



# WORK EXPERIENCE 2024



# WHO ARE LEBC?



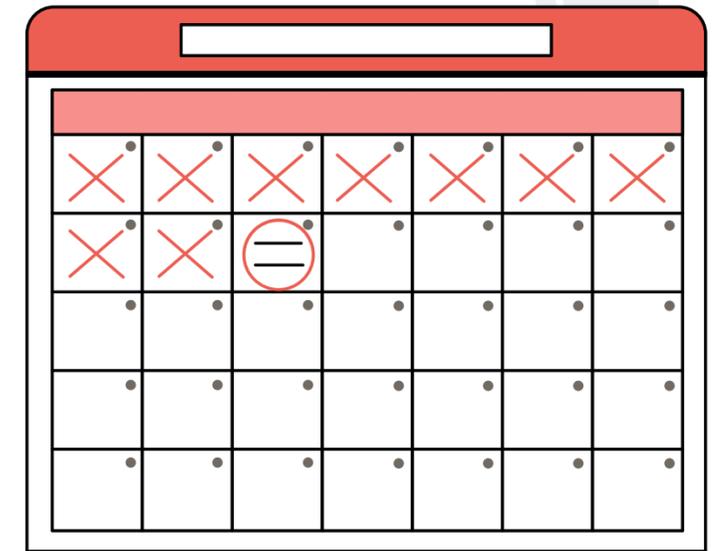


# WHAT IS WORK EXPERIENCE?



YOU ALL HAVE THE  
OPPORTUNITY TO TAKE  
PART!

PLACEMENT DATE: 8<sup>th</sup> –  
11<sup>th</sup> JULY 2023



# BENEFITS OF WORK EXPERIENCE



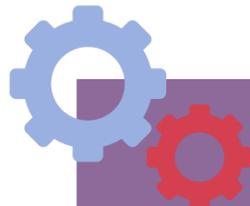
The ability to see and work within a real business



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

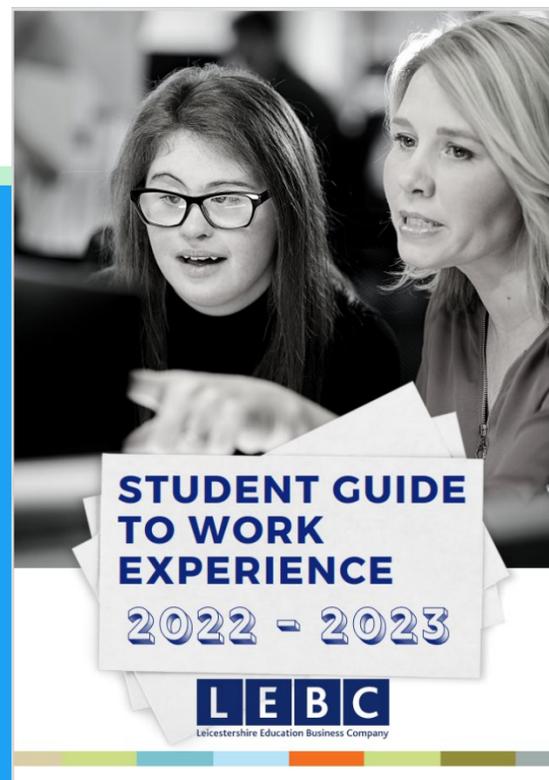
"I thoroughly enjoyed my experience and would recommend this to any future student."

