



September 2019

Dear Sir/Madam

## **Work Shadowing**

This letter has been passed to you by an employee who would like to offer one of our Year 9 students (aged 13-14) the opportunity to work shadow them on 14 November 2019.

Work shadowing involves a student spending time with a parent, colleague, family member or close friend at their place of work. The student will:

- be an observer and not undertake any tasks;
- not require payment;
- be a visitor for the day and be covered by your Public and Employers Liability Insurance.

Through work shadowing, our aim is for students to:

- appreciate what is involved in a day of work;
- form an appreciation of the different vocational areas within the world of work;
- understand the different businesses/organisations that exist;
- recognise how work in the classroom relates to developing skills for the future.

Your involvement will enable work-related learning for this student to be both practical and relevant to the future demands of life at work and home. A close relationship with education can be a sound investment. Today's young people will shape your future in many ways – as employees, as customers/consumers and as citizens.

If you require any further clarification, please contact me directly on my mobile: 07748 761393 or by email: [david.ritchie@dracareers.co.uk](mailto:david.ritchie@dracareers.co.uk).

I look forward to your support with this work shadowing opportunity.

Yours faithfully

David Ritchie  
Careers Coordinator