



Living to Learn **Learning to Live**



**All of Y10 will be off timetable and will be attending real life
Career Development (Work Experience)**

**8th to 12th July 2024
Activity Week**

Why is Work Experience important?

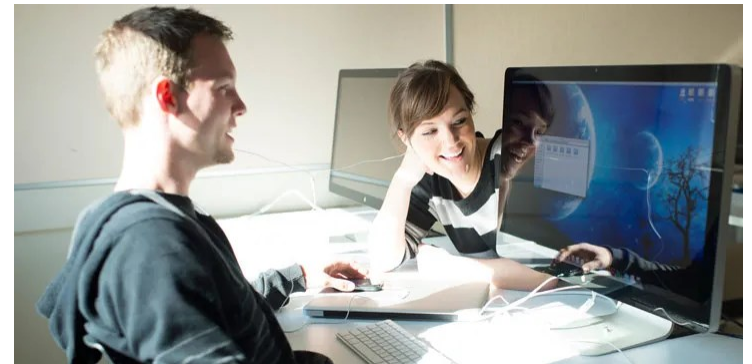
- Young people are more likely to be successful in their job hunt if they have done some good work experience.

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 haven't got a clue what career you want to do, work experience is a perfect way to sample all the career options out there.

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!



- www.allaboutcareers.com/work-experience/why-is-work-experience-important/

Jobs for over the Christmas Holidays!!



Use Morrisby to find out more about your career interests and which career types may suit you.

The image displays two overlapping screenshots of the Morrisby career assessment interface. The left screenshot shows the 'Career Suggestions and Favourites' section, which includes a grid of career cards with progress bars and a 'Favourites' section. The right screenshot shows the 'Interests: Your career interests' section, which features a bar chart and a 'Next Step' section for 'Specialist Career Interest'.

Left Screenshot: Career Suggestions and Favourites

- Qualification Level: Degree
- Focus On: Interests, Specialist Interests
- What if I...?: Obtained a competitive degree, Focused on Apprenticeships
- Change your qualification level
- Favourites: Application Analyst/Programmer, Systems Architect/Analyst, and 4 other careers
- Show my favourite careers
- Search: What are you looking for? Search Clear
- Explore: Investigate a whole range of career families
- Explore
- Career Cards:
 - Application Analyst/Programmer: 100%
 - Systems Architect/Analyst: 96%
 - Web Designer: 95%
 - Computer Games Developer: 93%
 - Network Manager: 93%
 - UX Designer: 92%

Right Screenshot: Interests: Your career interests

- Next Step: Your Work Style
- Specialist Career Interest: Musician, Artist or Designer
- Career Families: How interested are you in each of the 49 career families which make up the world of work. World of Work chart
- Retake Questionnaire
- Interests: Your career interests (Bar Chart)
- Things: Working in Science, Engineering & technology, Make, build & transport, Art, design & aesthetics
- Text: You are most interested in working in modern digital systems. This includes hardware, networking and communications, software development, data management, data mining and analysis, games design and programming, multimedia, security and many others. It is a massive, and expanding sector requiring a multitude of skill-sets.
- Text: Additionally you appear interested in the types of career where you would be working with people in a professional, rather than personal manner. You would enjoy guiding them to make the best decisions. This might include management, sales, politics, marketing, advertising, broadcasting and many others. Additionally you might consider working within art and design where the goal is to make the world more attractive, more comfortable and a better place to be. From interiors and fashion to graphics and fine art it also encompasses photography, film, multimedia, product design and landscapes. You also show some interest in a career dealing with numerical records and quantitative