**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.

<b>Section 1</b>	<input type="checkbox"/> Business Administration, Finance & Legal	<input type="checkbox"/> Hair and Beauty	<b>**Section 2</b>
<input type="checkbox"/> Engineering & Manufacturing	<input type="checkbox"/> * Sport, Active Leisure & Tourism	<input type="checkbox"/> Information Technology	<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"/> Health and Care
<input type="checkbox"/> Education, Training and Childcare	<input type="checkbox"/> Catering & Hospitality		

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, Altherstone, 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@leics-ebc.org.uk](mailto:contactus@leics-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@leics-ebc.org.uk](mailto:contactus@leics-ebc.org.uk). For further details on how your data is used and stored, please visit [www.leics-ebc.org.uk/privacy-policy](http://www.leics-ebc.org.uk/privacy-policy)

Self-Placement Form

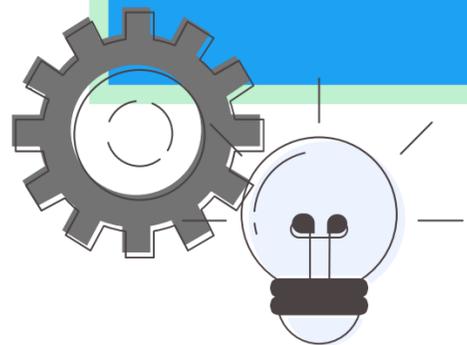


# SELF PLACEMENTS



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.



30 Frog Island  
Leicester  
LE3 5AG

Tel: 0116 240 7270 Fax: 0116 240 7001



Leicestershire Education Business Company

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**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 .....

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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

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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

**Sandicliffe**

**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.



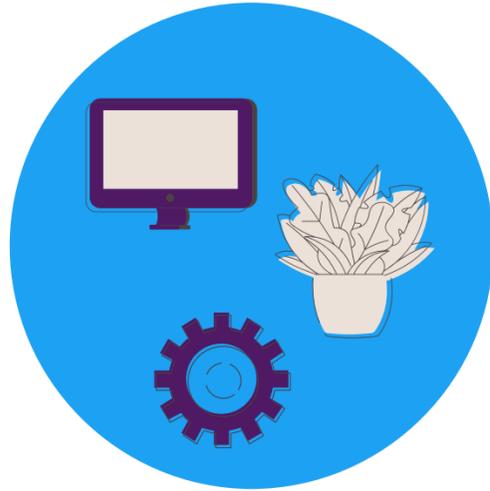
You will have the chance to see a real working environment and a good foundation to start building your future.



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

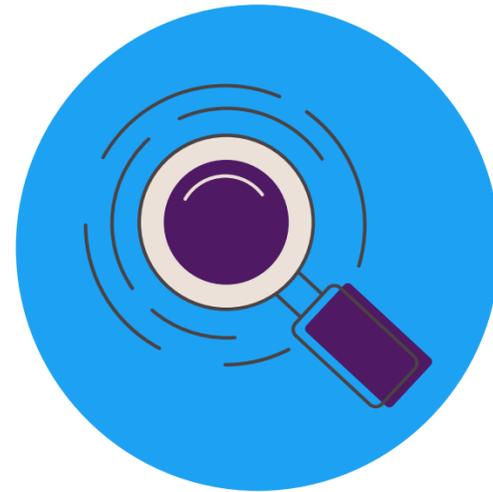


# WHAT YOU NEED TO KNOW



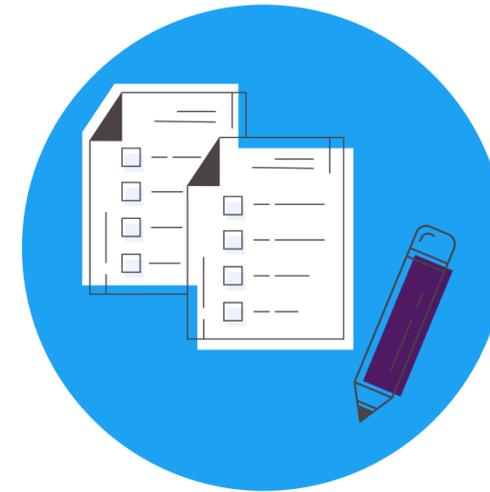
## Paperwork

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 8<sup>th</sup>, Tues 9<sup>th</sup>, Wed 10<sup>th</sup> and Thurs 11<sup>th</sup> July.

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

# 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 8<sup>TH</sup> 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 12<sup>th</sup> December latest please) we can then pass the form to the LEBC.