



October 6<sup>th</sup> 2023

Dear Parent/Guardian

### Summer Holiday Work Experience Opportunity

We are working in partnership with the Leicestershire Education Business Company (LEBC) to offer students in years 10, 11, 12 and 13 the opportunity to apply for work experience during the summer break in 2024. 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](http://www.leics-ebc.org.uk) if you would like to find out more about what they do.

Students in Years 10-13 have had an assembly about work experience and applications and information for parents is now available on the academy website. Work Experience is voluntary, not compulsory and can be applied for in each year whilst the student is at Bosworth Academy if they so wish.

The preferred application method is by finding a self-placement. This is where the student approaches the employer initially to agree a work experience placement and LEBC then completes all the legal work on your behalf with the employer. You need a copy of the self-placement form for you and the employer to complete. The cost for your child to take part will be **£53 per self-placement**.

Alternatively you can complete the standard application form and LEBC will then try to match the student's preferences from their database of existing employers. **The cost for a database placement will be £60 due to the extra time and work involved.** Whilst they try to match the student's first choice job role as closely as possible, they may not always get their first choice.

For this price LEBC will:

- Set up the work experience placement including full workplace assessment of health, safety and welfare arrangements by an accredited assessor.
- 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.
- Provide a certificate upon completion of placement.

Paper copies of the application and self-placement forms are available for students to collect from KS4 Student Reception (MLT) or the Oaks office. Alternatively they can be downloaded and printed from the Academy website. Please complete a paper copy of the form to return to school. The tutor has a section to complete on the form before it is returned to MLT.

Information for Work Experience is available on the Bosworth Academy website; choose the Parents drop down menu and click on 'Work Experience'. Please read the Student Guide to Work Experience for more information on job sectors and placements available.





The deadline for submitting completed applications is **Wednesday 1<sup>st</sup> November**. Please remember to indicate which week you would like to choose and make a note of it in your calendar.

**We understand that the current economic climate is difficult with the cost of living crisis so have made the decision to split the payment into two installments. Please pay the first instalment when the application is made (by the end of November). The second instalment will be due by the end of January 2024.**

**Payments should be made on sQuid. Please go to the 'trips and offers' section and choose the relevant option for a self-placement (employer approached by yourselves) at 2x £26.50 or a standard placement (LEBC database placement) at 2x £30.**

Please don't hesitate to contact the school if you have any questions regarding applications either by phone or by email to [ctallis@bosworthacademy.org.uk](mailto:ctallis@bosworthacademy.org.uk). If you now or have in the past received free school meals for your child, please contact us to discuss how we may help.

Yours faithfully

**Mrs M Delâge-Martin**  
PSHE and Careers Lead

**Mrs C Tallis**  
Work Experience Coordinator

**Mrs E Gillespie**  
LIFE Mat Director of Careers

