

Tips for your Passport to Work session

- If you can no longer make it to your Passport to Work session please let us know. Call 0191 222 8153 or email liz.johnson@ncl.ac.uk.
- You should turn up wearing smart clothing; black trousers or a black skirt, a black or white shirt or blouse and comfortable shoes.
- Avoid wearing jewellery or strong perfume, and if you have long hair this should be tied back.
- Aim to arrive at least 5 minutes before the start of your session and stay until the end.
- You must bring your smartcard and present this to your supervisor at the start of the session.
- You must comply with any health and safety regulations as directed by your supervisor.
- You are required to carry out all tasks as directed by your supervisor in a polite and courteous manner.
- Remember that the staff at your place of work experience will do their best to show you how the job is done, but there may be times when they are not be able to show you ALL duties outlined on the Passport to Work web page.
- Finally, make the most out of it! The sessions are quite short so it's up to you to fit in as much as you can!