



Living to Learn Learning to Live



**All of Y12 will be off timetable and will be attending real life
Career Development (Work Experience)**

**18th to 22nd May 2026
5 days**



Work Related Learning in KS5 at NHGS

- Support with CVs, letters of application, application forms, interviews etc
- Mock Interview for all students in 2026
- All students will have Individual careers appointments with a trained Careers Adviser. These can be booked at a time to suit you.



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.

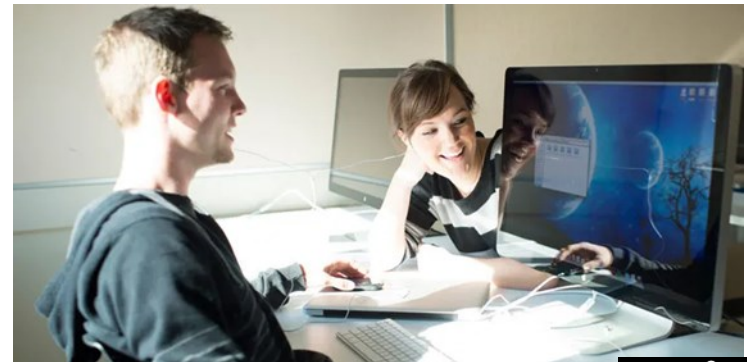
Over half of the graduate recruiters that took part in a recent research study by Highfliers said that, “graduates who have had no previous work experience at all are unlikely to be successful during the selection process and have little or no chance of receiving a job offer for their organisations’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



Why is Work Experience important?

- If you don't yet know what career you want to do, work experience is a perfect way to sample all the career options out there.
- If you know what you want to do have a look at the gaps in your CV or Application for University or Employment and try to find something to address this.

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?

