Shadowing Programme 2023

Year 10 Work Shadowing Programme 2023

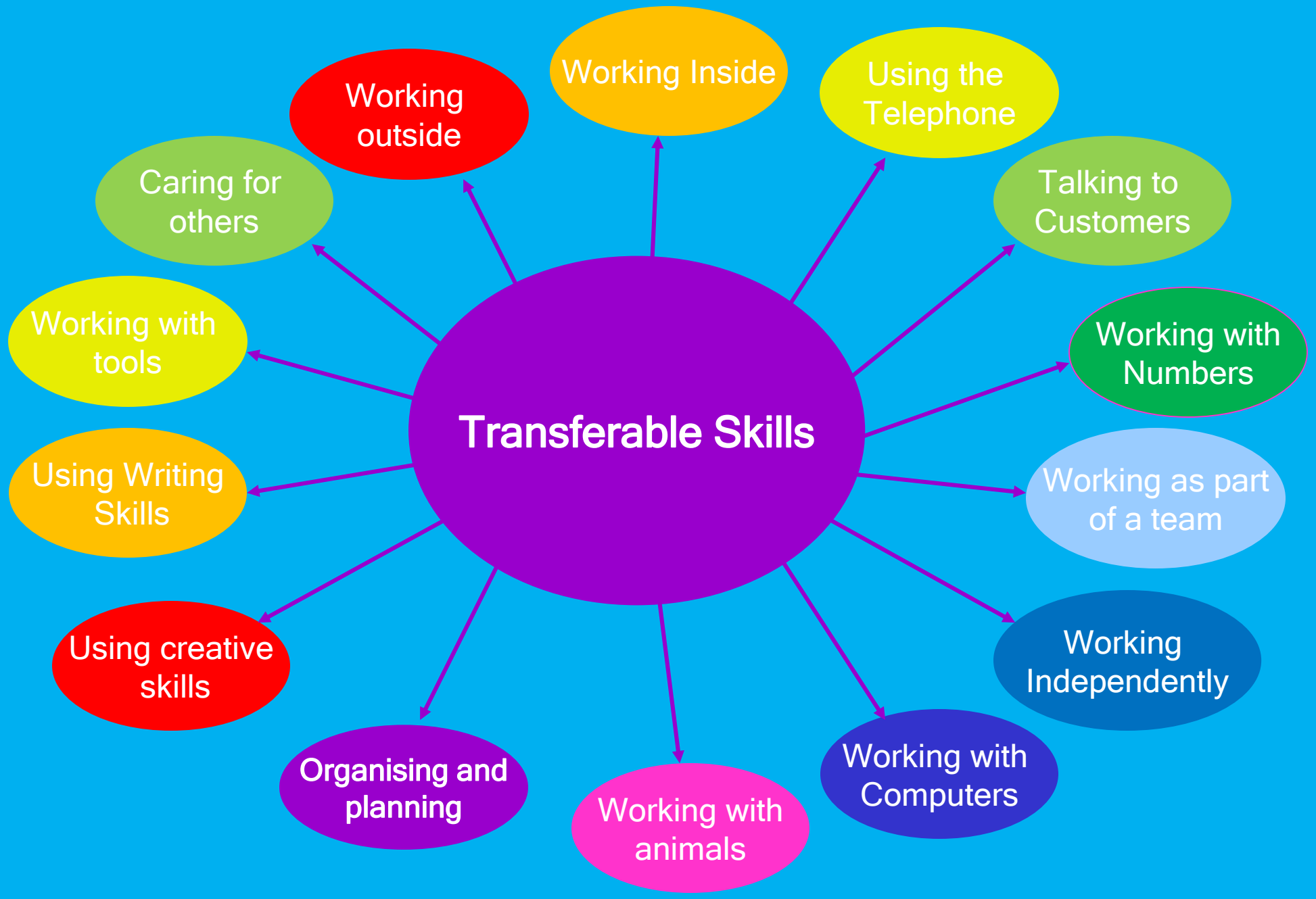
Tuesday 2nd May – Friday 5th May

What is work shadowing?

An opportunity for pupils in Year 10 to shadow a parent / guardian or close family friend so that they can get a real-life insight in to the world of work.

Why?

- To obtain hands on experience of the world of work
- To appreciate the required employability skills
- To understand that work places also have ‘rules’
- To learn about the variety of jobs / tasks covered
- To develop and practice new skills including communication skills and beliefs.
- To experience working with a wide variety of people and personalities
- To expose you to a typical working day for you to see what motivates you
- To give you the opportunity to see what careers and jobs are available


Transferable Skills
Working outside
Working Inside
Using the Telephone
Caring for others
Talking to Customers
Working with tools
Working with Numbers
Using Writing Skills
Working as part of a team
Using creative skills
Working Independently
Organising and planning
Working with animals
Working with Computers

Where could you go or not go?

Could go?

- Office work
- Retail
- Large and small companies
- School, if different to their own

Not go

- Hazardous and dangerous jobs: eg building sites, somewhere with toxic chemicals
- Jobs that may involve a lot of driving ?
- **Parent working from home**
- Some medical situations or counselling jobs might not be appropriate
- Places that have an age restriction such as Pubs

Who could you go with?

- If your parents/carers feel that their work situation wasn't appropriate or their employer was unwilling to have you, you could ask a relative or a close friend that you feel confident would look after you for the duration of the four days. This must be someone *that you would trust and feel safe with.*

Official bits

- You will be marked as taking part in work experience on the school register so you won't lose a mark
- **You will be covered by the company's insurance and health and safety policy while you are on their premises**
- **We will be asking for the employer's liability policy number on the google form that we will send out for completion. Without this, you will not be allowed to attend the placement.**
- You will be travelling to and from the place of work with your parent/ carer or family friend, so will they will be your under the responsibility of the parent / carer while going to and from work

While at work

- It will be for your parent / carer / work team to plan the 4 day work shadowing programme
- Seek advice / liaise with others in the work space
- You will hopefully be kept busy.
- You cannot receive payment for work

What's next

- A letter will be emailed home today about the work shadowing programme. All information is also on the school website and will go on the Year 10 Google Classroom careers page.
- Talk to your parents/ carers so that they can talk to their employers
- Fill the Google form in and get your employer to sign it with the **Employers liability Insurance number.**
- Forms need to be back by **Friday 16th December**

Terms and conditions

By signing and returning the form you are agreeing that:

- Your parent / carer accept must accept **FULL responsibility** for you for the duration of the whole work shadowing programme
- You will travel to and from work with parent/family friend
- You will be covered by organisation's Employers liability Insurance
- You will be covered by 'Health & Safety' practises of the organisation

If you can't go and shadow your parent / carer at work from 2nd May 2023- 5th May 2023

- We are looking at trying to establish a pool of placements (mainly primary schools) but these will be very limited!
- You should come into school as normal and will attend lessons as normal.