



**East Dunbartonshire Council**

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## **Work shadowing pack**

### **Intermediate 1**

Name \_\_\_\_\_

Centre \_\_\_\_\_

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May 2006

**Work shadowing**

**Intermediate 1**

**Mentor briefing information**

# Work shadowing – Briefing sheet for mentors

## 1 What is work shadowing?

Work shadowing is a powerful way for students to learn about the world of work. Essentially, it involves a student 'keeping in step' with you, observing the various tasks performed in your job, and learning about your role in your organisation.

You, therefore, act as a mentor. The relationship between you and the student is the key to work shadowing. In effect, the student tries to place him/herself in your shoes and to view the world of work through your eyes.

Work shadowing is therefore different from work experience, where the student is given a job of his/her own to do. In work shadowing you may ask the student to 'help out' but this should be limited and should be seen as a way of helping the student to understand your work.

## 2 Student group

Many of the students involved in work shadowing may have previously undertaken a week's work experience.

## 3 The Aims of the placement

The work shadowing placement should help the student with their future career choice by giving the opportunity to:

- explore a career area in which they are already interested, possibly helping to confirm their career choice
- examine a career area in which they would like more experience and knowledge, possibly before making a career choice
- become more aware of the structure and function of industry, thereby, helping them to widen their career options.

A valuable part of such an experience for all students will be to further develop their skills of communication, observation, analysis and interpersonal skills.

## 4 Types of occupations for shadowing

Work shadowing is best suited to professional, managerial, technical or specialist jobs.

## 5 Structuring the placement

It is usually valuable for placements to run for at least 24 hours to give some indication of the variety within the jobs.

## 6 Preparation for the work shadowing placement

### The pre-visit

It is valuable for the student to make a short preliminary visit to meet you before the shadowing starts. This can:

- ensure that the student knows how to get to the workplace
- identify what you and the student expect from the shadowing
- enable an understanding to be reached regarding hours of attendance, dress, where to meet, etc
- provide the student with some information about you and your organisation
- provide you with some information about the student.

### Briefing material

Schools will prepare the student beforehand as part of his/her Course. The student should be able to provide you with a CV giving you some background detail about him/herself.

## 7 Health and safety

East Dunbartonshire\* Health and Safety Officers will check your premises for health and safety procedures.

## 8 Confidentiality

Ensure that the student is fully aware of your organisation's rules and regulations on confidentiality.

\* or other relevant organisation

## Mentor's report

Please complete the following report form by ticking the appropriate box. This will help the student with his/her work shadowing and will also enable the school, college or other presenting centre to assess the work of the student.

Personal attributes	Excellent	Good	Acceptable	Poor
Punctuality/Time keeping				
Appearance				
Politeness				
Awareness of rules				
Attitude to work				
Initiative				
Observation				
Responsibility				
Perseverance				
Relations with supervisors				
Relations with employees				

Any other comments, which you feel able to make concerning this student and the time spent with your company would be much appreciated.

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Mentor's signature \_\_\_\_\_ Date \_\_\_\_\_

Position within organisation/company \_\_\_\_\_

# **Work shadowing**

## **Intermediate 1**

### **Outcome 1 – Pre-placement**

Name \_\_\_\_\_

The Course comprises four sections:

- 1 pre-placement
- 2 placement
- 3 examination of the organisation
- 4 post placement.

### **Course programme**

During the Course you will work through a range of activities which will help you to achieve the following Outcomes which are part of the Intermediate 1 Work Shadowing Award. The Outcomes are:

- 1 plan and arrange a work shadowing placement with limited teacher/lecturer support
- 2 undertake a work shadowing placement with limited support from a mentor
- 3 examine an organisation through a work shadowing placement
- 4 review the contribution of the knowledge and skills gained through work shadowing to your own personal, social and vocational development.

### **Why work shadowing?**

You may previously have had the opportunity to spend some time on work experience which included a placement with an employer. During your placement you looked at and took part in the day to day tasks of that particular company. Work shadowing differs from work experience by allowing you to observe an individual or individuals involved in a particular job and to investigate the organisation with whom you will be linked. Unlike work experience where you chose a placement from a database, in work shadowing you will be expected to plan and arrange your own placement.

To ensure such a placement is safe, East Dunbartonshire's\* Health and Safety Team will carry out a Risk Assessment of the premises. (The Health and Safety Officers must have at least six weeks notice prior to the placement taking place.)

