



Leicestershire Education Business Company

STUDENT GUIDE TO WORK EXPERIENCE

2021 - 2022



CONTENTS

THE FACTS, SELF PLACEMENTS & TOP TIPS	Page 4-6
Business, Administration, Finance and Legal	Page 7
Administration Assistant	Page 8
Clerical Legal Assistant	Page 8
Junior Clerk / Accounts Assistant	Page 9
Travel Assistant	Page 9
Construction and the Built Environment	Page 10
Architect Technician/Pro Engineer's Assistant	Page 11
General Construction Assistant	Page 11
Joinery/Carpentry Assistant	Page 11
Premises Officer's Assistant	Page 11
Creative and Media	Page 12
Graphic Design Assistant	Page 13
Fashion Design Assistant	Page 13
Photographic Assistant	Page 13
Printing Assistant / Reprographics Assistant	Page 13
Engineering and Manufacturing	Page 14
Electrical / Electronics Assistant	Page 15
Mechanical Engineer's Assistant	Page 15
Factory Operative	Page 15
Laboratory Assistant	Page 15
Environment and Land-Based Studies	Page 16
Farm Assistant	Page 17
Vet's Assistant	Page 17
Animal Care Assistant	Page 17
Equestrian/Farrier Assistant	Page 17
Parks and Gardens Assistant	Page 18

CONTENTS

Hair and Beauty	Page 19
Hair Stylist / Barber / Beauty Assistant	Page 20
Hospitality and Catering	Page 21
Housekeeping Assistant	Page 22
Catering Assistant	Page 22
Butcher's Assistant	Page 22
Cleansing Operative	Page 22
Information Technology	Page 23
IT Assistant	Page 24
Library Assistant	Page 24
Retail Business	Page 25
Retail Assistant	Page 26
Warehouse Assistant	Page 26
Health and Care	Page 27
Dental Assistant	Page 28
General Medical Assistant	Page 28
Retail Pharmacist Assistant	Page 28
Student Care Assistant (Elderly Care)	Page 28
Education, Training and Childcare	Page 29
Nursery/Creche/Playgroup Assistant	Page 30
Teacher/Classroom Assistant	Page 30
Sport, Active Leisure	Page 31
Sports Assistant	Page 32
Helpful websites	Page 33

THE FACTS

Work experience will help prepare you for your future working life and the next steps you will take after school. You will have plenty of opportunity to use the skills you will gain whilst on your placement. The best way to get the most out of your experience is to prepare well.

Use this guide to get a good idea of what roles and sectors you are interested in (we have included all the roles into which we are able to place students). Research some companies in which you might like to be placed. Self-placement forms are ideal if you know exactly what type of role you are aiming for and within a certain company.

Work experience aims to give you a taste of real working life. It isn't all glitz and glamour. There are limitations to what employers are allowed to let you do. You may be asked to carry out a task multiple times. If your placement isn't what you expected, there is still a lot of value in the process and the skills you will learn.

Covid-19 has had an affect on many businesses in various different ways. Many had to adapt to working from home and others had to close completely for several months. Other businesses have had to downsize and some even shut down due to lack of income. Because of this, we have had to make some new recommendations on the best way to secure a placement within certain sectors.

You can find out more on the next page.

SELF PLACEMENTS

A self-placement is where you approach an employer yourself to secure a work experience placement.

This is a fantastic way to ensure you get a placement in your chosen sector and job role. Many students choose to do this as they already have companies in mind of where they would like to do their placement. It's also a great way to build your confidence and show initiative to your employer.

Since the covid-19 pandemic began we have found that certain industries have become a lot more difficult to find work experience placements in, which is why to avoid disappointment we highly recommend you find a placement yourself with a company of your choice.

For industries that have very limited availability, you will see:

SELF PLACEMENT ADVISED

Write a cover letter to hand in with your self-placement form, outlining why you want experience there and what skills you can bring to the placement. Calling or emailing your potential employer is always a safe option if you aren't sure on their current visitor policy.

