



October 2022

Dear Parents/Carers of Year 12 Students

### **Work Experience Opportunities - W/C 14th August 2023**

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 summer break in 2023. 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.

LEBC has created a video to support parents with the work experience process and to understand what is offered by LEBC. Click here for the video: <https://youtu.be/eSKSXnAVsfk>.

#### **Placement Types**

##### ➤ **Physical Placement Organised by LEBC**

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

- Set up 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.

##### ➤ **Self-Placement**

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 the application form as well as an additional self-placement form.

**The student must be available for work experience the week commencing 14th August 2023.** We are unable to refund or change dates.

##### ➤ **Virtual Experience Organised by LEBC**

The cost for your son/daughter to take part will be **£17.50 per placement**. For this price LEBC will;

- Set up the student with an account on a secure website
- Allow the student to have access to the materials for the whole of the summer holiday
- Each student can choose two sectors to explore
- An employer will feedback on the student's project

This work experience is set for the summer holidays, so the students will get the login details just before we break up. On average it takes eight hours to complete the work experience units, and a few more hours to complete their optional additional project. Students will receive a certificate from LEBC on completion of their work experience.

### **Where to find more information**

All forms, the Student Directory which highlights possible placements, and information on the virtual work experience offer are available on our school website:

<https://brookvalegroby.com/voluntary-work-experience/>.

### **How students can take part**

For those students who wish to take part in the **virtual** online work experience, they need to:

- **pick two choices** from the student directory
- **For the virtual work experience just fill out this form**  
<https://forms.gle/u3JBTiWxCbpimrGy6>
- **pay the appropriate fee** (Virtual £17.50). This will be assigned to your child's account within their **Arbor School Shop on completion of the google form and submission of their completed application. Payment deadline is Friday 11th November 2022.**

For in-person work experience:

- **complete and return the attached application** (also on website page) to the Reception office by Friday 28 October 2022.
- **pay the appropriate fee** (Full £58/ Self £51). This will be assigned to your child's account within their **Arbor School Shop on completion of the application form and submission of their completed application. Payment deadline is Friday 11th November 2022.**

Please note we are unable to refund work experience on the grounds of the student not being keen on the placement they have received, chosen themselves, clashes with holidays they have booked or non-attendance.

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

Mrs Dymond  
Careers Adviser  
CDI Member