

## **Passport to Work**

### **Frequently Asked Questions**

**1. What should I wear to my Passport to Work session?**

No jeans, no trainers.

You must turn up to the session wearing smart black trousers or a smart black skirt, a black or white shirt or blouse and smart, flat black shoes. You must not wear any jewellery or strong perfume and if you have long hair this must be tied back.

You may be unable to complete your Passport to Work session if you do not comply with the guidelines on clothing.

**2. I can no longer attend my Passport to Work session, what should I do?**

You must inform us if you can no longer attend your booked Passport to Work session. Please email [joy.wilson@ncl.ac.uk](mailto:joy.wilson@ncl.ac.uk) if you cannot attend.

**3. I've booked a Passport to Work session, what sort of tasks will I be doing?**

Each Passport to Work session is slightly different. You can find out details of the tasks you **may** undertake on the [Passport to Work webpage](#). You are required to carry out all tasks as directed by your supervisor.

**4. I've booked a Passport to Work session, but I'm not sure where it takes place – what should I do?**

A link to the location of your Passport to Work session is provided in the confirmation email from Joy Wilson.

**5. I'm completed my Passport to Work session, where can I collect my certificate from?**

You should complete an evaluation form at the end of each Passport to Work session. You can then collect your certificate from the Careers Service which is based on level one in the Kings Gate building.

**6. I really enjoyed my session; can I do the same session twice?**

Although you can complete multiple session, you can only complete each Passport to Work session once.