



***WELCOME TO
LEBC WORK
EXPERIENCE***



Who are LEBC?

A Charity opening up career opportunities for young people by connecting businesses with schools and colleges for over 30 years. LEBC's services helps future generations transition from education to the workplace by providing careers guidance, employer encounters and Work Experience with employers looking to find talent

LEBC works with:

-  Schools & colleges
-  Young people
-  Employers
-  Parents & carers

Our role is to bring everyone together to create safe, meaningful workplace experiences.



WHAT IS WORK EXPERIENCE?

- Students will spend 1 week with a business/ employer.
- typically, mon - fri but days and times are dependent on the employer
- Students can either choose where they attend or get an LEBC placement



Students will be going out W/C -

DATE OF PLACEMENT

WHY IS WORK EXPERIENCE IMPORTANT?

- It helps develop crucial skills that they need for their further education, apprenticeships or any work opportunities.
- It is needed on applications - College, University, Part time roles, Apprenticeships (all will ask what Work Experience they have)
- It will help get them out of their comfort zone and increase their confidence
- It is a great opportunity for young people to experience realistic working expectations
- A great chance for young people to start networking in their local community





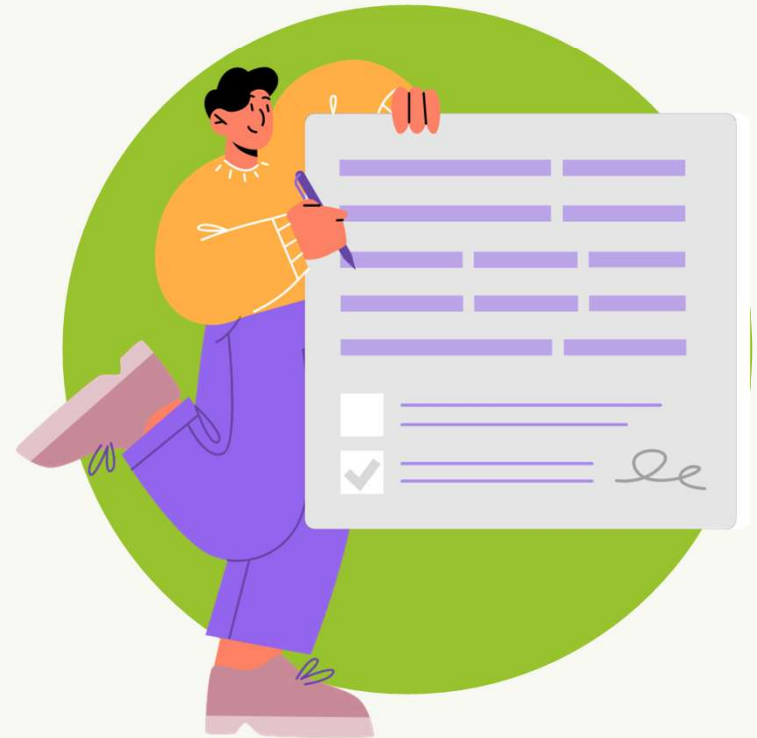
THE WORK EXPERIENCE JOURNEY

STEP 1 - STUDENTS TO COMPLETE FORMS

There are two routes that students can go down.

1. Finding their own placement. - these are called Self-Placements & are highly advised.
2. Completing a LEBC application form for LEBC to source them a placement

All students will be given a deadline on when these forms need to be completed by. It is important that these are stuck to as much as possible to avoid delays.



