



Leicestershire Education Business Company

WORK EXPERIENCE

2024/2025

Castle Mead Academy



WHAT IS WORK EXPERIENCE?



**A one-week
work experience
opportunity**



**A chance for you to
experience a
real working
environment**



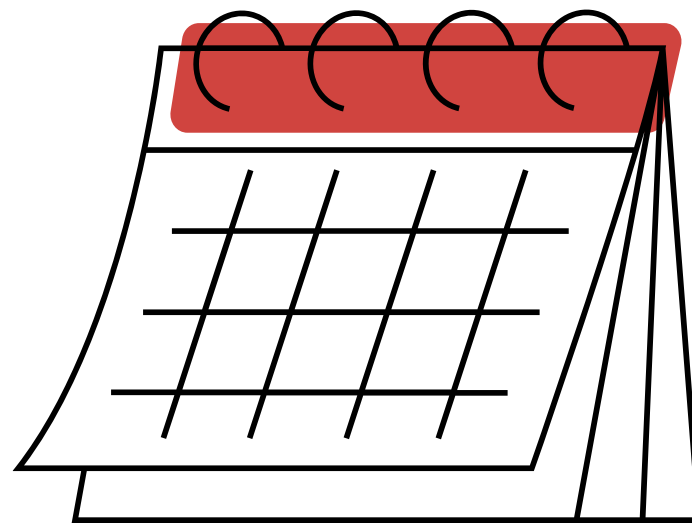
**A fantastic way to
gain new skills
and enhance
transferable skills**

WHO ARE LEBC?



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

24th – 28th March 2025



BENEFITS OF WORK EXPERIENCE



The ability to see and work within a real business and see if a job sector is what you expected.



It could lead to part-time work or an apprenticeship!



It is a great experience to put on future applications.

