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

You:
"That's fantastic; do you have any vacancies from **Monday 17th October to Friday 21st October 2022**

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."

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'.

No

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.

Move on to your next placement choice and repeat these stages