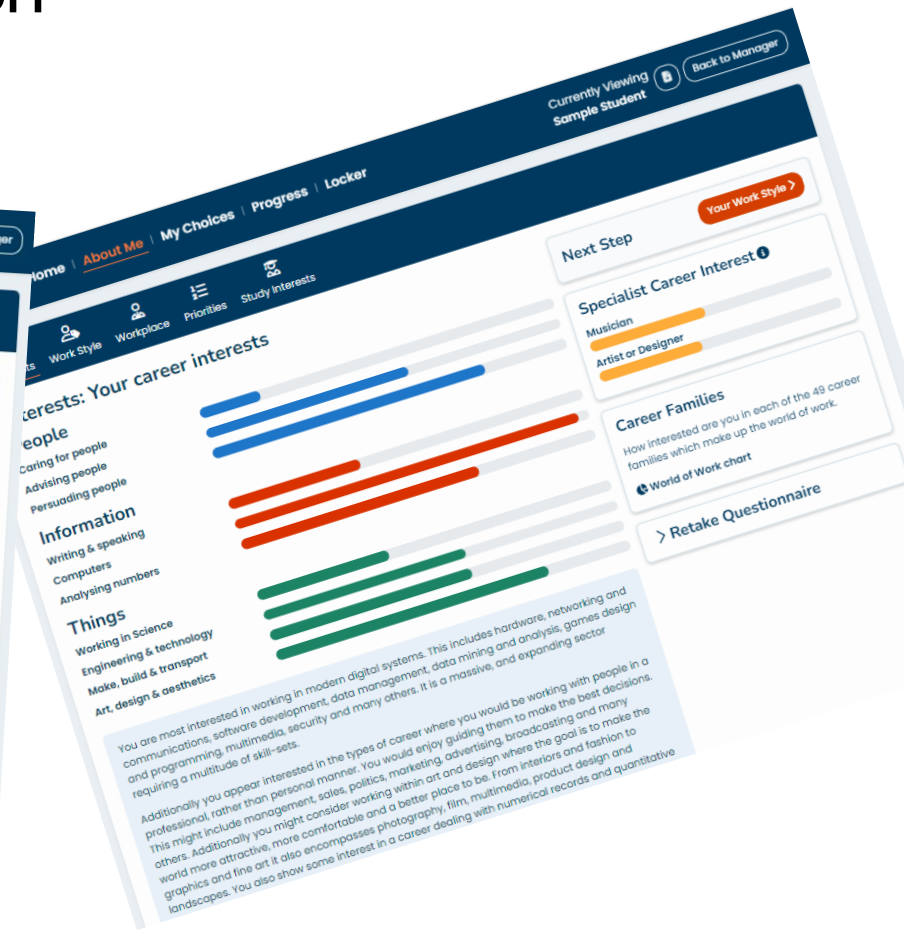
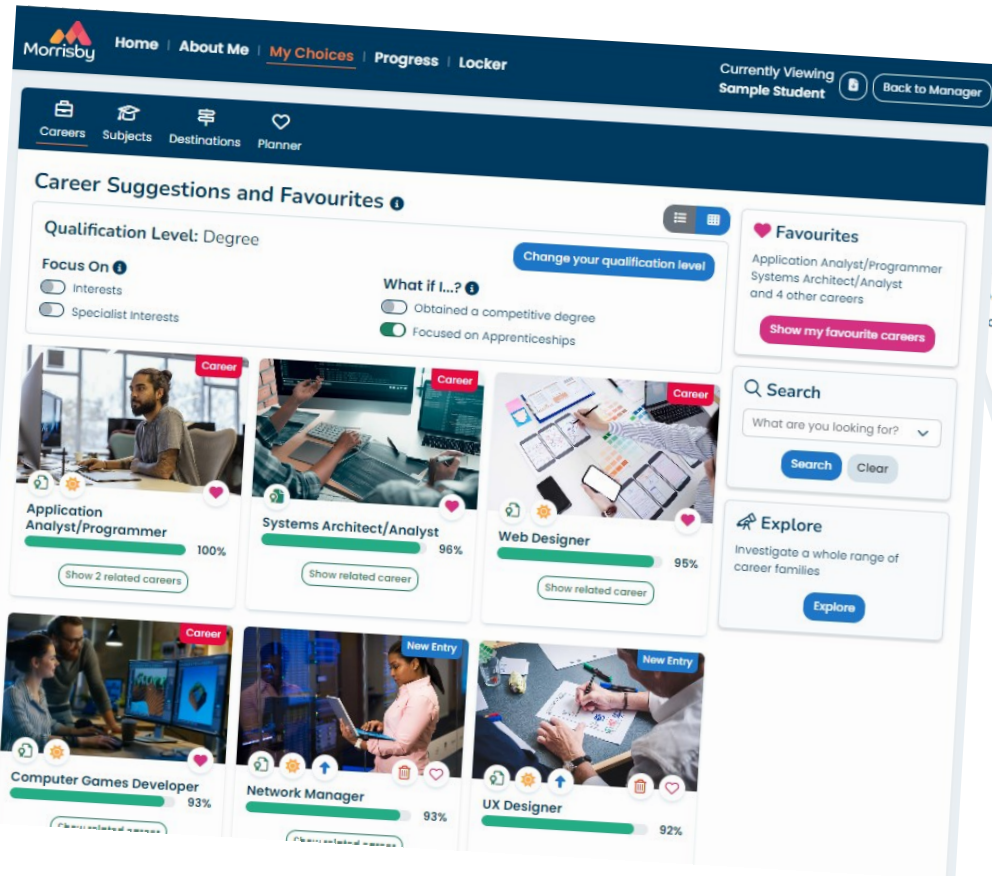
- You might wow them so much that you'll be offered a job!
- It's all about networking. It'll help you build up contacts and, you might even get a heads up about a future job or be recommended to another company.
- And yes, work experience does give you something to put on your CV and UCAS statement 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.



Career Development Experience at NHGS – Schedule

Step One:

Students decide what sort of career they would like to experience.

Law?

Medicine?

Finance/Business?

The Arts?

Education?