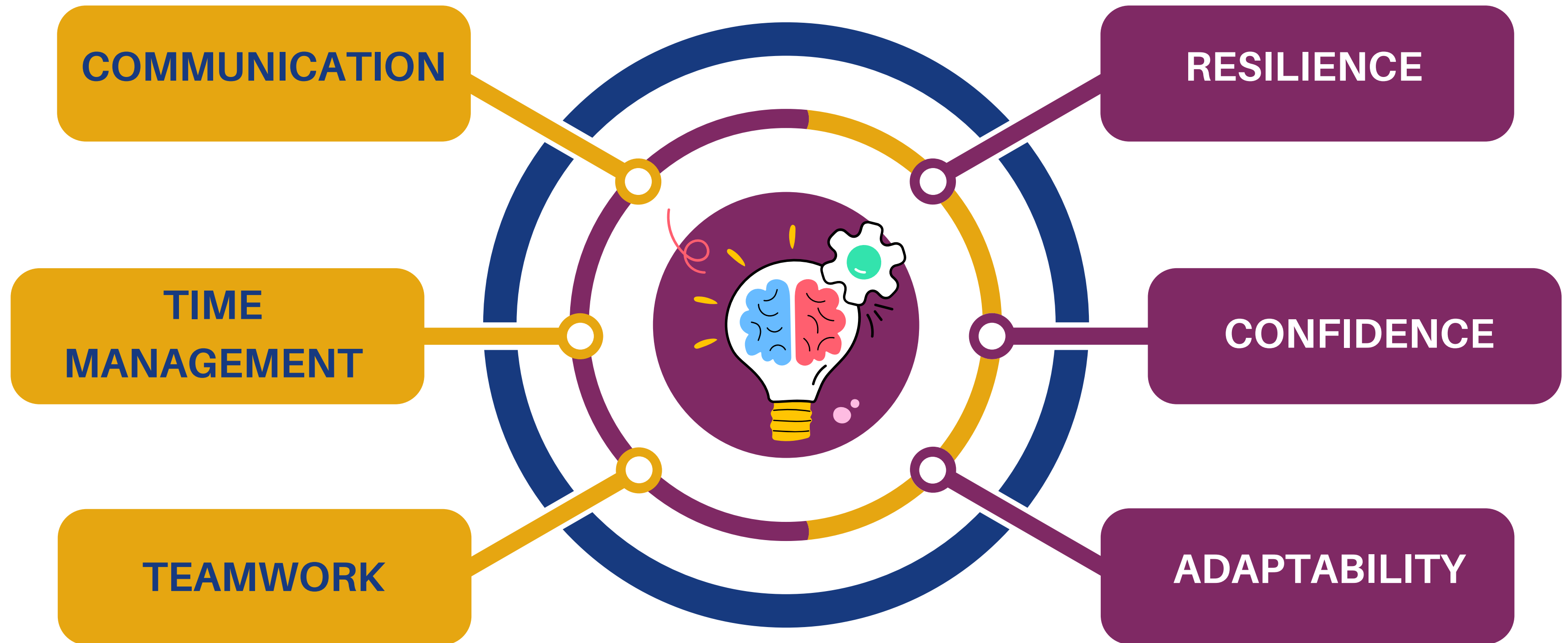


Your opportunity to understand realistic working expectations!



A chance for you to start networking in your local community.

DEVELOPING TRANSFERABLE SKILLS





SCHOLAR FEEDBACK

87% of scholars said that work experience enabled them to develop their confidence.

87% of scholars said that work experience enabled them to develop their communication skills.

86% of scholars said that work experience enabled them to develop their ability to organise and take responsibility.

83% of scholars said that work experience enabled them to develop their independence and time management skills.

SCHOLAR FEEDBACK

"I learnt many new skills by being taken me out of my comfort zone and trying new things. Also, I met many new people which built my confidence up even more."

"This was definitely a positive and useful experience that helped me to learn more about the world of work."

"Through my work experience I was able to develop a better understanding of the workplace environment and build my confidence in communication"

"Best week of my life!"



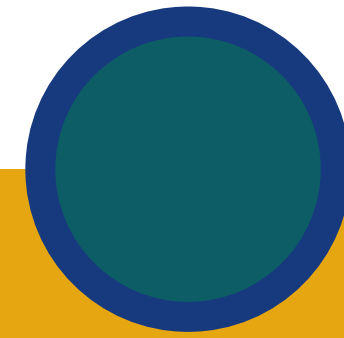
THE REALITY



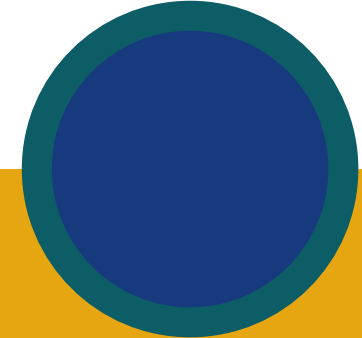
It isn't all glitz and glamour.
There are limitations to what employers are allowed to let you do.



