

Living to Learn **Learning to Live**



Career Development

- **At NHGS 100% of students in Year 11 take part in work placements.**
- **The school places a high value on the Career Development.**
- **NHGS is investing resources to ensure that it is a cornerstone of our KS4 Careers Education and an integral part of the Gatsby Benchmarks (Benchmark 6).**



Safeguarding

If a placement has been arranged with an employer who does not have Employers Liability Insurance, parents have been informed.

- All medium and high risk placements that are undertaken by students at NHGS have undergone health and safety checks conducted by Calderdale and Kirklees Careers Service on behalf of the school governing body.**
- Low risk placements such as schools, libraries and council offices have not been checked as they already have their own rigorous safeguarding arrangements in place.**

Career Development – Schedule

Now:

- Calderdale and Kirklees Careers have carried out the required health and safety assessments.
- Job descriptions have been issued to students – if your child does not have theirs yet we are chasing it for them.

Important:

- All students to make contact with employers to confirm final arrangements by telephone and check the placement is still available.



What to do with your Job Description

Spend time reading the details and ensure they are correct, if they are incorrect please see Mrs Manley or Mrs Garnett

If there's anything you're unsure about, contact your placement and ask

WORK EXPERIENCE - JOB DESCRIPTION

STUDENT NAME:	JOB TITLE:
DATE OF LAST HEALTH AND SAFETY SCHECK:	
START DATE:	FINISH DATE:

➔ Description of duties:

➔ Hours:

➔ Dress:

Additional Information:

Under the Health and Safety at Work etc Act 1974, students are classed as employees and will be subject to Health and Safety regulations that legally require them to take proper care of themselves and others. It is an offence to misuse or interfere with anything provided in the interest of health and safety.

HEALTH AND SAFETY INFORMATION

Significant risks central to this placement have been reduced by the employer as far as is reasonably practicable. In addition to this, due to the immaturity and inexperience of the young person, the following prohibitions and restrictions have been put in place and must be strictly observed – **The student is prohibited from: working at heights or depths of and/or in confined spaces, manually handling heavy and/or awkward loads beyond student's physical capabilities, handling and using hazardous chemicals/substances - including dusts and solids, using hazardous machinery/equipment including drive vehicles, being exposed to ionising radiation. Hazard from moving vehicles/plant or mobile access equipment - students should adhere to company's health and safety regulations. Prohibited from – heights of 2 metres or over.**

Thereafter the possible risks relevant to duties and environments within this workplace are **slips, trips and falls**. Wherever appropriate and practicable these are controlled by means of induction, instruction, protective clothing, safe handling methods, training and supervision.

➔ **Health Factors:** The employer must be made aware of any medical conditions no matter what they may be.

You must ring the employer before your work experience placement begins. placement is subject to a suitable interview. failure to contact the employer will lead to withdrawal of this placement.

EMPLOYER:

CONTACT:



The student will be required to comply with the Company's Health & Safety policy, security procedures and confidentiality requirements.

I agree to my son / daughter undertaking the work experience placement as detailed above.



SIGNATURE OF PARENT/GUARDIAN: STUDENT:

First Task Monday morning!

30th September 2019



Tick areas covered

1. **General information about the Company, its organisation and the work carried out.** _____
2. **Health & Safety at Work** - to include: Health and Safety Policy, organisation and arrangements; employers duty of care together with employers/employees legal responsibilities; details of significant risks, risk assessments and the control measures associated with the placement; location and explanation of Health and Safety Law Poster. _____
3. **Restrictions or Prohibitions applying to this placement:** e.g. spray booths, manual handling, machinery and substances etc. _____

4. **Personal Safety:** Does this placement require the student to use any personal or protective equipment and do they know how and when to use it? _____

5. **Disclosure of Health Issues:**
6. **Fire and Emergency Procedures** - raising alarm, escape, assembly point, reporting. _____
7. **First Aid Arrangements** - contact names/s and location of first aid box/es. _____
8. **Reporting Procedures** - for Sickness/Absence/Accidents and other incidents. _____
9. **Who the Student's Supervisor is** _____
10. **Hours of Work - Lunch Breaks** _____
11. **Toilet and Washroom Facilities** _____
12. **Standard - (dress code, personal hygiene)** _____
13. **Security and Confidentiality** _____

I have explained all of the above with the student in order to ensure a safe placement.

