Sixth Form Work Shadowing – Parent Information Sheet

Please find below some guidance about this important part of your son/daughter’s sixth form experience.

- All year 12 students are expected to secure a weeks work shadowing placement.
- It is intended to take place during the Activities Fortnight Monday 3rd July-Friday 7th July
- The aim is for students to gain experience of a career within a given industry by shadowing a higher level employee.
- The students are expected to find the placement themselves.
- The students are expected to ensure that the organisation has public liability insurance.
- All costs incurred are to be borne by the student.
- The earlier students start, the more likely they are to be able to secure a good placement.
- The easiest source of placements has tended to be family connections but students should be encouraged to try to secure placements in industries in which they are interested.
- The school provides students with a standard letter which confirms to employers that the student has been given time off to conduct a placement and which explains about work shadowing. A copy is attached below for your information. Students should adapt this letter which can be found on the SWCHS 6th form area Work shadowing 2017/work shadowing letter getting a placement.

Please contact the appropriate Tutor or Sasha Gilbert, 6th Form Management Team, if you wish to discuss this matter further. sgilbert@swchs.net
Dear Employer

Sixth Former Work Shadowing Request

The student named above would like to request a work shadowing placement with your organisation. They have individually chosen your organisation and are using this school standard letter to make their request.

Student - please write in here a couple of lines about why you have chosen this company. Flatter them!

We would be most grateful for your support in enabling a student to spend some time in your organisation. We understand that this is an imposition on your time, but it is of great benefit to our students in helping them make a more effective transition from school to work. Below are details about our work shadowing programme.

Work Shadowing

As part of our Sixth Form programme, we expect Year 12, Lower Sixth ‘A’ level students to develop an understanding of business and the world at work. To this end students are asked during our Activities fortnight, from Monday 3rd July to Friday 4th July 2017, to undertake a period of Work Shadowing. The aims of Work Shadowing are:

- To increase students’ awareness of business and industry
- To gain an insight into career opportunities
- To develop an awareness of the personal qualities required in the career

Work Shadowing involves observing the day-to-day work of a ‘guide’, allowing the student to develop an insight into the guide’s professional or managerial role. Observation is the main activity but discussion is also important. We hope that some time can be spent watching or talking to the guide’s colleagues. Some time may be devoted to active participation in relevant tasks. **Further information will be provided if you feel you can offer a placement.**

At the end of the Work Shadowing, students are expected to complete a self assessment form and discuss their experiences with staff and fellow students. We
would also like you to complete a very short feedback form relating to the students attitude and performance whilst working with you.

The school does not provide student insurance for this purpose. Organisations offering work shadowing should have their own public liability insurance which is sufficient cover for a student over 16.

Should you require any further information about work shadowing please do contact me at school, however this is a student arranged activity and we do not require confirmation of placements for individual students.

The student who has chosen your organisation will contact you in the next few days to discuss whether a placement with you would be a possibility. If you wish to contact the student before they contact you, please contact them directly using their email address or phone number above.

In the meantime, I would like to thank you in advance for your help.

Yours sincerely

Sasha Gilbert
Assistant Director of Sixth Form

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