



WORK EXPERIENCE 2024



WHO ARE LEBC?



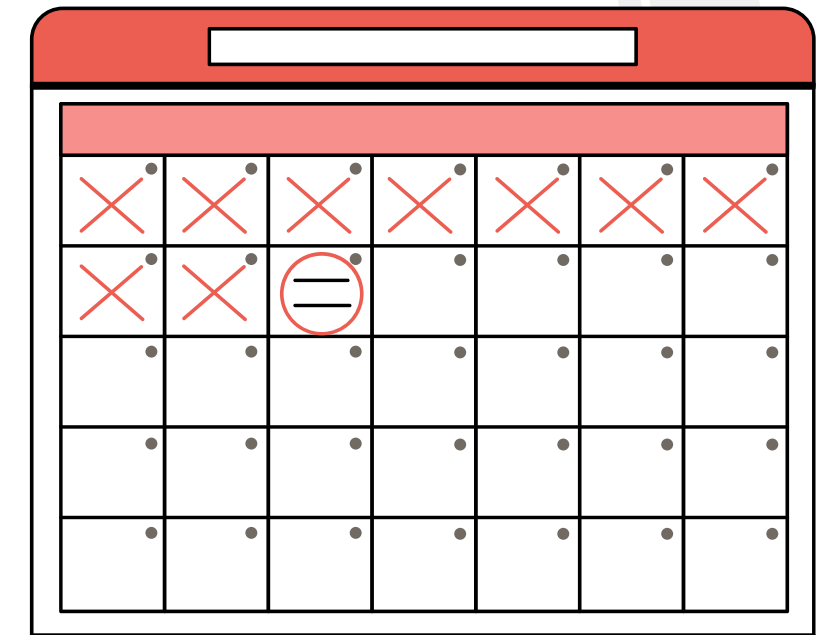
The background features abstract, expressive brushstrokes in a deep blue color, primarily located in the top-right and bottom-left corners. These strokes vary in thickness and direction, creating a dynamic, artistic feel. The central text is set against a plain white background.

WHAT IS WORK EXPERIENCE?



YOU ALL HAVE THE
OPPORTUNITY TO TAKE
PART!

PLACEMENT DATE: 8th —
11th JULY 2023



BENEFITS OF WORK EXPERIENCE



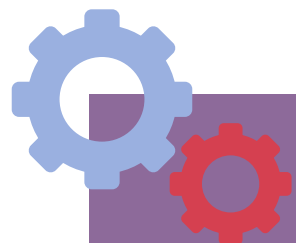
The ability to see and work within a real business



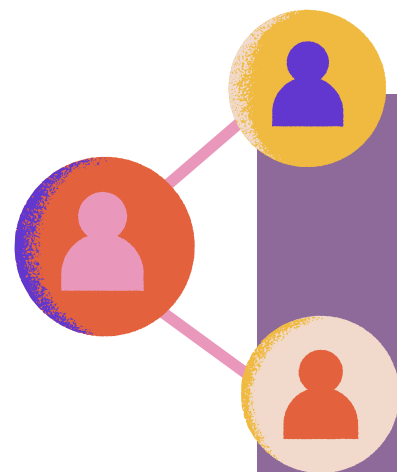
It could lead to part time work or an apprenticeship



It is a great experience to put on future applications



Understanding realistic working expectations



It is a great chance to start networking in your local community



A great chance to see if a job sector is what you expected



BOOSTING YOUR TRANSFERABLE SKILLS



Communication



Time
management



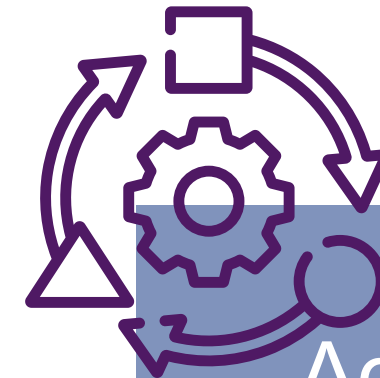
Teamwork



Resilience



Confidence



Adaptability





WHAT DO STUDENTS HAVE TO SAY

"I believe that my work experience has helped me to develop a variety of skills and the employers were extremely helpful and supportive."

