



***CASTLE MEAD ACADEMY***  
***WORK EXPERIENCE 2024***



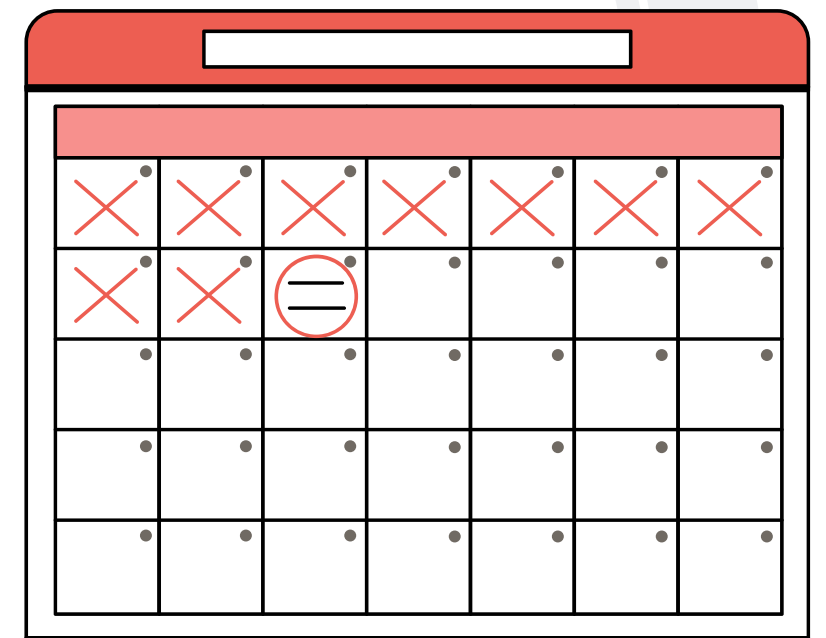


***WHAT IS WORK  
EXPERIENCE?***

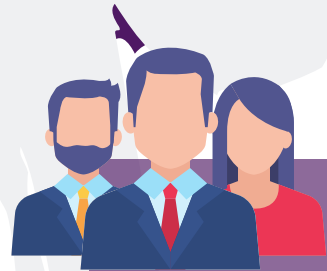
# *WHO ARE LEBC?*

**ALL SCHOLARS HAVE THE  
OPPORTUNITY TO TAKE  
PART IN WORK EXPERIENCE**

**PLACEMENT DATE:  
22<sup>nd</sup> – 26<sup>th</sup> APRIL**



# BENEFITS OF WORK EXPEREINCE



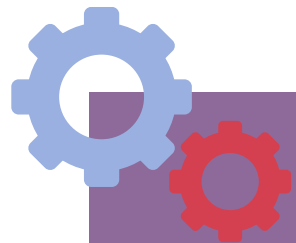
The ability to see and work within a real business



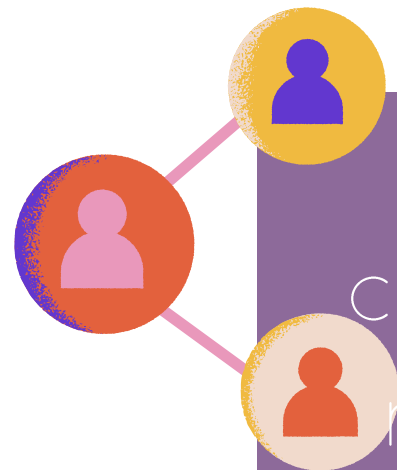
It could lead to part time work or an apprenticeship



It is 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 ESSENTIAL TRANSFERABLE SKILLS



