



## GUIDELINES FOR THE JOB SHADOWING IN EQUAP

### Background

in the framework of EQUAP the job shadowing activities constitute an important moment as they will close the phase in which a collection of the best practices and research elements around participation has been carried out among the partners and will constitute the basis for the testing and transferring of practices that will take place during year 2.

### Objective of the job shadowing activities:

- 1) Deepening the knowledge about each other's practices and learning from them.
- 2) Identify practices to be transferred or tested in the home context.

### Expected results

- increased knowledge about participation in other countries
- increased intercultural skills among the participants
- increased contacts with other pre-schools in Europe

### Who participates

The project foresees 25 mobilities allocated to the 5 organizations managing pre-schools services:

- Linköping (SE)
- Elmer (BE)
- Forli (IT)
- Colégio do Sardo (PT)
- Vrtec Otona Slovenska Bistrica (SI)

Each organization is expected to carry out at least 5 mobilities (a mobility is one member of staff going abroad for one week to carry out job shadowing activities in a partner country). Other partners can also host the participants.

### Implementation of the job shadowing activities

The job shadowing activities consist in following a tutor for 5 working days in his/her daily activity and according to a programme prepared in advance.

Each sending organization may send pre-school teachers in couples. The hosting organization will develop a programme which might also include individual activities according to the areas of observation identified by the participants.

Each partner organization is expected to visit at least **2 other countries**. If on the one hand **reciprocity** could help creating stronger links among the pre-schools involved, sending and receiving organization will have the opportunity to visit and/or receive visits from more than 2 countries. It will be up to each partner to decide.

In the job shadowing experience all practitioners have the responsibility to share their experiences of the job shadowing with their own teams and to transfer the (innovative) practices they have learned/experienced to their own context.

## Job Shadowing Phases

The Job shadowing activities will then take place from October 2015 till January 2016, and it will consist of three phases:

- 1) Preparation
- 2) Implementation
- 3) Evaluation

### 1 – Preparation

During the **preparation** phase each partner should follow these steps:

a) Prepare a description of the organization (Identikit) as suggested below:

Each organization should give a clear presentation of how they work a sort of Job shadowing travel guide” or ‘Identikit’ describing the pre-school. This can be done in very different forms: a small photobook, video clip, or story...and doesn't always require that much extra work as existing information can be used for this as well. This material should be delivered as soon as possible (in order to facilitate the matching) and in any case no later than two weeks before the job-shadowing activity takes place in the pre-schools.

#### Content of the IDENTIKIT

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- *What kind of organization are we ? (Type of setting)*
- *Who are the children we work with? (Age, background...)*
- *Who are the families we work with?*
- *What is our mission statement?*
- *What is our vision? How do we look at children, families, society?*
- *What do we do for children, families and society?*
- *What does parent participation mean to us? How we shape this in our daily work?*
- *What are our strengths in working on family participation, what are we very proud of? What can you learn from us concerning family participation?*
- *Use of some quality indicators on parent participation?*
- *What do we want to learn from others?*
- *What can we offer? (e.g. practitioners will have time to work together with the children, maybe in two different groups? Pedagogical coach can shadow in the work of the pedagogical coach of the host country...)*
- *Will there be enough time to talk and discuss with the professionals, to meet and discuss*

- b) Identify the partner organizations where to send staff
- c) Select the participants
- d) Sign the Individual Mobility Agreement (see attached document)
- e) Make final preparation in terms of content of the job shadowing programme and logistics

## 2 – Implementation

As for the **implementation phase** the job shadowing will be carried out through a daily programme based on a number of focus areas linked to the main elements emerged from the research and from the practices described so far. The participants will have to report and document the result of the daily activity through evaluation tools.

**a) Daily reflections:** daily evaluation is suggested at two levels. Firstly, on a daily basis (or every second day) the shadower reflects together with his/her tutor: at the end of the day they take some time to share their ideas experiences about what happened and their experiences according to the focus areas identified by researchers. This can be done in a reciprocal way, the job shadower does not have to reflect on focus areas separately but only discuss those elements that were observed during the day.

**b) Personal diary:** Shadowers should keep a personal diary where he/she can take note of 'little shocks', surprises, and other personal reflections.

**c) Facebook page:** an additional tool for documenting the job shadowing will be the facebook page of the project [www.facebook.com/equap](http://www.facebook.com/equap)

## 3 – Evaluation

Once the job-shadowing is finished the **evaluation phase** will start and each participant will have to:

- 1) Participate in a final evaluation meeting with the tutor at the end of the week aimed at assessing the whole job shadowing experience
- 2) Fill in the evaluation form
- 3) Collect and produce the documentation of the job shadowing
- 4) Fill the form for the assessment of the intercultural skills
- 5) Participate actively in the dissemination and sharing of the experience within the organization
- 6) Plan the testing activities together with the staff of the partner organization

It is important that once returned the sending organization creates the opportunity for sharing experiences and knowledge acquired with the aim of making the testing/transferring phase as effective as possible. Each partner organization should report to the project coordinator the planned post-job shadowing activities in the pre-schools.

Dissemination and multiplier events can be most successful when practitioners themselves, together with the researchers, can present the outcomes in their local contexts. It will also value the work that people have done and give recognition to their commitment in job shadowing and testing innovative practices.

## Financial Aspects

The sending organization will take care of booking and paying in advance for travel and accommodation with the support of the hosting organization. The sending organization must ensure that the services meet the standards of quality and safety required.

The sending organization will reimburse the participants for meals and local transport on the basis of the receipts of payments.

EU contribution will cover:

- Up to 100€ per day for subsistence (hotel, meals and local transport)
- Up to 275€ for travel for distances < 1999 Km
- Up to 360€ for travel, for distance > 2000 Km

### *Example*

*Job shadowing of 1 teacher from Linköping to Forlì  
5 days + 2 travel = 7 days*

**Travel costs: 275 € (up to 1600km)**  
**individual support: 700€ (100€ x 7)**

## Job Shadowing Checklist

TASKS FOR THE HOSTING ORGANIZATION	TASKS FOR THE SENDING ORGANIZATION
Prepare the identikit of the school	Prepare a presentation of your pre-school in English.
Prepare a planning (programme) for the week so that all the staff feels and is involved. Make sure that in the programme you have at least 30 minutes dedicated to filling in the observation form (each day)	Bring a small present possibly something that is made by, and tells something about, your pre-school.
Organize a meeting with the head of the organization or the municipal representatives	Bring along the following tools: USB where to save the photos and the observation form, camera or tablet or smartphone.
Define within the team the person who will have the main responsibility as tutor	Test your knowledge of English and, to the extent possible, try to improve it before your leave
Organize the week-end and some evenings (leave some evenings free)	Identify arrival hours in the city of the job shadowing that can meet the needs of the hosting organization/staff
Organise welcoming and define the arrival with the sending organisation	Socializing the jobs shadowing results with colleagues once back
Help in identifying and booking the accommodation	
Release a certificate of participation to every participant.	