85%

OF STUDENTS
FELT MORE
CONFIDENT
ABOUT THE
WORLD OF WORK

86%

OF STUDENTS
SAID THEY HAD
DEVELOPED NEW
SKILLS

"I thoroughly enjoyed my experience and would recommend this to any future student."

87%

OF STUDENTS
FELT THEY MADE A
POSITIVE
CONTRIBUTION TO
THE WORK PLACE



THREE IMPORTANT DOCUMENTS



Directory

LEBC
Leicestershire Education Business Company

30 Frog Island
Leicester
LE3 5AG
Tel: 0116 240 7270 Fax: 0116 240 7001

WORK EXPERIENCE PLACEMENT APPLICATION FORM 2023/2024

START DATE: END DATE: TUTOR GROUP:

STUDENT DETAILS

Male ☐ Female ☐

First Name Surname Date of Birth / /

Home Address Postcode

SELF PLACEMENTS

A Self Placement is compulsory for: **DANCE, MEDIA, THEATRE, UNIFORMED SERVICES and NHS HOSPITALS**. Please **DO NOT** put these as a preference below as we will be unable to find you a placement and this will delay your application!

WORK EXPERIENCE PREFERENCES

* **SPORT AND LEISURE:** Leisure Centres may require you to complete a swim test. If you cannot swim 25m please let us know on the back page

**** SECTION 2: These sectors are in high demand with low availability. A self-placement is recommended.**

Please choose **3 sectors** from the sections below. **You can have a maximum of 1 choice in section 2.**

Section 1		**Section 2
<input type="checkbox"/> Business Administration, Finance & Legal	<input type="checkbox"/> Hair and Beauty	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Engineering & Manufacturing	<input type="checkbox"/> * Sport, Active Leisure & Tourism	<input type="checkbox"/> Construction & the Built Environment
<input type="checkbox"/> Environmental & Land-Based Studies	<input type="checkbox"/> Retail Business	<input type="checkbox"/> Creative and Media
<input type="checkbox"/> Education, Training and Childcare	<input type="checkbox"/> Catering & Hospitality	<input type="checkbox"/> Health and Care

Please provide the preferred job role (from the student directory) for all sectors:

Sector 1 Job Role:

Sector 2 Job Role:

Sector 3 Job Role:

If you chose **TEACHING ASSISTANT** then please tell us what primary school you attended:

Application Form

LEBC
Leicestershire Education Business Company

30 Frog Island
Leicester
LE3 5AG
Tel: 0116 240 7270 Fax: 0116 240 7001

SELF PLACEMENT FORM 2023/24
School Name

Student - This form is to be taken to the company you wish to work with and be completed by your employer.

Please note you can only find a Self-Placement in Leicestershire and the following areas: Derbyshire, Rugby, Nottinghamshire, Lincolnshire and Rutland, Northamptonshire, Atherstone, Nuneaton, and Bedworth. Additional charges may be incurred.

Important: students please note you must complete the front and the back of this form!

Employer - Please complete this form fully and return to the student ASAP.

If you have not previously offered work experience, one of our Employer Assessors will shortly be in touch to arrange a brief meeting to ensure the information held on our database about your organisation is both accurate and satisfactory. Please ensure you provide a valid contact number that you can be reached on during the week between 9am and 5pm.

Insurance - When students are on work experience they are classed as employees and we ask that you confirm below that you have these insurances otherwise the placement cannot go ahead. The Employer Assessor will need to see the certificates when they visit.

Do you have Employers Liability Insurance? YES NO Public Liability Insurance? YES NO
☐ ☐ ☐ ☐

ALL DETAILS ARE TO BE COMPLETED

Student Name Placement dates:

Company/Business Name

Address Post Code

Phone Number Email

Company Contact Full Name:

Company Contact Position:

Work Experience Role (e.g. Office Assistant).....

