

Y10 Work Shadowing Information Sheet Tuesday 11th July 2024

How and when to make contact

Think about how you would prefer to contact a company, but also think about what might be best for the organisation you are making contact with. Smaller businesses might prefer you to drop in or phone up; larger companies might prefer an email or letter. If you're not sure, you could contact them to find out who usually organises work experience and check the best way to arrange it.

If you're popping in or phoning, try to avoid a company's busy time of day. For example, primary school offices tend to be very busy at the start and end of the school day; garages tend to be busy when customers drop off and pick up their cars before and after work; shops might be busier on Saturdays.

Top tips

- However you choose to contact an employer, it is important that you make a good impression.
- Try contacting several employers, not just one.
- If you don't hear back after emailing or leaving your details, try contacting them once more.
- If they say no, thank them for their time, but keep going and contact someone else.
- Once an employer says yes, make sure you have the details requested in the table below.
- Then you will need to fill out the www.unifrog.org Placement Tool before 19th May 2023.
 - If you can't remember your Unifrog password, select reset password and enter your school email address. Check your school email for a link to log-in.
- Remember: without the Unifrog Placement Tool being fully completed and approved, you do not have a work shadowing placement.

Information you will need to complete the Unifrog Placement Tool School

Placement co-ordinator	Mrs P Riding
Start and end dates	Tuesday 11th July 2023
Name of business	
Employer placement lead name (the main contact person for your work experience)	
Employer placement lead email	
Placement address and phone number	
Is this the workplace where you'll be based throughout the placement?	Yes/No
Will you live at home as normal during the placement?	Yes/No
How will you travel to and from the placement?	
Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?	
Parent/guardian (who must also be your emergency contact)	
Parent / guardian email	
Agreement to abide by confidentiality, safety, and absence rules.	Yes/No

Contacting employers

BEFORE

- Make sure you know the date of the work shadowing day
- Think about why you want to visit this organisation and what you have to offer.
- Think about what you will say beforehand. If you're enquiring face-to-face:
- Think about how you will note down important details (eg pen and paper; notes on your phone).
- Go in by yourself, rather than with a group of friends.
- Make sure you look clean, tidy and presentable.
- Speak really clearly and be polite.

Contacting an employer by email

You might prefer to contact employers by email. Try adapting the template below.

Hello [or Dear person's name eg Dear Mr John Smith]

I would like to enquire about the possibility of a work shadowing day on Tuesday 11th July 2023. I am **xx** years old and a Year 10 pupil at Wootton Upper School. I am studying GCSEs in English, Maths, Science... **[list other GCSEs or BTECs you are studying]**. I would like to visit your organisation for an insight into the world of work because... **[list some of the reasons you think this organisation would be right for you]**.

I have experience... **[list any experience that you may have, for example, paper round, babysitting, student parliament representative, helping out a family member, walking the dog]**. I am... **[list some of your skills and qualities e.g. friendly, reliable, hardworking, a good teamworker, practical, punctual etc]**.

I am interested in... **[write down any interests or career ideas that are relevant or may help with your application]**.

I look forward to hearing from you.

Kind regards,
Your name

Contact

If the employer needs to speak to someone at school, the contact person is Mrs Riding, Careers Coordinator, 01234 767 123; priding@wootton.beds.sch.uk.

If you can't find a placement, or you need more help to find one, please tell your form tutor, ask in the Careers Hub at school outside lesson times or attend the Careers 'work shadowing Wednesdays' drop in sessions at breaktime and lunchtime every Wednesday.