Each student should spend a minimum of 24 hours at their work shadowing placement.

\*or other relevant organisation

## Achievements

What have you done in your life that you are really proud of? Write down at least **five** examples. For example, think about school, home, work, hobbies.

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Think about anything that you haven't yet achieved that you would like to look into in the future. Write down at least **five** things you intend to achieve.

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## Work placement

The first decision you have to make is **what type of work shadowing placement you would like?** Your work shadowing placement should help you to make your future career choice. What do we mean by this?

### Student 1

*'I know exactly what I want to do when I leave school – be a lawyer.'*

How can work shadowing help?

This student's personal targets for work shadowing a lawyer could be:

- to confirm his/her career interest
- to gain a greater understanding of the legal profession
- to make contacts for the future
- to help develop self-confidence.

### Student 2

*'I'm not really sure what to do when I leave school. I'm thinking about something to do with Business Management, maybe Human Resource Management.'*

How can work shadowing help?

This student's personal targets for work shadowing a Human Resources manager could be:

- to give the student more information/insight into what's involved in the job and the personal requirements
- to confirm interest in this career or if not – still a valuable experience
- the chance to see other types of managers at work and talk briefly to them and gain information on other career ideas.

### Student 3

*'I'm stumped! I've not given careers much thought up till now. I don't know what to do but I do enjoy Chemistry and I am good at Maths.'*

How can work shadowing help the student?

Before planning and arranging a placement the student will need to take a few steps – arrange an appointment with a Careers Officer or go on to the Careers Scotland website. The student should look closely at his or herself to get some careers suggestions.

This student's personal targets for work shadowing could be:

- to look at one of a range of careers in more detail
- to help clarify the link between subjects and careers
- to improve his communication skills.

**These three students can all benefit from work shadowing!**

### **Steps to choosing a work shadowing placement**

- 1 To enable you to make an informed decision about the type of work shadowing placement you would like you must gather together as much information about yourself as possible. This we will call the **Personal Review**.
- 2 You will need factual information relating to the career opportunities you are considering. This we will call **Careers Research**.
- 3 You can then focus on the type of occupation you would like to shadow and begin to think about what you would like to achieve on your **Placement**.

## Personal skills and qualities

Look at the skills and qualities listed and rate yourself on each skill using the scale below:

Really good at this	4	OK at this	2
Good at this	3	Could be better at this	1

Gathering information		Interpreting information	
Being patient		Using my imagination	
Using physical strength		Having ideas	
Using my hands		Organising ideas	
Motivating others		Working with figures	
Persuading others		Budgeting	
Reading		Analysing	
Writing		Making decisions	
Speaking to others		Taking risks	
Understanding instructions		Helping others	
Listening		Measuring results	
Organising resources		Adapting to change	
Getting on with people		Making presentations	
Remembering things		Learning from the past	
Negotiating		Using other languages	
Logical thinking		Being reliable	
Being honest		Being considerate	
Working with other people		Getting on well with younger children	

Look at how you scored yourself. Do you have more skills than you thought?

Write down the skills and qualities you have \_\_\_\_\_

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## Personal targets

Return to the Work placement sheet on Pages 10-11 (student case studies) and look again at the personal targets set by these students. Now try to list your **own personal targets**.

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**SWOT analysis** – Complete the following task, in relation to the **personal targets** you have set yourself.

My **Strengths** are:

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My **Weaknesses** are:

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My **Opportunities** are:

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My **Threats** are:

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## Steps to choosing a work shadowing placement

### Careers research

To find this information the following websites may be useful:

- [www.planitplus.net](http://www.planitplus.net)

Click on Career Zone  
Click on Career Area  
Click on the Career Sector

- [www.careers-scotland.org.uk](http://www.careers-scotland.org.uk)

Click on Services to People  
Click on Resource Centre  
Click on Finding out about Careers  
Click on Job Information Database  
Click on the relevant sector under *Types of Work*  
Click on Career Choice

Complete a separate sheet for each career being considered.

- 1 What qualifications do I need?

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- 2 What Courses have I considered? Where?

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3 What does the career involve?

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4 What are the skills and personal qualities required?

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5 What local opportunities are available within this career?

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## Identifying a placement

You are now ready to identify companies offering suitable work shadowing placements.

