



Living to Learn **Learning to Live**



**All of Y10 will be off timetable and will be attending real life
Career Development (Work Experience)**

**7th to 10th July 2025
Challenge Week
4 days!
One placement**

Work Related Learning in KS4 at NHGS

- Careers education in PSE including CVs, letters of application, application forms, interviews etc
- Mock Interview for all students in January 2025
- A personalised Career Development Placement which is organised by you in Year 10
- Individual careers appointments are available throughout KS4 with a trained Careers Adviser

Why is Work Experience important?

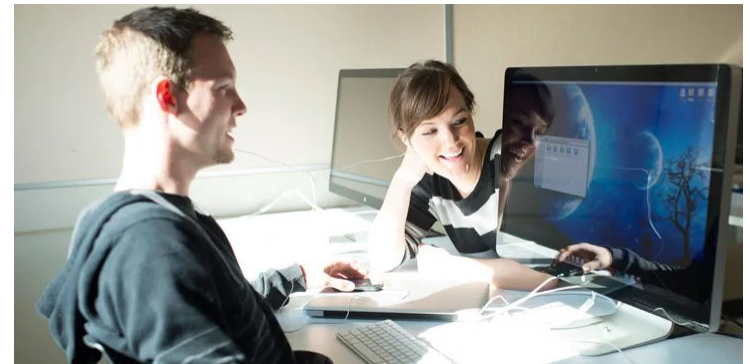
- Young people are more likely to be successful in their job hunt if they have done some good work experience.

Over half of the graduate recruiters that took part in a recent research study by Highfliers said that, “graduates who have had no previous work experience at all are unlikely to be successful during the selection process and have little or no chance of receiving a job offer for their organisations’ graduate programmes.”

Why is Work Experience important?

- If you haven't got a clue what career you want to do, work experience is a perfect way to sample all the career options out there.

It's a way of exploring different jobs without actually committing to anything. You can dip your toe in the water without taking the full plunge.



Why is Work Experience important?

- It's the best way to get a real sense of your chosen industry. You'll get to speak to employees and ask them questions. You won't know what it's like until you get closer to the action.
- Doing work experience shows passion and interest. Evidence that you have done work experience shows the employer that you are motivated to get into a chosen career and that you've done your homework.
- If you're undecided about your career path, work experience might just be encouragement you need. If you do a variety of different work placements, you might find something you are passionate about and get motivated.

Why is Work Experience important?

- Work experience gently introduces you to the world of work.
- You get to learn the do's and don'ts, get work place savvy and learn to navigate your way through the jungle of office politics.
- Vitally, it'll give you an idea of the skills you might need to thrive in the workplace.
- It'll help you identify your own skills and perhaps even highlight the areas that you might want to work on and give you a good understanding of your strengths and weakness.

Why is Work Experience important?

- You might wow them so much that you'll be offered a job!
- It's all about networking. It'll help you build up contacts and, you might even get a heads up about a future job or be recommended to another company.
- And yes, work experience does give you something to put on your CV and UCAS statement Great for your UCAS statement – not every school gives the opportunity, don't waste it!
- www.allaboutcareers.com/work-experience/why-is-work-experience-important/



Start now –
do not delay!!



Use Morrisby to find out more about your career interests and which career types may suit you.

The image displays two overlapping screenshots of the Morrisby career assessment interface. The left screenshot shows the 'Career Suggestions and Favourites' section, which includes a navigation bar with 'Home', 'About Me', 'My Choices', 'Progress', and 'Locker'. Below the navigation bar, there are icons for 'Careers', 'Subjects', 'Destinations', and 'Planner'. The main content area features a 'Qualification Level: Degree' filter, a 'Focus On' section with 'Interests' and 'Specialist Interests' options, and a 'What if I...?' section with 'Obtained a competitive degree' and 'Focused on Apprenticeships' options. A grid of career cards is displayed, each with a title, a progress bar, and a 'Show related careers' button. The cards include 'Application Analyst/Programmer' (100%), 'Systems Architect/Analyst' (96%), 'Web Designer' (95%), 'Computer Games Developer' (93%), 'Network Manager' (93%), and 'UX Designer' (92%). A 'Favourites' section on the right lists 'Application Analyst/Programmer', 'Systems Architect/Analyst', and 'Web Designer' with a 'Show my favourite careers' button. A search bar and an 'Explore' button are also visible.