Communication



Time  
management



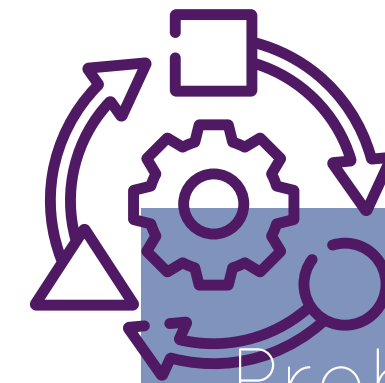
Teamwork



Staying positive  
and resilience



Aiming high  
and confidence



Problem solving



# 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

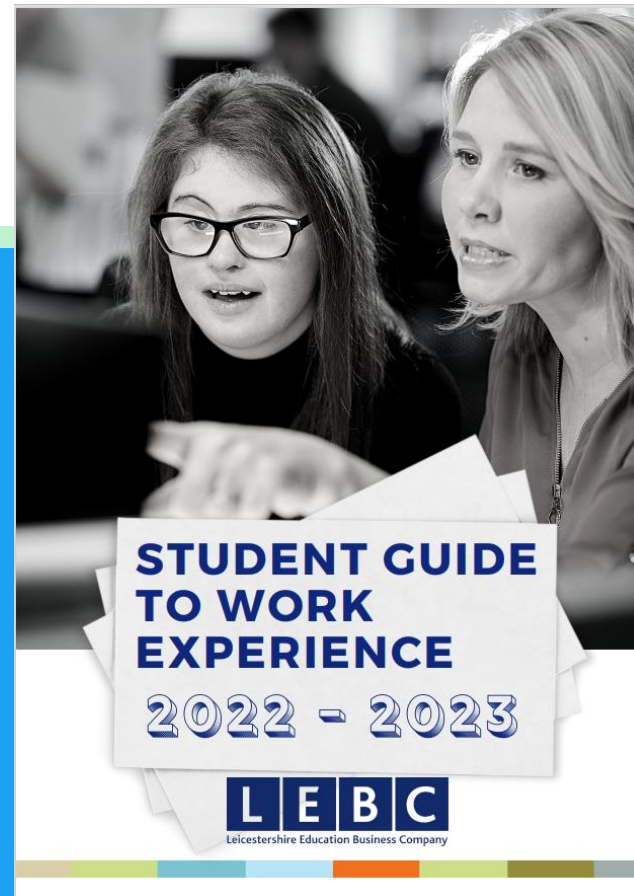
*"I thoroughly enjoyed my experience and would recommend this to any future student."*

**87%**

OF STUDENTS  
FELT THEY MADE A  
POSITIVE  
CONTRIBUTION TO  
THE WORKPLACE



# THREE IMPORTANT DOCUMENTS



Directory

**LEBC** 30 Frog Island  
Leicester LE3 5AG  
Leicestershire Education Business Company Tel: 0116 240 7270 Fax: 0116 240 7001

**WORK EXPERIENCE PLACEMENT APPLICATION FORM 2022/2023**  
School Name: Castle Mead Academy

START DATE: 24<sup>th</sup> April 2023      END DATE: 29<sup>th</sup> April 2023      TUTOR GROUP:

**STUDENT DETAILS**

Male  Female

First Name ..... Surname ..... Date of Birth ..... / ..... / .....

Home Address ..... Postcode .....

Tel Number / Mobile Number ..... Email Address .....

**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>			<b>**Section 2</b>
<input type="checkbox"/> Business Administration, Finance & Legal	<input type="checkbox"/> Hair and Beauty	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Construction & the Built Environment
<input type="checkbox"/> Engineering & Manufacturing	<input type="checkbox"/> * Sport, Active Leisure & Tourism	<input type="checkbox"/> Creative and Media	<input type="checkbox"/> Health and Care
<input type="checkbox"/> Environmental & Land-Based Studies	<input type="checkbox"/> Retail Business		
<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** 30 Frog Island  
Leicester LE3 5AG  
Leicestershire Education Business Company Tel: 0116 240 7270 Fax: 0116 240 7001

**SELF PLACEMENT FORM 2022/23**  
Castle Mead Academy

**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.

**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: 24<sup>th</sup>-29<sup>th</sup> April 2023

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/privacypolicy](http://www.leics-ebc.org.uk/privacypolicy)

Self-Placement Form



# APPLICATION FORM



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

Scholars 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

# TRAVEL AREAS

Think about where you live...

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

- What in your local area?
- What are your bus routes like?
- Can you give your child a lift?



# SELF-PLACEMENT FORM

Students will all have access to the self-placement form. This will need to be signed by the employer.

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

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 LEBC 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 .....

