

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.

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 5 and 6 – 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 to 11 – 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 12 and 13 - 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 14 – 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 15 – Use this page for notes or to attach information.