Research the company before hand- what they do, who their customers are and what the company ethos is.

If you don't know any employees at the company, try and find the manager or somebody in HR.



TOP TIPS!



Choosing your placement based only on your future career goals may limit what you could learn. Think broadly about the skills you want to develop!



Working hours for students (max 37 per week) and lunch breaks are clearly stated on student confirmation paperwork.

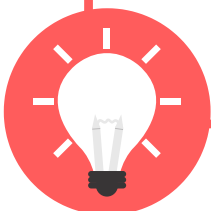


Employers prefer that you attend a pre-placement interview, depending on situations a telephone call may suffice. It will be down to you to make contact with your employer to organise this.

Consider how you will get to your placement when you complete the travel area section of your application.



Self-placements are the best option if you know exactly what type of sector you are interested in.



BUSINESS, ADMIN AND FINANCE



"I believe that my work experience has helped me to develop a variety of skills and the employers were extremely helpful and supportive."

"I have supported the branch with my creative skills to update the visual service board. Very pleased with my contribution. I also supported the managers with a task and followed the instructions well."



Skills and Expectations

If you have good communication skills and an aptitude for numeracy this might be the sector for you. You will get the chance to experience a professional working environment, this will involve meeting new people and working alongside them. You will be given instructions and occasionally the opportunity to work independently.

Job roles in this sector

Administration Assistant – Good availability

Possible tasks:

- General administration tasks (word processing, photo copying, filing, faxing and emailing)
- Dealing with the post
- Using the telephone
- Invoicing and ordering
- Assisting with computer input, e.g. text, handle data, conduct research or produce graphics
- Assisting in the handling of routine enquiries and provision of information as required
- General accountancy work
- Observing meetings
- Work shadowing administration staff and supporting staff as required
- Visiting clients/suppliers
- Greeting customers

Clerical Legal Assistant – Limited availability Self placement advised

Possible tasks:

- Assisting in the reception
- General administration work (pre/post trial admin, inputting data, filing and photocopying)
- Assisting with preparation and dispatch of jury summons
- Possibly attending court where deemed appropriate
- Attending session with court probation team
- Collecting and delivering files to other offices locally
- Undertaking general customer service tasks

Job roles in this sector

Junior Clerk / Accounts Assistant - Limited availability Self placement advised

Possible tasks:

- General administration tasks (word processing, photocopying, filing, faxing, emailing)
- Checking invoices have been calculated correctly
- Matching delivery notes with purchase invoices
- Greeting customers
- Checking incomplete records
- Analysis of bank receipts, payments and reconciliations
- Some opportunity to observe qualified staff at work
- Visiting clients
- General customer service tasks

Travel Assistant - Limited Availability - Self Placement Advised

Possible tasks:

- General administration tasks (photocopying, filing, use of database)
- Maintaining display brochures
- Checking window information and displays
- Conducting online research e.g. popular holiday destinations
- Stamping brochures
- Ticket work
- Greeting customers
- Customer service
- Work shadowing skilled staff

CONSTRUCTION AND THE BUILT ENVIRONMENT



"I thoroughly enjoyed my experience and would recommend this to any future student."



"It was an amazing experience, everyone there was welcoming and helpful."

Skills and Expectations

If you are physically fit and healthy then the more hands on roles listed below could be just right for you. Some roles in this sector will involve working in dusty environments and a range of weather conditions. You will be given the chance to shadow a skilled professional and observe the variety of tasks they carry out.

Job roles in this sector

Architect Technician/Professional Engineers Assistant

Limited availability - Self placement advised

Possible tasks:

- Assisting with research plans, designs and administration for building projects
- Preparing simple drawings, sketches and plans
- CAD/Computer work
- Assisting with civil and structural engineers
- Assisting the quantity surveyor
- Observing construction on sites
- Liaising with service providers
- Assisting with site surveys
- May be set a project brief

General Construction Assistant

High demand - Self placement advised

Possible tasks:

- Work on industrial sites/commercial and domestic properties
- General building tasks(basic bricklaying, mixing cement and mortar)
- Carpentry (rubbing down, sanding and fitting)
- Plumbing(repairing leaks, unblocking drains, cutting pipes and fixing tiles)
- Electrics(chopping out, basic wiring and routing of cables)
- Painting and decorating
- Work shadowing skilled employees

Joinery/Carpentry Assistant

Placements available - High demand - Self placement advised

Possible tasks:

- Loading and unloading materials, tools and equipment
- Observing a skilled craftsperson
- Assisting with the assembly of products
- Sanding down, finishing, priming and painting
- Backing of machinery
- Going out on site to install products or fittings

Premises Officer's Assistant - Placements available

Possible tasks:

- General building maintenance as directed
- Loading and unloading equipment
- Setting up work/demonstration/performance areas
- Removing rubbish from work areas and depositing in site containers
- Cleaning and tidying work areas (including wash rooms)
- Litter picking, emptying and cleaning bins
- General grounds maintenance as required

CREATIVE AND MEDIA



"My work experience has helped me speak more clearly, concisely and coherently, and I have become a more efficient at multi-tasking. I have learnt to value work and understand how much effort goes on behind-the-scenes."

"It has been a really great opportunity and made me think about my career choice in greater depth."



Skills and Expectations

If you have a keen interest in art and creative design work then this sector might be ideal for you. Some roles within this sector may involve working with computer design programmes and shadowing skilled professionals. You may also be given the chance to work on your own projects to set deadlines.

Job roles in this sector

Graphic Design Assistant Limited Availability - Self Placement advised

Possible tasks:

- Working shadowing graphic artists
- Drawing / creating sketches or design (either by hand or using computers)
- Creating mood boards
- Research work on the Internet
- Using design software (CAD)
- Watching how work is printed and produced
- Visiting clients

Fashion Design Assistant Limited Availability - Self Placement Advised

Possible tasks:

- Making patterns from original designs
- Creating, drawing and sketching designs
- Creating mood boards
- Organising trims and prints
- Experience in use of various machinery
- Sizing, setting and sealing samples
- Photographing samples
- Costing
- Work shadowing designers

Photographic Assistant Limited Availability - Self Placement Advised

Possible tasks:

- Shadowing a professional photographer/videographer in a studio or on location
- Loading and unloading equipment
- Assisting with setting up of facilities and props
- Learning about different cameras and photographic techniques
- Selecting and editing computer digital files
- Finishing and trimming
- Checking and inspection of prints
- Meeting customers

Printing Assistant / Reprographics Assistant Placements Available

Possible tasks:

- Feeding / removing paper off machines
- Loading and unloading goods
- Packing and sealing boxes (of finished products)
- Microfilming
- Palletising finished goods
- Working on the printing press (under strict supervision)
- Assisting with plate making
- Finishing, trimming, folding, collating and counting (printed material)
- Binding/laminating

ENGINEERING & MANUFACTURING

"Work experience has taught me a lot more about the world of work and how team work is very useful."



"I feel that my work placement enlightened me that the working world is much harder than I expected. However this has developed and improved my work ethic."



Skills and Expectations

This is a good choice of sector if you enjoy working with machines and working practically. The roles below will suit you best if you thrive in a hands-on environment. Many of these roles will involve measuring things accurately and with confidence. These jobs may also involve working in a noisy, possibly dusty, dirty and sometimes cold environment, however other roles involve complete cleanliness.

Job roles in this sector

Electrical / Electronics Assistant Limited Availability - Self Placement Advised

Possible tasks:

- Observing the design of systems (CAD)
- Using computer systems in the development of circuit designs
- Soldering circuit boards
- Testing and assembling sub-assemblies
- Compiling material, component parts and lists
- Shadowing a skilled technician
- Visiting customers with staff to discuss technical requirements or to repair equipment
- Assisting at on-site installations

Car Mechanic Assistant Good Availability - High demand

Possible Tasks:

- Work shadowing a skilled technician
- Assisting with fitting and replacing tyres and exhaust systems
- Servicing (changing / checking oil, filters, water levels, tyre pressures, fan belts, driver controls etc.)
- Assisting with pre MOT checks and MOT testing
- Handling electronic monitoring equipment (diagnostic tests)

Factory Operative Limited for pre 16 students - Self Placement Advised

Possible tasks:

- Observe various machining operations
- Calibrating various instruments used to do checks
- Work shadowing engineers
- Learning about programming CNC machines
- Assisting with the operation of CNC machines
- Learning about and using CAD/CAM machines
- Assisting with the operation of CMM equipment

Laboratory Assistant Limited Availability - Self Placement Advised

Possible tasks:

- Learner may be given a specific project to do
- Testing equipment to ensure it functions correctly
- Documenting results and analysing data
- Work shadowing skilled technicians
- Selecting preparing and testing samples
- Helping with instrument calibrations

ENVIRONMENT & LAND-BASED STUDIES

"Work Experience was very useful and is a huge eye opener."



"This was a hardworking and practical experience that has helped me improve my employability skills."



Skills and Expectations

Are you interested in working with animals or in a rural environment, if so this may be the sector for you. You will often have to work outside, in all types of weather. Some of these roles may be physically demanding so being fit and healthy is ideal.

Job roles in this sector

Farm Assistant - Placements Available - *Must be willing to travel*

Possible tasks:

- Assisting with the daily care and health checks of livestock
- Providing water, assisting with food preparation and feeding
- Work shadowing / assisting with general tasks as directed
- Assisting with milking and monitoring milk yields and quotas
- Assisting with general maintenance
- Assisting with moving stock
- Work shadowing office staff

Vet's Assistant - Limited Availability - Self Placement Advised

Possible tasks:

- Assisting with the daily care and health checks of the animals
- Providing water and assisting with food preparation for animals
- Assisting the staff with the care of animals which are being treated
- Cleaning and sterilising instruments and consulting rooms
- Assisting with general clerical duties (reception duties, greet clients and record keeping)
- Some opportunity to work shadow skilled staff

Animal Care Assistant - Limited Availability - Self Placement Advised

Possible tasks:

- Assisting with daily care and health checks of the animals
- Grooming
- General maintenance, cleaning and tidying of kennels, cages, runs, tanks and exercise areas
- Exercising the animals either in exercise areas or taking out for walks under supervision
- Learner may observe behavioural assessments and socialisation sessions with some animals

Equestrian/Farrier Assistant - Placements available - *Must be willing to travel*

Possible tasks:

- Assisting with the daily care and health checks of the horses
- Muck out and bedding down and making up hay-nets
- Providing water and assisting, with food preparation and feeding under preparation
- Grooming
- Leading horses for turning out or bringing in from paddocks
- Assisting with lesson preparation (setting up equipment/jumps)
- Some opportunity to observe the farrier or vet

Parks & Gardens Assistant - Placements available - Must be willing to travel

Possible tasks:

- Watering and feeding plants as instructed
- Assisting with ground maintenance
- Clearing and replanting flower beds
- General tidying around equipment sheds and stock areas
- Laying turf
- Erecting and fixing fences
- Planting trees and hedges
- Work shadowing a skilled landscaper
- Clearing vegetation and pathways
- Litter picking and general cleaning and tidying

HAIR AND BEAUTY

"My work placement has said that when I turn 16 I am welcome to come back and they would highly consider me for a part time job there!"



Skills and Expectations

Jobs within this sector require you to work well within a team in a busy environment. A large part of this role will be working closely with customers and clients, so being friendly and confident is important. Due to the nature of this sector you will need to be neat and tidy.

Job roles in this sector

Hair Stylist / Barber / Beauty Assistant Self placements advised for beauty placements

Possible tasks:

- General reception work (greeting customers, observation on appointment booking and telephone work)
- Preparing drinks for customers
- Observation of a skilled hairdresser/barber
- Shampooing
- Cleaning the salon
- Tidying shelves, stock and maintaining displays
- Setting up treatment rooms
- Cleaning equipment
- Observing treatments (with client consent)
- Using till after training and if appropriate

HOSPITALITY & CATERING

"I thoroughly enjoyed my experience and I thought it was good to do! The employers were very supportive and helpful. I was made to feel welcome by the friendly staff."



