



Take Your Child to Work Day - My Journal

NAME:

TUTOR:

DATE:

All completed journals will be awarded house points and be entered into the competition for the best journal.



TAKE YOUR CHILD TO WORK DAY - MY JOURNAL

This journal is to record the experiences of your day in the workplace. Please use it to reflect on what you saw and what you have learned.

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INTRODUCTION

As part of the BCCS 'Futures' Careers Journey you are about to spend a day in the adult world of work! . We are encouraging you to participate in this day as it is important you see first-hand what the world of work is really like and learn about the behaviours and skills employers expect.

By completing this Journal during the 'Take Your Child To Work' day you will understand more about how people get along in work, the jobs they do, the structure of businesses and about the need for businesses to keep changing to survive and remain successful. Depending on who you are shadowing will mean that some sections of the Journal are easier to complete than others.

You will be making your subjects options during Year 9. It is important to think about the subjects you enjoy and the subjects you perform best in. Although making any career decision may seem a long way away please use this opportunity to start/continue to think about potential careers as you make your future choices and next step decisions.

We hope you have an enjoyable day and look forward to receiving your completed reports!



THE ORGANISATION

Speak to the person you are work shadowing, or any other work colleagues you meet, to find out the answers to the following questions. Write your answers in the boxes below:

1	Name of organisation.

2	What type of organisation is it? (e.g. Ltd, sole trader, partnership, charity, public sector).

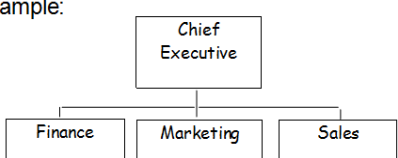
3	What sector does the organisation work in? (e.g. financial, retail, construction etc.)

4	How old is the organisation?

5	How long has it been in its present location?

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6	List the different departments and their main function.

7	Draw a simple organisation structure of the main functions.
	<p>For example:</p>  <pre>graph TD; CE[Chief Executive] --- F[Finance]; CE --- M[Marketing]; CE --- S[Sales];</pre>

8	How many people does it employ?



EMPLOYER INTERVIEW

Use the following questions to help you find out more about the role of the person you are work shadowing. Please write answers in the space provided:

1	What is your name?

2	What is your job title?

3	What sort of things do you do in your job?

4	What hours do you work?

5	How much holiday do you get?

6	What qualifications do you need to get into this job?

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7	What sort of training do you have to do for this job?

8	What do you like most about your job?

9	What do you like least about your job?

10	What promotion opportunities exist?

11	Have any of the following factors affected your work life and, if so, how?
	<ul style="list-style-type: none">· Changing technology.· Overseas or local competition.· Economic recession.· Changing company ownership.



WORK SHADOWING DIARY

1. Describe, in detail, what you have seen, any tasks you have done and the people you have spent time with.
2. What has happened today that was most interesting?
3. Make a list of the main things you have learned about the “world of work” from what you have seen and the people you have talked with today.

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DREAM - DREAM - DREAM

The *Take Your Child To Work* day might be the first time you have been asked to really think about the world of work. As well as learning about the workplace and the activities you see around you, take a moment to think about your own dreams and ambitions.

What dreams and ambitions do you have? Are they achievable? Fill in the spaces in the clouds with your answers.

1. What dreams or ambitions do I have?

2. Two reasons for these dreams or ambitions:

3. What qualifications do I need to achieve my dreams?

4. What personal qualities will I need?

5. Will I need any particular skills?



OPTIONAL – TAKE YOUR CHILD TO WORK DAY - REPORT

1. Set the scene

For example:

- What time did you leave for work?
- Where did you go?
- What does the company/organisation do or make?

2. Describe what you discovered

For example:

- What was your reaction when you arrived?
- What was the workplace like?
- What was the atmosphere like?
- Who did you shadow?
- What is their job?
- What did they do during the day?

3. Describe what you concluded

For example:

- What were the similarities and differences between their day and your typical day at school?
- What did you learn about their job?
- Was the day enjoyable? Give your reasons.
- What do you think are the positive and negative things about their job?
- Do you think they do a valuable and important job? Give your reasons.
- Do you imagine yourself doing the same or a similar job one day?
- Which type of work would you like to find out more about?
- How will you find out this information?
- Who could you go to for advice?

PHOTOS!

Please ask for permission to take some photos of you in the workplace. We would love to use them to put on display and help add to your report. Photos can be emailed to pmann@bristolcathedral.org.uk

The best reports/photos will be awarded a careers certificate and a prize!

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You can use the space below for your report or do it separately on paper or on the computer.

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