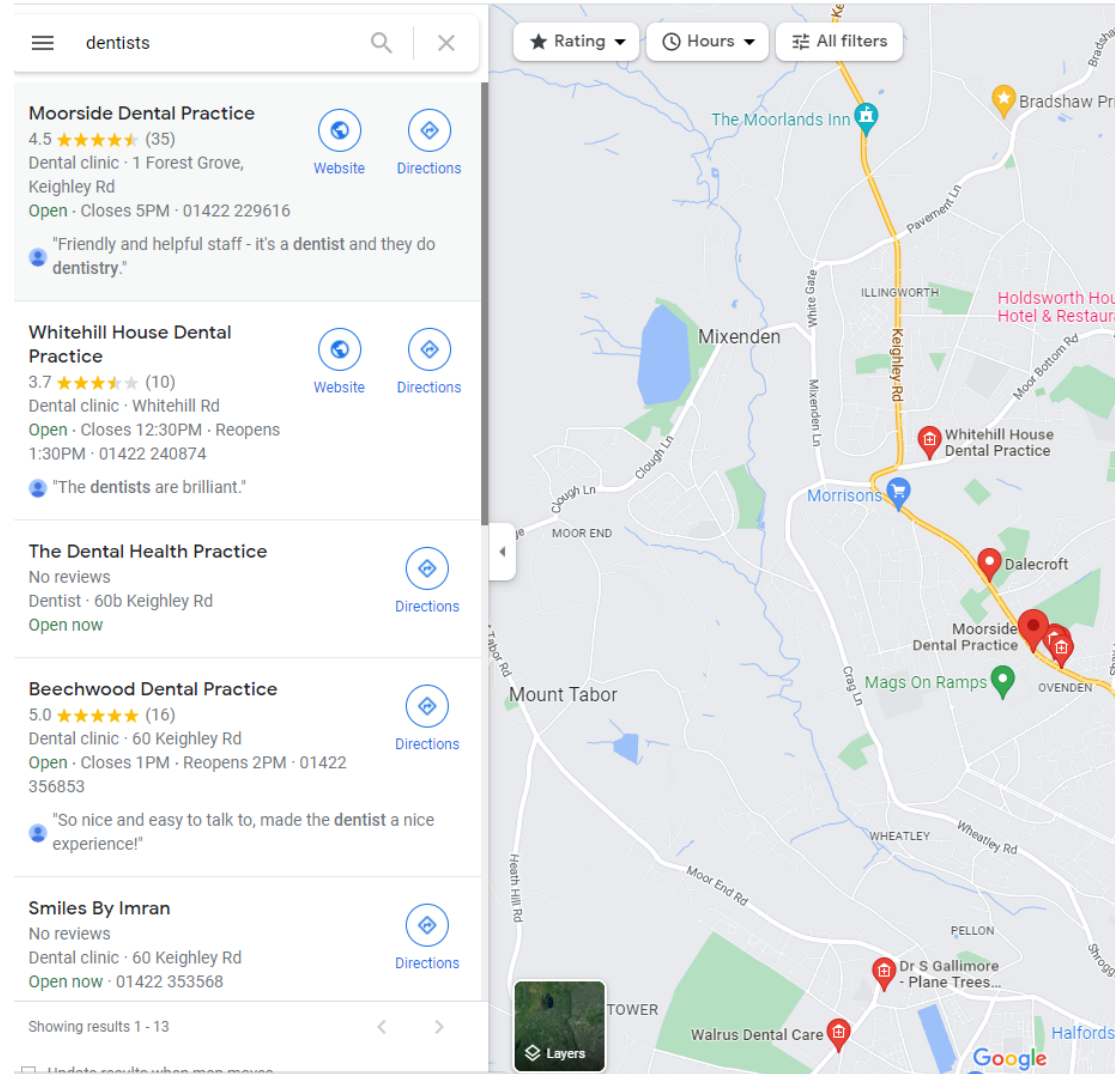
Look at the previous placement suggestions, These placements have accepted students in the past from NHGS.