STEP 1 - STUDENTS TO COMPLETE FORMS

SELF-PLACEMENTS



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

SELF PLACEMENT FORM 2026/2027

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@lebc-abc.org.uk

TEACHER SIGNATURE **PRINT NAME** **DATE**

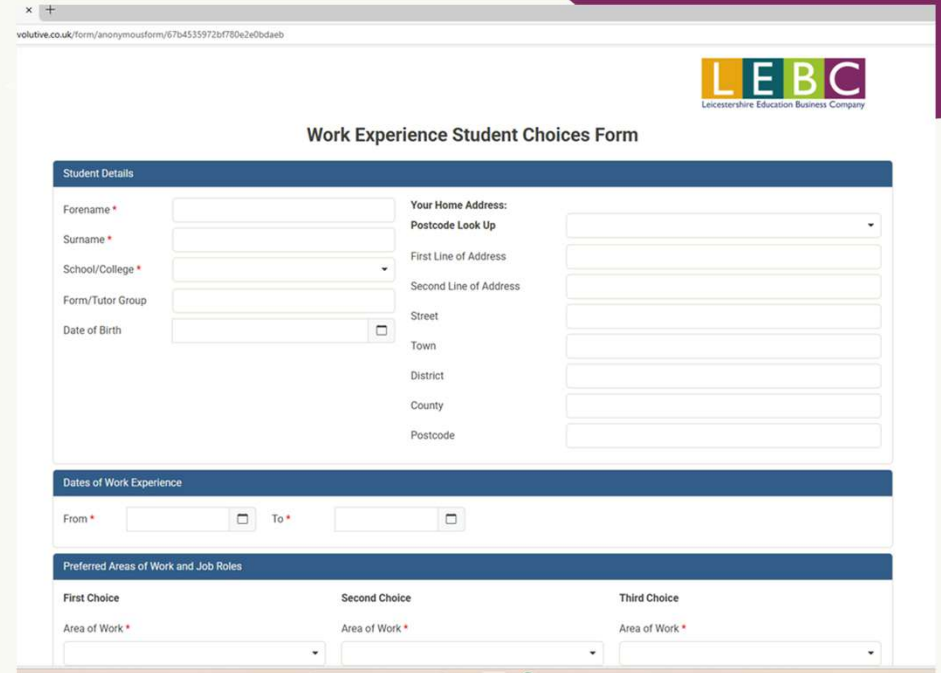
Privacy Statement - We like to keep in touch with you about the service in which you are participating and other services we offer to young people. We will never sell your data and we promise to keep your details safe and secure. You can change your mind at any time by emailing contactus@lebc-abc.org.uk. For further details on how your data is used and stored, please visit www.lebc-abc.org.uk/privacy-policy

- Students should think about where they want to go on placement. With a family member, to their local shop, anything specific they have in mind.
- They should then contact that employer asking if they can accommodate them for work experience.
- If the employer is happy to accommodate then the employer needs to complete this side of the Self-Placement Form in full. Any missing info will result in a delay.
- Employers **must** have Employers Liability Insurance. LEBC cannot process placements that do not have this insurance.
- Self-Placements - **THEIR CHOICE!**

STEP 1 - STUDENTS TO COMPLETE FORMS

LEBC PLACEMENTS

- Students that are unable to secure a placement themselves will be offered an LEBC placement.
- They will need to complete an Online Application Form.
- This is a link that will take you directly through to the form.
- Students will need to choose 3 Sector choices and Job preferences.
- Students need to use the Student Directory to make these choices. You can find this on our Website under the Work Experience section.

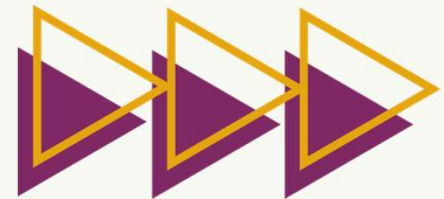


The screenshot shows a web browser window displaying the 'Work Experience Student Choices Form' from LEBC (Leicestershire Education Business Company). The form is divided into three main sections: 'Student Details', 'Dates of Work Experience', and 'Preferred Areas of Work and Job Roles'. The 'Student Details' section includes fields for Forename, Surname, School/College, Form/Tutor Group, Date of Birth, and a 'Your Home Address' section with a Postcode Look Up dropdown and fields for First Line of Address, Second Line of Address, Street, Town, District, County, and Postcode. The 'Dates of Work Experience' section has 'From' and 'To' date pickers. The 'Preferred Areas of Work and Job Roles' section has three columns for 'First Choice', 'Second Choice', and 'Third Choice', each with an 'Area of Work' dropdown menu.

