



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

Telephone: 0116 287 9921 Website: [www.brookvalegroby.com](http://www.brookvalegroby.com)

September 2020

Dear Parent/Carer of Year 12 Students

## Work Experience Opportunity – Summer 2021 – Blue Award

The Blue Award is built around experiences of the workplace, it aims to help our students gain self-awareness and opportunity awareness to support career decision making and applications for university or employment.

One way to gain experience is to have a formal or family work placement. We are working in partnership with the Leicestershire Education Business Company (LEBC) to offer students the opportunity to apply for a work experience placement during the last week of summer term in 2021. LEBC have been organising work placements for students across Leicestershire for more than 20 years. Their website is [www.leics-ebc.org.uk](http://www.leics-ebc.org.uk) if you would like to find out more about the organisation.

The cost for your son/daughter to take part will be £58 per placement. For this price LEBC will;

- Set up of the work experience placement trying to meet your son/daughter's preference including workplace assessment of health, safety and welfare arrangements.
- Send you a contract agreement which sets out the job description and generic young person's risk assessment which your son/daughter will take to interview.

Should a student wish to organise their own work placement LEBC will carry out all appropriate checks to ensure the placement is suitable and safe, on our behalf. This carries a cost of £51 and requires completion of an additional self-placement form.

Please be aware that some placements may require a Disclosure and Barring Service (DBS) check and this could cost up to £60, and is done through the placement company. Common places which may ask for a DBS includes schools, hospitals, childcare settings, anyone who works with vulnerable people and social care.

If a student finds a placement with a family member there is no cost attached unless they need a DBS. You will need to fill in a form available from the Post-16 office.

LEBC have a contingency plan should work experience not be able to go physically ahead due to Covid-19 restrictions. If a student has to self-isolation or quarantine whilst they were supposed to be on work placement, LEBC will rearrange the placement so the experience is not lost. Should we have a period of lockdown stopping work experiences from going ahead, LEBC will have a repurposed work experience virtual programme; this will include local businesses setting challenges.

Students need to register their interest via email to myself: [hdymond@brookvalegroby.com](mailto:hdymond@brookvalegroby.com). LEBC will then issue each student with their own login to the LEBC work experience website in order to fill out the application form. For further information and to help with decision making LEBC have produced 'The Student Guide to Work Experience' which is available to read and download from our website:

[www.brookvalegroby.com/voluntary-work-experience/](http://www.brookvalegroby.com/voluntary-work-experience/). Also on this page you will find the self-placement form and parental consent form.

If your child would like to participate in work experience please follow this process:

1. They need to email me by Friday 1<sup>st</sup> October.
2. Once they have their login details they need to make their application by Friday 22<sup>nd</sup> October.
3. Payments will be assigned on Parentpay for £58 or £51 dependent on whether the student is undertaking a self-placement or one arranged by LEBC.
4. Once I receive notification that they have made an application, I will send out a consent form to their parent/carer to sign.
5. The deadline for this form and payment is Friday 5<sup>th</sup> November.
6. All consent forms should be returned to the Reception office by the due date, with the appropriate online payment made.

If you or your son/daughter require any further information, please contact me by email: [hdymond@brookvalegroby.com](mailto:hdymond@brookvalegroby.com) or by phone: 0116 287 9921 Ext. 295.

Yours faithfully,

**Hayley Dymond**  
**Campus Careers Advisor**