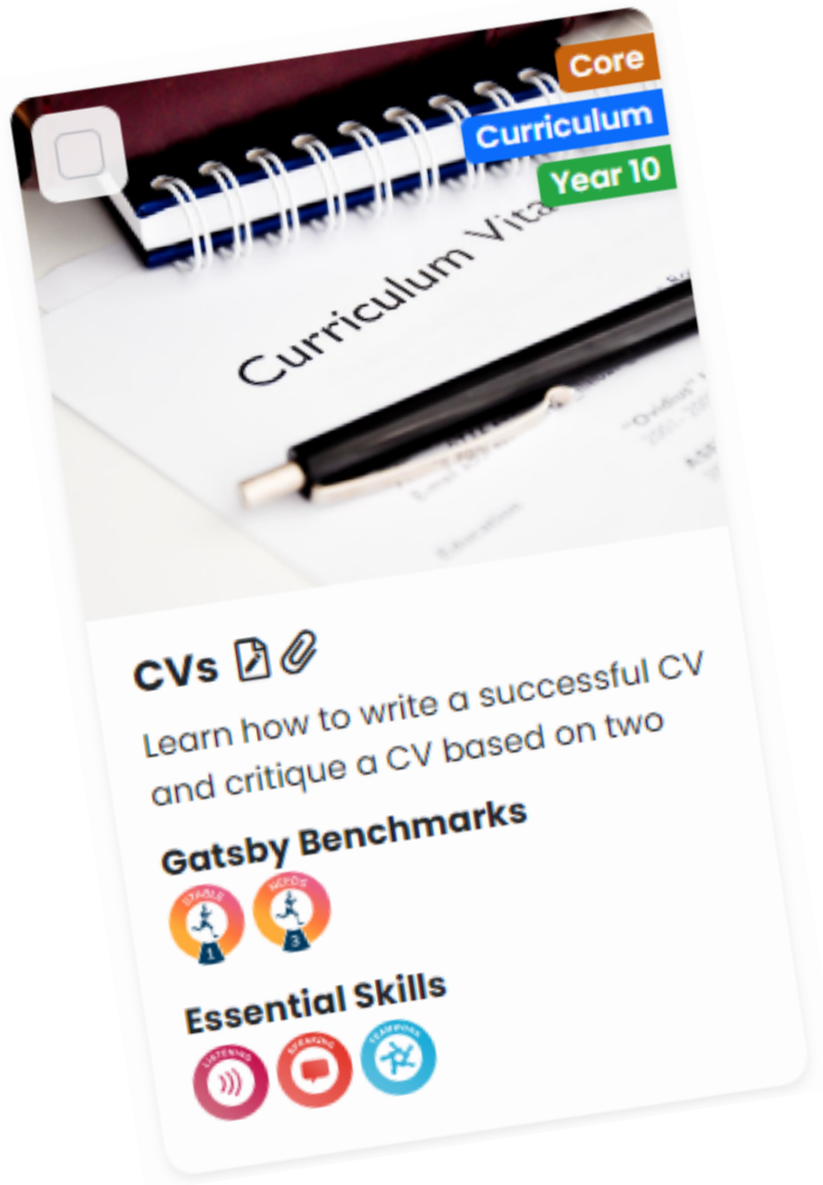
If you need help, talk to Mrs Manley or a member of the Sixth Form Team

Placement	Role	Contact	E-mail	Telephone
Tell Four Music 34 Bull Green Halifax HX1 5AB	Sales, sound system	Anthony Hollingsworth		01422 250099
St. Bourne Partnership NHGS Trust Child & Adolescent Mental Health Service Thorn Road Clinic Thorn Road Runcorn Cheshire	Administration Assistant	Debbie Garner		01928 568162
A & G Motor Engineers Ltd Parkfield garage George Street Eland HX5 0NE	Garage Mechanic	Steve Adkinson		01422 371948
AJD Hewitt & Associates 46 - 48 Bradford Road Bingley HD6 1RY	Dental Assistant	Donna Marks		01484 714717
A Little Bit of Eden 61 Wharf Street Sowerby Bridge Halifax HX5 2AF	Florist	Beverly Dainin		01422 834189
A. Rayner Dental Surgery 101 St Enoch's Road Wibsey Bradford BD6 3AD	Dental Practice	Ms A Rayner		01274 679378
Abbey Park Primary Academy Kingsley Close Halifax HX2 8DG will be closed during work experience week 2022	Teaching	Emma Ford Mr Clifford / Mr Donnelly	abbeypark.enquiries@northerneduca- siontrust.org	01422 246610
ABC Advertising 12 Tennyson Road Wibsey	Graphic Design Assistant	David McLinton		01274 600147



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





Make sure your CV is up to date and got all of your skills and experience so far listed



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.



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 8th June to
Friday 12th June 2026**"

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 'Letter to Employer' to the
employer. These can be found
digitally on the NHGS website and
on the [Careers Google Classroom](#).

Add the placement to Morrisby under
the Progress tab.

