



## Year 7/Year 8/Year 9 Work Shadowing Record

**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 at the right time for them. 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.

However, 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.

To avoid missing lessons and to make it easier for parents, we have found that work shadowing is best undertaken during school holidays. This year due to the current circumstances, we felt that May Half Term or the Summer holiday would be the best opportunity to run this either in a workplace or virtually within a family bubble/support group. Please note, although the School will keep a note of the event for record purposes, as you will be organising the placement directly and probably virtually this year, RGS will not be carrying out any health and safety, safeguarding or other checks in relation to the placement and as a result does not accept any responsibility for your child's safety or welfare during travel to and from this placement, or during the placement itself.

This booklet is designed to help your students record their experience and to give structure to the day. Whilst it is optional, we encourage this to be completed as much as possible as it will be a useful reference document for the future.

Once work shadowing is complete, **it is important for students to complete the feedback form sent out to their school email address.**

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

Mrs Sadia Azad  
Careers & Higher Education Lead  
[sva@rgshw.com](mailto:sva@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 during lock down? .....

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Have there been any benefits for employees during lock down? .....

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

What qualifications does your job require? .....  
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What kind of training have you had in the past three years? .....  
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Is your present career the one you chose as a school leaver? If not, what changed your mind?  
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What do you like most about the job? .....  
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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? .....  
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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? .....

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.....

How have you benefited from work shadowing? .....

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***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. If you would like to email/give me a copy of the completed booklet, that would be much appreciated (Mrs Azad [sva@rgshw.com](mailto:sva@rgshw.com)). **Thank you** so much for taking part and completing the work in this handbook.

*Parents/Guardians – Thank you so much for your support during such difficult times. We appreciate that this experience may have taken a lot of effort and adaptation to enable it to be undertaken. Thank you for organising this experience for your child.*

If you have any questions or concerns, please email me [sva@rgshw.com](mailto:sva@rgshw.com).