



Take Your Child to Work Day

Activity booklet

Friday 9th December 2022

Name.....

I am going to work with:

.....

at:

Instructions and guidelines for the day

The success of the day depends on you.

1. **Be confident.** Smile! Shake hands firmly, when required.
2. **Fit in!** Speak clearly. Answer questions confidently.
Ask plenty of questions.
3. **Look interested.** They want to show you the real world.
Be receptive.
4. **Show the work booklet** to the person supervising you so they can support you filling this in.
5. **Ask if you may take digital photos** for our website. There can be many reasons why this may not be possible. Follow the company's instructions.

Help yourself!

- A. Find out where the toilets are located.
(Don't put your hand up to go!)
- B. Note the times of lunch and breaks and know where to go.
- C. Confirm meeting up arrangements with the person you are accompanying.

You may be given tasks to do as part of your visit:

- A. Do the tasks to the best of your ability.
- B. Ask if you do not fully understand what you are expected to do.
- C. Completing tasks at work are more important than filling in your work booklet.



Things to find out: (please tick or write below):

Does the business you are visiting make something or provide a service? -----

What category would you say they come under ?

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

Other

Leisure/Travel & Tourism

Voluntary or a charity

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

How many people work here? -----

Are there lots of other departments within the company? -----

What is your parent/relative/close family friend's position/job? -----

Who does your parent report to? -----

Do they have people working for them? -----

Comparing it to school:

- How long does it take for the person you are working with, to get to work?
- If someone does something wrong at work what could happen?
- If someone is late for work what are the consequences?
- If someone has an accident at work, where do they go?
- Does the person you are working with get a reward, like a bonus or a pay rise, if they do something really good?
- Does the company have a Union? Find out what a union does...
- What perks do they have working there?
E.g. is there a canteen, Private health care, a crèche or a nurse?
What else?
- How many hours does the person you are working with spend at work each day/week?



- Description of the location of the business/company:

- Description of the Office or the working environment:

- Does the person you are working with like working here?
- Have they always worked here?
- How does the company train people to do the job?
- Could you work here straight after school or would you need to get more qualifications first?



Do you need key skills to work here?

Give examples.

Give an example of where you saw teamwork being used.

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:

ICT

Write an example of when you saw a worker using:

Technology

Quiz the Boss

- Who has worked at the company the longest?
- Were they here when the company started?
- What's the most expensive bit of equipment the company has?
- Has the company won any awards for being good at something?
Or ever been in the newspaper?
- What is the boss most proud of at the company?
- What is the most difficult thing about their job?
- Does the company have a motto or a strap line like Tesco?
(i.e. every little helps)
- How does the company support its workers with stress at work?

We will award anyone who can get a selfie of themselves with the boss or bring back an interesting souvenir (with permission!).



Feedback/debriefing sheet

To be filled in when you come back to school

What was the best thing about the day?	
What was the worst?	
What surprised you?	
What have you learnt?	
Would you like to work here? Yes or no?	
Why or why not?	

As a result of the day here, has it made you think about your career plans, like what subjects to study _ _ _ _ _ Y/N

So what are your next steps going to be in planning your career (please tick):

Do some research about _ _ _ _ _

- Talk to your tutor/subject teacher/family
- Arrange another work experience opportunity here/elsewhere
- Find out about going to college/university
- Speak to the careers advisor at school
- Work hard so I can get a good job



Parental feedback

- How did the day go?
- Were there any problems? Please explain.
- Was there anything the school could have assisted with?
- Would you recommend we run this day again?
- Is there anything we as a school could've done better?
- Would you or someone at your company be interested in joining our business partnership and getting involved by giving careers talks/mentoring/employment skills at school? If so please leave contact details:



Employer feedback

- How did the day go?
- Where there any problems? Please explain.
- Was there anything the school could have assisted with or done better?
- Would you be happy taking part in the future?
- Would you or someone at your company be interested in joining our business partnership and getting involved by giving careers talks/mentoring/employment skills at school? If so please leave contact details:

*Thank you,
Mrs Jennings
Careers coordinator
Lymm High School*



Notes

