



CASTLE MEAD ACADEMY
WORK EXPERIENCE 2024



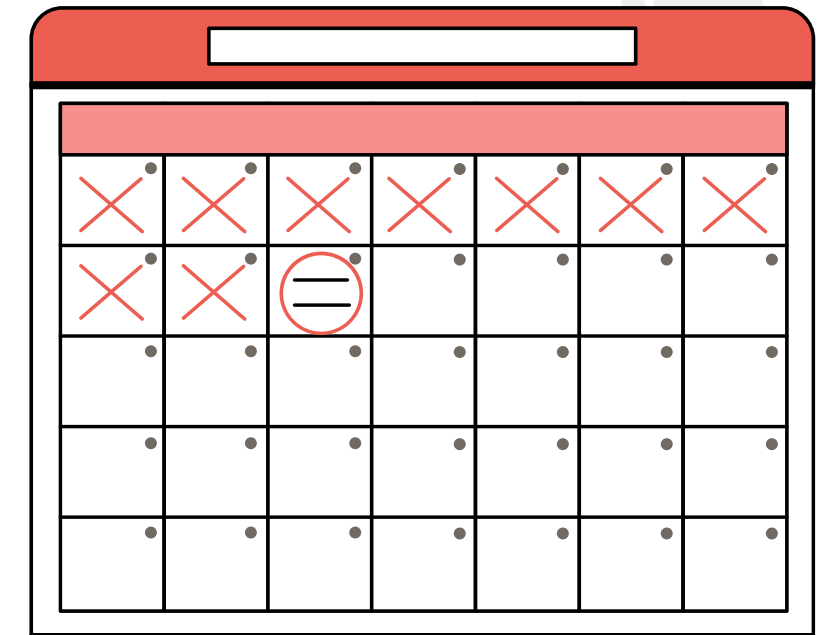


***WHAT IS WORK
EXPERIENCE?***

WHO ARE LEBC?

***YOU ALL HAVE THE
OPPORTUNITY TO TAKE
PART!***

***PLACEMENT DATE:
22ND – 26TH APRIL***



BENEFITS OF WORK EXPEREINCE



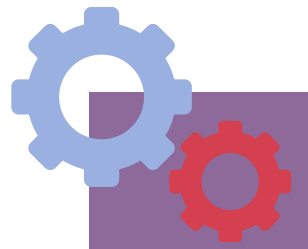
The ability to see and work within a real business



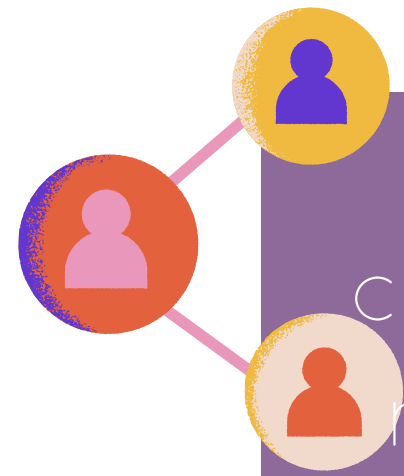
It could lead to part time work or an apprenticeship



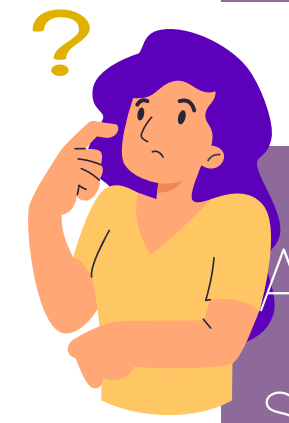
It is great experience to put on future applications



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 YOUR TRANSFERABLE SKILLS



Communication



Time
management



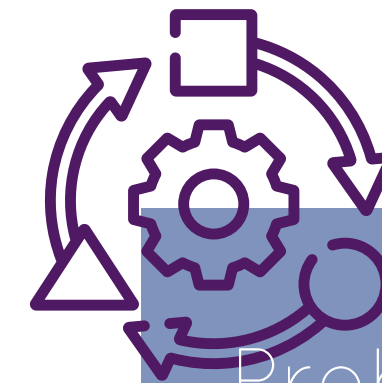
Teamwork



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





TIME TO START CONSIDERING

- AIM HIGH!!