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

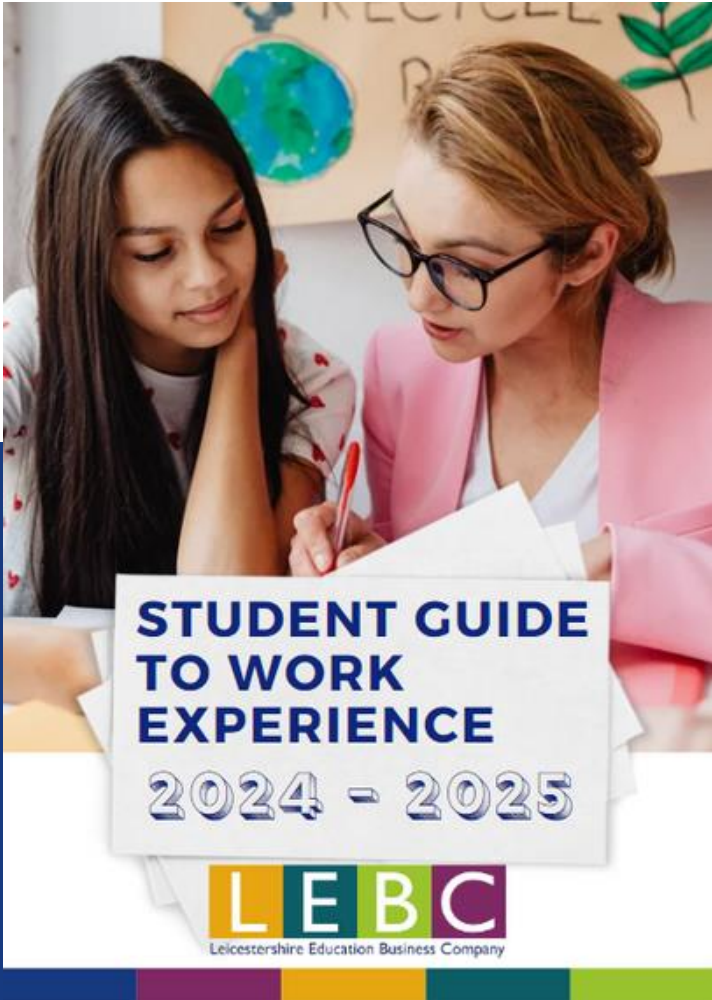


You will have the chance to see a real working environment and a good foundation to start building your future.



Many employees are now hybrid working which affects IT and admin sectors.

THREE IMPORTANT DOCUMENTS



DIRECTORY

LEBEC
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

LEBEC
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
	<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): _____

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

By signing this form I consent to LEBEC 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/privacy-policy

SELF-PLACEMENT FORM

APPLICATION FORM

**FILL OUT THE FORM IN AS MUCH
DETAIL AS POSSIBLE!**

**USE THE DIRECTORY TO MAKE YOUR CHOICES!
THIS WILL TELL YOU WHICH PLACEMENTS ARE
SELF-PLACEMENT ONLY/ADVISED!**

**YOU CAN HAVE A MAXIMUM OF ONE
SECTOR CHOICE IN SECTION TWO!**

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 LEBC to make sure you get the right support you need on placement!



TRAVEL AREAS

Think about where you live...

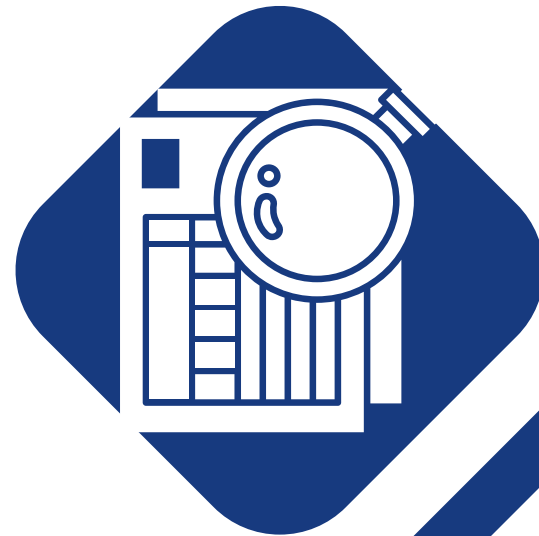
Some sectors are more difficult to secure depending on where you live!

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



SELF-PLACEMENTS!

WHAT IS A
SELF-PLACEMENT?



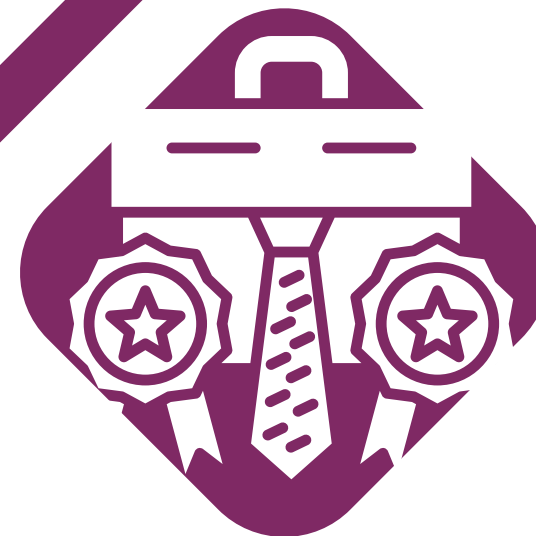
BENEFITS OF A
SELF-PLACEMENT



WHAT SHOULD I DO?



THE CHOICE IS
YOURS!!!



SELF-PLACEMENT FORM

- You will all have access to the self-placement form this week.
- The employer needs to complete and sign the form.
- The form must be completed by the deadline and return to school.
- Employers must have employer's liability and public liability insurance.
- The form will not be accepted by LEBC if completed /signed by yourselves or copied from another form.