Skills and Expectations

Working in the hospitality sector often means having to work under pressure and work flexible hours. Job roles in this sector require you to be a neat and careful worker along with having a clean and tidy appearance. All of the roles will include learning about certain hygiene protocols and potentially learning about food storage and replenishing.

Job roles in this sector

Housekeeping Assistant – Placements Available

Possible tasks:

- Servicing of bedrooms to a high standard (vacuuming, polishing & cleaning bathrooms)
- Replenishing food, drink and sundries in the rooms
- Maintenance of public areas
- Providing general assistance to the members of the public
- Work shadowing the housekeeping team
- General office work
- Some laundry work may be involved

Catering Assistant – Good Availability

Possible tasks:

- Greeting and serving customers
- Counter assistance
- Taking food from the kitchen to customers
- Operating the till when appropriate
- Assisting with the preparation of presentation on hot and cold foods
- Observing skilled catering staff
- Learning about stock management, food storage and hygiene protocol
- Possible cake decorating

Butcher's Assistant Limited Availability – Self Placement Advised

Possible tasks:

- Learning about food hygiene relative to cooked and raw meats
- Opportunity to observe daily butchery techniques
- Assisting with mixing sausages and linking
- Making burgers
- Mincing meat
- Stringing up joints
- Vacuum packing meat

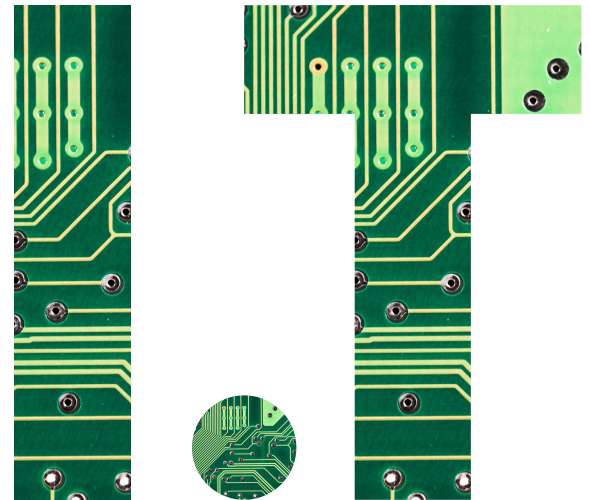
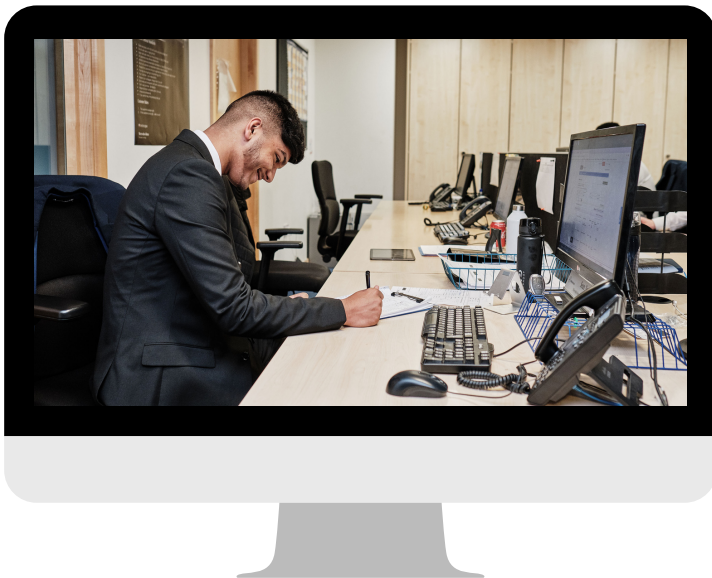
Cleansing Operative – Placements Available

Possible tasks:

- Work on industrial, commercial, domestic properties
- Cleaning, emptying litter bins and removing rubbish
- Dusting and washing surfaces
- Buffing and polishing floors
- Loading and unloading vehicles
- Tidying public areas
- Work involves maintaining high standards of hygiene

INFORMATION TECHNOLOGY

"My employer really supported me and gave me lots of opportunities to develop new skills. I really enjoyed it, and it has clarified some things about my future career options."