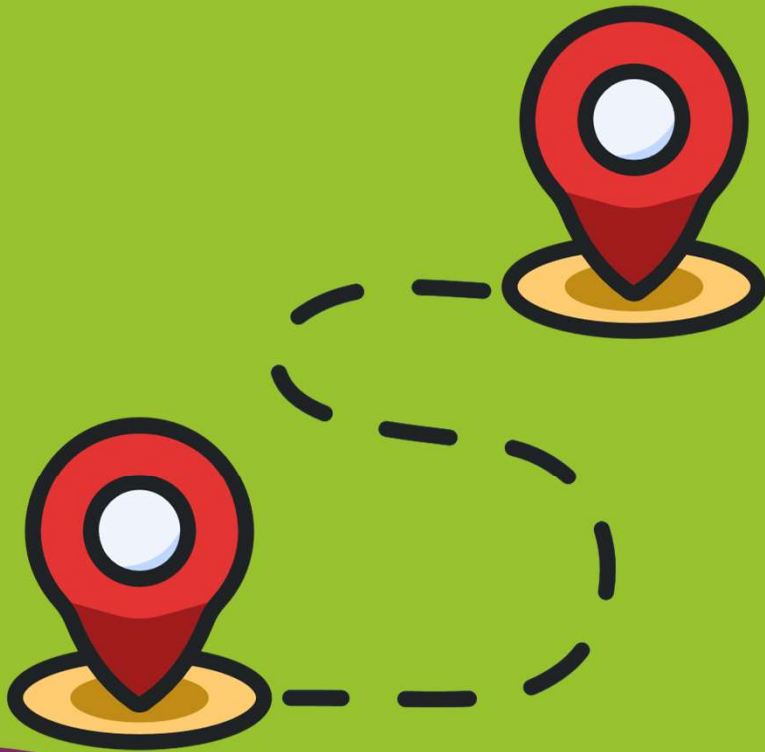


LEBC PLACEMENTS - HEALTH & ADDITIONAL INFO

- On the Application Form there will be a section for students to put in any medical needs or any information you feel LEBC should know.
- Please remember, we do not know your young people. Therefore anything that could impact their placement or employers should know about, please let us know.
- Please notify us of any religious, cultural, or personal requirements that should be considered when arranging your placement



LEBC PLACEMENTS - TRAVEL



- What is in the local area? Do they have the kind of placement you were wanting?
- How is your young person getting there?
- What are the bus routes like?
- You are signing a form agreeing these areas. Therefore it is very important to check they have chosen areas they can actually get to.
- There is an option for students to select 'I am willing to travel further...' please make sure they are not selecting this if they are unable to travel further.

STEP 2 - LEBC BEHIND THE SCENES

After the forms are in, our Team get busy!

- Contacting Employers on our database & approaching new companies
- Match students to suitable placements (dependent on student choices and travel)
- Make sure that all application form students have access to a placement even if we have not been able to match them.
- You will not hear from LEBC (unless there are any queries) until approx. 6 weeks before the placement is due to commence.
- LEBC will update school monthly. If you are wanting to know the status of your young persons placement, you can ask the school coordinator.



STEP 2 - LEBC BEHIND THE SCENES - H&S ✨

Health & Safety is at the heart of the process.

Before a placement takes place, LEBC considers:

- Workplace risks
- Young-person-specific risks
- Supervision
- Activities the student will undertake
- Safeguarding
- Emergency arrangements
- Employer responsibilities
- Appropriate control measures

We may get in touch if we are struggling to get in contact with an Employer (Self-Placement)



To ensure students are in safe hands, our assessors:

- Are qualified to NEBOSH or IOSH standard depending on the risk level of the placement that we are checking
- Work closely with other partners including LADO and safeguarding in education teams across the City and County
- Visit all placements to check insurances, health, safety and welfare are suitable prior to students attending a placement
- Assist in any investigation needed if a student reports concerns or an incident whilst on their placement
- Check all safeguarding aspects of a placement and advise if a DBS check should be considered
- Ask all employers to sign a letter of understanding so they are aware of their responsibilities when they have a student on placement
- Will work with local agencies regarding concerns raised and the ongoing suitability for that placement

STEP 3 - PAPERWORK COMES INTO SCHOOL

- Approx. 6 weeks before the placement is due to start, LEBC will provide the school with the Learners' paperwork.
- There are different types of paperwork that the Learners can receive.
- If the placement is ready to go, students will receive Confirmed paperwork.
- If the placement is awaiting a H&S visit or any insurances, students will receive a letter stating this.
- If we have been unable to place the student, they will receive a letter with next steps.



STEP 3 - CONFIRMED ✨ STUDENT PAPERWORK

- Students will receive a Cover Letter that clearly states the name of the employer, the job title, the address, contact number and email.
- Students need to use this information to call their employer to arrange a pre-placement interview.
- At the interview/ meeting, they need to get their paperwork signed.
- Students will receive the full risk assessment which has a signature page at the back. Students need to get all signatures and return the document back to school before the placement starts.
- If students do not attend a pre-placement meet/ interview their placement is at risk of being cancelled.

