

North Halifax Grammar School

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



March 2018

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 1st and Friday 5th October 2018**. In order to make the experience as realistic as possible, we have asked the students to try to arrange their own Career Development Placements. They have been asked to identify organisations which might provide an interesting placement for them and submit their CV and letter of application accordingly.

The placement is intended to help students develop a greater appreciation of employment issues and the world of work, while at the same time providing an opportunity to build self confidence and take personal responsibility for their actions.

Preparation and follow up work will be carried out during dedicated sessions as part of the RPSE programme in school.

As employers we ask you to:

- Arrange a mutually convenient time with the student to carry out a pre placement interview
- Provide a brief description of daily tasks and duties
- Go through health and safety procedures with the student on their first day of placement
- Complete the form sent with this letter requesting confirmation of a placement and confirmation of Employer Public Liability Insurance - please fax this form back to school as soon as possible along with a copy of your Employer Liability Insurance certificate if applicable
- Complete and return a placement feedback form once the student has completed their week at their Career Development Placement, this may be in the form of a telephone interview
- **Inform the school of any absence / non attendance**

Students are asked to keep a diary as a record of the placement and time will be allocated to evaluate outcomes on their return to school.

Placements are organised under the supervision of the Calderdale & Kirklees Careers Service. If you are not already on their main database of employers they may contact you to ascertain if you would be willing to be included on their database in the future. They may also contact you to ensure that adequate health and safety provision is in place and appropriate certificates of insurance are held.

For your information, a copy of the Government publication 'Work Experience: A Guide for Employers', produced by the DfES, can be accessed via the school website, www.nhgs.co.uk. Follow the 'Students' link at the top of the page followed by the 'Careers and Enterprise Education' link.

We have very high standards and we expect the highest standards of behaviour from our students. We trust the week will be a positive experience for everyone concerned.

We do hope that you will agree to accept our student for their Career Development Placement but if you have any queries or issues you would like to discuss beforehand, please contact either myself or Mrs Garnett at school as soon as possible.

Yours sincerely

Louise Manley
School Organisation Manager

Principal Mr A G Fisher

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