The right screenshot shows the 'Interests: Your career interests' section, which includes a navigation bar with 'Home', 'About Me', 'My Choices', 'Progress', and 'Locker'. Below the navigation bar, there are icons for 'Work Style', 'Workplace', 'Priorities', and 'Study Interests'. The main content area features a bar chart showing career interests across various categories: 'Caring for people', 'Advising people', 'Persuading people', 'Information', 'Writing & speaking', 'Computers', 'Analysing numbers', 'Things', 'Working in Science', 'Engineering & technology', 'Make, build & transport', and 'Art, design & aesthetics'. A 'Next Step' section includes a 'Your Work Style' button and a 'Specialist Career Interest' section with 'Musician' and 'Artist or Designer' options. A 'Career Families' section includes a 'World of Work chart' and a 'Retake Questionnaire' button.

Career Development Experience at NHGS – Schedule

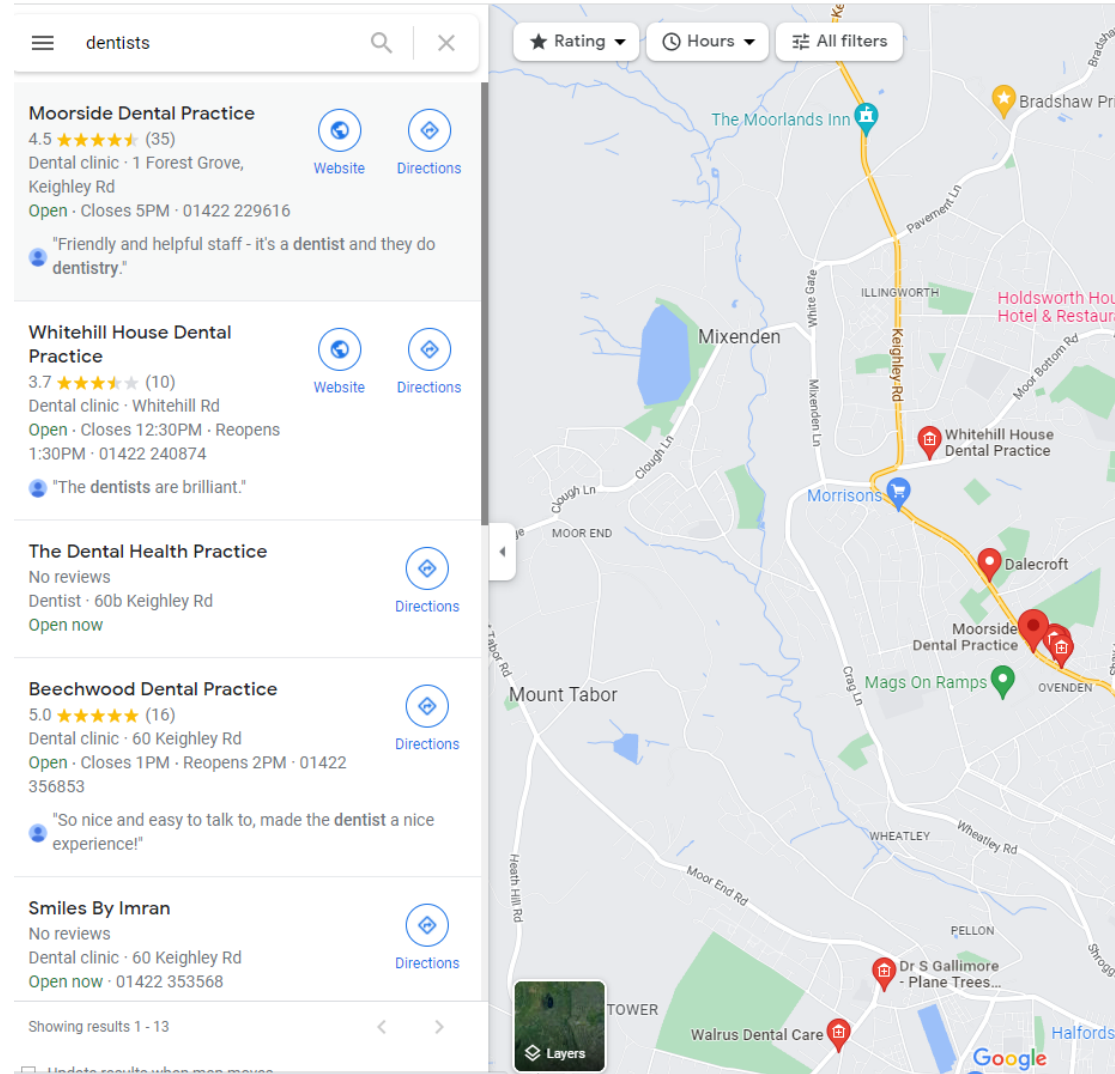
Step One:

Students start to think about what sort of career they would like to experience.

Use the Previous Placement suggestions, These placements have accepted students in the past from NHGS.

| Placement | Role | Contact | E-mail | Telephone |
|---|--------------------------|--|--|--------------|
| 1st Floor Music 34 Bull Green Halifax HX1 1AG | Sales, sound system | Anthony Hollingsworth | | 01422 250059 |
| 3 Boroughs Partnership NHG Trust Child & Adolescent Mental Health Service Thorn Road Runcorn Cheshire | Administration Assistant | Debbie Garner | | 01928 568162 |
| A & G Motor Engineers Ltd Parkfield garage George Street Eland | Garage Mechanic | Steve Atkinson | | 01422 371948 |
| AD Hewitt & Associates 46 - 48 Bradford Road Brighouse HD6 1RY | Dental Assistant | Donna Marks | | 01484 714717 |
| A Little Bit of Eden 61 Wharf Street Sowerby Bridge Halifax HX6 2AF | Florist | Severly Darwin | | 01422 534189 |
| A Rayner Dental Surgery 101 St Enoch's Road Walsley Bradford BD6 3AD | Dental Practice | Ms A Rayner | | 01274 679378 |
| AGSey Park Primary Academy Close Keighley Halifax HX2 8DG Will be closed during work experience week 2022 | Teaching | Emma Ford Mr Clifford / Mr Dornelly | abbeypark.enquiries@northhemes.co.uk northhemes.org | 01422 246610 |
| ADG Advertising 12 Tennyson Road Wibsey | Graphic Design Assistant | David McLindon | | 01274 600147 |

Use Google Maps to find the type of career you are looking for in the area you are able to travel to.





Work experience flow chart

Choose a placement to approach to request a placement

Be brave

Phone call to placement:

You:
"Hi, my name is _____
and I'm a student at North Halifax
Grammar School, I wondered if you
accept students for work experience
placements"

Reply from placement

Yes

No

You:
"That's fantastic; do you have any
vacancies from **Monday 17th
October to Friday 21st October
2022**
_____ Yes _____"

No

You:
"Thank you very much for taking my
call. Goodbye."
*You could always take this
opportunity to try to get some work
experience during the school
holidays if you really wanted to go
there.*

Yes

You:
"Thank you, please could you pencil
me in for those dates and I'll send
the paperwork to you. Please could I
have your name and email or postal
address?"

"Thank you very much for taking my
call. Goodbye."

Move on to your next placement
choice and repeat these stages

Send the 'Acceptance Form' and
'Letter to Employer' to the employer.
These can be found digitally on the
NHGS website and on the Careers
Google Classroom.

Complete the 'Application Form'.

Step Two:
Call your chosen
placement and ask if they
take students for
placements.

Step Three:

Follow up with the paperwork

- Letter to Employer
- Placement Acceptance Form

or move onto your next choice

North Halifax Grammar School

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T: 01422 244625 F: 01422 245237 mail@nhgs.co.uk www.nhgs.co.uk



March 2022

Dear Sir or Madam

Re: Year 11 Career Development Placement Application (formerly known as Work Experience)

At North Halifax Grammar School Year 11 students are once again preparing to embark on their Career Development Placement. This experience is planned as an integral part of their careers education. If you have accepted one of our students for a Career Development Placement in the past we would like to thank you for your support. Students find Career Development Placements a valuable opportunity and in most cases, placements report that having one of our students for a week has been beneficial to their organisation.