LEBC
Leicestershire Education Business Company

Leicestershire Education Business Company
30 Frog Island
Off North Bridge Place
Leicester
LE3 5AG
Telephone no: 0116 240 7270
Email: requests@leics-ebc.org.uk

Dear Gina Richards

Re: Work Experience at Brunos Dog Grooming

Please find enclosed your confirmed placement paperwork. It contains your Work Experience Agreement.

This document provides information on clothing, hours of work, a risk assessment and a contract that you, your employer and parent or legally responsible person all must sign. This needs to be returned to your school coordinator before your placement begins.

We have included below all of the details you need to confirm your placement and to organise a pre-placement meeting.

Company Name: Brunos Dog Grooming
Job Title: Dog Grooming Assistant
Company Address: 1, Street, Street, Leicestershire LE2 4LL
Placement Dates: 21/07/2025 to 25/07/2025
Employer Contact: Radhika Rana
Employer Contact Phone Number: 0116 240 7270
Employer Contact Email Address (if applicable): rachael.clarke@leics-ebc.org.uk

You MUST now contact your employer to arrange a pre-placement interview.

LEBC advise to do this **within 5 working days** of receiving this paperwork. Failure to do so or leaving this until too close to your placement date pose the risk of your placement being cancelled. It is best to contact via telephone, however if your contact is not available please send them an email with your name, what dates you are taking part in work experience and that you would like to arrange an interview. Don't forget to leave a contact telephone number for yourself so they can get in touch!

If you have any concerns regarding the location of your placement, please speak to your school work experience coordinator urgently.

Yours sincerely
LEBC Work Experience Team
Leicestershire Education Business Company
30 Frog Island | Off North Bridge Place | Leicester | LE3 5AG
T | 0116 240 7270 | F | 0116 240 7001 | W | www.leics-ebc.org.uk
requests@leics-ebc.org.uk

Employers Statement
As a representative of Brunos Dog Grooming I agree to take this student on work placement. I agree the placement description and have completed a specific risk assessment for the learner as required by Regulation 19 of the Management of Health and Safety at Work Regulations. I understand my responsibilities for undertaking a learner specific risk assessment and have taken into consideration any factors identified, additional tasks / control measures have been added where appropriate to this document following discussion with/ meeting the learner to ensure their health, safety & welfare whilst undertaking work experience with this organisation. I confirm that the learner will be insured under the organisation's Employer Liability Insurance and a workplace induction will be undertaken on the first day. By signing, I am confirming that this information is current and correct.

SIGNED
○

Name
Position
Date

Learner Statement
I agree to the work placement at Brunos Dog Grooming if available and have attended an interview / made contact with my placement. I have read and understand the Placement Description and young persons specific risk assessment, which I agree and abide by as well as the organisations site health and safety procedures. It is understood that I will be classed as an employee whilst on work experience for the purpose of insurance and will abide by the legal requirements under the Health & Safety at Work etc. Act 1974. By signing this document and returning it to the school I am consenting to the placement going ahead. By signing this form I consent to LEBC holding my personal details for the purpose of arranging my placement. I understand that my data could be used to offer me similar services surrounding training and employment. 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 with my request to requests@leics-ebc.org.uk.

SIGNED
○

Print Name
Date
School Name

Privacy Statement
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Parent / Legally Responsible Person Statement
Being the parent / legally responsible person, I have read the Placement Description and young persons specific risk assessment and understand that my son/daughter must follow this risk assessment and the organisation's site health and safety procedures. I can confirm that my son/daughter has attended an interview/made contact with the placement. It is understood that my son/daughter is classed as an employee whilst on work experience for the purpose of insurance and will abide by the legal requirements under the Health & Safety at Work etc. Act 1974. I have provided information on all known factors that need to be considered by the employer and agree to inform the school and employer if this information is incomplete and also to inform should my son/daughter be unable to attend their placement. By signing this document and returning it to the school/agency I am consenting to the placement going ahead.

SIGNED
○

Print Name
Date

STEP 3 - CONFIRMED ✨ STUDENT PAPERWORK

- Parents SHOULD NOT be calling employers on behalf of their students.
- If students need support, they should ask their school.
- Employers do not appreciate when parents call them to arrange – they want to hear from the students.