SELF PLACEMENT FORM 2023/24
School Name

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

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
	<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).....

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

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



WHAT HAPPENS NEXT?

- A self-placement means that you are more in control. 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 2024-25.

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 24 March to Friday 28 March 2025.

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 soon.

Yours [sincerely/faithfully]

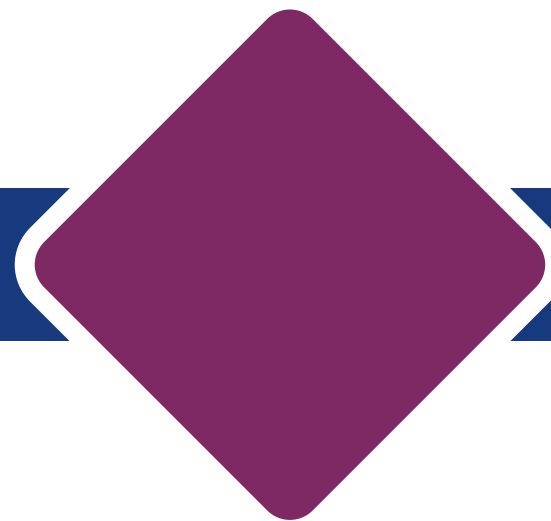
[Your name]

WHAT YOU NEED TO KNOW



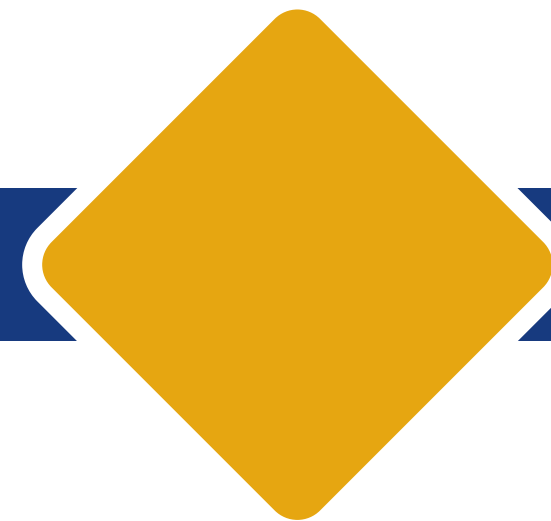
PAPERWORK

You will each receive paperwork regarding your work experience placement approx. six weeks before you go out on placement. This needs to be signed at the interview BEFORE the placement starts. You will all get an electronic copy sent to your emails.



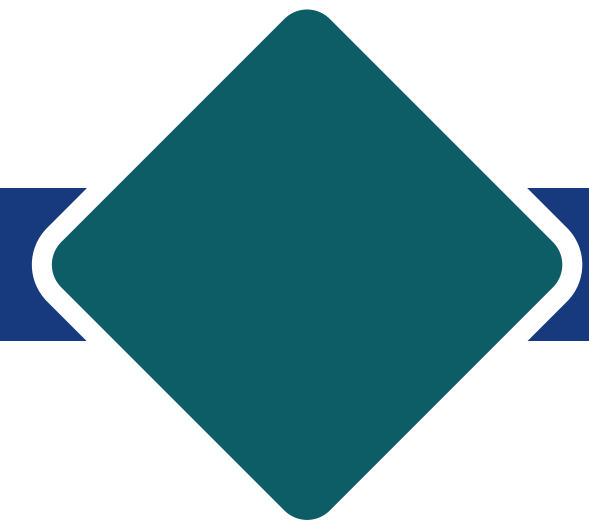
INTERVIEWS

You need to call your employer to arrange a pre- placement interview. This is mandatory and needs to be done within 5 working days of having your paperwork. You will then go in and meet your employer to go over your working hours and what is expected of you.



WORKING HOURS/ EXPECTATIONS

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 make sure that you are respectful at all times.



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.

DEADLINE FOR ALL FORMS

FRIDAY 13th SEPTEMBER 2024

Final word from Miss French



**DOES ANYONE HAVE
ANY QUESTIONS?**

careers@castle-tmet.uk

