



Year 9 'Day to Work' - Guidelines for Employers

Give students jobs that would be given to juniors such as:

- Filing
- Making tea
- Photocopying
- Running messages
- Attending meetings to take notes

Allow a portion of time during the day for questions, if you do not have time to explain to a student why or how something is done then tell them to write down the point they have and to question you on it during the time you have allotted to them.

Give the student a tour of the operation (or ask a colleague to do this) and give a brief explanation of what each department does eg: the Reception where cars are booked in and the workshop in a garage, the HR Department in an office, the kitchen and restaurant and so forth.

Include the student in your work by asking them to take part in small decisions throughout the day; eg "out of these two starters which one do you think we should put on the set menu today?" Encourage the student to make links between their 'Day to Work' Handbook and what they see in your organisation. The student should be making time to fill out their Handbook comprehensively.

Thank you for supporting the HGSS Day to Work. If you have any questions or would like to discuss our Day to Work further, please contact:

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