Signed (Supervisor)

Date

I have understood the information given to me above and agree to comply in order to ensure a safe placement.

Signed (Student)

Date

Work Experience Job Description

SCHOOL EMERGENCY TEL: 07905 298876

Students must contact the company telephone number below to arrange a pre placement interview.

Student: _____ **Form:** ____
School: North Halifax Grammar School
Contact: Louise Manley
Telephone: 01422 244625 / 01422 231421
Confirmed: Friday, 13 September 2019

Start date: Monday, 30 September 2019 for one week

Company: _____
Contact: _____
Position: _____
Address: _____

Telephone: _____ **Fax:** _____
website: _____
email: _____

Placement type: _____

Key tasks: _____

Hours of work: _____

Clothing details: _____

Special Needs details: Limited.

Company's expectations: The student must inform the employer of any medical conditions and in the event of sickness during placement must notify them of any absence. Confidential information must not be discussed outside the workplace or posted on Social Networking sites. Must be polite, punctual and willing to learn.

Travel arrangements: To make own arrangements. Town centre location.

Eating facilities: To make own arrangements. Local facilities available.

Business information: Dental Surgery.

Key Skills opportunities:

Communication: Yes ICT: Yes Improving own Learning: Yes
Numeracy: Yes Working with others: Yes Problem Solving: Yes

This placement has been organised specifically for this student for the dates stated. Please contact Xperience on 01274 439600 for any queries regarding this placement. For any serious accidents/incidents outside office, hours (5pm - 8.30am), please contact either the school emergency number above or Xperience Tel: 07582 109251.

Work Experience Risk Assessment

SCHOOL EMERGENCY TEL: 07905 298876

Student: _____ **Form:** ____
School: North Halifax Grammar School
Contact: Louise Manley
Telephone: 01422 244625 / 01422 231421
Confirmed: Friday, 13 September 2019

Start date: Monday, 30 September 2019 for one week
Student's age: 1

Company: _____
Contact: _____
Position: _____
Address: _____

Telephone: _____ **Fax:** _____
website: _____
email: _____

Comments: This placement has been arranged by the student and confirmed with Louise Taylor.

Student must arrange a pre-placement visit

Health and Safety information: **Risk level:** Low

A health and safety induction must be given by placement provider prior to student commencing work.

Student to be supervised at all times.

Risks/control measures:

Display Screen Equipment - Regular breaks, Hygiene - Training and supervision, Personal Hygiene - wash hands before eating, Slips/Trips/Falls - Good housekeeping

Prohibited from or using:

ALL ACTIVITIES, OBSERVATION ONLY, ANY AREAS AND/OR EQUIPMENT DESIGNATED AS OFF LIMITS, ANY EQUIPMENT/MACHINERY UNSUPERVISED, ANYWHERE UNSUPERVISED, MEDICINES/DRUGS, PERSONAL CARE, RESTRICTED AREAS, USING MOBILE PHONES, X-RAY ROOMS/EQUIPMENT, No unsupervised access to x-ray facilities.

Student signature _____

Employer signature _____

To be signed at pre-placement visit.

Parent/carer signature _____

Date _____

This placement has been organised specifically for this student for the dates stated. Please contact Xperience on 01274 439600 for any queries regarding this placement. For any serious accidents/incidents outside office, hours (5pm - 8.30am), please contact either the school emergency number above or Xperience Tel: 07582 109251.

Career Development – Schedule

30th September to 4th October:

- Career Development Placements.
- Students complete their Career Development booklets and collect a range of artefacts and evidence about what they have done.



