



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

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

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Dear Parent/Carer of Year 13 Students

## **LEBC Virtual Work Experience July 2021**

In order to give our Year 13 students as many career-related opportunities, we would like to offer them Virtual Work Experience with LEBC to replace the cancelled work experience from last summer. We realise that our students are very busy at the moment; studying, revising and preparing for the next step beyond Post-16. So they will be given access to the work experience materials for 1 month in order to complete their work experience in their own time. The portal for our students will open on Monday 5th July 2021. The cost of this programme is £10. The deadline to sign up to this opportunity is Friday 7th May 2021. If students wish to take part in this event, please complete the following form:

<https://forms.gle/Zp6CJtLHh9y9F2of8>

Details on the format and timings of the Virtual Work Experience from LEBC. The work experience is split into six sections, all pre-recorded:

1. Introduction - 1 hour
2. Health & Safety Module - 1 hour
3. Employability CV writing - 1 hour (depending on how long it takes the student to write/edit a CV)
4. Employability Interview Techniques - 1 hour
5. Student Sector Choice - 1 hour plus (depending on how many videos the student wants to watch)
  - Business,
  - Construction,
  - Creative and Media,
  - Engineering and Manufacturing,
  - Environment and Land-Based,
  - Hair and Beauty,
  - Hospitality and Catering,
  - Information Technology,
  - Retail Business,
  - Health and Care,
  - Education and Childcare,
  - Sport and Tourism,
  - Public Services
6. Work Experience Challenge set by employer - however long it takes the student to do

All students who participate in the Virtual Work Experience will receive a certificate from LEBC at the end of the experience. The best work experience challenges will be sent to the employers to pick a winner.

Yours faithfully,

**Hayley Dymond**

### OVERVIEW

Since 1992, LEBC have been working with schools, colleges and employers to bridge the gap between education and the working world to ensure young people are making the most informed decisions for their future. Our virtual programme incorporates that experience, focusing on gaining vital key skills and experience they would have gained during physical work experience. By logging onto our online portal, students will complete different modules including exciting video content, quizzes and challenges to inspire, all delivered by qualified professionals and businesses within Leicester and Leicestershire. You can find more details on the content below...



#### STUDENT BENEFITS:

- Improving teamwork, communication and problem solving skills
- A chance to gain experience of a real life business challenge
- Giving young people valuable virtual work experience, building key skills and knowledge to help them make informed decisions

### 1 INTRODUCTION

In the first module of the programme, the virtual team will run through a step by step of the programme; including how to navigate the portal, what sections are involved, the benefits of taking part and how young people can use the programme for their future. This will be presented in animated video format which will be eye catching to drive the excitement for the rest of the programme!

### 2 HEALTH AND SAFETY

This module will focus on the importance of health and safety in the workplace and how we use it every day- most of the time without even realising! Qualified health and safety assessors will deliver information regarding different roles, how health and safety is used in different types of companies and the consequences of not taking it seriously! There will be interactive video content and a quiz at the end to recap and use the information they have previously learnt- including a special Health and Safety certificate to download at the end of the programme.

### 3 EMPLOYABILITY - CV

Creating a CV is such an important part of young people's transition into the working world and in this module, our qualified careers advisors will be explaining to students the importance of CV's and how the content and layout can be vital to progressing onto interview. There will be video content including how best to identify skills and qualities and top tips to make a CV stand out from the rest of the crowd.

### 4 EMPLOYABILITY - INTERVIEWS

In this exciting module, we've asked employee's from companies across Leicestershire to explain their recruitment and interview processes. Students will gain a better understanding of what employers look for in a potential employee, how they shortlist to interview and what style of interview they use. Students will also have chance to take part in interactive presentations which will give them the chance see some best practice and help overcome worries and concerns young people may have about interviews.

### 5 STUDENT SECTOR CHOICE

Students take full control in this module, choosing a sector that they are most interested in. We have some fantastic companies on board, who will give an insight into how businesses in that industry work. Video footage will include work place tours, interviews with employees giving insight into a real working day, what their responsibilities are and the best/most challenging parts of their job. There will also be some current local labour market information about their chosen sector.

### 6 WORK EXPERIENCE CHALLENGE

This is where students can gain experience solving a real-life business challenge, completing a task set by a local employer relating to their industry choice. Students will get the chance to use skills they have built on the programme, as well as build new transferrable skills such as team work, communication, problem solving and critical thinking. Students are encouraged to work in small groups to create a final project, with the opportunity for the employer to give constructive feedback to use in their career files in the future.

#### WHY LEBC?

- Extensive experience helping young people make educated decisions about their future
- Successfully sourcing inspiring work experience placements for over 20 years
- Strong working relationships with local businesses
- Packed full of exciting, original content created and directed by us

cc. Students