Skills and Expectations

The IT sector requires individuals with great communication skills and a keen interest in IT. Having good English skills and being neat and accurate is also a huge positive. You will potentially be given the chance to carry out general maintenance of hardware and assist technicians and library staff.

Job roles in this sector

IT Assistant

Limited Availability - Self Placement Advised

Possible tasks:

- Assisting technicians
- Maintaining and cleaning existing hardware
- Carry out minor repairs which may include soldering
- Set up IT systems and programmes
- Work shadowing
- Developing website ideas
- Visiting clients/suppliers
- Assisting with compiling reports
- Create drawings, sketch by hand or using computers
- Compiling material and component parts lists
- Creating and uploading website content

Library Assistant

Limited placements available

Possible tasks:

- Dealing with renewals and the new issue of books and materials
- Checking stock
- Shelving returned books/recordings and tidying shelves daily
- Handling charges
- Dealing with general customer enquiries
- Assisting the librarian
- Researching using computers
- Registering new borrowers

RETAIL BUSINESS

"I really enjoyed my work experience and learnt so many valuable skills."



Skills and Expectations

This is a fantastic sector if you are a great communicator and a strong team player. Being fit and healthy is a great advantage as you will often be asked to unpack stock and tidy shelves. A neat appearance and good level of customer service skills will be welcomed.

Job roles in this sector

Retail assistant Good Availability

Possible tasks:

- General shop tasks (filling/tidying of shelves)
- Displaying goods
- Stock management
- Use of the till if appropriate
- Unloading goods
- Cleaning and tidying
- Assisting with deliveries
- Greeting members of the public
- Watering plants and flowers
- Ordering/checking of stock
- Tidying and keeping the work area clear
- Unpacking goods
- Potential for assisting in the cafe where appropriate

Warehouse Assistant Limited availability for pre 16 students Self Placement Advised

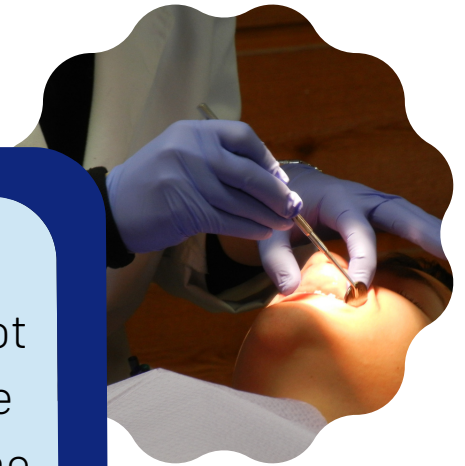
Possible tasks:

- Assisting with loading and unloading vehicles
- Checking delivery notes
- Packing goods
- Stacking shelves
- Quality control
- Cleaning and tidying
- Learning about maintenance of daily checks of equipment

HEALTH & SOCIAL CARE



"Work experience was a pleasure. It has helped me a lot as I gained a lot of experience in various things and it gave me a better insight of what I want to do in the future."



Skills and Expectations

If you have a real interest in people and their health and care these roles might be the best choices for you. You may be given a uniform or an overall. Teamwork skills and good communication skills are important in these roles because of the tasks involved. Your customer service skills will be greatly needed when speaking to customers and clients.

