



## Work Shadowing

This is an amazing opportunity to find out more about world of work in order to gain the skills required by employers.

Dear Student and Parent,

Year 12 and year 10 students are offered the opportunity to undertake a meaningful one day professional work shadow Placement to support them in their career choices and to get a feel of professional life and to develop an understanding of business and the world at work. To this end students are asked to undertake one day of Work Shadowing.

Work Shadowing involves observing the day-to-day work of a professional, allowing the student to develop an insight into the mentor's professional or managerial role. Observation is the main activity but discussion is also important. **Shadowing** someone for a day (where you observe people going about their work but without actually assisting) requires minimal organisation and creates minimal disruption, but can give you a good insight into the rewards and pressures of a particular job

The aims of Work Shadowing are:

- To increase students' awareness of business and industry
- To gain an insight into career opportunities
- To develop an awareness of the personal qualities required in the career
- To develop and demonstrate the professional attributes that are so important to employers

.Work shadowing is an extremely beneficial experience and therefore we would like to encourage all students to make relevant and interesting arrangements. If students fail to confirm their work shadowing placement, they will be required to be in school and working in departments of our choice.

### ***Developing skills for future employability***

Well planned experience of the workplace makes a direct contribution to developing the skills cited as being 'in demand' by employers, such as ;

Self-management

Accepting responsibility while being flexible, resilient, self-starting and assertive with a willingness to listen and accept feedback  
Respecting others and able to co-operate, negotiate, persuade and contribute to discussions

Team working

Business and customer awareness

Basic understanding of the drivers for business success, the importance of

Problem solving	innovation, risk and profit, and the need for customer satisfaction/loyalty Analysing facts and situations and applying creative thinking to develop appropriate solutions
Communication and literacy	Producing clear, accurate, structured written and spoken communication, including listening and questioning skills
Numeracy	Ability to manipulate numbers and apply mathematical skills in practical contexts (e.g. measuring, weighing, estimating and applying formulae)
IT skills	Familiarity with word processing, spread sheets, file management and the use of internet search engines

As it is only for one day focus on specific skill development. Set yourself some personal aims or objectives:

- What do you want to have learnt about by the end of your time there?
- What employability skills do you want to develop?
- What do you want to have seen?
- What do you want to have done?

### ***Tips on how to find placements?***

- Start with your own immediate network of contacts – your family, friends and neighbours, your parents’ friends, your friends’ parents, your parents’ work colleagues; anyone you know may hold the key to a really interesting placement for you
- Find out what jobs they do and ask if they could arrange for you to spend a day or two gaining an insight into their day-to-day work
- Be sure to let people know what you’re hoping to gain from the time spent in their workplace (i.e. your aims regarding what you want to learn about, see and do – see section 1.4 above), so they understand what you’re looking for; however, be prepared to be flexible and adaptable if they suggest something different to what you originally envisaged
- If they’re reluctant to offer whole days, suggest a visit of just half a day – it’s amazing how much information you can gather about someone’s workplace and job role in just a few hours

- While it may be tempting to go for ‘the easy option’, such as simply tagging along to spend a day or two with your parents in their workplaces, if it’s not an area of work that you’re curious about, push yourself to find something else that is more likely to appeal to you and that matches your interests and longer term aspirations
- If you have a specific industry sector in mind, but no obvious contacts within that sector, Google it to find out about organisations in the local area and contact them direct to ask if they can offer you any work experience

## ***Preparing for a successful placement – before, during and after***

### **Before each placement**

In the run-up to each placement, be clear with the person representing the organisation you are visiting, about logistical arrangements such as:

- what time you are expected on the day and where to report on arrival
- the dress code /formal
- a contact phone number in case you get lost or delayed
- arrangements for lunch
- anything else specific to that particular organisation.

Think too about how you intend to travel to and from the premises, and allow plenty of time for your journey.

### **During each placement**

Remember that you are an ambassador both for yourself and although the school has not been involved in organising your placement, you will be seen by others as an ambassador for Woodford County High School.

- Be punctual and look smart
- Appear keen and ask lots of questions about how current employees got into their job, the qualifications they needed, additional training they’ve received and what they find satisfying and challenging about their work
- Take notes either at the time or immediately afterwards while the information is still fresh in your memory
- **Keep a record** of who you’ve met (including their name and contact details) and what you observed or did; **this is becoming**

**increasingly important as some (Please submit the record to Mrs. Patel in CC2)**

### **After each placement**

If appropriate, email the individuals who helped you during your placement to thank them for their help. It may also be an opportunity to ask if they can suggest someone else from their network that you could contact as a means of organising another placement in the future.

It is also worthwhile to look back at your notes and to reflect not only on what you did during your visit, but more importantly on:

- what you learned about each specific job role and work environment you encountered
- the employability skills you developed and demonstrated
- how this has influenced your view (positively or negatively) on that particular job role, organisation or sector and
- what you want to do next as a result, whether that's finding out more about a particular aspect of a career or perhaps and exploring something else instead.

All this information will be particularly valuable when you start to think about writing your Personal Statement or CV as part of your application for university, an apprenticeship etc.