Career Development Experience at NHGS – Schedule

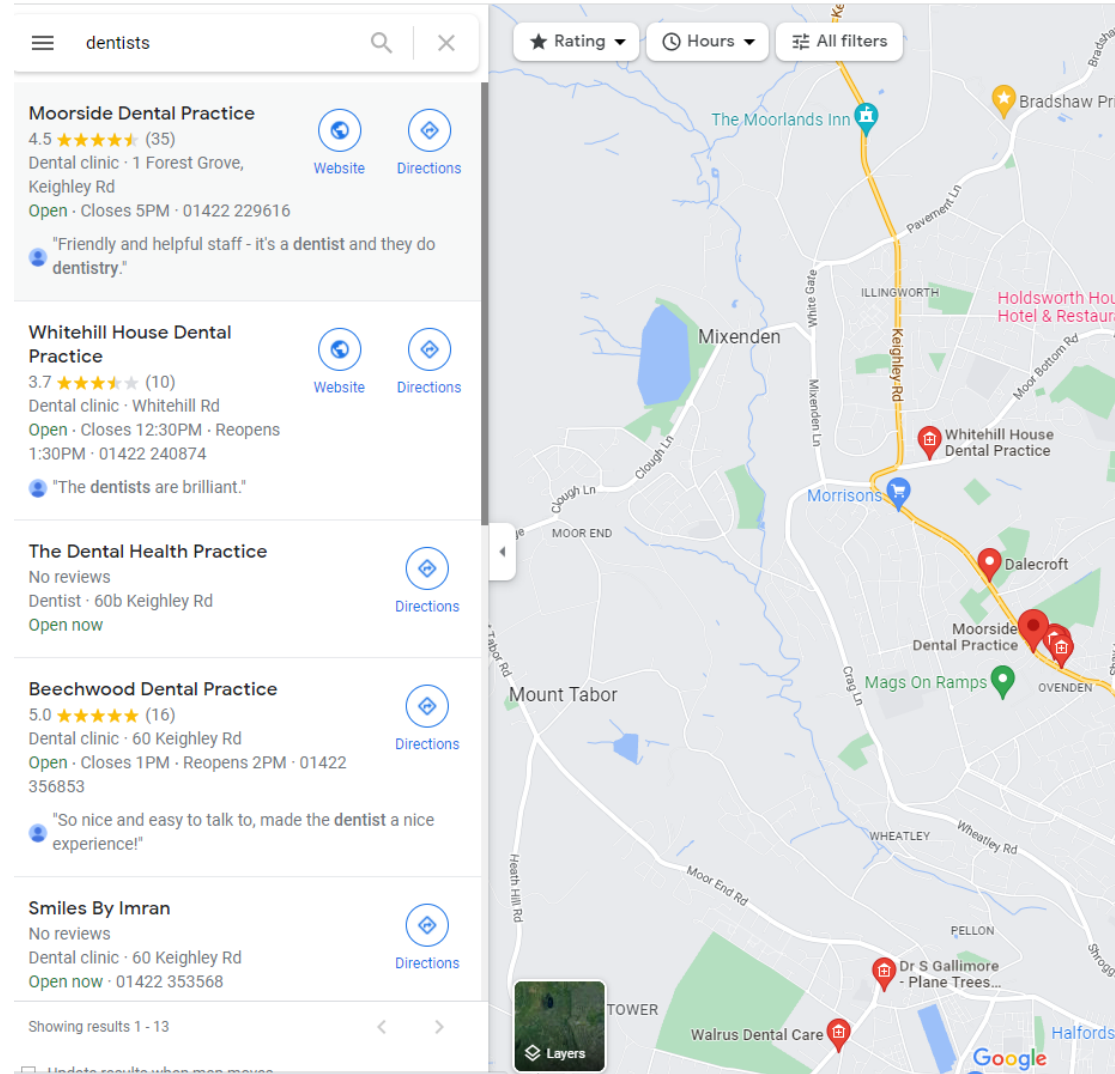
Step One:

Students start to think about what sort of career they would like to experience.

Use the Previous Placement suggestions, These placements have accepted students in the past from NHGS.

| Placement | Role | Contact | E-mail | Telephone |
|---|--------------------------|--|--|--------------|
| 1st Floor Music 34 Dial Green Halifax HX1 5JG | Sales, sound system | Anthony Hollingsworth | | 01422 250009 |
| 5 Borough Partnership NHG 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 Elland HX5 0NE | Garage Mechanic | Steve Atkinson | | 01422 371948 |
| ATD Hewitt & Associates 46 – 48 Bradford Road Sighouse HD6 1RY | Dental Assistant | Donna Marks | | 01484 714717 |
| A Little Bit of Eden 61 Wharf Street Sowerby Bridge Halifax HX6 2AF | Florist | Beverly Darwin | | 01422 834189 |
| A Rayner Dental Surgery 101 St. Enochs Road Wibsey Bradford SD8 3AD | Dental Practice | Ms A Rayner | | 01274 67937 |
| ADDEY PPS Primary Academy Kangley Close Halifax HX2 5DG Will be closed during work experience week 2022 | Teaching | Emma Ford Mr Clifford / Mr Donnelly | abbeypark.enquiries@northernmedica ltrust.org | 01422 |
| ADU Advertising 13 Terreyson Road Wibsey | Graphic Design Assistant | David McLinon | | 012 |

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



When we come back to school in January

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 17th
October to Friday 21st October
2022**
_____ Yes _____"

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 'Acceptance Form' and
'Letter to Employer' to the employer.
These can be found digitally on the
NHGS website and on the Careers
Google Classroom.

Complete the 'Application Form'.

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

Step Three:
Follow up with the paperwork

- Letter to Employer with a link to the Placement Acceptance Form

or move onto your next choice

North Halifax Grammar School

Living to Learn | Learning to Live

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



January 2024

Dear Sir or Madam

Re: Year 11 Career Development Placement Application (formerly known as Work Experience)

At North Halifax Grammar School Year 10 students are preparing to embark on their Career Development Placement which will take place in the summer term of Year 10. 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, you will notice that the dates for Work Experience at NHGS have changed for 2024 as we have made the decision to move the experience into the summer term of Year 10. 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 8th July to Friday 12th July**. 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.