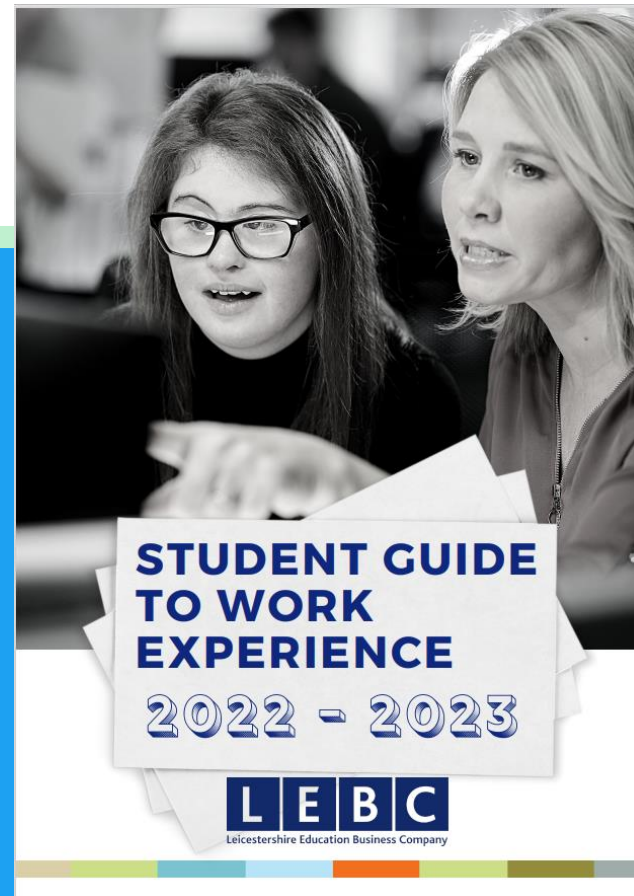
What would your ideal occupation be?

What subjects in school are you most interested in and most successful at?

What are your personal interests and hobbies?.

Which placements may be available and accessible to you?

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: 24th April 2023 END DATE: 29th 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.**

Section 1	<input type="checkbox"/> Business Administration, Finance & Legal	<input type="checkbox"/> Hair and Beauty	**Section 2
<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 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: **24th-29th 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

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. For further details on how your data is used and stored, please visit www.leics-ebc.org.uk/privacypolicy

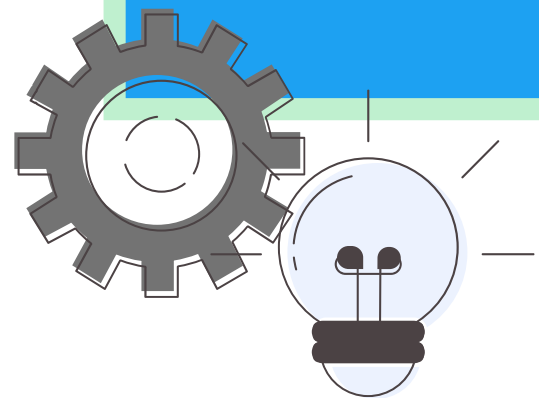
Self-Placement Form

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.



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).....

