



STEP

Scotland's Tertiary
Enhancement Programme



For Students

Guidance:

Student Pre-Placement Information Form

Purpose

The Student Pre-Placement Information Form lets you share some basic information about yourself with your mentor. This helps your mentor get to know you before you meet, which might help you feel more at ease. It also means you don't have to tell your mentor everything about yourself in your first few conversations. Remember, your answers will be shared with your mentor. Only share what you feel comfortable sharing. You can write as much or as little as you like.

Updating the form throughout your placement

As your placement goes on, you might want to look at the form again and update it with your mentor. As you get to know your mentor, you may feel able to share more. You might also learn more about how you work and what support you need to do well, which may change your answers to some of the questions in the form.

Mentor version of the form

Your mentor will also fill out a similar form. You can read their answers when you start your placement. This form also covers common questions about the workplace, like dress code, when to arrive, and basic expectations.



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Quality Enhancement
Framework

