Responsibilities during the placement

Students must be aware that they are representing their school while on placement and must continue to observe school policies and codes of conduct. Students should also follow general workplace rules and understand protocols regarding the internet. They need to be aware that some work placements might use sensitive information that needs to remain private and confidential.

The students should endeavour to:

- complete the tasks set by the Cambridge Technical IT educator and workplace supervisor.
- display the right attitude during the placement.
- ask for immediate clarification whenever unsure about instructions.
- Be punctual and regular in attendance.
- contact the employer and the workplace supervisor if they are going to be late or absent, and let both know when they will arrive at work.
- follow the rules and regulations of the workplace, in particular those relating to occupational health and safety and equal opportunity.
- respect the confidentiality of any information about the workplace.
- ensure that skills and competencies being assessed are recorded in the logbook and are signed off, dated and the results communicated to the Cambridge Technical IT educator.
- encourage feedback from the workplace supervisor throughout the placement, not just at the very end.