



Year 10 Careers Education Day

Completing your Work Shadowing journal



"a learning partnership valuing respect, personal best ... and a spirit of fun"

Year 10 Careers Education Day – Thursday 27 June 2019

Activities include:

- Ask the Professional
- Review of work shadowing experiences
- University of Law workshop
- Post 18 options

Work Shadowing

Work Shadowing provides girls with relevant experience of professions they may be interested in pursuing in the future

- Work Shadowing experience can be organised during the school holidays
- Students are advised to spend approximately 5-10 days in total of work experience
- This can be made up of a variety of different experiences

Work Shadowing

- It is organised by the student
- Employers should have their own liability insurance
- It needs to be completed before 7 June 2018
- Students complete a Work Shadowing Journal
- Resources and guides to getting a placement are available to students on the school network

Purpose of Work Shadowing

- Give the girls a practical insight into what work in that area is really like
- See how organisations work and are structured
- Make valuable contacts
- Follow a working day pattern rather than a school day
- Gain an awareness of a particular working environment
- Speak to a range of different people

Researching possible placements

Organisations and companies who offer work shadowing

Here are some local companies and organisations who take pupils and students for work experience. Some may only take a few each year and there are many more organisations and businesses who offer work experience.


Sector	Company/organisation	Information	Website
Animals and wildlife	Wetland Centres – Slimbridge	The Wildfowl & Wetlands Trust (WWT) is a conservation charity that saves wetlands, which are essential for life itself. Wetlands are the primary source of drinking water for people and wildlife. They also connect us with nature, and with ourselves, through beautiful landscapes and inspiring encounters with wildlife.	http://www.wwt.org.uk/wetland-centres/slimbridge Email: enquiries@wwt.org.uk Tel No: 01453 891900
Animals and wildlife	Oak and Furrows Wildlife Centre	‘On the job’ training is a wonderful way to learn and that is how work experience works here. The students have to take their place within the team, are treated as a member of staff and are expected to behave accordingly. They are put through induction on their first day; this includes health and safety, what is expected from them and what they can expect from us. It is not making coffee situation, it is real ‘work’ experience however they do need to understand cleaning it a huge part of the work here.	www.oandf.co.uk/getting-involved/work-experience Contact Katia 01285 862439.
Animals/ veterinary	Clockhouse Veterinary Hospital	Based in Nailsworth and Stroud.	www.clockhousevets.co.uk Tel No: 01453 752555
Animals/ veterinary	Cotswold Wildlife Park	Based in Burford, Oxfordshire. All students must have an interest in following an animal related career path. Relevant practical experience would be an advantage. Students aged 16 – 18 can apply for a one to two week placement on our Children’s Farm area working predominantly with domestic species. Students aged 18 and above can apply for a four week placement working on one of our four animal sections; <ul style="list-style-type: none"> • Reptiles & invertebrates • Birds • Small mammals & primates • Large mammals 	http://www.cotswoldwildlifepark.co.uk/careers.htm Tel No: 01993 823006 Email enquiries@cotswoldwildlifepark.co.uk

Year 10 Careers Morning

- Thursday 7th June 2018
- Full morning of careers related activities, to include:
 - “Ask The Professional” - opportunity for the girls to interview a range of professionals
 - Presentation and workshop from a nominated sector
 - Review of Work Shadowing experiences
- : Researching activity on Post-18 options – through PD

Work Shadowing Journal

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Name: _____

Year 10 Work Shadowing Journal

SEARSS LANE
CARRSROCK ROAD
STROUD
GL5 4HP
TEL NO: 01453 764441

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Introduction

This journal will help you to keep a record of your work shadowing. It has been designed for you to complete before you go, during and once you have completed your work shadowing. It will provide a record of what you observe and may be useful to reference from when you are writing your CV, looking for employment or applying to university at a later date. It can be used as a tool to help you to reflect on what you might like to do in the future, the kind of environment you might like to work in and the type of activities you would like to be doing e.g. working with people, IT etc. You can conduct some research about the company or organisation prior to your work shadowing using their website. This activity is recommended when you are preparing for a job or university interview.

What is the point of work shadowing?

Gain valuable experience.
Chance to see what it is a job you would like to do or not like to do.
See how businesses work/are structured, what other kinds of job roles are there?
Follow a working day pattern rather than a school day.
Something to include in your CV or your personal statement if relevant.
Gain an awareness of a particular environment e.g. a fast-paced marketing department.
Opportunity to speak to a range of different people in different jobs or university students who are completing work placements.
An opportunity to notice what others say, how they solve problems, what their body language is like, how they dress and what equipment they use.

If you are spending time at a family business you could research a similar type or size business and compare them both.

What are your expectations of your work shadowing experience? Write here what you think it will be like.

What do you hope to gain from the experience?

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Work Shadowing Journal

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Brief for year 10 girls – How to complete your work shadowing journal. – Tutor time.

This journal has been produced to help you record information about your work shadowing which you may find useful in the future.

There are sections of the journal that require you to complete research and to record observations and consider what you learn. We have incorporated features which some of you requested. There is work to complete prior to starting your work shadowing, during and when you come back.

Prior to your work shadowing –

Read page 2. This introduces the journal and offers some reasons why work shadowing can be beneficial even if it is not in your ideal setting.

Think about what you think your work shadowing will be like and write your answer in the space provided. E.g. how you will feel, how different it is to school, if you think it will be exciting or boring, I will learn how a business works, what I will be doing, if I will meet lots of different people etc.

