



# CAREERS

## TOP TIPS FOR STUDENTS ON PLACEMENT

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### Just remember...

- It is important to have a realistic expectation of what you can achieve from a placement.
- Work placement is foremost a search for information, an opportunity to explore career and employment options and an opportunity to build on your degree.
- You represent Western Sydney University - be a good ambassador to ensure other students may then get the same opportunity as you in the future.

### Top 3 tips

1. Use your initiative! Get others onside by being friendly, helpful and willing to do all jobs that come your way.
2. Be flexible - be prepared to complete tasks that may not be quite what you expected. It may not be your dream job, but it will help determine exactly what you want to do and build on your qualifications.
3. Ask questions and be willing to get help if you need it; that's better than costly mistakes. Be open minded and flexible.

### Before you start your placement

Make sure you're able to answer these questions **before** you turn up!

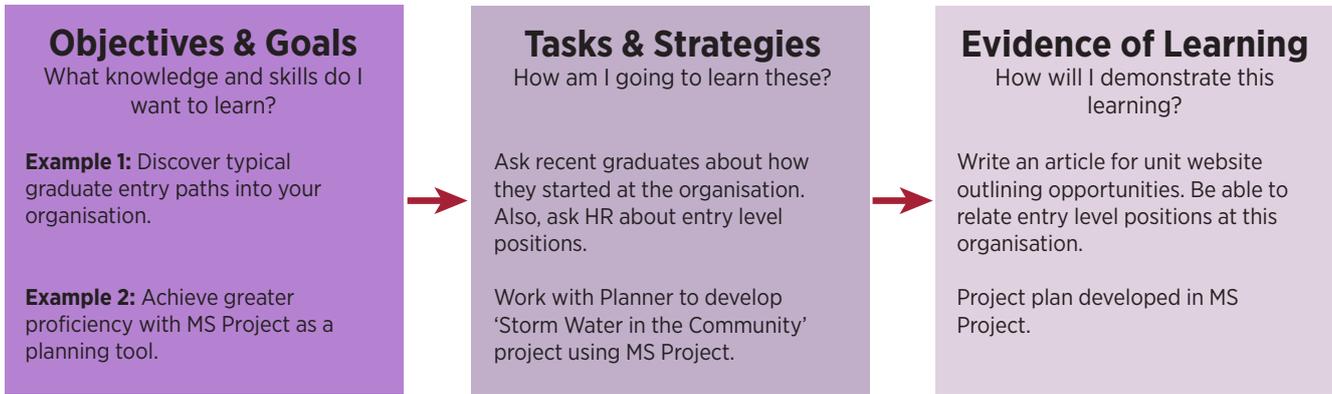
- Where am I going?
- Do I have contact numbers in my phone in case I am late?
- How will I get there?
- Where do I park?
- Who do I ask for?
- What do I need to take?
- Do I have the right clothes?
- Have I re-organised any part time work/recreational commitments?
- Have I confirmed everything the week before?
- What will I do to say thank you?
- What do I want to learn/experience?





## Placement learning objectives

The most important thing to remember about your work placement is that you're **learning from experience**. If you have a strategy that plans, records and reflects your progress, you will get the most out of your work experience. As such, you should have a clear outline of what it is that you wish to learn and what is required to achieve your learning goals. Below are some examples of how to do this:



Try it!

Objectives & Goals	Tasks & Strategies	Evidence of Learning
What knowledge and skills do I want to learn?	How am I going to learn these?	How will I demonstrate this learning?

## Workplace etiquette

- ✓ Dress appropriately and behave in an adult manner
- ✓ Always be on time to work and to meetings. Ring if you're running late
- ✓ Listen, take advice, be a team member, stay positive and be receptive to feedback
- ✓ Respect others' belongings and space, and keep your workspace professional and neat
- ✓ Do not gossip about workmates and be cautious what you share about your personal life
- ✓ Treat everyone with respect! Never make jokes about race, sex, sexuality or religion
- ✓ Express your opinion in a polite way and try to avoid being pushy
- ✓ Do not interrupt people
- ✓ Take initiative - don't wait to be told what to do
- ✓ Learn names, learn them quickly and use first names, including your boss
- ✓ Don't be afraid to ask for clarification if you do not understand something
- ✓ Attempt to return calls and emails within 24 hours
- ✓ Ensure emails are grammatically correct and free of spelling errors
- ✓ There is a time and place for confrontation, and a meeting is almost never that place
- ✓ Don't rush out the door at the end of the day - be sure to complete the tasks you're working on
- ✓ Switch your mobile phone to silent mode while in the office, learn when and where it is appropriate to use your mobile phone and keep private calls to a minimum
- ✓ Act in accordance with WHS requirements
- ✓ Call Careers if you have a problem whilst attending work placement on 4736 0424.