This year's placements will take place for one week between **Monday 17th October and Friday 21st October 2022**. In order to arrange this as possible, we have asked the students to try to arrange their own Career Development Placement. We have asked the students to identify organisations which might provide an interesting placement for them and submit accordingly.



It is hoped that this placement will allow students to develop a greater appreciation of employment issues and the world of work, while building self-confidence and taking personal responsibility for their actions.

This placement will be carried out during dedicated sessions as part of the RPSE programme in school.

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March 2022

Dear Sir or Madam

You should receive this form along with a letter from North Halifax Grammar School and an application for a Career Development Placement from one of our students. If you are able to offer this student a placement, I would appreciate it if you would complete the information below and email to L.Manley@nhgs.co.uk as soon as possible.

CAREER DEVELOPMENT PLACEMENT ACCEPTANCE

Name of Organisation: _____

Contact Name: _____

Address: _____

Telephone No: _____

Email Address: _____

Please confirm whether you have appropriate Employers Public Liability Insurance (if you have appropriate insurance in place I should be grateful if you would email a copy along with this form for our records)

ELI Company: _____

ELI Policy Number: _____

ELI Expiry Date: _____

We confirm we are prepared to accept a student for their Career Development Placement From Monday 17th October to Friday 21st October 2022

Name of student _____

(Yes/No)

(Signed)

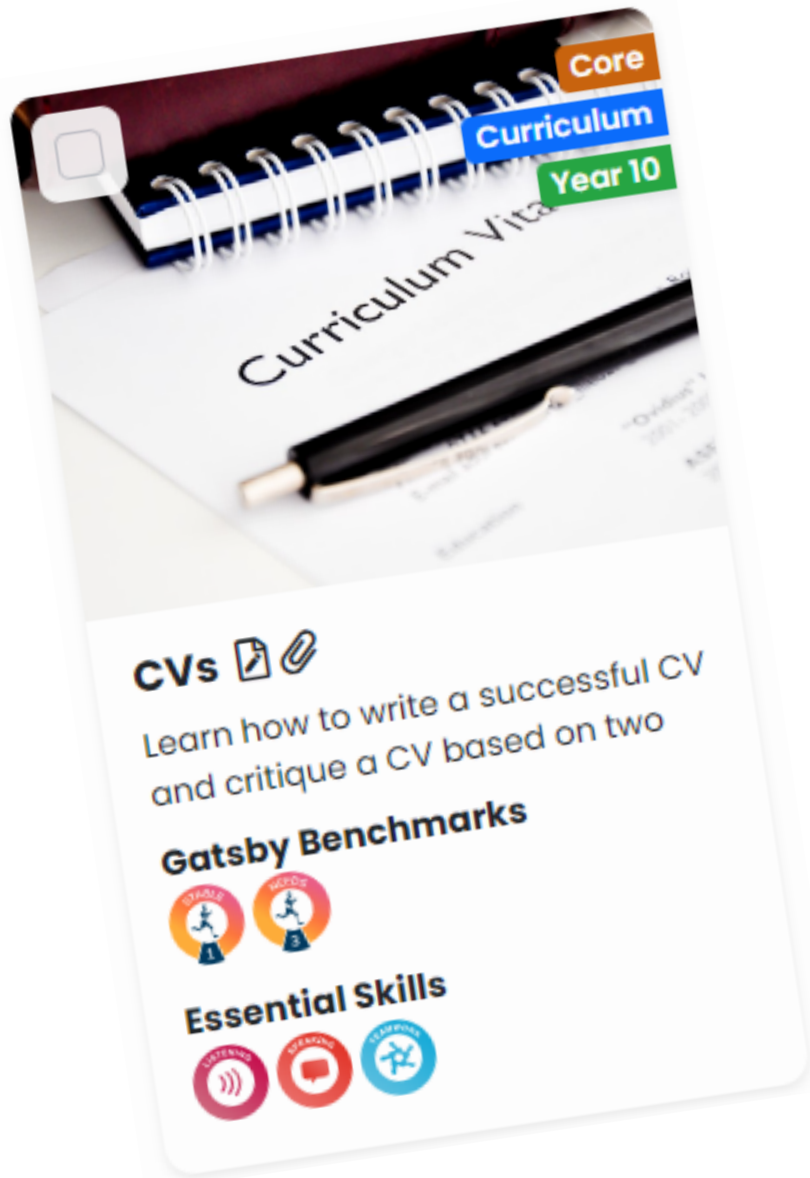
(Position in Company)