CONTACT SIGNATURE **PRINT NAME** **DATE**

By signing this form I consent to LEBBC holding my personal details for the purposes of arranging this placement. I understand that I can ask for my data to be permanently removed from the records following my placement and that to make this request I have to send an email to contactus@leica-ebc.org.uk

TEACHER SIGNATURE **PRINT NAME** **DATE**

Privacy Statement - We like to keep in touch with you about the service in which you are participating and other services we offer to young people. We will never sell your data and we promise to keep your details safe and secure. You can change your mind at any time by emailing contactus@leica-ebc.org.uk. For further details on how your data is used and stored, please visit www.leica-ebc.org.uk/privacypolicy

Self-Placement Form

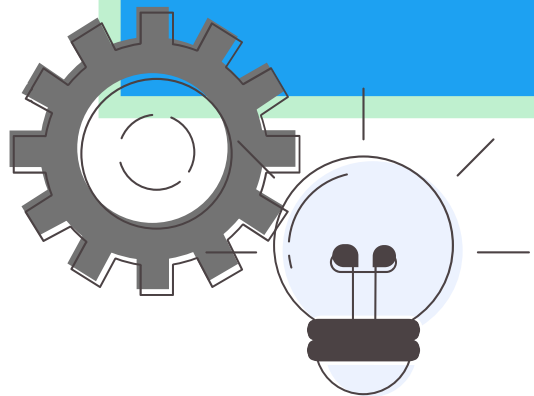


SELF PLACEMENTS

THE CHOICE IS YOURS!



What is a self -
placement?



What should I
do?



Benefits of a
self-placement



SELF PLACEMENT FORM

You will all have access to the self-placement form. You will need to get the employer to sign and complete this form.

The form must be returned to school in time for the deadline.

All employers must have Employers Liability Insurance.



SELF PLACEMENT FORM 2023/24
School Name

30 Frog Island
Leicester
LE3 5AG
Tel: 0116 240 7270 Fax: 0116 240 7001

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Do you have Employers Liability Insurance?	YES	NO	Public Liability Insurance?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

ALL DETAILS ARE TO BE COMPLETED

Student Name Placement dates:

Company/Business Name

Address.....

..... Post Code.....

Phone Number Email

Company Contact Full Name:

Company Contact Position.....

Work Experience Role (e.g. Office Assistant).....

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APPLICATION FORM:



Please fill in your application form with as much detail as possible, have a look through the student directory and make your 3 sector choices.

You can have a maximum of 1 sector choice in Section 2.

SELF PLACEMENTS

A Self Placement is compulsory for: DANCE, MEDIA, THEATRE, UNIFORMED SERVICES and NHS HOSPITALS. Please **DO NOT** put these as a preference below as we will be unable to find you a placement and this will delay your application!

WORK EXPERIENCE PREFERENCES

* **SPORT AND LEISURE:** Compulsory swim test for placements, details of the swim test are in the student guide.

Do not tick Sport and Leisure if you are unable to swim.

Please choose 3 sectors from the sections below you can have a maximum of 1 choice in section 2.

Section 1

<input type="checkbox"/>	Business Administration, Finance & Legal	<input type="checkbox"/>	Hair and Beauty
<input type="checkbox"/>	Engineering & Manufacturing	<input type="checkbox"/>	* Sport, Active Leisure & Tourism
<input type="checkbox"/>	Environmental & Land-Based Studies	<input type="checkbox"/>	Retail Business
<input type="checkbox"/>	Education, Training and Childcare	<input type="checkbox"/>	Catering & Hospitality

Section 2

<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	Construction & the Built Environment
<input type="checkbox"/>	Creative and Media
<input type="checkbox"/>	Health and Care



HEALTH CONDITIONS & ADDITIONAL SUPPORT

HEALTH

Please indicate any illnesses or other factors that the employer should be made aware of, e.g. colour blindness, eczema, asthma, hearing impairment, epilepsy.

.....

.....

It is extremely important that you make us aware of any health conditions you have or any additional support you need. This will help us make sure you get the right support you need on placement!



TRAVEL AREAS

Think about where you live...

Some sectors are more difficult to secure depending on where you live

- What is in your local area?
- What are your bus routes like?
- Can you get a lift with parents?



