



CASTLE MEAD
ACADEMY

Work Experience Update Briefing

18 March 2024



What is Work Experience?

Work experience provides an insight into the working world, the placements help scholars to improve their personal development and key transferable essential skills.

Managing expectations...

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

Be prepared to accept that the placement may not be exactly the sector or role they hoped for. 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 career journey.

The process so far...

You have completed the LEBC work experience application form / self-placement form. These forms have been sent to LEBC.

LEBC have been busy matching available placements from their database to scholars based on the travel areas and job sectors as stated on the forms.

They have now delivered your placement paperwork.

What happens now...

You child will have received one of three sets of paperwork:

1. Confirmed learners - (learner cover letter and work experience agreement)
2. Learners with a placement awaiting health and safety visit - (learner visit holding letter)
3. Learners LEBC have not been able to place – (unplaced learner letter)
4. *There will be a very small number of you still awaiting paperwork. Don't panic – we know about each of these and will have paperwork with you soon.*

What happens now...

Watch this video from LEBC that explains each set of paperwork and what you must now do ahead of your placement.



Leicestershire Education Business Company

**WORK
EXPERIENCE
PAPERWORK
2023/2024**



Important next steps...

Confirmed learner placement paperwork

If / when you receive confirmed learner placement paperwork:

- Take the paperwork home, share with and read thoroughly with your family.
- You must read all of the paperwork thoroughly including equipment / uniform requirements, working days and hours, lunches, and the important risk assessment information. (For example, some placements may involve working after 6pm or on Saturdays or will require you to provide safety boots, it is important you have read through the risk assessment.)

Important next steps...

Pre-placement interview

- It is compulsory that you arrange and attend a pre-placement interview.
- Call your employer this week to arrange a convenient date and time. (Additional sheet to help.)
- If you are having any issues reaching your employer, please speak to the careers team who can support you in making contact.
- If you have any issues arranging a suitable time for your interview, again please speak to the careers team.
- Use this as a test run to work out bus / travel time etc. and ask any questions you have. Ensure your parents and CMA (if during the school day) know when your interview is taking place.
- **Take the work experience agreement with you to interview. It MUST be signed by the employer, your parent/carer and yourself.**

Important next steps...

Work experience agreement

**The agreement MUST be signed by the employer, your parent/carer and yourself and returned to Mrs Walker (006) or Miss Robertson (library) by Monday 8 April.
(Please do not leave on desk)**

Important next steps...

Learner visit holder letter

- If you have received a learner visit holder letter today, then your confirmed placement paperwork will hopefully be delivered within the next week or so.
- We will get it to you asap and you will then need to do all of the steps as outlined above.

Important next steps...

Unplaced learner letter

- If you have received a learner awaiting placement letter today, please come and see the careers team in the library this week. We will send a pink slip for you at a time to do this.

Takeaways...

- Ensure that you read all of the confirmed placement paperwork thoroughly when provided with your family.
- Note all information and alert the careers team of any queries.
- Call your employer and arrange and attend a pre-placement interview. Ensure your parents and school (if appropriate) are aware that you are attending your interview.
- At the interview, ensure that the work experience agreement is signed by the employer.
- Return the completed work experience agreement (signed by employer, parent/carer and yourself) to the careers team by **Monday 8 April**.
- You will also get a copy of your paperwork sent to your school email account so you have a digital copy.
- There will be a final 'Prep' session, the week before you go out on your placements.

To note...

Responsibilities

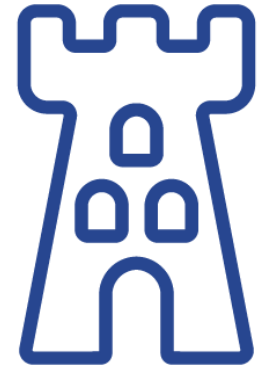
Staying safe:

- Paperwork.
- Responsibility to keep yourself and others safe.
- Ring us!
- Emergency phone-line until 7pm and Saturday.
- Punctuality.
- Visits.

To note...

To wrap things up...

- This is an opportunity for scholars to engage in the world of work and to show employers what hard working, polite, friendly young adults they are.
- Remember they are representing the school – you and themselves.
- We want them to make memories – and have a great time!!



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Thank you for your support

