



Wootton Academy Trust

Year 10
Work Shadowing Day

11th July 2023

Enrichment Day



WOOTTON ACADEMY TRUST

Our core values ...

aspiration

belief in ourselves

opportunity for all

Enrichment Days

STEPPING STONES TO EXCELLENCE

KIMBERLEY SIXTH FORM COLLEGE

Leading	Motivation
Team player	Confidence
Project managing	Independence
Being inclusive	Creativity
Negotiating	Organisation
Making decisions	Resilience
Using initiative	Open mindedness
Risk taking	Reflection
Problem solving	Adaptability
Communication	Outward looking

Aspiration * Opportunity for all * Belief in ourselves





Why a Work Shadowing Day?

- To provide an insight into what the world of work is really like and what **employers expectations** are
- To help pupils understand how the **subjects** they study in school link to certain jobs
- To learn about the variety of jobs / tasks covered
- To appreciate the required employability skills
- To develop and practice new skills including communication skills and beliefs
- To experience working with a wide variety of people and personalities
- To expose pupils to a typical working day for them to see what motivates them
- To allow pupils to potentially 'try out' an area of interest
- To give pupils the opportunity to see what careers and jobs are available in a local business
- To build confidence and self-esteem by showing pupils what they can achieve outside school

Where can they go?

Could go	Could not
Office work	Hazardous and dangerous jobs: e.g building sites, somewhere with toxic chemicals
Retail	Jobs that may involve a lot of driving
Large and small companies	Some medical situations or counselling jobs might not be appropriate
School, if different to their own	Places that have an age restriction such as Pubs
	Placement where pupil will be working alone with one supervisor
	With a parent or other person working from home
	Where an employer does not have employer's liability insurance

Work Booklet

- Pupils will be provided with a work booklet to complete on the day of their placement.
- This will be shared with the employer beforehand so that they are aware of the tasks the pupils need to complete.
- Some tasks will be around spotting examples of our Stepping Stones to Excellence in the workplace.
- All booklets must be **completed and returned to school** the following day as evidence of learning that has taken place.



Y10 WORK SHADOWING WORKBOOK

TUESDAY 11TH July 2023

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



How to Arrange a Work Shadowing Placement

- Pupils can shadow family members in their workplace, or can look to organise a one-day placement with an employer of their choice.
- Pupils to arrange their own placement (e.g through friends, family, professional contacts, local businesses that you use/know, etc). Research options, select a potential employer and approach them directly (this is best done in person if possible).
- The careers team will also be approaching employers to ask if they can support a one day work shadowing placement for a pupil.
- If the placement is something your child is interested in as an industry / career area in the future then great!
- BUT – this is not the main aim of the experience. The experience should be focussed on an insight into the workplace, employers expectations and skills needed to be successful in the future.

How to Arrange a Work Shadowing Placement

- Once a placement is found, your child will need to complete the **Unifrog placement tool** on their Unifrog account.
- Employers need to comply with certain criteria in order to be 'passed' as a suitable provider, but most do have the necessary Health & Safety measures already in place, as well as Employers Liability Insurance (ELI) and Public Liability Insurance (PLI). The *Unifrog placement tool* checks all the employers for these standards, so you don't have to worry about this part 😊
- Pupils need to agree the placement with the employer **first**, and then pupils will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer (**please make the employer aware that they will receive this form which they must complete**), the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that pupils add the initial information about the placement accurately.**

Unifrog placement tool

Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.
Afterwards we'll ask the placement lead at the employer to fill in the next form.

Placements

✕ No placements added

[Go to tool >](#)

* In person or Virtual	<input type="text" value="---- select ----"/>
* Placement coordinator	<input type="text" value="---- pick one ----"/>
	This is the school / college staff member who will be coordinating the placement from your school's / college's side.
* Name of placement business / organisation	<input type="text" value="eg Lottie's little bakery"/>
* Placement start date	<input type="text" value="-- day --"/> <input type="text" value="-- month --"/> <input type="text" value="-- year --"/>
Placement end date	<input type="text" value="-- leave blank if --"/> <input type="text" value="-- leave blank if --"/> <input type="text" value="-- leave blank if --"/>
* Describe the time commitment	<input type="text" value="eg Full time"/>
* Employer placement lead: name	<input type="text" value="eg Tim Cook"/>
* Employer placement lead: email	<input type="text" value="eg tcook@apple.com"/>
	Important: this must be correct, or we won't be able to progress the placement.
* Employer placement lead: email (again)	<input type="text" value="eg tcook@apple.com"/>

Unifrog placement tool

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

Finished? mark as finished and notify employer to fill in their initial form?

[Add placement](#) or [cancel changes](#)



Official bits

- Pupils will be marked as taking part in work shadowing on the school register when a placement is confirmed so they won't be losing an attendance mark
- Pupils will be covered by the company's **insurance** and **health and safety** policy whilst on their premises
- Parents will need to ensure that their child can **travel** to and from their placement safely – remember, the working day is longer than a school day and pupils will be expected to attend a **full day of work shadowing** – hours should be agreed with the employer when setting up the placement
- The work placement needs to be input into Unifrog for checking by Friday 19th May 2023.
- ALL WORK SHADOWING INFORMATION WILL BE AVAILABLE ON OUR WEBSITE IN THE CAREERS SECTION.