

WORK EXPERIENCE

TY Work Experience

The TY Guide to Making a Great Impression

What to remember before, during and after your placement

A decorative graphic on the right side of the slide, consisting of three rounded rectangular blocks stacked vertically. The top block is orange, the middle block is teal and contains the text 'TY', and the bottom block is yellow.

TY

Why Does Work Experience Matter?

01

Get a taste of the world of work

02

Find out what you enjoy — and what you don't!

03

Develop confidence and independence

04

Learn how workplaces actually operate

05

Build skills for your CV and future applications

06

Start making professional contacts

You Are Representing Yourself

Your placement is an opportunity to show people who you are.

First impressions matter!

Your attitude can be just as important as your ability.



Be polite



Be enthusiastic



Be reliable



Be willing to learn



Treat everyone with respect



Take responsibility

Before You Start...

Do your homework!

Know where you're going and how to get there

Check your start and finish times

Know what you're expected to wear

Research the organisation

Find out who your supervisor is

Bring anything you have been asked to bring

Have a contact number in case something goes wrong

Be On Time

10–15
minutes early

Being late makes a poor
impression.

If you're going to be late:

Contact your supervisor as soon as possible

Explain what happened

Apologise

Don't simply arrive late without saying anything

What Should I Wear?

Dress appropriately for the workplace.



Is this workplace formal or casual?



Are there health & safety requirements?



Is there a uniform?



Will I be moving around or working outdoors?

When in doubt → ask beforehand.

Your Phone

**PHONE
AWAY**

Your phone can wait.

Keep it away during working time

Don't scroll through social media

Don't use headphones unless permitted

Don't take photos/videos without permission

Never post workplace information online without permission

Think: Would I do this if my principal was standing beside me?

Be Interested & Ask Questions

Nobody expects you to know everything.

- 01 **"Could you explain how that works?"**

- 02 **"What does a typical day look like?"**

- 03 **"What skills are most important for this job?"**

- 04 **"How did you get into this career?"**

- 05 **"Is there anything else I could help with?"**

Don't Be Afraid to Make Mistakes

You are there to learn, not to be perfect.

1

Stay calm

2

Be honest

3

Tell the
appropriate
person

4

Ask how to fix it

5

Learn from it

Never hide a mistake because you're afraid of getting in trouble.

Treat Everyone With Respect

Everyday respect

Say please and thank you

Listen when people are speaking

Don't interrupt

Be friendly and professional

Workplace respect

Respect different personalities and opinions

Don't get involved in workplace gossip

Follow instructions

Every job involves working with other people.

Confidentiality

You may see or hear information that isn't for sharing.

✗ **Share confidential information**

✗ **Discuss customers/clients online**

✗ **Take photos of documents**

✗ **Share passwords**

✗ **Post about private workplace matters**

✗ **Talk about someone's personal information**

If you're unsure → ask before sharing.

Take Initiative

Don't spend the day waiting to be told what to do.

"Is there anything else I can help with?"

Help others

Learn a new skill

Observe different roles

Take notes

Ask questions

Be useful. Be curious. Be proactive.

MAKE A GREAT IMPRESSION



Be prepared. Be professional. Be curious.