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# AVAILABLE PLACEMENTS

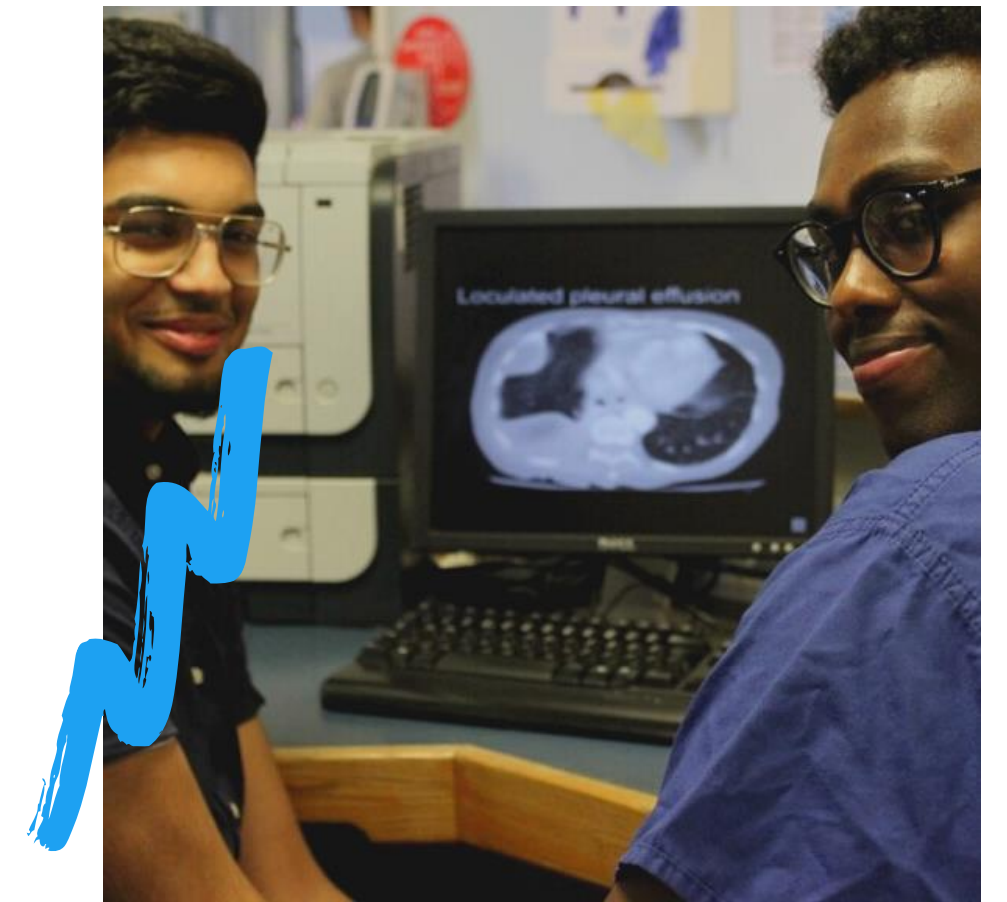
On some occasions we are unable to place students in their preferred sectors and travel areas. They will be able to select a placement from a bank of available placements.

## *WHAT 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 WORKPLACE



# EMPLOYERS THAT SUPPORT WORK EXPERIENCE



UNIVERSITY OF  
**LEICESTER**



MARKS &  
SPENCER



**SKR LEGAL**  
SOLICITORS

**Sandicliffe**

**PICK  
EVERARD**



**Z&Z**



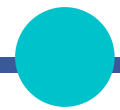
**next**

**TESCO**

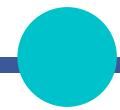




# *THE REALITY*



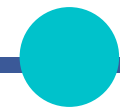
It isn't all glitz and glamour. There are limitations to what employers are allowed to let the students do.



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

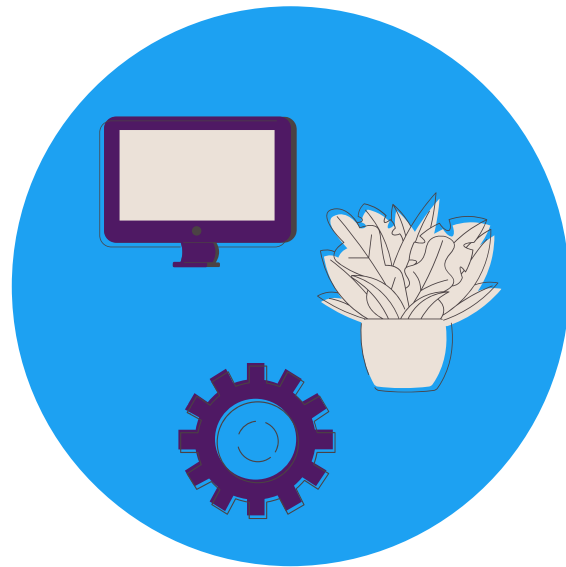


They will have the chance to see a real working environment and a good foundation to start building their future.



**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

Students will receive paperwork regarding their work experience placement 4-6 weeks before they go out on placement. They will need to keep this paperwork and take it with them on their first day of placement.