Job roles in this sector

Dental Assistant - Limited Availability - Self Placement Advised

Possible tasks:

- Assisting with general administration work (reception, computer, telephone & making appointments)
- Appropriate record keeping
- Cleaning and preparing equipment
- Talking and interacting with patients
- May be some opportunity to shadow a dentist/dental assistant/hygienist

General Medical Assistant - Limited Availability - Self Placement Advised

Possible tasks:

- Work shadowing professionals
- Greeting and talking to patients
- Observing various clinics (with patients consent)
- Assisting with general ward duties

Retail Pharmacist Assistant - Placements Available - High demand

Possible tasks:

- Restocking the shop
- Filling and tidying of shelves and shop floor to maintain displays
- Assisting serving customers
- Use of the till if appropriate
- Observing the dispensary
- Assisting with dispensary duties (where appropriate)
- Work shadowing staff
- Unpacking goods
- Checking delivery notes

Student Care Assistant (Elderly Care) - Good Availability

Possible tasks:

- Assisting with clients/residents with social needs (reading, computer skills, shopping)
- Assisting with social activities
- Chatting to clients/residents and help maintain a cheerful atmosphere
- Go out with clients/residents with supervision
- Assisting with preparing and serving of meals, snacks and drinks
- Making beds
- Cleaning and tidying

EDUCATION, TRAINING & CHILDCARE



"I really enjoyed my work experience and would recommend it to everyone. I truly value the time and effort teachers put in to lessons and I am grateful to be able to help the young children in developing their skills."

Skills and Expectations

To get the very best from these job roles you need to enjoy working with children. Being caring and patient will be essential when working with young people. You will be working as part of a team so communication skills are needed too.

Job roles in this sector

Nursery / Creche / Playgroup Assistant Good Availability

Possible tasks:

- Helping to prepare activities and materials
- Working with staff to lead activities
- Assisting staff with the social integration and interaction of the children
- Inputting ideas for children's games
- Helping supervise at break/play times
- Helping with general administration
- Assisting with snacks/drinks
- Helping at meal times
- Promoting hygiene awareness
- Tidying rooms after use
- Assisting with IT
- Planning and preparing specific activities

Teacher's / Classroom Assistant Good availability

Possible tasks:

- General observation
- Working with staff to prepare work and help with lessons
- Helping to prepare activities and materials
- Assisting staff with the social integration and interaction of the children
- Assisting with reading, number work, storytelling, artwork and practical activities
- Helping supervise at break times (during these times learners must not play with children unless specifically instructed to do so)
- Assisting with IT
- Tidying rooms after use
- Working with staff to prepare work
- Assisting with classroom support
- Learner may attend morning briefings
- Assisting with extra curricular activities

SPORT & ACTIVE LEISURE



"I have really enjoyed my work experience. It has helped me to gain many new skills and has helped me to decide what career path I would like to choose after my GCSEs."

Skills and Expectations

The active roles in this sector will require good fitness levels and will at times also require a swim test to be completed. Having a positive attitude is needed for all the roles included in this sector. Being able to follow instructions and communicate well will be essential.

Job roles in this sector

Sports Assistant - Placements Available - High Demand

Possible tasks:

- Working with a coach at various locations
- General administration and reception work
- Assisting with planning of training and sport programmes
- Assisting with training sessions
- Assisting the staff and observing them at work
- Working with groups of children
- Shadowing pool attendant
- Possible reception work
- Cleaning and tidying
- General maintenance of equipment
- Assisting with the running and development of the centre
- Assisting with group activities
- Researching, preparing and planning activities

Compulsory swim test for leisure placements

1. Swim 25 metres - Head up
2. Swim 25 metres - Life saving backstroke (arms may be used underwater to assist)
3. Raise alarm:
 - Enter water safely
 - Surface dive to deepest part of the pool
 - Collect object
 - Bring object to surface
 - Tow object to side of pool
 - Land object on to the poolside

The assessor will teach the student how to safely complete a reaching and a throwing rescue, using equipment on the poolside.

The student will then practice the two rescues and demonstrate they have understood and can use the procedures correctly.

WEBSITES WITH CAREER INFORMATION & OPPORTUNITIES

www.leics-ebc.org.uk

www.startprofile.com

www.apprenticeships.gov.uk

www.notgoingtouni.co.uk

www.gothinkbig.co.uk

www.nationalcareersservice.direct.gov.uk



Leicestershire Education Business Company