



Year 9

Work Shadowing Record

Date: Friday 24th November 2023

Name: Tutor Group:

Placement at:

Date of placement:

I will start work at: and finish at:

Introduction for Parents/Guardians and Students

At RGS we are committed to ensuring our students are well prepared to enter the world of work. Our careers education programme, which starts in Y7 and continues throughout the whole of a student's time at RGS, is structured to help students improve their understanding of the working environment and acquire key employability skills such as communication, teamworking, problem solving, commercial awareness, etc. Full details of the RGS Careers Programme can be found on our careers website, part of the RGS public website, under School Life: <https://www.rgshw.com/page/?title=Careers+Provision&pid=45>

For students to put their learning into context and recognise its value in the wider world it is extremely valuable for them to see how these employability skills are actually used in a work environment; this can best be achieved by early visits to the workplace and, later in their school career, taking part in longer periods of work experience. Evidence clearly indicates that young people who understand the world of work and have had experience of it are more likely to be employed and it is essential for some university courses.

Work shadowing involves individual pupils spending time with someone from the world of work as they go through a typical working day; it is not work experience and students are not expected to do any 'work' during this activity. Rather, it is an opportunity to observe what goes on in the workplace, talk to employees, experience the environment and what a workplace 'feels' like. If the employer is happy for them to get more involved in any work activity this is much to the student's benefit but is at the employer's discretion. Please note, work shadowing does not have to be in the career your child may be hoping to follow.

Once work shadowing is complete, **it is important for students to complete the feedback form sent out to their school email address.** As much as possible, your child should also request the employer to write a **reference** for them as this will help them in future applications. Obviously, given that they may not necessarily doing work *per se*, the reference will be more about their attitude on the day, about their energy/enthusiasm to learn new things, etc. If the employer is able to also share this reference with RGS by emailing careers@rgshw.com this will allow staff at school to be able to review it and celebrate the children's achievements.

Finally, your child should add the details of the Work Shadowing onto www.unifrog.org, our careers platform (which interfaces with UCAS when they get older) by following the below quick steps:

1. Log into www.unifrog.org using your school email address and password; if you cannot remember your password, click password reset and check your email inbox/junk for a reset link. 2. Once logged in, scroll down to Recording What you have done. 3. Click on Activities Go to Tool. 4. Click Add an Activity 5. Your Role type: Y9 Work Shadowing Placement 6. Activity Type scroll down and select Work Experience. 7. Description: write a few lines to explain your Work Shadowing Placement 8. Select Skills Achieved 9. Input dates 10. Input referee details.

Then add a PDF version of both this completed Work Shadowing Booklet and the Reference to Unifrog too:

1. Log into www.unifrog.org as above. 2. Scroll down to Locker. 3. Upload New Item. 4. Pick a Document 5. Item Type: Activities (for Booklet) and Reference/Recommendation for Reference. 6. Item title – Work Shadowing Booklet/Reference

Thank you for your support of our Careers programme. Please do not hesitate to contact us if you have any further questions.

Mrs Sweta Thakrar
Careers Lead
swt@rgshw.com

Mrs Fiona Morley-Smith
Careers Administrator
fzm@rgshw.com

Part 1 - Preparation

Name of organisation:

Name of key contact for the day:

What does the Company do?

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What sector is it in?

When was the Company established?

Any interesting fact(s) about the Company or any of its employees?

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How many people work in the Company?

What jobs are done in the Company in which you are work shadowing?

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How has the Company changed after COVID?

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What are the current employee benefits?

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Part 2 - A diary of your day

Use this space to describe what you did during your day of work shadowing.

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Part 3 - Job Profile

It is not often you get the chance to talk to people about their job in detail. Work Shadowing may give you that opportunity.

Try to use this chance to talk to **two or three people** about their jobs. Choose your time carefully and be respectful and tactful in your questioning. Use the following questions as a guide and any others you can think of:

Name of interviewee (1)

What is your job title?

What does your job involve?

.....

What hours do you work? How long have you worked here?

