



Y10 WORK SHADOWING WORKBOOK

TUESDAY 11TH July 2023

**PLEASE COMPLETE THIS BOOKLET IN FULL ON YOUR WORK SHADOWING DAY
AND RETURN IT TO SCHOOL**

Learning Outcomes:

- Gain an insight into a local industry/organisation
- Understand the importance of Health and Safety at work
- Identify a range of jobs available in the local labour market
- Identify skills and qualities required in the workplace
- Know more about an individual's rights and responsibilities in the workplace
- Understand the importance of qualifications

On a scale from 1-10, how do you feel about taking part in the work shadowing day today?

☹️ 1 2 3 4 5 6 7 8 9 10 😊

I already know something about the industry / organisation I am visiting:

1 Strongly Disagree	2 Disagree	3 Not Sure	4 Agree	5 Strongly Agree
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I know what skills / personal qualities employers are looking for:

1 Strongly Disagree	2 Disagree	3 Not Sure	4 Agree	5 Strongly Agree
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I understand how to keep myself safe at work:

1 Strongly Disagree	2 Disagree	3 Not Sure	4 Agree	5 Strongly Agree
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I know my rights and responsibilities as an employee:

1 Strongly Disagree	2 Disagree	3 Not Sure	4 Agree	5 Strongly Agree
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Things to find out:

Gain an insight into a local industry/organisation

Do they make something or provide a service?

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What industry would you say they come under: - please tick

Agriculture/horticulture (plants, gardens)/Animal care	
Media/Publishing/Arts/Performing Arts	
Business/Law/Admin/Finance	
Retail/Commerce (shops)	
Construction/Planning/Built Environment	
Science/Maths	
Health/Public service/Care	
Education/Training	
ICT	
Leisure/Travel & Tourism	
Voluntary or a charity	
Other	

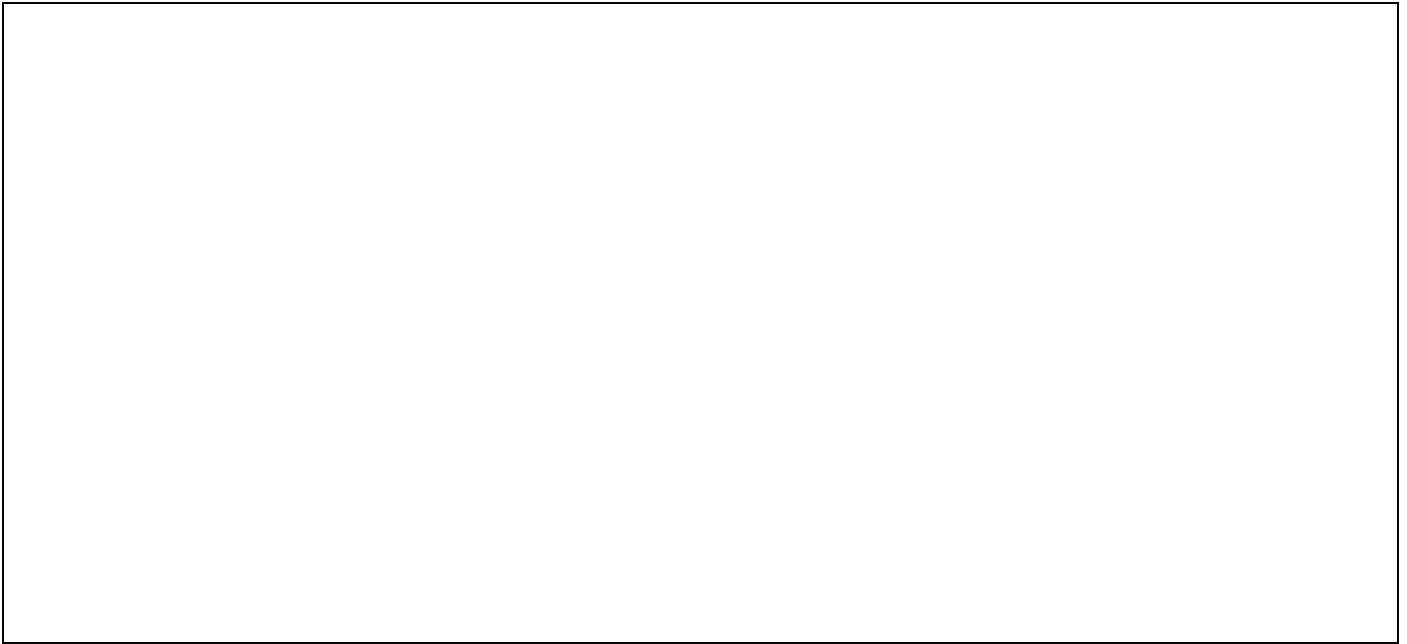
Are they a local business or part of a larger national one?