Consider what you want to gain from your work shadowing experience and write your answer in the space provided. E.g. I want to find out if a job or sector is how I expect it to be and if this is something I might like to do in the future.

Turn to page 3 - Write in the name of the organisation, what it does and what time you will start your work shadowing on the first day.

If tutor time is in an IT room – Use the website to research information about the company using the prompts listed.

Page 4 – Everyone should read this section either prior to their work experience or during their first morning.

During your work shadowing

Read and complete page 4.

Page 6 and 8 – Complete these sections to gather information about the company and to learn more about one job. If time you could interview more than one person.

Page 7 and 8 – Complete these sections as fully as possible to record what you do, what the environment is like and what you observe etc. This is a useful tool to reflect on what you have experienced and some elements can be summarised in your CV.

Page 9 and 10 - When you observe key employment skills being used by members of staff record what happened, how they dealt with the situation and what skill they used. Try to record as many different types of skills as possible. This may be helpful to you if during an interview you are unable to demonstrate a time when you have used a particular skill you could describe a situation you have observed.

After your work experience

Page 11 – Consider your original expectations and compare your actual experience. Do they differ? If so why and how?

Did you gain what you hoped to? Could you have looked or gained more from the experience?

What have you learnt?

After some thought to each question write your answers.

Page 12 – Use this page for notes or to attach information.

“a learning partnership valuing respect, personal best ... and a spirit of fun”

Completing your journal

Page 2 – Introduction:

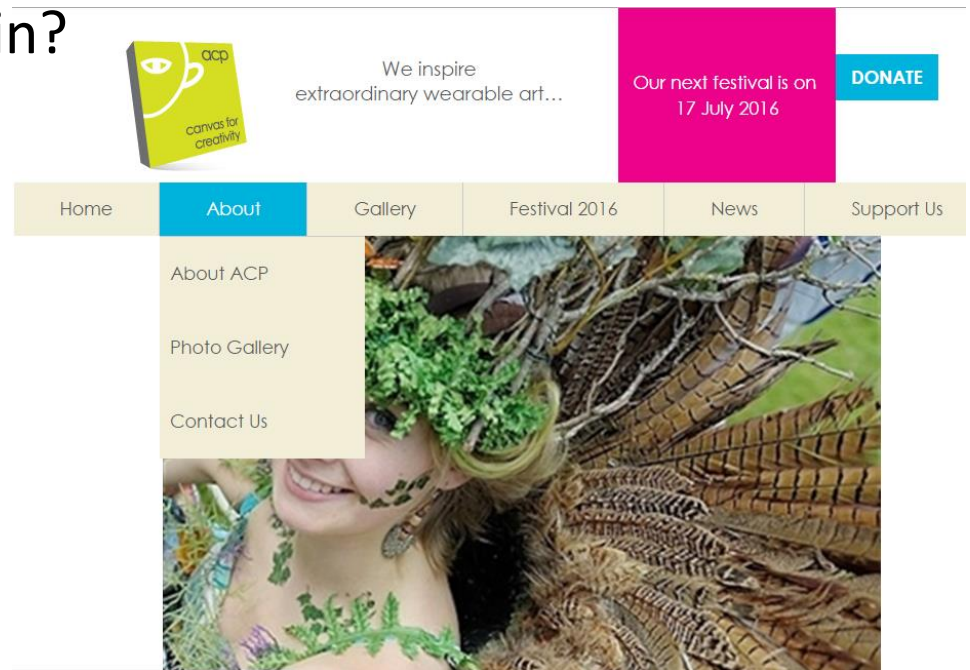
What are your expectations?

What do you hope to gain?

Page 3 -

Information about the organisation/company/Institution

Page 4 - Health & Safety



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Completing your journal

Page 5 – Workforce and work patterns:

Hours - If these vary state why.

Size of workforce – If self-employed write this in.

Departments/job roles – If not listed add to the list

eg Ecotricity have a department called Ecotalk
(innovation/new ideas/new projects)

Page 6 – Choose a job and interview someone who does that job.

Completing your journal

Page 7-11 – A record of what you have observed **or done**
eg “I went to visit a client to discuss their requirements, during the meeting we looked at/discussed/suggested...”

“I observed film/music/a magazine article being edited, this was done by... using ... equipment and took ... hours to complete.”

Was any jargon/acronyms used?

Record of activities and observations

Use these sections as a diary to describe the working environment and to record any activities you do and the actions or behaviours you observe.

Examples

The working environment is clean, busy and noisy.

I produced my own design for a project that the architect was working on, I observed a year 6 literacy lesson, I listened to a telephone call between a customer service adviser and an irate customer.

Sometimes the working environment can change during the day or on different days e.g. become quieter, more relaxed. Make a note of any changes and try to give the reasons why you think it has changed e.g. a sudden influx of work, a new project has started, you have moved in to a different department/classroom etc.

Notice the kind of language used by the people who work at the organisation. Employees in different organisations may use jargon or abbreviated words specific to their company or sector.

Day 1:

Completing your journal

Pages 12-13 – Employability skills – record skills **observed** or **that you have demonstrated** and provide a description of actions and behaviours.

eg Team work – *“I observed/ I used this skill when working on a project. The manager allocated tasks but help was offered by one colleague who had completed their tasks ahead of time to another who was behind their schedule.”*

Page 14 – Evaluation and Review of your work shadowing.

Did the work shadowing meet your expectations? What have you learned? What might you do now?