BUILDING SERVICES ENGINEERING PLACEMENT READINESS CHECK

PURPOSE: Use this tool to support a readiness conversation before a student starts their Building Services Engineering (BSE) industry placement. It does not replace the formal placement agreement or placement paperwork. It helps to identify what the student is ready for, where support may be needed and what action should take place before the placement begins.

HOW TO USE THIS CHECKLIST

Students should complete the self-assessment first, then discuss it with their tutor, placement coordinator, or relevant member of staff.

Use the notes column to capture support needs, actions or follow-up required. This should include any local arrangements for travel, PPE, equipment, contact processes or placement records/logbooks.

This check should support a conversation. It is not intended to replace local behaviour, attendance or support processes.

RATING	MEANING
Confident	I understand this and feel prepared
Developing	I understand this but may need support or practice
Need support	I need more help, information or preparation

MAIN READINESS CHECK

AREA	READINESS STATEMENT	RATING	NOTES / ACTION
Placement and learning goals	I understand that the industry placement is a mandatory part of my T Level and supports both my technical and employability development.		
	I understand the learning goals I will work towards or know when these will be agreed.		
	I know how my placement record or logbook should be used and whether there are any early sections I should complete before placement starts.		
Workplace realities	I understand that BSE work may involve early starts, travel, changing sites, live buildings, customer or tenant settings and practical tasks.		
	I understand that I may begin by observing and supporting before taking on more responsibility.		
	I understand that placement is about learning how work happens, not only about carrying out technical tasks.		

AREA	READINESS STATEMENT	RATING	NOTES / ACTION
Technical starting points	I have basic awareness of the BSE systems relevant to my course, such as electrical, plumbing, heating, ventilation, air conditioning, controls or low-carbon technologies.		
	I can recognise some common tools, materials or equipment used in my area of study, even if I am not ready to use them without close supervision.		
	I understand why drawings, measurements, specifications or job instructions need to be followed carefully.		
	I understand that I must not carry out technical tasks unless I have been shown, asked and supervised to do so. Some simple tasks may only become more independent when the employer and college or school agree this is safe and appropriate.		
Practical preparation	I have checked where I am going, how I will travel and what time I need to arrive.		
	I have checked what I need for the working environment, including clothing, footwear, PPE, food, water and any site or customer-facing requirements.		
	I know who my named workplace contact, mentor or supervisor is, and who my college or school contact is.		
	I know who to contact if I am delayed, absent, unwell, worried or unsure.		
Professional conduct and safety	I understand that employers will look for reliability, interest, safe behaviour and willingness to learn.		
	I understand how to communicate appropriately with supervisors, tradespeople, customers, tenants and others in the workplace.		
	I understand that phone use must not distract from work, safety or professional behaviour.		
	I understand that safety is a priority and that I must follow instructions at all times.		
	I know that I should stop and ask for help if I feel unsure or unsafe.		
Attendance and communication	I understand that I am expected to attend placement as agreed and communicate early if I am delayed, absent or unable to attend.		
	I understand that repeated missed placement time can affect my progress and may need to be followed up through college or school processes.		

AREA	READINESS STATEMENT	RATING	NOTES / ACTION
Learning and reflection	I am ready to use feedback to improve how I work and communicate.		
	I am prepared to reflect on what I observe, including when I am not completing technical tasks myself.		
	I understand that the placement may help me think about future progression, but does not guarantee an apprenticeship or job.		

STUDENT REFLECTION

What do I already feel prepared for?	
What might be challenging for me in a BSE workplace?	
What practical arrangements do I still need to confirm?	
What support would help me start confidently?	

RECORD OF READINESS DISCUSSION

OUTCOME

- [x]
- [ ] Ready to progress to placement
- [ ] Ready with agreed support/actions
- [ ] Further preparation needed before placement

Student name	
Course / pathway	
Date discussed	
Discussed with	
Agreed actions / support	
Review date, if needed	

FINAL REMINDER FOR STUDENTS:

Being ready does not mean knowing everything. It means arriving prepared, listening carefully, working safely, asking when you are unsure and showing that you are willing to learn.

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