AVAILABLE PLACEMENTS

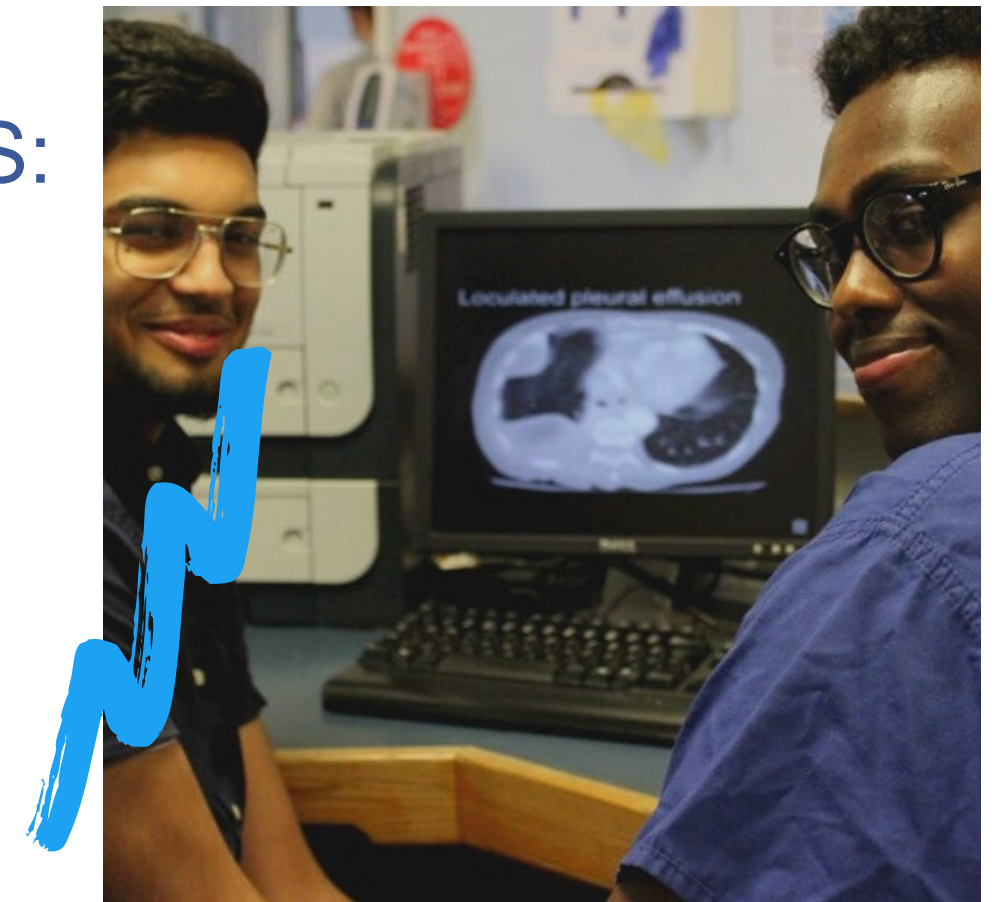
On some occasions we are unable to place you in your preferred sectors and travel areas. You will be able to select a placement from a bank of available placements.

WHAT OUR STUDENTS SAY ABOUT AVAILABLE PLACEMENTS:

92% FELT SUPPORTED BY THEIR EMPLOYER

82% NOTED AN INCREASE IN THEIR CONFIDENCE

86% FELT THEY MADE A POSITIVE CONTRIBUTION TO THE WORK PLACE



EMPLOYERS THAT SUPPORT WORK EXPERIENCE



UNIVERSITY OF
LEICESTER



MARKS &
SPENCER



SKR LEGAL
SOLICITORS

Sandiccliffe

**PICK
EVERARD**



Z&Z



next

TESCO

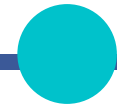




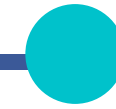
THE REALITY



It isn't all glitz and glamour. There are limitations to what employers are allowed to let you do.



If you don't enjoy it, there is still a lot of value in the process and what you will learn.