Yours sincerely

Mrs L Manley
Careers and Exams Officer

Principal Mr A G Fisher
Registered Office: North Halifax Grammar School, Moorbottom Road, Wiggworth, Halifax, HX2 8DU
North Halifax Grammar School students Trust, a charitable company limited by guarantee registered in England
Company Number: 04522222
Charitable Number: 11322222





Start building your CV

Registration time will be set aside for Writing your CV and researching placements and sending out applications and filling forms.

Use Morrisby on 16/12

Safeguarding Students on their Career Development Experience

Placements should not be arranged with Sole Traders as they do not have Employers Liability Insurance to safeguard students whilst on Career Development Experience.

Step Four:
Deadline Friday 14th
February

All completed and signed application forms must be returned to Mrs Manley or Mrs Beal in the school office.

Career Development Placement Application Form 2023

Career Development Placement Dates:
From: 23/10/2023 to: 27/10/2023

I.manley@nhgs.co.uk [Switch accounts](#)



Your email address will be recorded when you submit this form

*Required

The deadline to return this form is Monday 5th June 2023

First Name *

Your answer

Surname *

Your answer

Date of Birth *



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March 2022

Dear Sir or Madam

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CAREER DEVELOPMENT PLACEMENT ACCEPTANCE

Name of Organisation: _____

Contact Name: _____

Address: _____

Telephone No: _____

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Please confirm whether you have appropriate Employers Public Liability Insurance (If you have appropriate Insurance in place I should be grateful if you would email a copy along with this form for our records)

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We confirm we are prepared to accept a student for their Career Development Placement
From Monday 17th October to Friday 21st October 2022

Name of student _____

(Yes/No)

(Signed)

(Position In Company)

Yours sincerely

Mrs L Manley
Careers and Exams Officer



Step Five:
The placement should complete the Placement Acceptance form via google forms from the link in 'Letter to Employer' within 2 weeks.

You may be asked to chase this if it is not returned.

Step Six:

Deadline for all information to be sent to Xperience
7th March - No extensions – this is a hard deadline.

Xperience will then carry out health and safety risk assessments for ALL placements.



Career Development Experience at NHGS – Schedule

One last job: Parents must log onto Parent Pay and tick consent for you to go out on work experience. There is a request for a £24 voluntary contribution to sustain work experience for future years. Work Experience costs £9000 approx per year for health and safety checks alone.

June-July: Job descriptions to be issued to students
All students to make contact with employers to confirm final arrangements by telephone and check the placement is still available. This gives you time to find an alternative if needed.

7th-10th July: Career Development Experience placements.
Students complete their Career Development Experience booklets and collect a range of evidence about what they have done.



If you cannot remember what needs to be done by when and in what order please refer to the 'Step by Step'

Career Development Placement Application – A Step by Step Guide

Detailed below is the step by step guide to applying for your Career Development Placement. If at any time you require help or advice, please speak to Mrs Manley or Mrs Beal in the school office.

You should tick each step as you complete it. You will then be able to keep up to date with the progress of your application.

Step 1

Have a look at the materials shared with you on the Careers Google Classroom. If you have not already joined, here is the link: [Year 10 Careers Classroom](#)

Step 2

Decide what area of employment you would like to work in i.e. law, banking, construction, leisure, medicine, etc. and then decide which company/companies you want to apply for a placement with. The booklet we have shared with you will be a good starting point.

Step 3

If you experience difficulty in finding your own placement and would like some help, please speak to Mrs Manley or Mrs Beal in the school office as soon as possible. We can then give you some advice. You should then follow steps 4 to 6.

Step 4

Make a phone call to the company to find out if they accept students for placements and if they have availability for the dates you need. This will save a lot of time waiting for them to reply to your letter. We have produced a flow chart to help you.

Step 5

Write to the company of your choice by sending a CV and covering letter, you can send this by email. Have a look at the sample CV in the Career Development section on the school website to get an idea as to what your CV should look like and what information it should contain.

