

IO1.3 Best practice in Romania

Type of procedures	Orientation/case studies/projects/activities/vocational programmes /examinations/guiding tools/articles
Title of the best procedure	JA in a day – EDUCATION FOR PROFESSIONAL ORIENTATION (JOB SHADOW DAY)
Implementation period	The „To know more, to be better!” week that is in every academic school year
Location	Schools and highschoools from the pre-university medium in Romania
Geographical coverage	Local/national/international
Contact	alice.dutu@jaromania.org
Link	http://www.jaromania.org
Person to contact	-
Target group	Pupils from the pre-university medium (grades 0-XII)
Objectives	The Job Shadow Day Project aims to familiarise pupils with the working places (that contains its specific activities and responsibilities) by spending a working day in a company/institution (classes XI-XII) or at one of the parent’s working places (classes 0-X), offering them a practical experience that will help them understand the different carrer options and to find an answer much easier to the questions: <i>“What do I want to become after school? Where do I want to work? What is the best place for me to work? “.</i>
Short description	JOB SHADOW DAY is the biggest international orientation program for pupils and it is during the „To know more, to be better!” week . The teachers that enrol in this program will benefit from a free online training, support from the JAR team for the entire period of the program and an educational materials kit (The teacher’s and volunteer consultant’s guide, The pupils’ manual, a letter of invitation from a company, a list of jobs, an example of a resume, a distribution sheet, fișă feedback, promotional materials, an example of a report etc.) for the entire duration of the learning by doing- type of activities that are compulsory for the shadowing day, especially, and for the professional path, in general. Pupils will familiarise themselves with the working places, spending a couple of hours in the shadow of a professional from a certain field, to understand better the job, the tasks of the employee, but also the abilities and skills required for such a job. The pogram helps young people to understand the diversity of their career options and to find an aswer easier to their questions: „What do I want to become when I finish school?”, „Where do I want to work „ Which is the best working place for me?“
Activities/Action plan	Education for the professional orienation classes XI – XII

	<ul style="list-style-type: none"> - There will be some class activities prior to the shadowing day. Duration of the activity: 2–4 hours; - The shadowing day – the pupils will spend a couple of hours ”in the shadow” of an employee from a company/public institution. Duration of activity: 3-5 hours; - After the shadowing activity, the pupils will fill in an online feedback survey.
Resources/products	<ul style="list-style-type: none"> - Resources: Educational materials KIT (The teacher’s and consultant volunteer’s guide, The pupils’ manual, a letter of invitation from a company, a list of jobs, an example of a resume, a distribution sheet, fișă feedback, promotional materials, an example of a report etc.) offered by the JA team Romania. - Computer, videoprojector, panel, internet; - Products: Online feedback survey.
The Impact	<ul style="list-style-type: none"> - The pupils will learn how to define the notion of a resume, a letter of intent, a hiring interview, a job and how to write a resume and a letter of intent. - The pupils learn how to behave in the midst of a hiring interview; - The pupils will evaluate their own personal interests, on the basis of an evaluation sheet and they will identify the abilities that are required for the practice of a certain job; - The pupils learn the role, the importance and the advantage of working in a team - The pupils become aware of the relationship between the process of learning and success at the working place.
Key words	Self knowledge, self assessment, abilities, skills, team work, job, position, working place, resume, letter of intent, hiring interview.