## Interviews

Students will need to call their employer to arrange a pre-placement interview. They will then go in and meet their employer to go over their working hours and what is expected of them.



## Working hours/ Behaviour

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



## Ask questions!

Encourage students to ask questions while on placement. They can learn a lot from the people that work in these industries.

# ***WHAT HAPPENS NEXT?***

- Scholars will have access to self-placement forms by the end of the week. If interested in a self-placement, encourage them to think about sectors and potential businesses that interest them. Think about whether they know someone who is already in this sector/employment – consider your networks of family and friends.
- Research the company beforehand – find out more about what they do, their values and ethos.
- Encourage them to be proactive - approach potential employers to ask whether they can host them. **Call or write a covering email** to approach outlining why they want to do their work experience there and what skills they can bring to the placement.
- The self-placement form will need to be filled out and signed by potential placement.
- When we return to school in September, scholars will receive a directory and application form to complete in careers sessions with their tutor and at home with parents / carers. These are currently being updated for 2023-24.

***DEADLINE FOR ALL FORMS: FRIDAY 22 SEPTEMBER***



# Email / phone call template

Note: Communicate via your school email account

Dear Sir/Madam [or name if you know it]

I am a year 10 scholar at Castle Mead Academy in Leicester.

I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out for one week from Monday 22 April to Friday 26 April 2024.

I'm keen on gaining some practical work experience in/as a [chosen sector of work], because [reasoning for pursuing a placement with this specific company and sector].

I am a [relevant skills and attributes] scholar which can be shown in my [real-life examples that demonstrate this - include examples both in and out of school].

If you are able to offer me a work experience placement, there is a short form that I will need to ask you to complete.

I look forward to hearing from you.

Yours [sincerely/faithfully]

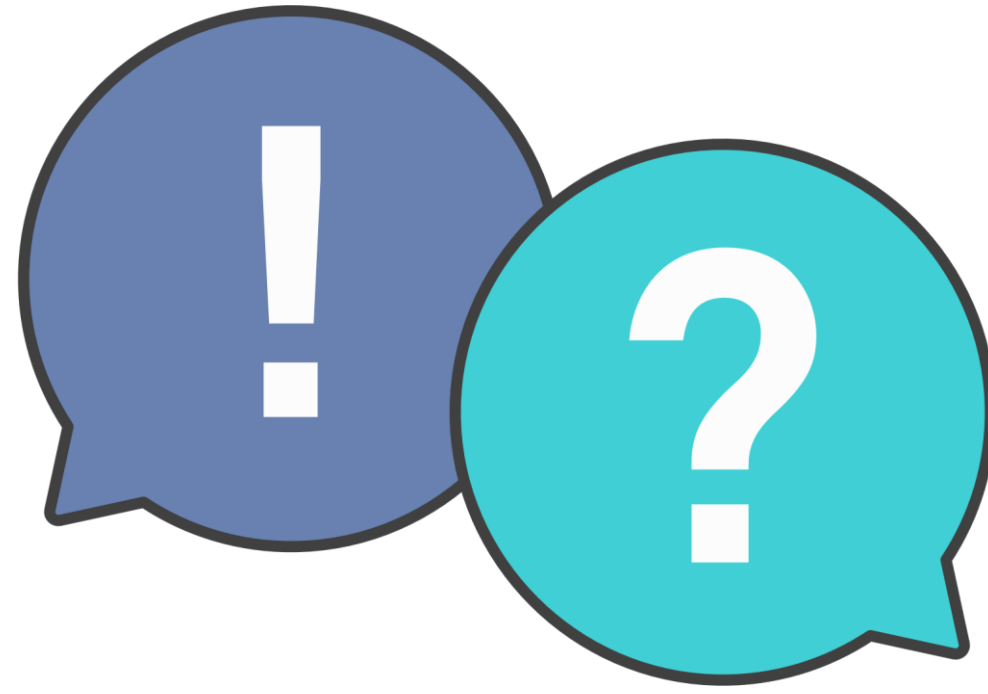
[Your name]



## ***WHAT HAPPENS NEXT?***

CONSIDER A SELF-PLACEMENT AND USE THE SUMMER BREAK TO INVESTIGATE.

IN SEPTEMBER, TAKE A LOOK AT THE DIRECTORY WITH YOUR CHILD AND COMPLETE THE APPLICATION FORM.



***DOES ANYONE HAVE  
ANY QUESTIONS?***