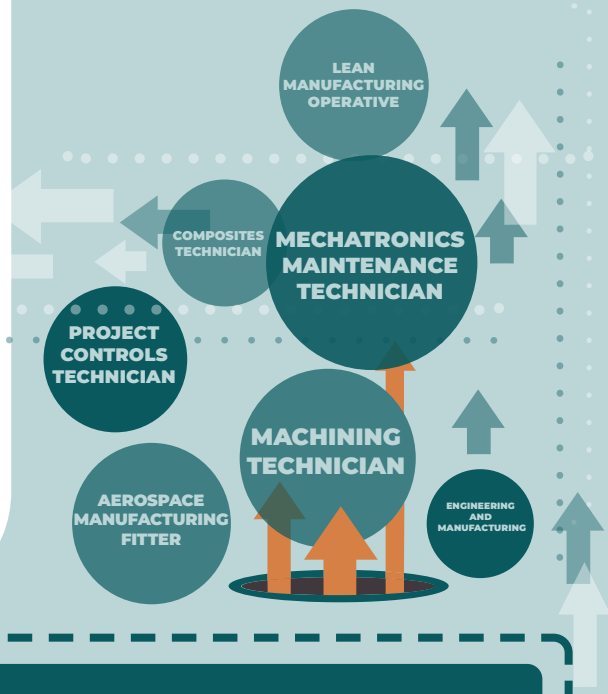
T-LEVELS
THE NEXT LEVEL QUALIFICATION

STUDENTS: READY FOR YOUR **ENGINEERING AND MANUFACTURING** 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 experience of 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 and contribute.

Placements are not guaranteed. 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 means:

- arriving on time and prepared
- taking tasks seriously
- communicating clearly
- asking questions when needed
- responding to feedback
- representing yourself positively

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

Your industry placement may take place in an employer's workplace, or some of the activity may be completed remotely. This could include working on a small team project, completing tasks linked to an employer brief, 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 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.

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

You will not be guided through every step. You are expected to take initiative, manage your time and take responsibility for your actions.

In engineering and manufacturing environments, you must follow instructions carefully, work safely at all times, and respect workplace rules and procedures.

Employers are not expecting you to be technically perfect – they are looking for reliability, attitude and willingness to learn.

YOU UNDERSTAND HOW WORK REALLY HAPPENS

Work in engineering and manufacturing environments is often structured, process-driven and safety-critical.

You may be working in a workshop, production environment or site where tasks must be carried out in a specific way.

You might:

- observe processes and how work is carried out
- assist with preparation, setup or basic tasks
- support inspections, testing or quality checks
- carry out simple, structured tasks under supervision
- record information, measurements or observations

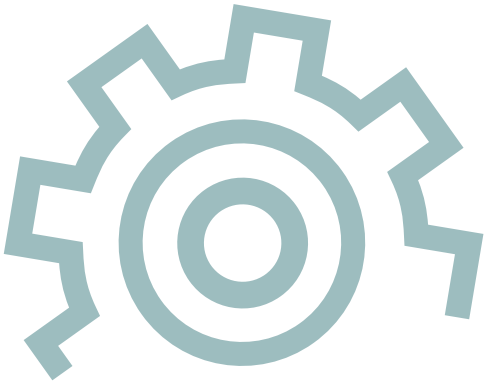
Most students begin by observing and supporting tasks before taking on more responsibility. This is normal.

These tasks may feel small at first, but they are part of real work and help you understand how work is carried out safely and effectively.

Being ready means understanding that you may need to:

- follow clear instructions and processes
- work under supervision
- observe before taking part
- focus on accuracy and safety
- learn by watching as well as doing

If you are unsure what to do, ask. Avoid waiting or becoming disengaged – showing initiative is important.



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 COMMUNICATE AND BEHAVE PROFESSIONALLY

Professional behaviour matters in every workplace. In engineering and manufacturing environments, 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:

- following instructions carefully
- asking for clarification when needed
- listening and responding to guidance
- working safely and responsibly
- understanding workplace expectations and boundaries
- staying focused and engaged

Poor behaviours - such as consistent lateness, not following instructions or not paying attention - can affect your placement and your relationship with the employer.

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

If you need support with communication, confidence or understanding expectations, speak to your tutor or placement contact early so you can be supported.

YOU'RE OPEN TO FEEDBACK AND WILLING TO IMPROVE

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

In engineering and manufacturing environments, feedback may also relate to safety, accuracy and following processes correctly.

You might receive feedback on:

- how you approach tasks
- how you follow instructions
- how you communicate
- how carefully and accurately you work

Being open to feedback means:

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

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

YOU'RE STARTING TO THINK ABOUT YOUR FUTURE

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

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

You might:

- notice which tasks you enjoy
- learn about different roles and career pathways
- build confidence in practical working environments
- start thinking about progression into employment or apprenticeships

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

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

If you're interested in what employers might expect on industry placement, this video explains how to behave professionally at work and what responsibilities employees have. It focuses on the attitudes, behaviours, and skills needed to succeed in a workplace environment.

https://vimeo.com/1096186970?fl=pl&fe=sh

PRACTICAL PREPARATION

Being ready also includes planning the practical details.

This means:

- 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 and any safety requirements
- knowing who to contact if something goes wrong

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 preparation, inspections, testing, quality checks, measurements or structured practical tasks?	☐	☐	
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 rather than waiting to be told what to do?	☐	☐	
Will I stay engaged, even when work feels unfamiliar, quiet or repetitive?	☐	☐	
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 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 the dress code or uniform 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 I am expected to attend as agreed, arrive on time, behave professionally and follow instructions.
- I understand that these expectations apply whether my placement takes place in an employer's workplace, remotely, in college or school, at home, or through a small team project linked to an employer brief.
- 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, equipment 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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