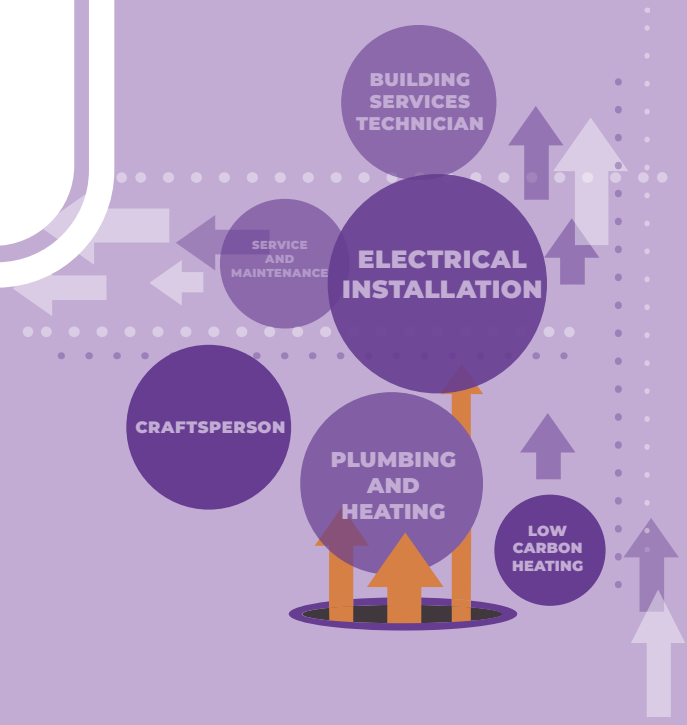
T-LEVELS
THE NEXT LEVEL QUALIFICATION

GETTING READY FOR YOUR **BUILDING SERVICES ENGINEERING** INDUSTRY PLACEMENT



YOUR PLACEMENT IS GETTING CLOSER

Your Building Services Engineering industry placement is a mandatory part of your T Level. It is your chance to step into a real workplace, understand how the sector operates and begin developing the behaviours employers expect.

You may hear this route described in different ways, depending on your specialism. For example, it may relate to electrical, electrotechnical, plumbing, heating, ventilation, air conditioning or building maintenance pathways.

You will not be expected to know everything. But you will be expected to arrive prepared, listen carefully, work safely and show that you are ready to learn.

REMEMBER

Your placement is about learning how work happens in the real world, not just practising technical skills. You may begin by observing, supporting simple tasks and learning how the team works before taking on more responsibility.

BEFORE YOUR FIRST DAY

Before placement starts, make sure you know the practical details. Do not leave these until the night before.

You should know:

- where you are going and how you will get there
- what time you need to arrive
- who your workplace contact, mentor or supervisor is
- who your college or school contact is
- what you need to wear
- whether you need PPE, workwear or safety boots
- whether you need to bring food, water or equipment
- what to do if you are delayed, unwell or unsure

If travel, clothing, footwear, PPE or equipment may be difficult for you to arrange, speak to your college or school as early as possible. Support arrangements vary locally, but your provider can explain what may be available and what you will need to plan for.

Your college or school may also ask you to look at your placement logbook or placement record before you start. This may include adding employer details, checking what information needs to be completed and carrying out an initial self-assessment.

PLACEMENT REALITY CHECK

A Building Services Engineering placement is likely to feel different from college or school.

You may need to:

- start early
- travel to different sites or workplaces
- work indoors, outdoors or in live buildings
- wear PPE or specific workwear
- spend much of the day on your feet
- work with different people across the placement
- listen carefully and follow safety instructions
- wait, observe or support before taking part

Some tasks may feel simple or repetitive at first. This is normal. Starting with small tasks does not mean the placement is not valuable. Observation is part of learning how work really happens.

You may not work on installation or highly technical tasks on your first day. Depending on the setting, the employer, your readiness and safety requirements, you may not do some tasks at all. That does not mean the placement is not useful. You are learning how the workplace operates, how people communicate, how safety is managed and how work is completed to the right standard.

WHAT EMPLOYERS WILL EXPECT

Employers know you are still learning. They will not expect you to arrive fully trained. They will expect you to show the right attitude and behaviour.

