

Work Experience 2024

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Benefits:

- Gain insight into a real life working environment
- Strengthen your CV and future applications
- Develop new skills and build on existing ones



84% reported a
rise in
confidence

82% stated their
communication
had improved

85% developed
new skills and
were motivated
to work harder

90% felt their
ability to
organise was
better

How it works

Students will receive an application form this week



Once you have found a placement you must get the employer to fill in and sign your application form

The form must be handed in to your form tutor - there is a small section for them to fill in on the back.

Health and safety visits will take place and risk assessments will be written



All finalised paperwork will be given out in May



Work experience will take place 24th - 28th June



Expectations

There are limitations to what employers are allowed to let you do, this may be due to GDPR or because of health and safety restrictions. This may affect:

- Legal / Admin
- Construction
- Fitness

Sometimes reality doesn't meet our expectations, however, there is still a lot of value in the process and you will develop a range of transferable skills

- Timekeeping
- Organisation
- Communication

The increase in the number of people working from home has impacted the availability of placements in a number of sectors including:

- IT
- Media
- Office based

Finding a placement

- Speak to friends / family members who may be able to help
- Search google and make phone calls / send emails
- Go in to shops - Fosse Park, Meridian

Employers like to see the effort coming from students rather than parents - it shows you are eager and proactive. This may seem daunting but you could practice your speech before calling/visiting or get someone to check over your emails before sending.

Employers must have:

- Employers Liability Insurance
- Public Liability Insurance

What if I can't find a placement?

LEBC (Leicestershire Education Business Company) was set up in 1992 as an independent charity, to create a one stop shop for employers, schools and colleges with the aim of helping young people to prepare for working life.

LEBC Application

- Blue application form (collect from Mrs Troy)
- You will be asked to select 3 sector preferences
- You will be asked to identify your travel areas

Please be aware that if LEBC match you to a job role within your chosen sector and travel areas you will be charged full price even if you aren't happy with the role you have been allocated.

LEBC Placement - Sectors

You will be asked to pick 3 sectors from the following:

- Business Administration, Finance & Legal
- Engineering and Manufacturing
- Environmental and Land-Based Studies
- Education, Training and Childcare
- Hair and Beauty
- Sport, Active, Leisure and Tourism
- Retail Business
- Catering and Hospitality
- Information Technology
- Construction and the Built Environment
- Creative and Media
- Health and Care

Please be aware that job roles within the sectors can vary widely and may not be exactly what students anticipate.

These sectors are in high demand with low availability and LEBC recommend self placements for these sectors.



Payments

The payment for placements covers health and safety visits / checks for all placements, as well as ensuring appropriate risk assessments, insurance and safeguarding procedures are in place to assure the safety of students at their placements.

Self placements - £53

LEBC placements - £60

The cost will be covered for students who receive Pupil Premium funding

Additional Charges:

- Out of area placements - £92
 - Staffordshire
 - Coventry
 - Rugby
 - Nuneaton and Atherstone
 - Bedworth
- Admin charges - £10
 - Changes to applications once submitted
 - Swaps

Important Dates

30th October 23	Deadline for application forms
18th December 23	“Late” deadline for application forms
31st March 24	Payment deadline
20th May 24	Placement paperwork returned. This includes: <ul style="list-style-type: none">● Placement description (including hours of work etc)● Work placement agreement● Health and safety vetting and risk assessments
24th - 28th June 24	Students out on placement

Further support

A range of resources to support you with the process can be found on the careers page of the school website:

<https://www.brockington.leics.sch.uk/parents/post-16-information/>

Further information about LEBC can be found on their website:

<https://www.leics-ebc.org.uk/>

If you require further help or support please contact me on

gtr@brockington.embracemat.org