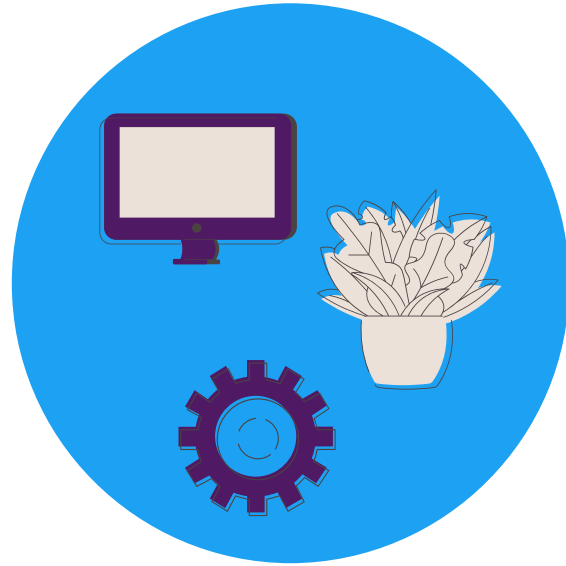
You will have the chance to see a real working environment and a good foundation to start building your future.



Covid has impacted many different job sectors. Many employees are now hybrid working which affects IT and Admin sectors.

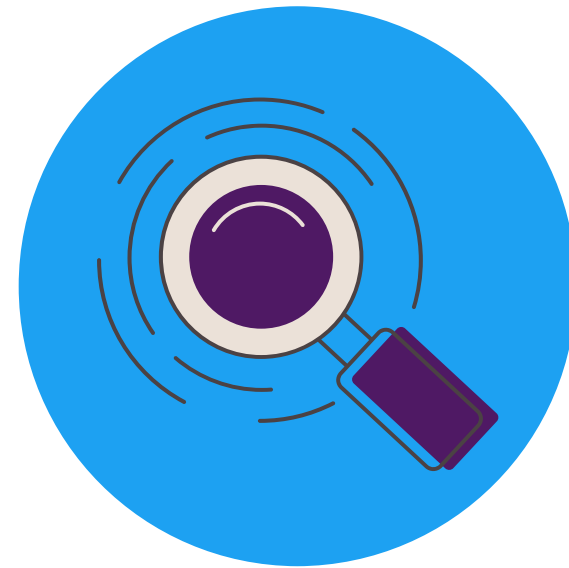


WHAT YOU NEED TO KNOW



Paperwork

You will each receive paperwork regarding your work experience placement 4-6 weeks before you go out on placement. You will need to keep this paperwork and take it with you on your first day of placement.



Interviews

You need to call your employer to arrange a pre placement interview. You will then go in and meet your employer to go over your working hours and what is expected of you.



Working hours/ Behaviour

Your working hours will be on the paperwork that is given to you. This also needs to be discussed with your employer at your pre placement interview. Please also make sure that you are respectful at all times and on your best behaviour.



Ask questions!

Don't be afraid to ask relevant questions as it can often show you are interested in the company and keen to learn more.



WHAT HAPPENS NEXT?

TAKE A LOOK AT THE
DIRECTORY AND THE OPTIONS
AVAILABLE. YOU WILL RECEIVE
APPLICATION FORMS AND SELF
PLACEMENT FORMS TO
COMPLETE!



The experience is what matters

We would love all year 10 to benefit from work experience.

As a result we moved the date from the Easter holidays to term time (last week of term).

Mon 8th, Tues 9th, Wed 10th and Thurs 11th July.

On the application forms the 12th is included – this is not the case as term finishes on the 11th.

The experience is what matters

It does not matter which sector you get placed in.

The experience of a work place is the key – developing skills in a work environment.

If you are keen for a specific sector we advise using the self placement form. You would need to contact an employer as per the slide show and complete the form accordingly.

The cost (LEBC)

A self placement costs – £53

A placement costs - £60

We will provide £10 per student making the costs:

- **Self placement** - £43
- **Placement** - £50

Return forms by

Friday 8TH December.

Return form to form tutors. They will then pass these to reception.

Payment and processing forms

Once we have your form we will open up a payment (depending on the form type) via the school gateway.

Once we have received your payment (by 12th December latest please) we can then pass the form to the LEBC.