

Outside Insight Application Guidelines

These Application Guidelines are aimed at helping you to complete the **Outside Insight Application to Shadow a Role** and to give you and your line manager information about the initiative. Further information can be found and all documents downloaded at the [Outside Insight website](#).

1. Preparation

For yourself:

To ensure that you get the most out of the work shadowing experience please consider the following questions:

- What do you want to get out of the experience?
- Are there any specific aspects of the role that you are especially interested in finding out about?
- Do you have any particular questions that you want to find the answers to?
- How will the work shadowing experience fit with your development needs generally?
- How will you use the information you have learnt in your own work?
- What would be the ideal timing and duration of your visit?

To help the host organisation and the person being shadowed, be prepared to:

- Communicate what you expect to gain from the work shadowing along with any areas of specific interest or any concerns you may have.
- Understand what the person shadowing would like to gain from the relationship – work shadowing is for the mutual benefit of both parties.
- Discuss practicalities in advance of the work shadowing such as whether the meeting will be in person or virtual, transport, Covid requirements for face to face meetings, dietary and communication requirements, access to buildings etc.
- Mutually agree a date and duration for your work shadowing with your line manager and host.
- Share and agree the programme which will be designed by your host to meet your objectives for the visit. The programme must be shared and agreed with all parties prior to the visit and set out in the [Outside Insight Programme Outline](#) document.

2. Completing the Outside Insight Application to Shadow a Role

Main purpose of your current role and/or key tasks

Please give a brief description of your current job role. This will give the host an indication of your background and perhaps how your current role links to theirs.

Work shadowing objectives

In order to ensure that you get the most out of the work shadowing experience consider the following questions to help you think about your objectives:

- What are your overall aims and objectives for wishing to undertake this visit? For example: specific knowledge, skills and experience
- Are there any aspects of the role that you are especially interested in finding out about?
- Have you got any particular questions that you want to find the answers to?
- What do you think the person you are shadowing could gain from you shadowing them?

What would be your ideal role to shadow?

The ideal role for you to shadow will depend on your specific objectives. The role can be similar to your current role, one working at a higher level or in a completely different area to your present role. Consider your reasons for wishing to shadow a particular role and how this might enhance your current role or your career ambitions.

If you are unsure of a specific role you want to shadow please give a general outline of the skills you wish to develop and/or the areas of work you would like to shadow.

How long would you like to shadow the role for?

Consider how long you will need the work shadowing to be in order for your objectives to be met. The minimum is half a day up to a maximum of two days.

Do you have any additional requirements?

E.g. access to the host's working environment, dietary and communication requirements, working part time, shift work.

Ideally, which of the participating HEIs would you prefer to visit?

Please indicate which institutions involved in the Outside Insight initiative you would like to visit in order preference from first to third choice.

Would you be willing to have your role shadowed?

The success of the initiative relies on reciprocity between institutions. Please indicate whether you would be happy for someone to shadow your role.

Line manager's details

You must obtain your line manager's agreement for you to participate. We will need to keep a record of their details in case we need to contact them. Your line manager will also need to sign the form (see below) to show that they support your request for the work shadowing visit.

3. Things to Consider

Agreeing the details of the visit

Once paired, the parties will need to complete an [Outside Insight Programme Outline](#) prior to the visit. Preparation for this will include:

- Deciding on the objectives of the person doing the shadowing (and the person being shadowed) for the visit
- Agreeing on confidentiality
- Deciding on the length of the visit and dates
- Agreeing programme content and boundaries

Travel Expenses

Please refer to your Faculty/Directorate policy on travel expenses.

Additional Requirements

You may need to identify and discuss these with your host and line manager prior to your visit – e.g. any IT training, transport arrangements, car parking, an interpreter (sign or language).

Health and Safety

When carrying out the work shadowing you will need to be aware of and adhere to the host institution's Health and Safety policy and Covid regulations.