MAKING SENSE OF YOUR BUILDING SERVICES ENGINEERING PLACEMENT

This sheet does not replace your industry placement logbook, timesheets, review documents or any formal records your college or school asks you to complete. Use it to help you make sense of your placement experience and bring that learning back into classroom, tutorial, review, careers or progression conversations.

Your industry placement is not just about completing hours. It is an opportunity to understand how Building Services Engineering (BSE) work happens in real workplaces. You may learn through practical tasks, but you may also learn by observing, listening, asking questions, receiving feedback and seeing how experienced people solve problems.

WHAT DID I NOTICE ABOUT BSE WORK?

PROMPT	NOTES / REFLECTIONS
What type of work did I observe, support or discuss?	
What systems, tools, materials or equipment did I notice?	
What drawings, specifications, measurements or job instructions were used?	
What simple tasks or preparation activities helped the work happen?	
What did I learn about how work is planned, organised, checked or handed over?	

WHAT DID I LEARN ABOUT SAFETY AND RESPONSIBILITY?

Safety is central to Building Services Engineering. Even when you are observing, you can learn a lot about how people work safely, manage risk and apply what you have been taught in college or school.

PROMPT	NOTES / REFLECTIONS
What safety rules, routines, checks or briefings did I notice?	
How did people make sure work was carried out safely?	
What did I notice about PPE, supervision, site rules or customer/property safety?	
When did I need to observe, ask or wait before taking part?	
How did this connect to what I have been taught in college or school about health and safety?	

WHAT DID I LEARN ABOUT TEAMWORK AND COMMUNICATION?

BSE work often involves supervisors, tradespeople, customers, clients, other teams and sometimes the public. Communication is part of how work gets done safely and effectively.

PROMPT	NOTES / REFLECTIONS
How did people communicate instructions or updates?	
How did staff work with other trades, teams, customers, tenants or clients?	
What did I notice about asking questions or checking understanding?	
What did I learn about professional behaviour, punctuality, phone use or reliability in the workplace?	
How did this connect to what I have been taught in college or school about health and safety?	

WHAT LINKS CAN I MAKE TO MY T LEVEL?

Use this section with your tutor or relevant member of staff to connect your placement experience back to your course. This is not about repeating your logbook. It is about helping you understand what your placement has shown you about real work.

PROMPT	NOTES / REFLECTIONS
Which parts of my course did I see in the workplace?	
Which technical topics, workshop activities or classroom learning make more sense after placement?	
What employability skills did I develop or practise?	
What do I want to understand better in future lessons?	

WHAT HAS THIS HELPED ME UNDERSTAND ABOUT MY FUTURE?

PROMPT	NOTES / REFLECTIONS
What did I enjoy most?	
What did I find challenging?	
What did I learn about myself?	
Has this changed how I think about future training, apprenticeships or work?	
What could I add to my CV, personal statement, apprenticeship application or interview examples from this placement?	

3-MINUTE PLACEMENT SUMMARY

You may be asked to share your placement experience with other students, tutors, employers or parents/carers. Use these prompts to prepare a short update.

My placement was with: .....

The type of work I observed or supported was: .....

Three things I learned about Building Services Engineering were: .....

One thing I learned about workplace safety or responsibility was: .....

One thing I learned about workplace expectations was: .....

One way this placement could support my next step is: .....

One piece of advice I would give another student preparing for placement is: .....

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