Speaker Invitation

Date _____ **Our ref.** _____

To _____ **Role / organisation** _____

Invitation to give a 30-minute "Meet a Professional" talk

Dear _____,

We would like to invite you to speak to students of Class _____ at _____ as part of the Career Compass School Programme, run by Veda Topper International, Irinjalakuda.

Most students choose a course long before they have met anyone who does the work. A short, honest conversation with someone like you can change that. You do not need slides or a polished speech: your own story is what students remember.

DATE & TIME	VENUE	AUDIENCE	FORMAT
_____	_____	Class _____, about _____ students	30–minute talk, then questions from students

A SUGGESTED OUTLINE

1 — My path
How I got here, including the detours and the things that did not work.
About 8 minutes

2 — A typical day
What I actually do, from the morning to the end of the day.
About 8 minutes

3 — What I wish I'd known at 16
The advice I would give my younger self.
About 7 minutes

4 — How to enter my field
Courses, exams, first jobs, and what employers look for.
About 7 minutes

A FEW REQUESTS

- Please do not promote a particular college, coaching centre or paid course. Students value an independent view.
- A teacher will be present throughout. We will send you the students' questions in advance.
- Please tell us if you would prefer not to be photographed.

If you can join us, please reply by _____ on WhatsApp **98468 87225** or to **vedatopper@gmail.com**. Thank you for considering it.

With thanks,

_____
For Veda Topper International
Signature

✂ SPEAKER REPLY · DETACH AND RETURN

Name _____ **Field / job title** _____

Dates that suit me _____ **Phone / WhatsApp** _____

Language: ☐ Malayalam ☐ English ☐ Both ☐ Students may know my name and job title ☐ Photos are fine

VEDA TOPPER INTERNATIONAL

STUDENT SHEET · KEEP ALL YEAR

My Encounter Log

തൊഴിൽ ലോകവുമായുള്ള കൂടിക്കാഴ്ചകൾ

Name _____ Class _____ School _____ Year _____

Aim for 4 or more this year
ഈ വർഷം കുറഞ്ഞത് നാലെണ്ണം

1 2 3 4 5 6

P Professional: a talk or a conversation
W Workplace: a visit or Job-Shadow Day
C College: a campus visit, open day or DISHA

#	Date	Type P / W / C	Who or where ആര് / എവിടെ	What I learned ഞാൻ പഠിച്ചത്	What I'll check next അടുത്തതായി അന്വേഷിക്കേണ്ടത്
1		P W C			
2		P W C			
3		P W C			
4		P W C			
5		P W C			
6		P W C			
7		P W C			
8		P W C			
9		P W C			

Circle the type. Bring this log to your one-to-one session; it shows what you have already found out.

VEDA TOPPER INTERNATIONAL

FOR THE HOST WORKPLACE · ONE COPY EACH

Job-Shadow Day Agreement

Thank you for hosting. A Job-Shadow Day lets a student see real work for a few hours. The student watches, asks questions and may help with simple tasks under supervision. **They are not there to work**, and they must never be left unsupervised.

1 The visit

Workplace _____ **Address** _____

Supervising adult _____ **Role & phone** _____

Student(s) _____ **Class & school** _____

Date _____ **From** _____ **to** _____ half a day at most

Emergency: parent _____ **Emergency: coordinator** _____

2 Safeguarding checklist Tick each point before the day

	POINT	CHECKED BY
☐	**A named supervising adult** (above) is with the student throughout the visit.	
☐	**No unsupervised one-to-one.** The student is never alone with a single adult in a closed room or a vehicle.	
☐	**Emergency contacts** for the parent and the coordinator are written above, and the supervisor has them.	
☐	**No hazardous areas.** The student does not enter them, and does not use machinery, sharp tools, chemicals or vehicles.	
☐	**Half a day at most**, within the times written above. The student arrives and leaves as agreed with the parent.	
☐	**Written parental consent is on file** with Veda Topper International before the visit.	
☐	**No photos** of the student without parental consent, and **no exchange of personal phone numbers** or social media. Any follow-up goes through the coordinator.	
☐	**The student knows whom to tell** if anything makes them uncomfortable, and has the coordinator's number.	

3 A simple shape for the visit

ARRIVE
Welcome, a short safety briefing, and where the student should stand or sit.

WATCH
Let the student shadow real tasks. Say what you are doing, and why.

TALK
Keep the last 15 minutes for the student's questions about your work and your path.

4 Agreement

The host agrees to the points above, and will contact the coordinator straight away if there is an accident, an incident or any concern about the student's safety or wellbeing.

For the host workplace	For Veda Topper International	For the school
Signature, name and date	Coordinator: signature and date	(if arranged through school) Signature and date

VEDA TOPPER INTERNATIONAL

STUDENT SHEET · FILL IN BEFORE AND AFTER

Job-Shadow Reflection

എന്റെ അനുഭവക്കുറിപ്പ്

Name _____ Class _____ Workplace _____ Date _____

1 Before the day പോകുന്നതിനു മുൻപ്

Three questions I want to ask ചോദിക്കാനുള്ള മൂന്ന് ചോദ്യങ്ങൾ

1 _____

2 _____

3 _____

2 During the day അവിടെ കണ്ടത്

Three tasks I saw people actually doing ആളുകൾ ശരിക്കും ചെയ്ത മൂന്ന് ജോലികൾ

1 _____

2 _____

3 _____

Skills they used (tick all you noticed) അവർ ഉപയോഗിച്ച കഴിവുകൾ

- ☐ Talking with people
- ☐ Numbers
- ☐ Writing
- ☐ Hands-on, practical work
- ☐ Computers
- ☐ Solving problems
- ☐ Patience
- ☐ Teamwork
- ☐ Staying calm under pressure
- ☐ Other: _____

3 After the day തിരിച്ചെത്തിയ ശേഷം

What surprised me എന്നെ അത്ഭുതപ്പെടുത്തിയത്

_____

_____

_____

_____

The best answer I got കിട്ടിയ ഏറ്റവും നല്ല ഉത്തരം

_____

_____

_____

_____

Could I see myself doing this work? ഈ ജോലി എനിക്ക് ചേരുമോ?

Not at all (1) (2) (3) (4) (5) Very much **Why?** _____

What I'll check next (a course, an exam, or a person to talk to) അടുത്തതായി അന്വേഷിക്കേണ്ടത്

_____

_____

_____

- ☐ **Thank-you note sent** to my host
- ☐ **Added to my Encounter Log**
- ☐ **Shared with my family**