Indicate your first and second choice.

1st choice \_\_\_\_\_

2nd choice \_\_\_\_\_

## Task

From the information you have collated from your personal review and careers research, write one or two sentences to help justify your choice of work shadowing placement.

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## Identifying your placement

### Company 1

Occupation to work shadow \_\_\_\_\_

Name of company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone no \_\_\_\_\_

Company mentor \_\_\_\_\_

Description of duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Company 2

Occupation to work shadow \_\_\_\_\_

Name of company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone no \_\_\_\_\_

Company mentor \_\_\_\_\_

Description of duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Application process

Detail the application process below with dates to arrange your work shadowing placement. Make sure you arrange a date, time and place for a pre-placement visit. Enclose copies of letters, emails and dates of telephone calls made etc.

An example has been given on Page 24.

<b>Date</b>	<b>Communication</b>

Date	Communication

<b>Date</b>	<b>Communication</b>

## **Pre-placement visit**

Your pre-placement visit will:

- ensure you know how to get to the workplace
- identify what both you and your mentor expect from the placement, and sort out any differences of view
- confirm details such as hours of attendance, dress, where to meet etc
- enable you to gather relevant information about your mentor and the organisation he/she works for
- enable your mentor to find out more about you.

You should prepare yourself, as far as possible, for any questions your mentor may ask by taking with you:

- 1 a copy of your CV
- 2 pre-placement visit form.

### **CV Guidelines**

#### **Personal details**

This section should include your full name and address. It should also have the postcode, your telephone number and your date of birth.

#### **Education and qualifications**

The schools should be listed in chronological order with no gaps between the dates, with the most recent listed first.

An employer will want to know:

- subjects studied at school
- examinations taken.

Positions of responsibility eg member of hockey team, school choir, prefect.

#### **Work experience**

Describe any previous work experience and part time employment.

#### **Other information**

This section should include a list of skills you have and a list of any hobbies which you pursue. The information about your skills is particularly important as an employer will find it very useful to know for example, that you are computer literate. Any voluntary work that you have undertaken should also be included here.

**Pre-placement visit form**

Company name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone no \_\_\_\_\_

Contact name \_\_\_\_\_

E-mail \_\_\_\_\_

Arrival date \_\_\_\_\_

Arrival time \_\_\_\_\_

Person to report to on arrival \_\_\_\_\_

Hours of work \_\_\_\_\_

Clothing \_\_\_\_\_

Transport arrangements \_\_\_\_\_

\_\_\_\_\_

General remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Example

Date	Communication
5 June	Went online to the Yellow Pages website in order to provide a list of accountants. Decided on two prospective placements - Accountants International plc and Figures plc. Telephoned Figures plc and arranged a time to speak to one of the Directors about work shadowing.
7 June	Telephoned Mr Smith, Director, Figures plc explained the purpose of work shadowing. He said that it would not be possible to place me in his firm. Telephoned Accountants International plc was asked to send an e-mail to their Financial Director about work shadowing.
12 June	Accountants International plc invited me for an interview with Ms Smythe, Financial Director on 21 June at 2.00 pm.
21 June	Attended interview. Financial Director said they would get in touch with me within the next few days about the possible placement.
26 June	Received email from Accountants International plc they would be delighted to help. My mentor would be Mr Hugh McHugh. However I would have to complete my work shadowing placement on either a Wednesday or a Thursday afternoon.
27 June	Spoke to DHT agreed that I could leave school after period 4 on Thursday and attend the placement from 2.00 till 5.00 for 8 weeks starting on 18 August if that suited the firm. The DHT reminded me that the Health and Safety Officers would also have to complete a risk assessment before I started the placement. Sent an email to Mr McHugh giving him this information.
29 June	Received reply from Mr McHugh. He would prefer if I started on the first Thursday in September. He invited me on a pre-placement visit on 3 July at 10.00 am.
etc	

# **Work shadowing**

## **Intermediate 1**

### **Outcome 2 – Placement**

Name \_\_\_\_\_

## Student log

Name \_\_\_\_\_

School/College/Other \_\_\_\_\_

Agreed personal targets

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Outline of programme

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**Student log**

Company name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone no \_\_\_\_\_

E-mail address \_\_\_\_\_

Mentor \_\_\_\_\_

Frequency of placement \_\_\_\_\_

Hours of work \_\_\_\_\_

Other information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Mentor profile

Name \_\_\_\_\_

Position \_\_\_\_\_

Age group                      20-30                      31-40                      over 41

Number of years in company \_\_\_\_\_

Previous positions \_\_\_\_\_

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Entry qualifications \_\_\_\_\_

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Training undertaken \_\_\_\_\_

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Career opportunities with the company \_\_\_\_\_

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## Mentor profile continued

Complete the table below by listing the tasks he/she undertakes and note if they were carried out independently. Identify the other people they come into contact with and state whether they are within or outwith the organisation.

