



CAREERS AT GREAT ACADEMY ASHTON

**Take Your Child to Work Day**

**Friday 25th November 2022**

*‘The evidence is compelling: a young person who has four or more encounters with an employer is****86% less likely to be unemployed****or not in education or training, and can earn up to 18% more during their career.’*

*Gatsby toolkit 2020*

This completed booklet should then be returned to school to Mrs Gilmore. We will provide a certificate of the experience for you and record it within your Compass+ careers portfolio file.

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| Student name: Form group: |
| Name of the company you are visiting: |

**How to be a good employee for one day**

The success of the day depends on you and **remember that today your parent/carer is your boss!**

**Be confident.** Smile! Shake hands firmly, speak clearly and answer questions confidently. Make sure you ask plenty of questions.

**Look interested.** They want to show you the real world. Be receptive.

**Show the work booklet** to your parent/carer and explain how you will fill it in. You may not be able to answer all of the questions in the booklet, but try your best.

**Ask if you can take photos** for our website. There can be many reasons why taking photographs may not be possible. Please seek permission and follow the company’s instructions.

**Help yourself!**

* Find out where the toilets are located.
* Note the times of lunch and breaks and know where to go.
* Confirm your finish time and make sure you arrange where to meet up at the end of the day

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

* Do the tasks to the best of your ability.
* Ask if you do not fully understand what you are expected to do.
* Complete the work tasks in preference to filling in your work booklet. You can always fill the book in at home afterwards.

# Fact Finding Mission

What does the company do? Do they make something or provide a service?

What sector does the company belong to; please tick one below.

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| --- | --- |
| 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 |

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| Are they a local business or part of a larger national one? |
| How many people work for the company? |
| How many departments are there within the company? |
| What is your parent’s/carer’s position/job title? |
| Approximately how many people work with your parent/carer? |
| Are any of them directly line managed your parent/carer? How many? |

**Comparing your day at work to your school day**

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| How far does your parent/carer travel to get to work? |
| Does your parent/carer get a reward like a bonus or a pay raise as part of their employment contract? |
| If someone has an accident at work, where do they go? |
| If someone does something wrong at work what could happen? |
| If someone is late for work what are the consequences? |
| How many hours does your parent/carer work? |
| What incentives are on offer to employees? Is there a canteen, private health care, a crèche or a nursery? Anything else? |

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| 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/training first? |
| Did you witness any of the key skills during the day, explain what you saw against the skills below;   |  |  | | --- | --- | | Listening |  | | Speaking |  | | Problem solving |  | | Creativity |  | | Staying positive |  | | Aiming high |  | | Leadership |  | | Teamwork |  | |
| Give an example of when you saw maths being used below: |
| Give an example of when you saw English being used below: |
| Give an example of when you saw ICT being used below: |
| Give an example of when you saw technology being used below: |

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| What’s the most expensive piece of equipment the company has? |
| Has the company ever won any awards? |
| What is the boss most pride of related to the company? |
| Does the company have a motto or a strap line like Tesco? |
| How does the company support its workers with stress and mental health at work? |
| What is the most interesting fact about the company not answered in any of the questions above? |

**Interesting but unusual questions.**

## Reflection - fill this section in at home.

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| What was the best thing about the day? |
| What was the worst? |
| What surprised you? |
| What have you learnt? |

As a result of the day here, has it made you think about your career plans?

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 harder so I can get a better job

**Return your booklet to Mrs. Gilmore - Careers and Enterprise Coordinator Great Academy Ashton 0161-241-9551**

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