How many people work here?

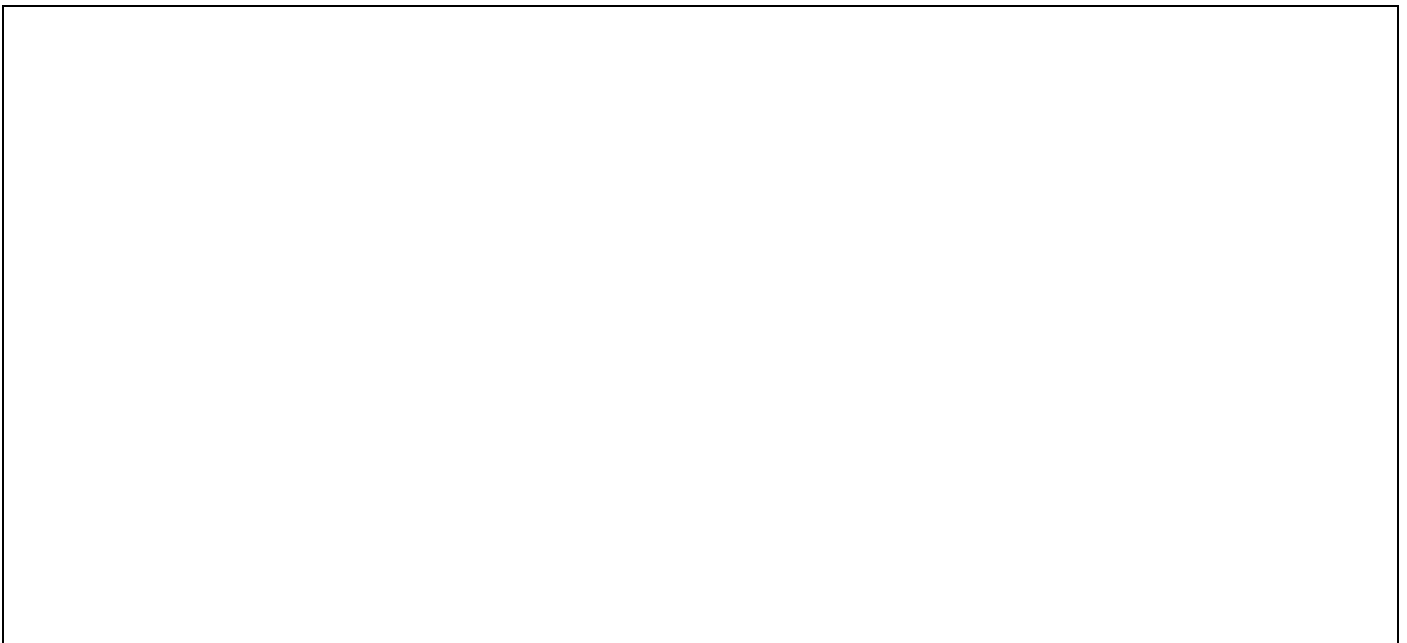
What departments are there within the company?

Business and the wider world

How did the Covid-19 pandemic affect the business?



How do issues in the UK and World economy affect the business?