What qualifications does your job require?

.....

What kind of training have you had in the past three years?

.....

Is your present career the one you chose as a school leaver? If not, what changed your mind?

.....

What do you like most about the job?

.....

Is there anything you dislike about it?

.....

What are the main skills you need for this job?

.....

Name of interviewee (2)

What is your job title?

What does your job involve?

.....

What hours do you work? How long have you worked here?

What qualifications does your job require?

.....

What kind of training have you had in the past three years?

.....

Is your present career the one you chose as a school leaver? If not, what changed your mind?

.....

What do you like most about the job?

.....

Is there anything you dislike about it?

.....

What are the main skills you need for this job?

.....

Name of interviewee (3)

What is your job title?

What does your job involve?

.....

What hours do you work? How long have you worked here?

What qualifications does your job require?

.....

What kind of training have you had in the past three years?

.....

Is your present career the one you chose as a school leaver? If not, what changed your mind?

.....

What do you like most about the job?

.....

Is there anything you dislike about it?

.....

What are the main skills you need for this job?

.....

Part 4 - Key skills at work

Your work shadowing placement gives you the chance to observe key skills in use – those which can be used in many workplace settings, and which are recognised by employers as being really valuable.

Notice the key skills you see in practice and record them below. Tick the skills you see being used and describe at least two examples of what you observed.

Communications:

- ☐ Taking part in discussions, producing written material, using images, reading and responding to written material.
- ☐ Talking to work colleagues
- ☐ Talking to supervisors/managers
- ☐ Talking to customers/clients
- ☐ Filling in forms or record sheets
- ☐ Writing letters or emails
- ☐ Writing reports
- ☐ Creating presentations
- ☐ Using images to illustrate text
- ☐ Using data or images to explain or communicate things
- ☐ Extracting information from written material
- ☐ Summarising information obtained.
- ☐ My example.....

Application of number:

- ☐ Collecting and recording data, tackling problems, interpreting and presenting data
- ☐ Carrying out a survey
- ☐ Using appropriate measuring instruments
- ☐ Doing calculations
- ☐ Understanding information involving numerical data
- ☐ Using data to produce tables, bar charts or graphs
- ☐ My example.....

Teamworking/Working with others:

- ☐ Identifying collective goals and responsibilities, working to collective goals
- ☐ Planning and agreeing joint activities with others
- ☐ Identifying own responsibilities within group activities
- ☐ Organising self to complete group activities
- ☐ Following given working methods and procedures
- ☐ Co-operating in the group.
- ☐ My example.....

Information technology:

- ☐ Preparing, processing, presenting and evaluating information.
- ☐ Using a computer to produce written material
- ☐ Using a computer program to produce an image
- ☐ Using a spreadsheet or database to work with numbers
- ☐ Using social media
- ☐ My example.....

Problem solving:

- ☐ Selecting standard solutions to fully described problems
- ☐ Creating and evaluating options
- ☐ Solving problems
- ☐ My example.....

Examples

Use this space to write down further examples of skills you saw being used or some additional skills that are not listed above.

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Part 5 - Work Shadowing evaluation

What have you learnt about the world of work from your shadowing experience?

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What have you learnt about the job you were shadowing?

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Would you like to do this type of job in the future? YES/NO

If yes, why? If no, why?

.....

.....

How have you benefited from work shadowing?

.....

.....

Finally...

Remember to write a letter or email of thanks to the company/person who gave you this opportunity.

Part 6 – Final Step

Students – as soon as your day is finished, please complete the feedback form – the link has been emailed to you. Please also complete input the Work Shadowing “Activity” on www.Unifrog.org as per steps above, remembering to also upload a pdf of this completed booklet and reference letter from the employer onto your “Locker” it too.

Parents/Guardians – Thank you so much for your support! We appreciate that this experience may have taken a lot of effort to enable it to be undertaken. Thank you for organising this experience for your child.

If you have any questions or concerns, please email Mrs Thakrar on swt@rgshw.com.