This means:

- **arriving on time and ready to work**
- **listening carefully and following instructions**
- **asking if you are unsure**
- **working safely and not taking risks**
- **staying focused**
- **using your phone only when allowed**
- **communicating respectfully**
- **accepting feedback and trying again**
- **taking tasks seriously, even when they feel small or repetitive**

In Building Services Engineering, safety and reliability are essential. If you are unsure, ask. Do not guess, take risks or copy what someone else is doing. Employers need to know that you can be trusted before you take on more responsibility.

WHAT YOU MIGHT DO AT FIRST

At the start of your placement, you may spend time observing and supporting simple tasks before taking on more responsibility.

You may not work on installations, maintenance, testing or repair tasks straight away. In some placements, you may not carry out these activities yourself at all. This will depend on the workplace, the type of work being carried out, safety requirements, supervision and what you are ready to do.

You might:

- observe installation, maintenance, testing or repair work
- help prepare tools, materials or equipment
- support simple tasks under close supervision
- record information or basic measurements
- help keep work areas tidy and safe
- listen to briefings or instructions
- learn how the team communicates and organises work
- understand how health and safety is applied in real workplace situations

These tasks may feel small, but they are part of real work. They help you understand how the job is done and show the employer that you are interested, reliable and ready to learn.

WHO TO SPEAK TO

You should know who to go to if you have a question, concern or problem.

- Your workplace contact, mentor or supervisor is usually the first person to ask about day-to-day tasks, instructions, safety, working arrangements or anything you are unsure about on site.
- Your college or school contact, such as your tutor or industry placement coordinator, should be contacted if you are delayed, absent, worried, feel unsafe, or if something cannot be resolved through your workplace contact.

If you are not sure who to speak to, ask your college or school before your placement starts.

IF SOMETHING GOES WRONG

If something goes wrong, do not ignore it or hope it will sort itself out. Problems are usually easier to deal with when people know about them early.

Speak up early if:

- you are going to be late
- you are unwell and cannot attend
- you are unsure what to do
- you do not understand an instruction
- you feel unsafe
- you have made a mistake
- something has happened that worries you

If you are delayed or absent, contact the right person as soon as possible, following the process agreed by your college or school and employer. If you are unsure about a task, ask before you do it. If you feel unsafe, stop and ask for help.

THINGS TO REMEMBER

ASKING FOR HELP IS BETTER THAN GUESSING. REPORTING A PROBLEM EARLY IS PART OF BEING RESPONSIBLE. SAFETY MATTERS MORE THAN TRYING TO IMPRESS SOMEONE.

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 by observing, listening and supporting small tasks before taking on more responsibility?	☐	☐	
Do I understand that I may not work on installations, maintenance, testing or repair tasks straight away, and may not carry out some tasks at all?	☐	☐	
Am I ready to take on tasks with guidance, such as preparing tools or materials, recording basic information, helping keep work areas tidy, listening to briefings or supporting simple supervised activities?	☐	☐	
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?	☐	☐	
Will I stay engaged, even when work feels unfamiliar, quiet, repetitive or slower than expected?	☐	☐	
Do I understand that safety comes first and I must not do anything I have not been shown or asked to do?	☐	☐	
Do I understand where and how my placement activity will take place, including any workplace, site, depot, customer premises, remote or small team project arrangements?	☐	☐	

BEFORE YOUR PLACEMENT BEGINS, ASK YOURSELF:	YES	NOT YET	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, dress code, PPE, workwear or safety footwear expectations?	☐	☐	
Do I know who my named workplace contact, mentor or supervisor is?	☐	☐	
Do I know who my college or school contact is if I am delayed, absent, worried, unsure or if something goes wrong?	☐	☐	
Have I looked at my placement logbook or record and completed any early sections, such as employer details or self-assessment, if required by my college or school?	☐	☐	

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, on site, in a depot, in a customer-facing setting, 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.
- I understand that I must follow workplace rules, including expectations around health and safety, PPE, dress code, confidentiality, equipment, phone use and behaviour.
- I understand that I must not carry out any task I have not been shown, asked or allowed to do.
- 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: .....

BEING READY DOESN'T MEAN KNOWING EVERYTHING.

It means turning up prepared, listening carefully, working safely and showing that you are willing to learn.

Your placement is an opportunity to experience the sector first-hand. How you approach it will shape the experience you have and how you are remembered.

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