Identify a range of jobs available in the local labour market

What job roles are available in the company? List them all below.

Employee Interview – have a conversation with someone about their career and make notes below

Understand the importance of qualifications

Could you work here straight after school or would you need to get more qualifications first?

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What GCSE's does the employer expect its employees to have? Why are these important?

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Write an example of when you saw a worker using: Maths	
Write an example of when you saw a worker using: English	
Write an example of when you saw a worker using: Science	
Write an example of when you saw a worker using: ICT	

Understand the importance of Health and Safety at work

What did you learn about keeping yourself safe in the workplace? If someone has an accident at work, where do they go?

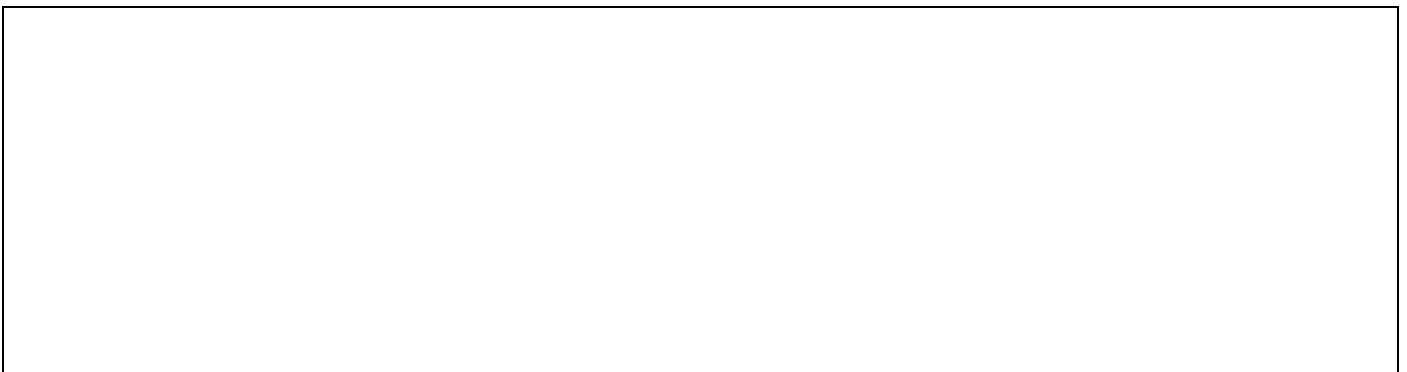
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Know more about an individual's rights and responsibilities in the workplace

If someone does something wrong at work what could happen?



If someone is late for work what are the consequences?



If someone is late for work what are the consequences?

