



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 Mrs Beal or Mrs 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 Mrs Beal or Mrs 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. If they cannot complete the Google form there is a paper version on the classroom called 'Placement Acceptance Form' which can be sent to them to complete.

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 **Friday 14th February 2025**.

Step 7

At the end of June 2025, 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!!!