<b>Task</b>	<b>Independently Yes/No</b>	<b>People within the organisation</b>	<b>People outwith the organisation</b>



## Skills/time management

Link the tasks your mentor is performing with the skills he/she is demonstrating. Also state the amount of time spent on each task.

<b>Task</b>	<b>Skill</b>	<b>Time daily</b>	<b>Time weekly</b>

## **Achievements and experiences**

### **Work shadowing**

Name of organisation \_\_\_\_\_

Type of work \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Name of mentor \_\_\_\_\_

Student \_\_\_\_\_ School \_\_\_\_\_

Student's summary comments/performance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relationship with others \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mentor's summary comments/general comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mentor's signature** \_\_\_\_\_

**Student's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student log – Use this to record your personal feelings, observations and tasks completed.**

Date	Comments
_____  Time _____	Personal feelings and reactions _____ _____ _____ _____ _____ _____ _____ _____ _____ Observations _____ _____ _____ _____ _____ _____ _____ Describe the tasks you did today and how these are helping you to achieve your personal development targets. _____ _____ _____ _____ _____ _____

Date	Comments
<p>_____</p> <p>Time _____</p>	<p>Personal feelings and reactions _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Observations _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Describe the tasks you did today and how these are helping you to achieve your personal development targets.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>



Date	Comments
_____  Time _____	<p>Personal feelings and reactions _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Observations _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Describe the tasks you did today and how these are helping you to achieve your personal development targets.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Date	Comments
_____  Time _____	<p>Personal feelings and reactions _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Observations _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Describe the tasks you did today and how these are helping you to achieve your personal development targets.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Date	Comments
<p>_____</p> <p>Time _____</p>	<p>Personal feelings and reactions _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Observations _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Describe the tasks you did today and how these are helping you to achieve your personal development targets.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Date	Comments
<p>_____</p> <p>Time _____</p>	<p>Personal feelings and reactions _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Observations _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Describe the tasks you did today and how these are helping you to achieve your personal development targets.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Date	Comments
<p>_____</p> <p>Time _____</p>	<p>Personal feelings and reactions _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Observations _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Describe the tasks you did today and how these are helping you to achieve your personal development targets.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Date	Comments
<p>_____</p> <p>Time _____</p>	<p>Personal feelings and reactions _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Observations _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Describe the tasks you did today and how these are helping you to achieve your personal development targets.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Date	Comments
<p>_____</p> <p>Time _____</p>	<p>Personal feelings and reactions _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Observations _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Describe the tasks you did today and how these are helping you to achieve your personal development targets.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

# **Work shadowing**

## **Intermediate 1**

### **Outcome 3 – Examination of organisation**

Name \_\_\_\_\_

## Company profile

Name \_\_\_\_\_

Type of company \_\_\_\_\_

Nature of business \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

No of employees \_\_\_\_\_

Range of occupations undertaken in the company \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Company structure

Highlight the place of your **Mentor** within the organisation. (You may wish to draw an organisation chart of the company on a separate sheet).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recruitment methods \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The organisation's **future developments** include:

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### **Aims and objectives**

Describe the **aims** and **objectives** of the organisation.

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To what extent does your **mentor contribute** to the aims and objectives of the organisation?

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## Job family/career sector

The organisation where the work shadowing placement took place is part of which job family/career sector? (Place a tick beside the appropriate heading).

<b>Job family/career sector</b>	✓
Administration and Management	
Animals, Land and Environment	
Communication and Media	
Construction	
Engineering	
Garage Services	
Hairdressing and Beauty	
Health and Medicine	
Hospitality	
Retail	
Social Services	
Sport and Leisure	
Teaching and Classroom Support	
Other (please specify) _____	

**Students should make reference to Outcome 1 Pages 15-16**

List some **careers** in this job family/career sector which you may be interested in.

