



Dear Grade 10 learners

30 May 2022

The purpose of your one week Work Shadow Programme is to introduce you to the reality of career choices. It is crucial to access as much information as possible to make an informed decision regarding career choices. Exposure to the working world in this way will hopefully permit you a more realistic understanding of what a particular occupation may entail. We hope it will be a meaningful time.

Some guidelines:

- \* **Be punctual!** This applies to when you arrive each morning, when returning from lunch breaks, etc.
- \* **Be appropriately attired.** Businesspeople reflect their company's image in their mode of dress. You are part of that company now and have to adhere to its dress code.
- \* **Use the opportunity!** Come with questions and comments; it will be appreciated.

However:

- \* If you are ill and unable to present yourself at the company, either you or your parent should please phone and explain personally to your supervisor.
- \* If you experience unforeseen problems at the work shadow place, please contact me. We can make a plan.
- \* Upon your arrival, introduce yourself and thank the necessary persons for the forthcoming work shadow.
- \* Thanking your supervisor at the end of each day also leaves a pleasant feeling.
- \* At the end of your time with the/each company, please express your appreciation to the relevant people when saying good-bye.

Important:

- \* Have your **attendance confirmation sheet** filled in, signed and stamped
- \* Work on your **work shadow project** during the work shadow week
- \* Remember to ask for a letter of recommendation/testimonial letter (Grade 12 Portfolio)

Enjoy the experience!

**Carl Pilkington**  
Career Guidance Counsellor