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 google form link here: [Placement Acceptance Form](#) confirming your acceptance of the placement – please complete as soon as possible, you will be asked to upload a copy of your Employer Liability Insurance certificate as part of the form, please take a photo of this and upload this for our records.
- 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 and Google Form.
- **Inform the school of any absence / non attendance – this is very important**

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 Xperience <https://bradfordskills.co.uk/xperience/>. 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 'Not just making tea: Reinventing work experience', produced by the DFES, can be accessed via the school website, www.nhgs.co.uk. Follow the 'Careers and Enterprise Education' link here: <https://www.nhgs.co.uk/careers-and-enterprise/careers-and-enterprise-curriculum/work-experience>

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 Beal at school as soon as possible.

Yours sincerely

Mrs Louise Manley
Careers and Exams Officer



Start building your CV

Registration time will be set aside for Writing your CV and researching placements and sending out applications and filling forms.

Use Morrisby on 9/1 and 16/1

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.


Step Four:

**Deadline Friday 23rd
February**

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

Career Development Placement Application Form 2024

Career Development Placement Dates:
From: 8/7/2024 to: 12/7/2024

I.manley@nhgs.co.uk [Switch accounts](#) 

* Indicates required question

Email *

Record I.manley@nhgs.co.uk as the email to be included with my response

First Name *

Your answer

Surname *


Your answer

Student Admission Number (this can be found on your badge) *

Your answer

Date of Birth *


Date

dd/mm/yyyy 

Step Five:
The placement should return the Placement Acceptance form to school within 1 week. You may be asked to chase this if it is not returned.

Placement Acceptance Form

You should receive this form along with a letter from North Halifax Grammar School and an application for a Career Development Placement from one of our students. If you are able to offer this student a placement, I would appreciate it if you would complete the information below or email to C.Beal@nhgs.co.uk as soon as possible.

I.manley@nhgs.co.uk [Switch accounts](#) 

The name and photo associated with your Google Account will be recorded when you upload files and submit this form. Only the email address you enter is part of your response.

* Indicates required question

Email *

Your email address

[Next](#) [Clear form](#)

Never submit passwords through Google Forms.

This form was created inside The North Halifax Grammar School. [Report Abuse](#)

Google Forms

Step Six:

Deadline for all information to be sent to Xperience
8th March

Xperience will then carry out health and safety risk assessments for ALL placements.



Career Development Experience at NHGS – Schedule

June-July: 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.

8th-12th July: Career Development Experience placements.
Students complete their Career Development Experience booklets and collect a range of evidence about what they have done.



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 or Mrs Beal 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 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 or Mrs Beal in the school 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' and 'Placement Acceptance Form' from school with your application for a placement. These 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, 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 **Monday 5th June**.

Step 7

In **September 2023**, 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!!!

University of Leeds Nano Tech clean room



Din Solicitors



Shrewdd Marketing



Dovetail Joiners



Health Careers



Teaching



The Artworks



Social Media Shout Out

Calrec Audio is at **Calrec Audio**.
35 m · 🌐

"Working at Calrec for a week has made me excited for my future." - Will Wayman

This week, Will Wayman, Year 11 **North Halifax Grammar School** student shadowed colleagues in Production, RnD, Mechanical Engineering and Marketing at Calrec's head office in Hebden Bridge as part of his week of work experience.

🎥 Take a look at a video he made of the Argo audio mixing consoles in production. hope you enjoy it!

📌 Find out how it went here:
<https://calrec.com/news/an-insightful-look-into-the-world-of-calrec/>

#calrec #workexperience #nhgs #engine #studentlife #broadcast #marketing

Posts
geekretreathalifax

7 likes
geekretreathalifax Hey geeks! This week we were on work experience at #geekretreathalifax. These photos are from our awesome time here. We have really enjoyed our week and it's been a great learning opportunity. Thanks so much to the manager, John, who has been kindly mentoring us.

#halifax #geekretreat #student
27 October

Flowers by Jade
3 m · 🌐

We are soooooo impressed with Amy who has been doing work experience with us this week ❤️

Amy asked if she could make her Mum a bouquet today to take home the first Bouquet she has ever made and was of her ❤️

Pumpkin flowers too of course 🎃

Last week we were joined by a lovely young lady from The North Halifax Grammar School on her work experience placement.

I've always been committed to embracing tomorrow's talent! 🌟 Supporting work experience students can make a real difference to their future career goals. Rather than offering a placement where the student is carrying out menial tasks like making team and coffee, I try to ensure they experience a "real" working day.

At the end of the placement the student created this silver pebble ring to take home and keep as a memento of her placement.

Here's why it matters:

- 👉 Hands-on Learning: Work experience = real-world skills.
- 👉 Mentorship: Be their guide, share wisdom.
- 👉 Building Confidence: Boost their self-belief.
- 👉 Networking: Help them build connections.
- 👉 Career Exploration: Find their passion.
- 👉 Contribute to Society: Invest in the future.