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SIGNED

○

Print Name

Date

STEP 3 - AWAITING H&S INFO LETTER

- If a student has been confirmed to a placement but the Health & Safety Visit still needs to take place, learners will receive a Letter to let them know this.
- If we are struggling to contact their Self-Placement employer, we may ask you for additional contact information
- Sometimes we are unable to see the Employers Liability Insurance at the time of a Health & Safety visit, so LEBC will be chasing employers to see this. If we are still waiting to see this, Learners will get a letter to clarify this.
- Once visits have taken place, and we have received the Employers Liability Insurance, we will send the Students Confirmed Paperwork to School.



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Telephone no: 0116 240 7000
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Work Experience Placement - Gina Richards

Dear Gina

At the moment your work experience placement is confirmed however one of our employer assessors needs to meet with the employer. They will conduct our health, safety and welfare visit to ensure that the placement is safe and meaningful for you.

Until this visit has been completed we are unable to send you the contract for the placement.

As soon as this visit has been completed and our assessors have approved the work experience placement we will send the paperwork to your coordinator in school / college and they will pass this on to you.

If we are having difficulties making contact with your employer for a visit and it is a self-placement we may come back to you to find alternative contact details.
Good luck with your placement!

Best Wishes

LEBC Work Experience Team

STEP 3 - UNPLACED LEARNER LETTER

- If we have been unable to place the Student in their choices and travel areas they will receive a letter to let them know.
- There will be a list of placements available for the students to pick from. These are employers that have said yes to accommodating students but do not fit with the sector choices or travel areas in which the students have chosen.
- Students can try to get a Self-Placement in this circumstance but there is no guarantee that LEBC can visit for Health and Safety in time.



Leicestershire Education Business
Company
30 Frog Island
Off North Bridge Place
Leicester
LE3 5AG
Telephone no: 0116 240 7000
Email: requests@leicsebc.org.uk

Learner Name - Gina Horton **Form Group:**

Dear Gina

We have been busy working on securing you the perfect work experience placement. Some placements can be more difficult to arrange, particularly those that are very popular with students. Unfortunately we haven't been able to place you within your preferences and travel areas.

What happens next?

Don't panic! There are some options for you now.

You can try to find your own self placement if possible - if this is a new employer to LEBC - we will advise your coordinator when the cut off date for this will be.

You can go and see the work experience coordinator in your school / college to choose from one of our exciting available placements.

If you would like to explore a different placement type or you can now travel slightly further for your placement please let your school work experience coordinator know.

Thank you for your patience. Please let the coordinator know as soon as possible if you are able to secure your own self placement

LEBC Work Experience Tea006D

STEP 4 - GETTING READY FOR PLACEMENT



- Once your young person has received their confirmed paperwork, had their interview and got their paperwork signed, they will be ready to start their experience!
- Students should make sure they have worked out how they are getting to placement and confirm with their employer what time to arrive on the first day.

ATTENDANCE MATTERS!

If they say they're going to attend - they need to attend!

Employers have planned their working day around having a young person with them.

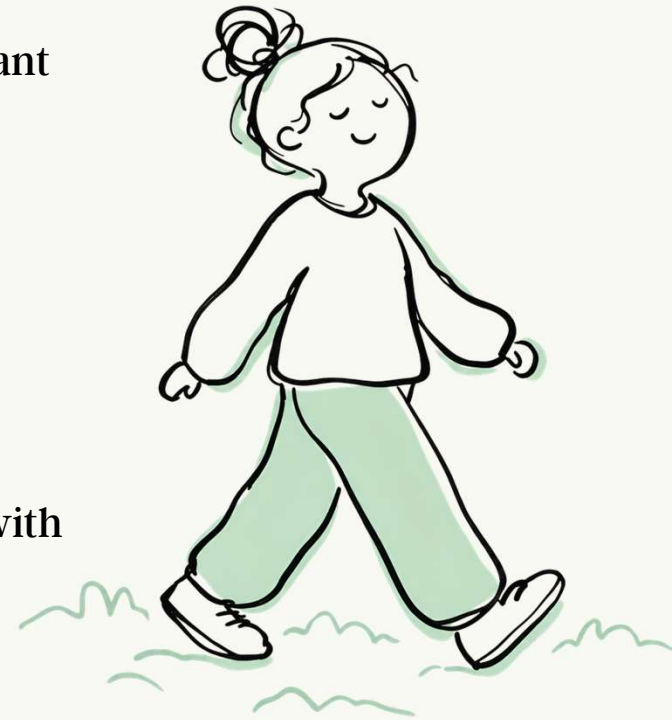
If your young person is unable to attend make sure you are letting the relevant people know ahead of time if applicable!