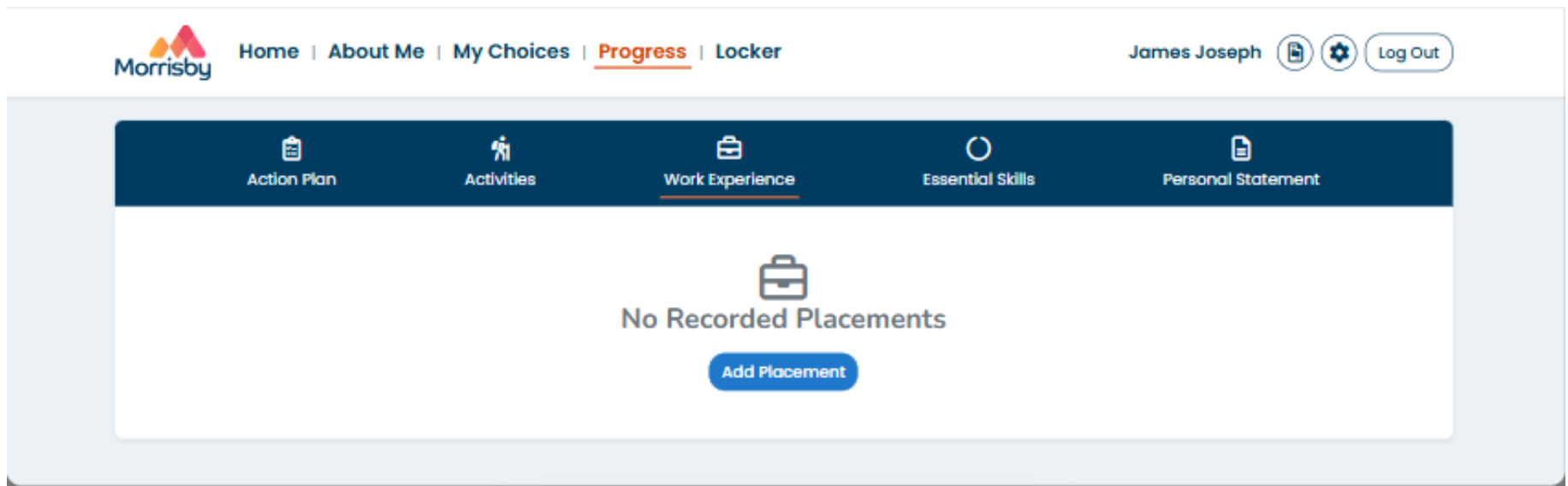
Step Two:
Call your chosen
placement and ask if they
take students for
placements.



Step Three:

Send the 'Letter to Employer' to the employer so that they know what happens next.

Enter the details on Morrisby



[Morrisby Launch](#)



This is the information you'll need to be able to fill in the form

Work Experience Placement Information Form



4. Learning Objectives



1. General Placement Information

1.a	Work Experience Coordinator Name	
1.b	Placement Start Date	
1.c	Placement End Date	

2. Employer Contact Details

This section is for the contact details of the person at the employer business / organisation, with whom you have already contacted and agreed this placement. Before proceeding, please ensure they have confirmed they are happy to host your placement and if possible ask them to sign this form after completing.

2.1	Placement lead name	
2.b	Placement lead email (It is essential this email is correct - if it is not, you will not be able to progress your placement.)	
2.c	Placement lead phone number	
2.d	Name of employer business / organisation	

3. Placement Details

3.a	Time commitment e.g. Full time or number of hours / times	
3.b	Placement format (An in-person placement is one where you physically go to the workplace at any point. A virtual placement is any placement held entirely remotely.) If virtual go to section 4 – Learning Objectives	In Person / Virtual
3.c	Placement country	
3.d	Placement address	
3.e	Will you be working somewhere other than this exact address? If NO go to 3.g	YES / NO
3.f	If YES where will you be based throughout the placement?	
3.g	Will you be living somewhere other than your normal home during the placement? If NO go to 3.i	YES / NO
3.h	If YES where will you be living during the placement?	
3.i	How will you travel to and from the placement? e.g. bus / train / walk	

4.a	What are your objectives for this placement? This must be between 80 -1000 characters long. (This could be something you want to experience or skills you want to develop. This will be shared with the employer so they can tailor the placement to better suit you and ensure you get the most out of your work experience.)	
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5. Special Needs / Medical Conditions

5.a	Do you have any special needs or medical conditions that may affect your placement? If NO go to Section 6	YES / NO
5.b	If YES describe your special needs or medical conditions (Any information you enter here will be shared with the employer, and with your parent / guardian.)	

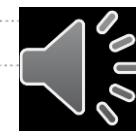
6. Parent / Guardian Information

6.a	Parent / Guardian name	
6.b	Parent / Guardian email (It is essential this email is correct - if it is not, you will not be able to progress your placement.)	

Name of Placement Lead

Signature of Placement Lead

Date



Step Four:

The employer will receive an email automatically once the information has been entered so make sure it is correct. They will need to click the link in the email and confirm the arrangements for the placement.

Deadline:
Friday 30th January



Work Experience Placement Invitation

Dear Donald Trump,

We understand that **Sample Student** from **North Halifax Grammar School** has spoken with you about undertaking a work experience placement with **Trump Towers**, scheduled from **05/01/2026** to **09/01/2026**.

If you were not expecting this message, or have any questions, please contact **North Halifax Grammar School's** work experience coordinator at l.manley@nhgs.co.uk.

If you are happy to support this placement, please help us by providing a few essential details using the button below. This information is required so the school and the student's parent or guardian can approve the placement.

