



October 2020

Dear Parent/Guardian

Summer Holiday Work Experience Opportunity

We are working in partnership with the Leicestershire Education Business Company (LEBC) and are offering students the opportunity to apply for work experience during the summer break in 2021. This local company has been organising work placements for students across Leicestershire for more than 20 years. Their website is www.leics-ebc.org.uk if you would like to find out more about what they do.

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 full workplace assessment of health, safety and welfare arrangements.
- Send you a contract agreement which sets out the job description and young person's risk assessment which your son/daughter will take to interview.
- Should you wish to organise your own work placement, LEBC will carry out the necessary checks for a reduced cost of £51. You must download the self-placement form from the school website and ask the employer to complete it.

The system is changing this year to make it as paperless as possible. The first step will be for students to register their interest with their tutor who will put their name down on LEBC's spreadsheet. This is not a binding agreement to take part. **Please try to complete this step by Thursday 15th October.**

The students will then be sent login details for the online application form. There is a guide available to help with this. There is also a parental consent form that needs to be completed and returned to Mrs Tallis in MLT either electronically to ctallis@bosworthacademy.org.uk or a printed form if necessary.

All the updated parental information for Work Experience will shortly be available on the Bosworth Academy website; choose the Parents section and the Work Experience tab. Please read the Student Guide to Work Experience for more information on job sectors and placements available.

The deadline for submitting completed applications and payment is **Friday 30th October** for a placement from the LEBC database and for self-placement forms. Please remember to indicate which week you would like to choose.





Payments should be made on sQuid once an application is submitted. Please choose the relevant option for a standard placement (from the LEBC database) or a self-placement (employer approached by yourselves).

Please don't hesitate to contact the school if you have any questions or are unable to access the online application process.

Yours faithfully,

Mrs M Delâge-Martin
PSHE and Careers Lead

Mrs C Tallis
Work Experience Coordinator

Hemaxi Morar
Careers Coordinator and adviser

