

## Parent Guide to arranging Work Shadowing

In Year 13 students are provided with the opportunity to undertake one week of Work Shadowing:

**8<sup>th</sup> June to 12<sup>th</sup> June 2026 Or 15<sup>th</sup> June to 19<sup>th</sup> June 2026**

Year 13 and 14 may avail of Work shadowing, In-person or virtual, OUTSIDE of the above dates-For details click [here](#)

All forms to be completed by students, parents and the employer are listed below. If you have more than one placement, you must complete all forms for all placements. Use the links below to complete all forms.

- In-Person [Placement details and Parental Consent form](#) OR
- Virtual [Placement details and Parental consent form](#)
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**NOTE: Once the IN-PERSON Placement form is completed online, an email will be sent automatically to the workplace supervisor with links to the Insurance details and BOTH indemnity forms for them to complete.**

The Indemnity Form provides employers with the necessary insurance details regarding the College Work Shadowing scheme.

**Please note there are two versions of the Indemnity Form:**

- [Public Sector Employers](#) Indemnity
- [Private Sector Employers](#) Indemnity

**The Letter to Employers (sent automatically) contains the links to all the insurance and indemnity forms. The employer MUST complete and submit these forms BEFORE the Work Shadowing can take place.**

The following 2 documents are filled in by: 1. the Employer, 2. the Student.

1. [Student Evaluation Form](#) (to be completed by employer, link on Letter to Employer)
2. [Log Book](#) (to be completed by student-link via website)

**All forms must be complete by Friday 15<sup>th</sup> May 2026. Any forms submitted after this date may not be accepted and Work Shadowing may not be approved by the school.**

Work Shadowing is a part of our Careers curriculum, which all students must complete.

An important part of this scheme involves you assessing your own job interests and finding a suitable placement. You will have to contact prospective employers, and may occasionally be asked to submit a CV, application form, visit possible placements, or attend an interview.

The Careers Department will assist you in your quest for a suitable placement, but all students are expected to show that they have attempted to obtain placements through their own efforts.

To make the scheme relevant to your **higher/further education aspirations**, students are expected to actively look for experience in occupational areas that they have a **genuine** interest in.

### **Aims of the Work Shadowing Scheme**

1. Provide a valuable insight into the skills required for a particular job.
2. An opportunity to test out a job to see if you actually like it.
3. Broaden your knowledge of career opportunities.
4. Increase your awareness of your skills and qualities.
5. Develop a better understanding of how the subjects you study are relevant to potential careers.
6. Provide an insight into the world of work and develop a better understanding of an employer's expectations.
7. Appreciate the skills needed to succeed in the labour market.
8. Increase your motivation to achieve your full potential in school.
9. Provide an opportunity to make contacts with potential employers or referees.
10. Develop additional skills and qualities which can be useful for your UCAS personal statement or CV.

**Work Shadowing must be organised by Friday 15<sup>th</sup> May 2026. All forms must be submitted online. Any forms submitted after this date may not be accepted and Work Shadowing may not be approved by the school.**

## Guidelines on obtaining a placement

1. **Discuss with your parents and careers teacher about the suitability and appropriate nature of your placement.**
2. Under no circumstances should you obtain experience with a company where you already working part-time or casually.
3. No Work Shadowing can occur during school holidays (this includes all Midterm, Christmas, Easter and Summer holidays).
4. You are **not insured for a placement based in a building site or workshop**, therefore, you should not accept such a placement. Check with your teacher if you are unsure. Additional Risk Assessments may need to be completed.
5. If you have arranged placement outside of Northern Ireland, you must check with your Careers teacher, if this will be permitted.
6. You can visit, write to, e mail or telephone prospective employers. You can ask a member of your family or a family friend to make initial contact with prospective employers on your behalf.
7. You should **not obtain experience with a parent**. If your placement is in the company or organisation that your parent currently works for, they should not be your supervisor.
8. Try to secure a **five-day placement**.
9. If you wish, you can obtain work experience in **different Career areas** but keep your Careers teacher informed about what you are doing.
10. **Start looking for a placement as soon as possible**. If you have a placement in mind, contact the employer as soon as possible and book it. Very often, two or more students from the College have the same placement in mind. Also, other schools will be sending out students in the same week. If your employer requires information about the scheme, or confirmation via a letter or telephone call, inform your Careers teacher.

11. Some employers such Kainos, Almac and many others may require you to complete an application form by a specific date before they will consider your request. Additionally, several employers will only organise work experience via an organisation called Work Inspirations or Speakers for School.
12. If you have contacted a prospective employer and are waiting for a response, don't wait endlessly for them to call you. **Be proactive**, and don't be afraid to telephone or e mail after a short period has elapsed.
13. Keep your Careers teacher informed about the details of your work experience.
14. Under no circumstances should your hours of work experience coincide with a dental or medical appointment, driving test, etc.
15. You should **deal with one prospective employer at a time**, and you should confirm in writing immediately that you wish to accept an employer's offer of a placement.

If all forms are not completed and returned, you will not be able to attend your Work Experience.

16. It is preferred that you have only one placement, but no more than two during the Work Shadowing week. If you wish to do more Work Experience outside of this specific week you can but you must get permission from your Head of School.
17. For every placement you intend to complete you still need to submit all the forms mentioned above.

*Past experience has shown that the best placements are those obtained through the personal efforts of the student. Such placements are more likely to match your exact interests and will allow you to derive the maximum benefits.*

*A verbal confirmation of a placement is not adequate. You should have a written confirmation from the employer, an e mail or a completed indemnity form is adequate.*