[Complete Form](#)

If the button does not work, use this link: <https://app.morrisby.com/employer-wex-form?token=yWUu7NHuz4SHyB0abyTGfCcxpbTJ7mW>

Thank you for supporting the future of our students.

Your willingness to offer this opportunity can have a real and lasting impact, helping students develop vital workplace skills and confidence as they take their first steps into the world of work.

www.morrisby.com

Morrisby Ltd, Gaddesden Place, Great Gaddesden, Hemel Hempstead



Step Five:

Your parent will receive an email to confirm the placement. They will need to click the link and check all of the information is correct before confirming they agree for you to attend.



Work Experience Placement Approval

Dear Pamela Manley,

We're writing to let you know that **Sample** has organised a work experience placement with **Trump Towers**, scheduled from **05/01/2026** to **09/01/2026**.

We have all the information we need from Sample and Trump Towers, but before the placement can go ahead, we need your approval.

Please click the button below to view all of the information provided and decide whether you'd like this placement to go ahead.

[Give approval](#)

If the button does not work, use this link: <https://app.morrisby.com/guardian-wex-form?token=viQboxYdHwqDIHfajPgUFk4CvxxrThkl>

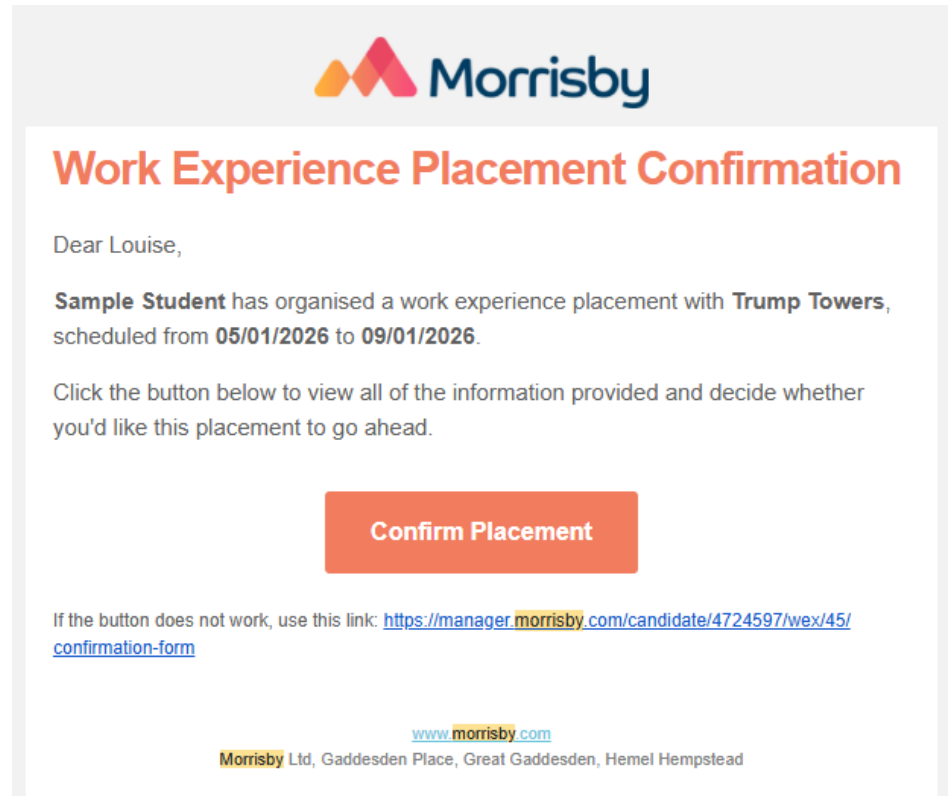
If you have any questions you can contact **North Halifax Grammar School's** work experience coordinator at l.manley@nhgs.co.uk.

www.morrisby.com
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Step Six:

The Coordinator in school will receive an email to confirm the placement can go ahead. We will check all of the information and if we feel the placement is high risk we will make a visit.





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 in the Careers Resource Centre or Ms Boardman 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 Google 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 in the Careers Resource Centre or Ms Boardman in the Admin 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' from school with your application for a placement. This 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, Add the placement to Morrisby under the 'Progress' tab **as soon as possible**. They will receive an automated email to confirm they can take you. Next, your parents will receive an email asking them to confirm you can attend and then finally the coordinator at school will receive an email asking them to approve the placement.

Step 7

A couple of weeks prior to the placement, you **must** contact the 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!!!

