



Living to Learn **Learning to Live**



Work Related Learning in KS4 at NHGS

- Careers education in RPSE including CVs, letters of application, application forms, interviews etc
- Enterprise Education Day in July of Year 10
- Mock Interview for all students in July
- A personalised Career Development Placement which is organised by you in Year 10 and completed at the start of Year 11
- Individual careers appointments are available throughout KS4 with a trained Careers Adviser

Work Experience

- Nationally about 95% of students in Key Stage 4 undertake work placement
- 29% of employers say that experience is critical when recruiting young people and a further 45% say it is significant. The majority of employers think young people are well prepared for work but where they don't, this is down to lack of experience. Lack of experience is also the number one reason that employers turn young job applicants away



Work Experience contd.....

- At NHGS 100% of students undertake work experience
- The vast majority of employers, students and their parents are positive about the experience and recognise the benefits that can come from well-organised programmes



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.



Career Development Experience at NHGS – Schedule

Now : Students select their options from the employers booklet or alternative and return the forms to school or make contact with their own personally organised placements with a CV and covering letter. Placements need to be given the Acceptance Form and the Letter to Employer (this was in the pack).



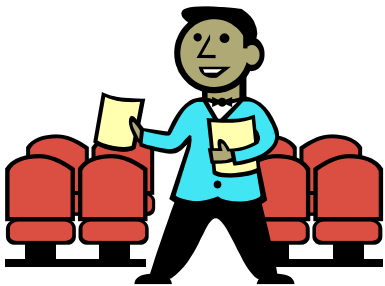
Career Development Experience at NHGS – Schedule

8th April:

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

24th May:

Calderdale and Kirklees Careers to carry out health and safety risk assessments for medium and high risk placements. Low risk placements will be contacted direct by school



Career Development Experience at NHGS – Schedule

September: 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.

30th September – 4th October:

Career Development Experience placements. Students complete their Career Development Experience booklets and collect a range of evidence about what they have done.



Conduct during Career Development Experience

- 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.
- 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.
- Be polite and positive throughout your placement, you are ambassadors for NHGS in the wider community.

If issues arise on Career Development Experience

- Report immediately anything you are uncomfortable with to your line manager at your place of work
- Tell your parents about any concerns you have
- Contact school directly. Mrs Manley or Mrs Garnett will be able to help with any issues

Reviewing the Career Development Experience

Staff visits/phone calls

All placements will include either a staff visit or a phone conversation with the employer and student.

Student Booklet

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

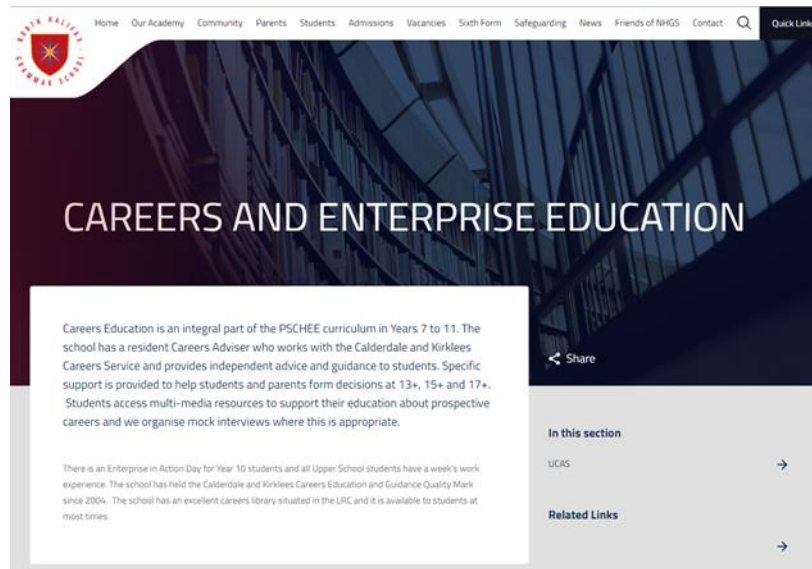
PSCHEE

Students will formally review their Career Development Experiences and produce an A3 poster which will be displayed in the foyer.

Further Information

School website address for Career Development Placement information is below

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



By phone: 01422 244625
Ask to speak to Mrs Manley or Mrs Garnett

Further Information

Mrs Manley will be available to speak to at Y10 Parents Evening to answer any queries you may have.

Contact school by phone: 01422 244625

Ask to speak to Mrs Manley or Mrs Garnett

Or email:

L.Manley@nhgs.co.uk

C.Garnett@nhgs.co.uk