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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 three 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

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

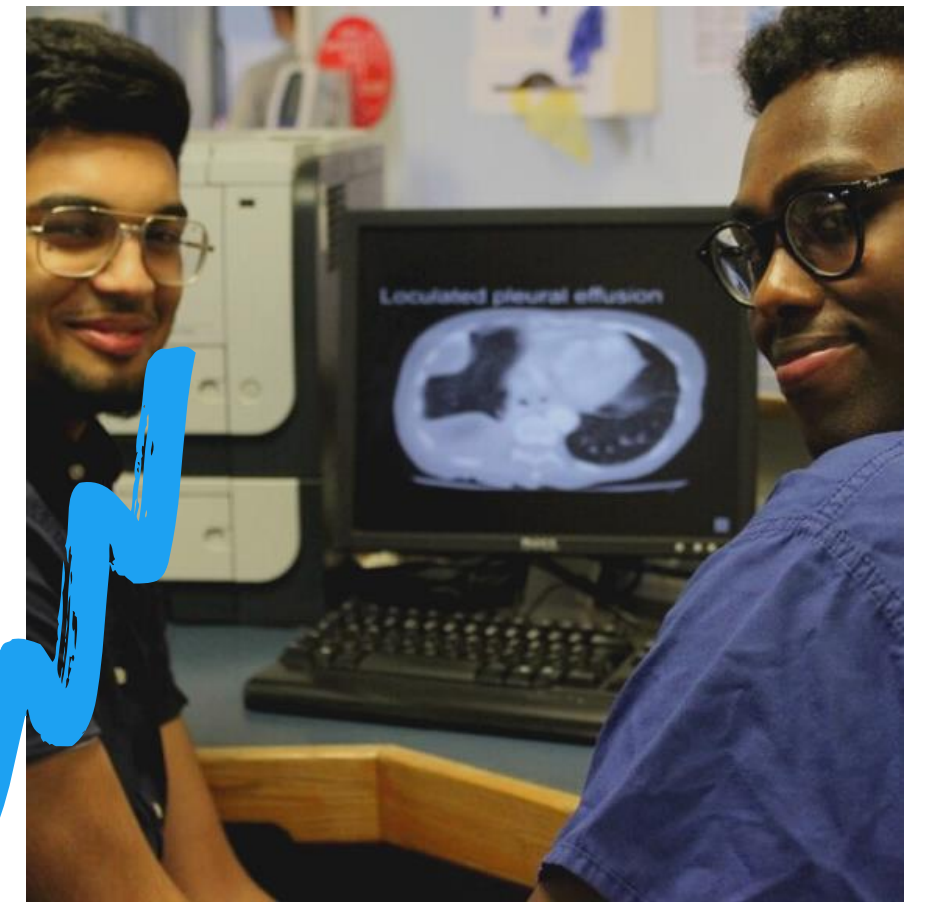
On some occasions we are unable to place you in your preferred sectors and travel areas. You will be able to select a placement from a bank of available placements.

WHAT 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



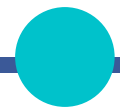
next

TESCO

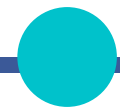




THE REALITY



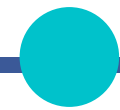
It isn't all glitz and glamour. There are limitations to what employers are allowed to let you do.



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

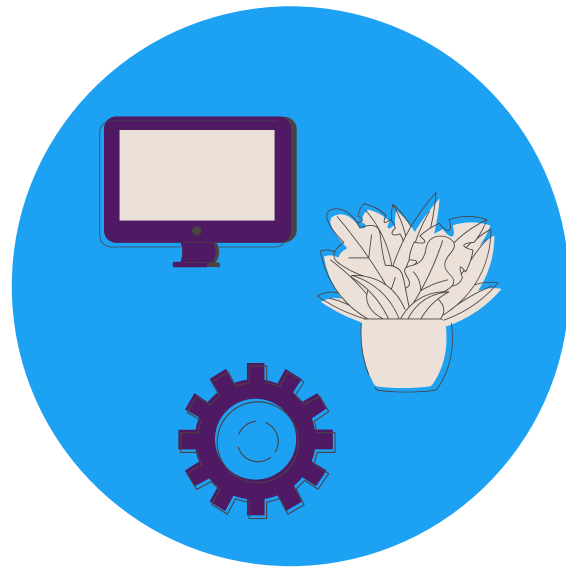


You will have the chance to see a real working environment and a good foundation to start building our future.



