

Year 7 Explore Work booklet:



30th April 2026

Name.....

Tutor group.....

Name of the Company you are visiting.....

Parent's/relative's/friend's
name.....

Tweet @careersmrus1

#workexperience

Instructions & guidelines for the day.

The success of the day depends on you. Don't forget you are also representing Mark Rutherford School

- 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 your parent/colleague and explain how you will fill it 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 what the procedures are if the fire alarm goes off; which exit to use and where to meet up. Follow instructions of any Fire Marshalls.
- B) Follow any safety requirements such as wearing safety boots, wearing hi-vis jackets, keeping behind safety lines, not touching equipment.
- C) Find out where the toilets are located.
- D) Note the times of lunch and breaks and know where to go.
- E) Confirm meeting up arrangements with your parent/friend if you are going to be separated.

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) Complete the work tasks in preference to filling in your work booklet –

Things to find out: -

Do they make something or provide a service?

What category would you say they come under: - please tick

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? Or are your parents/friend self-employed?

How many people work here?

Are there lots of other departments within the company?

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

Who do they report to?

Do they have people working for them?

Comparing it to school:-

- How far does your parent/relative/friend travel 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 your parent/relative/friend get a reward like a bonus or a pay raise 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 your parent/relative/friend work in a week?

About the business

Where is the business based? (e.g.; town, industrial estate)

Are there any benefits/reasons to the choice of location?

Is it a purpose-built building?

Description of the Office or the working environment: -

How does your department contribute to the business?

How does it communicate with the rest of the business?

Other things to find out: -

Does your parent/relative/friend like working here?

Have they always worked there?

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?

What I have learnt about the world of work

Do you need key skills to work here? Give examples	
Give an example of where you saw Teamwork being used	
Give an example of where you saw Communication being used	
Give an example where you saw Customer Service being used (if appropriate)	
Give an example of when you saw a worker using: Maths	
Give an example of when you saw a worker using: English	
Give an example of when you saw a worker using: ICT or Technology	
List 3 different types of jobs you came across at the place of work	1. 2. 3.

Quiz the BOSS

- Who has worked at the company the longest? And how long has that person been here?
- Was the boss here when the company started? How long have they been here?
- 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 or on TV/radio?
- What is the boss most proud of at the company?
- What is the most difficult thing about their job?
- What qualities and skills do they look for in their workers?
- Does the company have a motto or a strap line like Tesco?
- How does the company support its workers with stress at work?



I 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 at the end of the day

I had a good work shadowing experience **YES/NO/NOT SURE** (please circle)

The company did everything they could to support me **YES/NO/NOT SURE**

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? Y/N

Why or why not? –

Has taking part in this day made you think about your career plans, such as which subjects to study? **YES/NO/NOT SURE**

So, what are your next steps going to be in planning your career? - Please tick all that apply: -

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

Please log onto your **Unifrog** account and log your experience under skills

Parental/employer feedback

- How did the day go?

- Was there anything that could have made this experience any better for the student?

- Would you or the company be interested in getting more involved at school?
 - Giving careers talks
 - Attending Meet an Employer events
 - Mentoring
 - **Offering work experience to other students**
 - Sponsorship
 - Offering apprenticeships

If so, please leave contact details: -

Thank you. Mrs Unwin.
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Notes