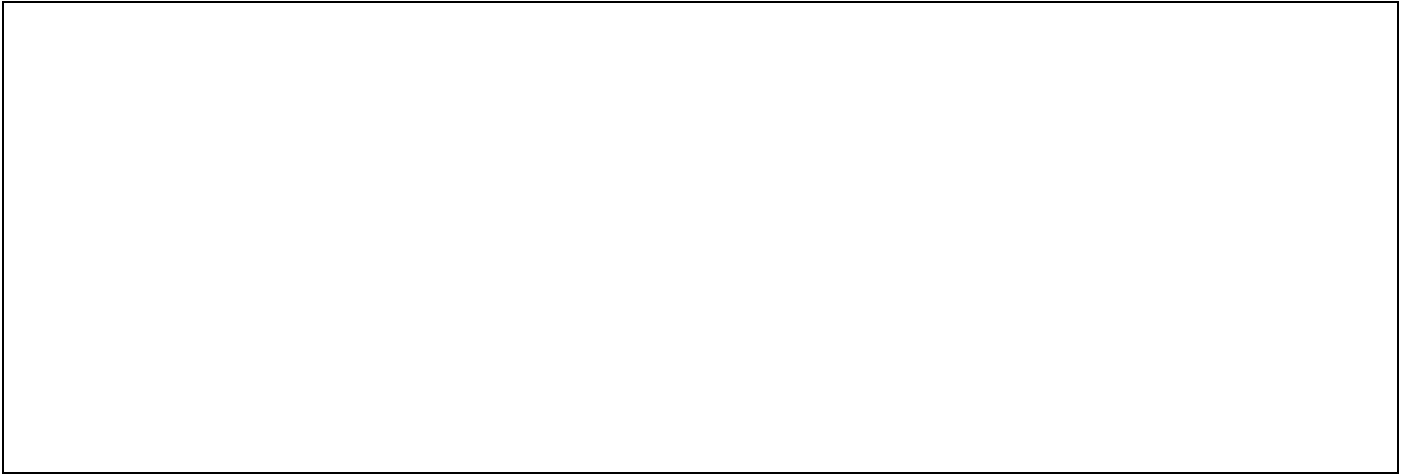


Identify skills and qualities required in the workplace

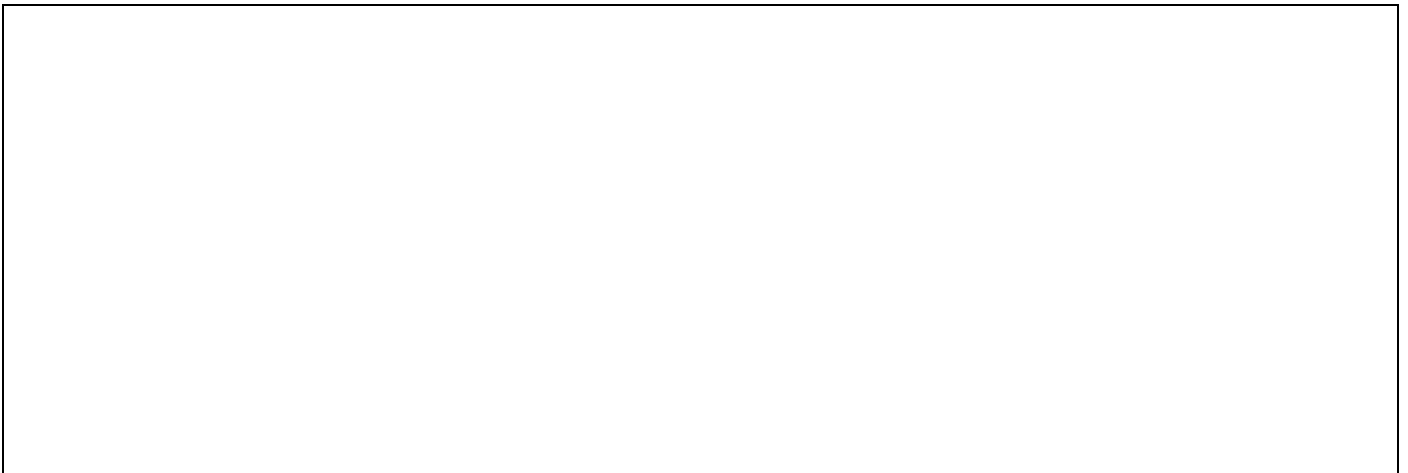


Give an example of where you saw someone being a teampayer	
Give an example of where you saw someone leading	
Give an example of where you saw someone using organisation	
Give an example of where you saw someone being inclusive	

What skills and personal qualities does the company look for in an employee?



Reflection on the workplace tasks you have been involved in today



AFTER YOUR WORK SHADOWING – AT THE END OF THE DAY

On a scale from 1-10, rate your experience of today's work shadowing experience



1

2

3

4



5

6

7

8

9



10

I know something about the industry / organisation I have visited:

1 Strongly Disagree	2 Disagree	3 Not Sure	4 Agree	5 Strongly Agree
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I know my rights and responsibilities as an employee:

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The best thing about today's experience:

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**PLEASE HAND IN YOUR COMPLETED WORK
BOOKLETS TO YOUR FORM TUTOR ON YOUR
RETURN TO SCHOOL ON WEDNESDAY 12TH
JULY 2023**