

Year 10 Work Shadowing 2018-19

As part of the Careers Education programme, you will have a **Careers Day** on 27th June. This is organized by the Schools Careers Service. It will involve a review of any work experience that you have had up to that point. Therefore it would be beneficial for you to organize approximately 5 days of **work shadowing** experience prior to this event.

Think about the kind of experience you would like to have and use any friends and family contacts to help you find an appropriate placement.

Work shadowing is different to work experience. This is not a work placement and to satisfy Health and Safety requirements it is essential that you are **observers only** and do not take part in any work activities.

Shortly before the work shadowing exercise, you will be given a journal to complete which requires some investigation and preparation prior to your first day. You will have time during tutorial to look at this with your tutor and should also spend time with your parent/s.

The purpose of work shadowing is to: -

- Give you an insight into what **work** is really like
- See how businesses work/are structured, what other kinds of job roles are there?
- Enable you to find out as much as possible about the way a business is organised and run
- Give you useful practical insight to back up your Careers Education lessons
- Gain valuable experience
- Chance to see what if it is a job you would like to do **or** not like to do
- Follow a working day pattern for two days 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
- Have the opportunity to speak to a range of different people in different jobs or university students who are completing work placements
- Have 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