You must also send the 'Letter to Employer' and 'Placement Acceptance Form' from school with your application for a placement. These can be sent via email too.

Make a follow up phone call if you do not hear anything within 2 weeks.

Step 6

When the employer confirms that they are happy to take you on, complete your Career Development Placement Application (Google) Form and ask a parent or carer to log onto ParentPay and give consent for you to attend by **Monday 5th June**.

Step 7

In **September 2023**, you **must** contact your employer to confirm final arrangements. This is very important as employers' situations can change over the months of arranging a placement. If the placement is likely to fall through it is better to find out sooner rather than later.

Step 8

Enjoy your Career Development Placement!!!

University of Leeds Nano Tech clean room



Din Solicitors



Shrewdd Marketing



Dovetail Joiners



Health Careers



Teaching



The Artworks



Social Media Shout Out

Calrec Audio is at **Calrec Audio**.
35 m · 🌐

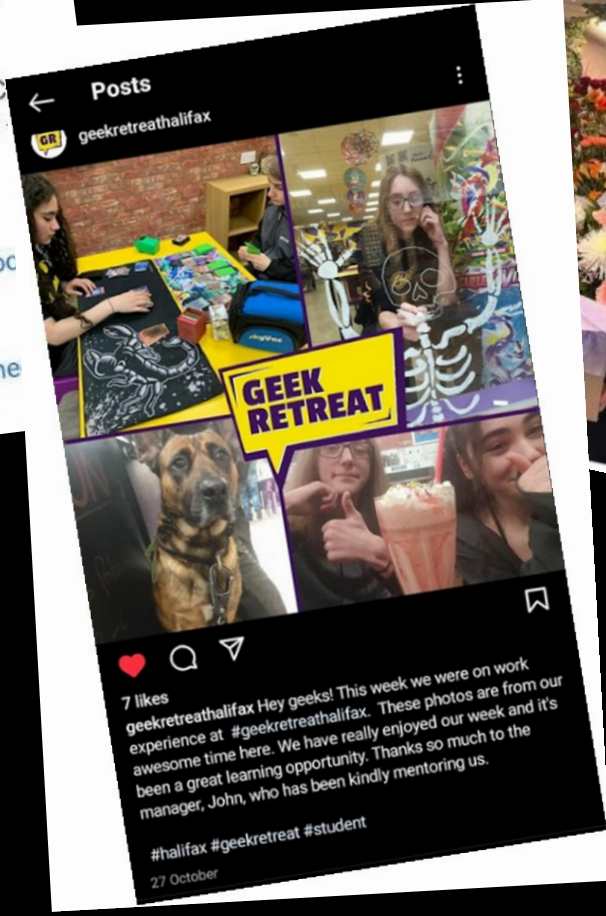
"Working at Calrec for a week has made me excited for my future." - Will Wayman

This week, Will Wayman, Year 11 **North Halifax Grammar School** student shadowed colleagues in Production, RnD, Mechanical Engineering and Marketing at Calrec's head office in Hebden Bridge as part of his week of work experience.

🎥 Take a look at a video he made of the Argo audio mixing consoles in production. hope you enjoy it!

📌 Find out how it went here:
<https://calrec.com/news/an-insightful-look-into-the-world-of-calrec/>

#calrec #workexperience #nhgs #engine #studentlife #broadcast #marketing



Flowers by Jade
3 m · 🌐

We are soooooo impressed with Amy who has been doing work experience with us this week ❤️

Amy asked if she could make her Mum a bouquet today to take home the first of her ❤️

Last week we were joined by a lovely young lady from The North Halifax Grammar School on her work experience placement.

I've always been committed to embracing tomorrow's talent! 🌟 Supporting work experience students can make a real difference to their future career goals. Rather than offering a placement where the student is carrying out menial tasks like making team and coffee, I try to ensure they experience a "real" working day.

At the end of the placement the student created this silver pebble ring to take home and keep as a memento of her placement.

Here's why it matters:

- 👉 Hands-on Learning: Work experience = real-world skills.
- 👉 Mentorship: Be their guide, share wisdom.
- 👉 Building Confidence: Boost their self-belief.
- 👉 Networking: Help them build connections.
- 👉 Career Exploration: Find their passion.
- 👉 Contribute to Society: Invest in the future.

