



Leicestershire Education Business Company

**WORK EXPERIENCE  
PARENT  
PRESENTATION**

**Soar Valley College**


# WHO ARE LEBC?

- Educational Charity - getting students prepared for the transition from School to the World of Work
- We ensure your young people are as safe as possible while on placement - We risk assess every placement, put together a job description, risk assessment, check information regarding safeguarding, and check insurances.
  - We are here for you every step of the way through the work experience process
  - We have close relationships with employers who take on students each year.



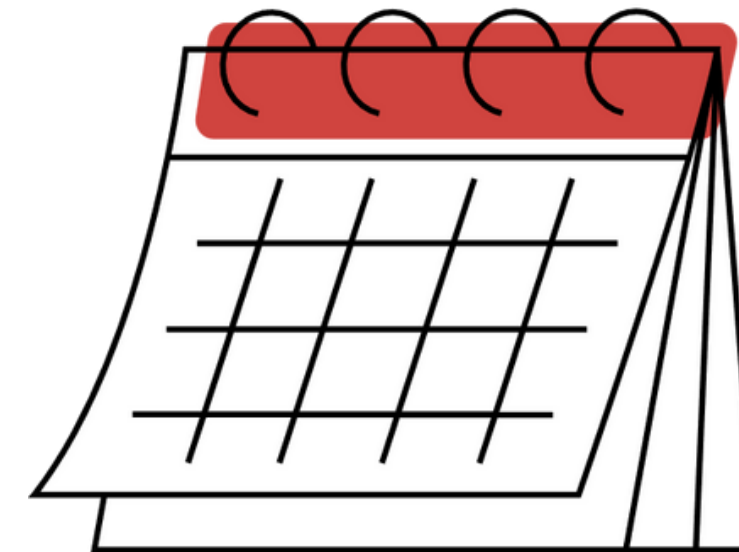


# WHAT IS WORK EXPERIENCE?

- One week spent with an employer. Typically Mon-Fri although this can vary depending on the sector!!
    - A chance for the students to experience a real working environment
      - A great way to gain new skills and enhance transferable skills.
  - Colleges, Apprenticeships, part time jobs etc all expect students to have work experience!
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**ALL STUDENTS HAVE  
THE OPPORTUNITY TO  
TAKE PART!**

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**PLACEMENT DATE:**

**9<sup>th</sup> June - 14<sup>th</sup> June**

# BENEFITS OF WORK EXPERIENCE

- **The Ability to see and work within a real business.**  
**&**  
**A great chance to see if a job sector is what they expected.**
- **It is a great experience to put on future applications.**
- **It could lead to part-time work or an apprenticeship!**
- **A chance for students to start networking in your local community.**
- **An opportunity to understand realistic working expectations!**

# WHAT DO STUDENTS HAVE TO SAY?

**85%** of students now feel that they can make a positive contribution to the workplace

**79%** of students feel more confident following their placement week

**80%** of students feel they have improved their communication skills

**70%** of students say they have developed new skills.



# STUDENT FEEDBACK

“I loved my experience at my placement it was so beneficial and made me more confident, my employer was kind,... as well as the whole team they were so supportive and patient with me throughout the whole week.”

“I have really enjoyed and had a good time helping out, my employers have noticed this too and in the future I’m hoping to do an Apprenticeship there.”

“I think that work experience is very beneficial and I felt less concerned about the future by the end.”



# THREE IMPORTANT DOCUMENTS



## Directory

**LEBC**  
Leicestershire Education Business Company

30 Frog Island  
Leicester  
LE7 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.

<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"/> 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

30 Frog Island  
Leicester  
LE7 5AG  
Tel: 0116 240 7270 Fax: 0116 240 7001

**LEBC**  
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 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@lebc-ebc.org.uk](mailto:contactus@lebc-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@lebc-ebc.org.uk](mailto:contactus@lebc-ebc.org.uk). For further details on how your data is used and stored, please visit [www.lebc-ebc.org.uk/privacy-policy](http://www.lebc-ebc.org.uk/privacy-policy).

## Self-Placement Form

# SELF-PLACEMENTS!

- **What is a Self-Placement?**
- **What should your young person do?**
- **Benefits of a Self-Placement**
- **The choice is theirs!!**

# SELF-PLACEMENT FORM

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SELF PLACEMENT FORM 2024/2025

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.

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**Important:** students please note you must complete the front and the back of this form!

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**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)

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- YOU WILL ALL HAVE ACCESS TO THE SELF-PLACEMENT FORM.
- THE EMPLOYER NEEDS TO COMPLETE ALL OF THIS FORM AND SIGN IT (IT WILL NOT BE ACCEPTED IF IT IS FILLED OUT INCORRECTLY OR NOT SIGNED)
- THE FORM MUST BE RETURNED TO SCHOOL BY THE DEADLINE!
- ALL EMPLOYERS MUST HAVE EMPLOYERS LIABILITY INSURANCE.
- THE FORM WILL NOT BE ACCEPTED IF THIS FORM IS COMPLETED/ SIGNED BY THE YOUNG PERSON OR COPIED FROM A PEERS' FORM.

# APPLICATION FORM

## 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

- This form needs to be completed in as much detail as possible!
- Students **MUST** use the directory to make their choices! This will tell you which placements are **SP only/advised!**
- Students can pick a maximum of **1 sector choice in section 2!**

# TRAVEL AREAS



- What is in the local area?
- What are the bus routes like?
- How is your young person getting there?
- Are there many placements in their chosen sector, available in the places they can travel to?

# 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 OUR 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 work place**



Students find their self-placements/select their sector choices

All forms should be brought back in to school by the deadline given. These will then be given to LEBC

LEBC start to visit all placements for a H&S visit. LEBC start to source placements for application form students.

Students find out about their placements approx. 6 weeks before placement date

Students contact their employers for interview. Alternatively, those unplaced can choose an available placement.

All paperwork should be signed and students will be starting their placement on the first day!

# WHAT YOU NEED TO KNOW

- All contact will be through school. You will not hear from LEBC
- It is mandatory for students to arrange their interviews. This cannot be done by parents.
- There are limitations to what your YP can do on work experience due to age.
- Once a placement has been secured, there is no option for change.
- All App forms are approved & signed by yourselves. Please make sure you have checked your YPs travel and sector choices.
- LEBC will let the school know if we are struggling to get in touch with the SP employer. We may ask for more contact details.
- YPs will find out their placement once the paperwork comes in to school - approx. 6 weeks before.
- For any queries/updates, see the school coordinator



**THANK YOU!**

**ANY**

**QUESTIONS?**