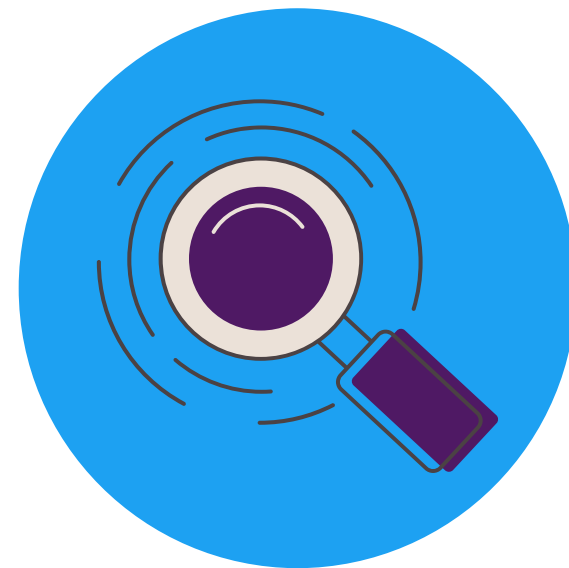
Covid has impacted many different job sectors. Many employees are now hybrid working which affects IT and admin sectors.

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?

- If you are interested in a self-placement, think about sectors and potential businesses that interest you. Think about whether you know someone who is already in that sector/employment – consider your networks of family and friends.
- Research the company beforehand – find out more about what they do, their values and ethos.
- Be proactive - approach potential employers to ask whether they can host you. **Call or write a covering email** to approach outlining why you want to do your work experience there and what skills you 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, you will receive your directory and application form to complete in careers sessions with your 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].

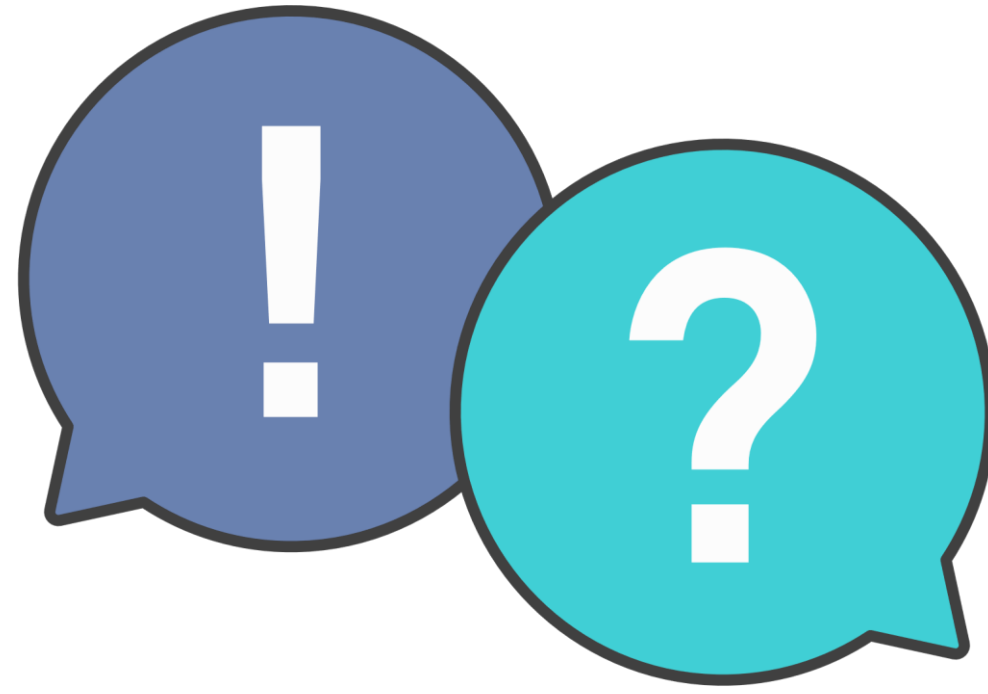
I am a [relevant skills and attributes] scholar which can be shown in my [real-life examples that demonstrate this - include examples both in and out of school].

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]



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