



BEFORE YOU START: ASK YOURSELF...

- * What will the organisation be like?
- * What sort of events will I be working on?
- * What sort of things will I get to do?
- * Who will I be working with? Would they give me a reference?
- * Where is the placement? How will I get there each day?
- * How can I make sure I get there on time?
- * What sort of hours will I be working? Evenings?
- * What would I like to learn from the placement?
- * What equipment would I like to learn about?
- * What should I do to get the most out of the placement?

TEN things TO DO on your placement:

1. Show enthusiasm and interest in what is happening (even if you have to fake it). This way you are more likely to get to do more interesting things later.
2. Volunteer for things even if its tea making or cupboard clearing. Remember you want to create a good impression. You might want a reference from these people in the future.
3. Ask intelligent questions about the work and activities of the organisation. This will show that you are interested and encourage people to explain or show you more. Think about your questions first. Even think about them overnight and ask them the following day.
4. Work to their their rules and regulations especially on matters affecting safety. Let them know if you don't like heights.
5. Phone in if you are going to be late or absent. This is vital. It shows that you are reliable. Get someone else to do it if you are too ill. If you have to be away, warn them well in advance.
6. Find out everybody's names and what they do as early as possible. Work out who is the boss of who. It will help you understand how the organisation works if you get the staff structure clear at the start.
7. Take a small notebook and pen to note down important things.
Eg: Phone no.s of the placement.
Forthcoming dates and schedules.
8. Use the notebook to keep a list of the new things you learn. Add to it each day. This will be useful when you come to write or present your assignment at the end of the placement.
9. There might not be a subsidised canteen. Be prepared to take sandwiches etc if your money won't stretch to a cafe lunch every day.
10. Behave! Remember that no one is being paid to take you.

THEATRE, TRAINING AND YOUTH ARTS

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TEN things NOT to do on your placement.

1. Expect to be taught as you are in college. Workers at the placement will want to explain things to you but remember that they are not paid to be teachers. You must find a lot out for yourself.
2. Expect to be organised or directed all the time as you are in college. You will need to sort this out for yourself.
Eg: What time you are called? Where to go? What you will need?
3. Wait to be asked to assist with things. Volunteer yourself. You don't want to get a reputation for being lazy.
4. Be late in the mornings. It will look like a lack of commitment. If you are not going to bother, why should they bother about you?
5. Expect to do what you want. Remember that the idea is for you to observe and assist as a part of their workforce. You must fit in with their work patterns and do what you are asked (unless it is a task that you would not feel safe doing).
6. Pretend to understand things if you don't. You won't win any respect if this shows up later. Ask for more explanation. Your supervisor should be happy to provide this.
7. Stop going in if you don't find the work interesting or they don't give you enough to do. Talk to your supervisor or your tutor. It may simply be that they are not aware of how you feel.
8. Get involved in internal feuds or arguments between people at the placement. Try to stay neutral even if you don't feel it.
9. Give up on the placement if something upsets you. Try to talk it through with your supervisor or someone else at the placement or contact your tutor. Try to get it sorted out. This is something everybody has to learn to deal with eventually.
10. Use their phone without asking someone. You wouldn't want them to run up your phone bill.

- You MUST bring the relevant attendance sheet (signed by your supervisor) when making travel claims. You can claim your travel from 10.30am to 2.30pm, on Friday 10th Feb, Friday 24th Feb, Friday March 10th, Friday 24th March. If you can't make these times, ring in to arrange a time to come in on Tuesday, Thursday or Friday from 10am to 6pm.
- Fill in your daily record sheet regularly.

Enclosed:

- 1) Placement Agreement
- 2) Trainee Health and Safety Questionnaire
- 3) Health and Safety Sheet for Supervisors
- 4) Attendance Sheets (8)
- 5) Daily Record
- 6) Placement Evaluation Sheet

Technical Training Course

Placement Agreement

1. The company/venue should nominate one person to act as a link between the trainee and the Training Director. This person is known as the Supervisor who should take responsibility of overseeing the trainees activities s/he should also be the person to whom the trainee can ask questions in case of problems or difficulties.
2. During the first two weeks the Supervisor and trainee will work together creating a plan of experience. This plan should try and ensure that the trainee receives as much experience in as many areas, jobs and operations as possible.
3. During the second or third week of placement the Director shall meet with the Supervisor and the trainee to assess their progress. If however, the trainee's progress has been unsatisfactory, s/he will be asked to leave the company/venue.
4. Whilst on placement the trainee will be expected to work a minimum of 35 hours per week. It is to be understood that these hours are to be set by the Supervisor and should wherever possible coincide with the working hours of the resident technical team.
5. The trainee is to be treated as a member of the team in terms of working practices, timekeeping, work organisation, breaks, days off etc. At the discretion of the supervisor, the trainee should be given as much responsibility as possible within the operation of the company/venue.
6. The Supervisor must feel they have every right to discipline the trainee in the same way that they would treat their own staff. The Director should immediately be notified of any misdemeanour and have the right to get involved.
7. Trainees should be able to attend/observe general and or production meetings, if the Supervisor feels the meetings are relevant.
8. It is important that the trainee becomes familiar with formal regulations relating to the company/venue such as the obligations under the Health and Safety Act, safe practices normally followed in the venue; Equal Opportunities, anti-racist and anti-sexist policy, and any other which the company/venue has in force.
9. The company/venue must ensure that the trainee is covered under their normal insurance policy and covers the trainee whilst on the premises and going about company business.
10. No trainee should be compelled to follow any working practice which is significantly at variance with the safety procedure and practices adopted on the course.