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List the **opportunities** which are available within this career.

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What **related careers** are there for me to consider?

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## **Work shadowing**

### **Intermediate 1**

#### **Outcome 4 – Post placement**

Name \_\_\_\_\_

## Personal skills and qualities

Look at the skills listed and rate yourself on each skill using the scale below.

Really good at this	4	OK at this	2
Good at this	3	Could be better at this	1

Gathering information		Interpreting information	
Being patient		Using my imagination	
Using physical strength		Having ideas	
Using my hands		Organising ideas	
Motivating others		Working with figures	
Persuading others		Budgeting	
Reading		Analysing	
Writing		Making decisions	
Speaking to others		Taking risks	
Understanding instructions		Helping others	
Listening		Measuring results	
Organising resources		Adapting to change	
Getting on with people		Making presentations	
Remembering things		Learning from the past	
Negotiating		Using other languages	
Logical thinking		Being reliable	
Being honest		Being considerate	
Working with other people		Getting on well with younger children	

Look at how you scored yourself. Compare this table with the one you completed in Outcome 1, do you have more skills now?

Write down the skills and qualities you have improved upon. \_\_\_\_\_

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## Personal skills

You should now be more aware of the skills your mentor needs. Draw up a list of those you feel you have and those you think you still have to develop.

Skills observed	Skills you already have	Skills still to be developed

The five most important skills I have are:

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## Review of mentor's report

What do you think of your report? Was it (tick one from each pair)

<b>Good</b>	{ }	<b>Bad</b>	{ }
<b>Fair</b>	{ }	<b>Unfair</b>	{ }
<b>Accurate</b>	{ }	<b>Inaccurate</b>	{ }

What was really **good** about your report? Did this surprise you?

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Were there any criticisms or suggestions for self improvement in your report?

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## Review of achievements and experiences

Why did you **select** this type of work shadowing placement?

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Did the placement meet your initial expectations? (Please record experiences and impressions that may have differed).

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What do you feel you **achieved**?

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Highlight the **key points** of your programme including your contact with others.

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Outline what you now know about the **job of your mentor**.

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What, in particular, did you **enjoy** about your work shadowing placement(s)?

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Comment on the skills you observed, skills you already have and skills you think you will need to develop.

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Thinking about the **personal skills** you have developed whilst on placement, which do you think would be valued by the organisation?

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**SWOT analysis** – Complete the following task, in relation to the personal targets you have set yourself.

My **Strengths** are:

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My **Weaknesses** are:

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My **Opportunities** are:

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My **Threats** are:

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You had already recorded your **strengths, weaknesses, opportunities and threats** in Outcome 1, Page 14. Compare these results. Has your SWOT analysis changed now you have completed your work shadowing placement?

**Yes/No** (circle appropriate answer)

## Future plans

Now identify ways in which your placement might have influenced your future career plans.

I am considering the following career \_\_\_\_\_

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I have selected this job/career because \_\_\_\_\_

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My work shadowing placement helped me with my career plans in the following ways:

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Student's signature \_\_\_\_\_ Date \_\_\_\_\_

## Review sheet

Look back at your own **personal targets** which you set in Outcome 1.

Look at the personal targets agreed with your Mentor in Outcome 2.

Identify the personal targets you feel you have achieved.

Personal targets	How did I achieve them?

Identify personal targets which you were unable to negotiate.

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Now look at any of the personal targets agreed but which were not achieved.

Personal targets	Why I did not achieve them

What comments did your tutor make about the achievement of your personal targets?

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Mentor's signature \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

## **Review – strengths and weaknesses of original application process**

Look back at the application process you completed on Outcome 1 Pages 19-21.

You are asked to re-examine this process and comment on its strengths and weaknesses and make suggestions for improvement.

(You may wish to comment on the difficulties you faced in trying to obtain your placement).

### **Strengths**

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### **Weaknesses**

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### **Improvements**

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## Target setting

You are asked to reflect on how your work shadowing has influenced your future **personal targets**, **social targets** (how well do you get on with other people) and **vocational targets** (what do you plan to do when you leave school).

Give some details about how you plan to set and achieve targets under each of the three headings.

### Personal targets

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### Social targets

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### Vocational targets

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