

Talking Points:

- **Interests & skills:** What subjects do they enjoy? What are their strengths and weaknesses? How can these translate to work settings?
- **Expectations & concerns:** Let them know what to expect from a placement and address any worries they have about tasks, responsibilities, or workplace dynamics.
- **Goals & learning:** Encourage them to set personal goals for the placement. What do they hope to learn and experience?
- **Research & resources:** Help them research potential placements and explore online resources like career websites.

Supporting Their Placement:

- **Communication:** Ask open-ended questions about their daily experiences, challenges, and learnings.
- **Active listening:** Be a sounding board for their frustrations and celebrate their successes. Offer constructive feedback when needed.
- **Problem-solving:** If they encounter difficulties, guide them to mind map solutions and navigate workplace issues constructively.
- **Preparation:** Help them prepare for the placement by practicing interview skills, researching the company culture, and dressing appropriately.
- **Independence:** Encourage them to take initiative, ask questions, and seek help directly from supervisors when needed.
- **Reflection:** After the placement, reflect together on their experience. What did they learn? What skills did they develop? How can they use this experience in their future endeavours?

Additional Tips:

- **Be understanding:** Remember, this is a learning experience. There will be ups and downs.
- **Focus on effort, not outcome:** Don't judge their placement's success based on specific achievements. Emphasise the value of learning and personal growth.
- **Celebrate effort and initiative:** Recognise their hard work and willingness to step outside their comfort zone.
- **Offer guidance, not control:** Encourage them to make their own decisions within reasonable boundaries.