

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