Conduct

- **Be polite and positive throughout your placement, you are ambassadors for NHGS in the wider community.**
- **Carry out general duties as required.**
- **Try to get a range of experiences across different departments and sections.**
- **Collect a range of evidence to show the kinds of activities you have been involved in.**

Personal Safety

- **Try not to be left alone performing tasks, you should be monitored throughout your experience.**
- **Don't ever perform tasks which you feel are unsafe or make you feel uncomfortable.**

If issues arise on your placement

- Report anything you are uncomfortable with immediately to your line manager at your place of work.
- Tell your parents about things which you are unhappy with.
- Contact school directly speaking to Mrs Manley or Mrs Garnett in the first instance.
- Remember you can also use the online reporting system.

Be Happy, Be Healthy, Be Safe



- DO NOT wait until you return to school!

Career Development

- **The vast majority of employers, young people and their parents are positive about the experience and recognise the benefits that can come from a well-organised Career Development placement.**



Evaluation

Staff visits/phone calls

All placements will either receive a staff visit or a direct phone conversation with the employer and student. Students will receive a copy of their feedback when it has all been gathered. This should be used to make any necessary improvements for their next placement.

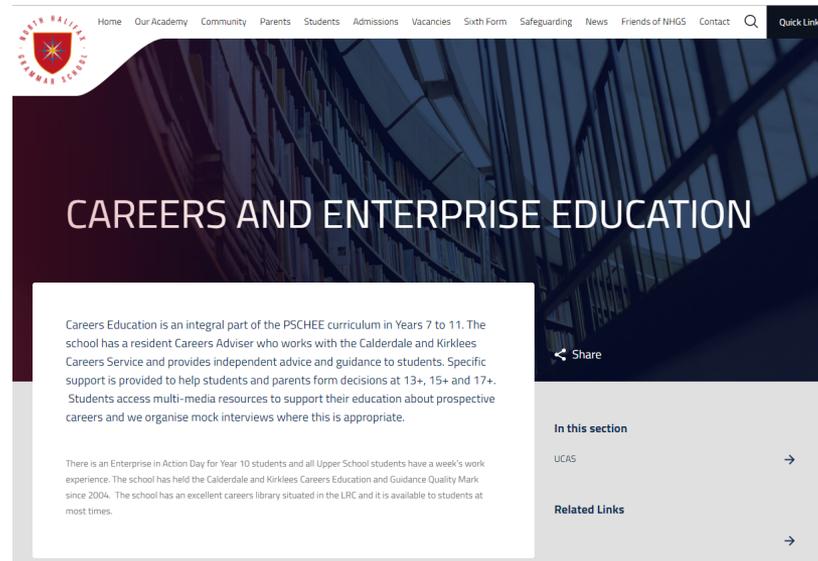
Student Booklet

Students will complete a Career Development Placement booklet whilst on their placement to record their work related learning experiences. Include testimonials if the employer completes one.

Further Information

School website address for Career Development Placement information is below

<http://www.nhgs.co.uk/students/careers-and-enterprise-education>



The screenshot shows a website page for 'CAREERS AND ENTERPRISE EDUCATION'. The page features a dark blue header with a navigation menu including 'Home', 'Our Academy', 'Community', 'Parents', 'Students', 'Admissions', 'Vacancies', 'Sixth Form', 'Safeguarding', 'News', 'Friends of NHGS', and 'Contact'. A search icon and 'Quick Links' are also present. The main content area has a large image of a modern building interior with the title 'CAREERS AND ENTERPRISE EDUCATION' overlaid. Below the title, there is a text box explaining that Careers Education is an integral part of the PSCEE curriculum in Years 7 to 11, supported by a resident Careers Adviser. A 'Share' button is visible to the right of the text box. At the bottom of the page, there are sections for 'In this section' (with a link to 'UCAS') and 'Related Links'.

By phone: 01422 244625

Ask to speak to Mrs Manley or Mrs Garnett