

# EXPECTATIONS

## YOUR EMPLOYER WILL EXPECT YOU TO

- Always arrive on time for work and adhere to the employer's rules
- Dress appropriately
- Show enthusiasm and willingness to learn.  
Be flexible with requests - everyone has to start somewhere!
- Don't go on social networking sites (Facebook etc) or use your mobile while at work
- Be honest, polite and professional at all times
- Ask questions - if you don't know something, ask! Everyone has to learn and asking questions shows you want to.

## WHAT YOU CAN EXPECT FROM NECC

- We will treat all learners fairly and consistently during the selection process
- We will contact and stay in touch with learners every 4 weeks from success at Assessment Day
- All learner details will be treated with confidentiality and held securely and in line with the Data Protection Act and relevant legislation.
- We will provide information, advice and guidance relevant to the learners needs
- We will send your details to suitable employers apprenticeship vacancies
- We will provide feedback and support following interviews with Employers

## WHAT WE EXPECT FROM YOU

- You will be active with your job search for a suitable placement
- You will keep us informed of any development or change in your circumstances such as:
  - Change in contact information – address, phone numbers
  - Exam results
  - Driving Licence / Car
  - Job situation
- You will respond to any calls or emails sent to you and attend any interviews arranged that match your requirements
- You will treat all employers with respect and adhere to their practices
- You will have a responsible attitude to your work, your learning and your own personal development and work effectively with a training adviser and employer.