- School
- Employer

Don't just stay at home and not let anyone know.

Changes to dates/hours must be agreed.

Students should never independently change their working arrangements with an employer.



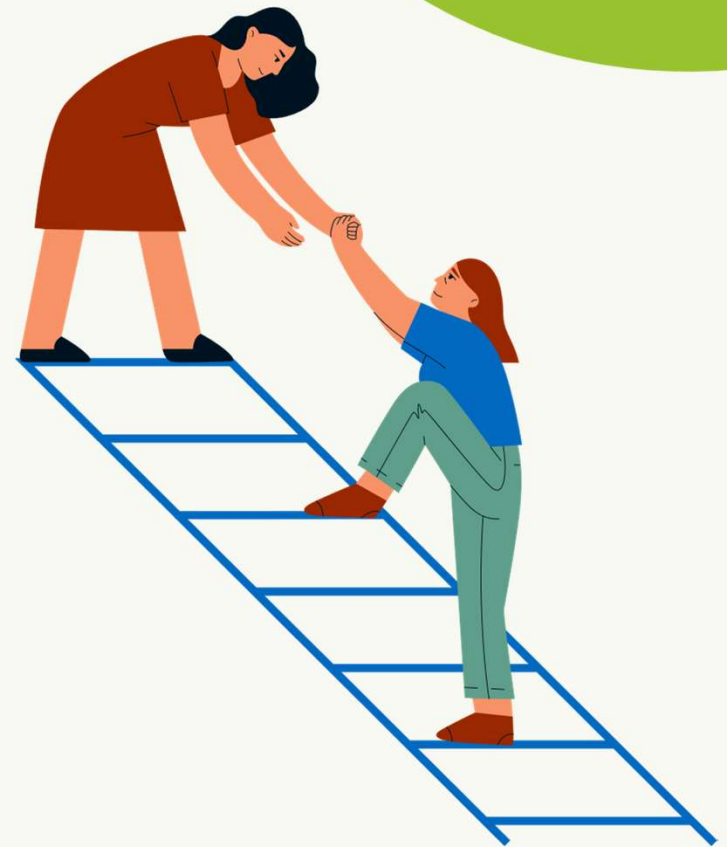
Your Role as a Parent/Carer

Support → Encourage → Empower

You can help by:

- ♥ Helping them prepare
- 📖 Helping them plan their journey
- 🕒 Encouraging punctuality
- 👔 Helping them think about appropriate clothing
- 💬 Encouraging them to communicate independently
- ❓ Helping them think of questions
- ☀️ Encouraging them when they're nervous

We want young people to become independent and confident in the workplace.



WHAT HAPPENS AFTER WORK EXPERIENCE?

The experience doesn't end when they leave the workplace.

Encourage your young person to think about:

- What did I learn?
- What did I enjoy?
- What skills did I develop?
- What surprised me?
- Would I want to do this career in the future?

They can then use the experience when discussing:



College



University



Apprenticeships



CVs

PARENTS' MOST ASKED QUESTIONS



Can they change their placement?

No, students should not change their placement. If they are not happy with their placement, please try to encourage them to give it a go. It is all about getting skills and experience. If they do not attend, they will miss out!!

What should they wear?

Students should read their confirmed paperwork. On here it will tell them what they need to wear. Some placements may ask them to wear specific safety boots (mechanics etc)

Can they do a placement with a family member?

Yes! Students can go on placement with family members if the employer/business has the correct insurances.

What happens if we can't get in touch with the employer for a pre-placement interview?

Please let the school know. They will pass this to LEBC and we can assist in contacting the employer.

PARENTS' MOST ASKED QUESTIONS 🤔

Does it matter if the work placement isn't what they want to do in the future?

No! Work Experience is all about gaining valuable skills & having something to put on future applications. If your young person wants to be a lawyer, they do not specifically have to do a placement in law. They could do a placement in a school and still gain all the experience and knowledge that colleges and apprenticeships want to see.

What happens if my young person isn't enjoying the placement?

Encourage them to carry on! If they stick to it they will gain resilience which is an amazing skill to have. Encourage them to ask their employer for more tasks, or anything that could better their experience.