

WORK EXPERIENCE 2024

LEBC





We are a careers education charity, established in 1992 to support schools and colleges across the city and the county with careers education.

The core of our work involves creating links between education and business.

We provide a variety of services to schools, one of which is Work Experience.

This year we are working with 73 schools and colleges to support over 5,000 students to access work experience and work related learning.



What do we do?

We have a large database of employers who support us in offering students the chance to gain valuable work experience.

We undertake a Health, Safety and Welfare visit with employers to:

- Ensure the relevant insurance is in place
- Produce a detailed job description
- Create a risk assessment document
- Generate work experience paperwork

Inspiring **everyone** to reach their **potential**.





BENEFITS OF WORK EXPERIENCE

INSIGHT

A 1 week placement to gain an insight into real working life.

FUTURE APPLICATIONS

Work experience strengthens a CV and future applications.

SKILLS

New skills can be gained and existing skills can be improved on.

STUDENT FEEDBACK FROM LAST YEAR

84%
reported a
rise in
confidence

82%
stated their
communication
had improved

85%
developed new
skills and were
motivated to work
harder in school

90%
felt their ability
to organise was
better

"I loved work experience, I especially loved the place I worked. Work Experience is very useful and is a huge eye opener."

Year 10 - Placement - Land of Learning primary school

Moving Together was an amazing company to do work experience with. They were really supportive 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.

Year 10 - Placement - Moving Together



THE REALITY

It isn't all glitz and glamour. There are limitations to what employers are allowed to let you do.

If you don't enjoy it, there is still a lot of value in the process and what you will learn.

You will have the chance to see a real working environment and a good foundation to start building our future.

Covid has impacted many different job sectors. Many employees are now hybrid working which affects IT and Admin sectors.

APPLICATION FORM:



Please fill in your application form with as much detail as possible, have a look through the student directory and make your 3 sector choices.

You can have a maximum of 1 sector choice in Section 2.

SELF PLACEMENTS

A Self Placement is compulsory for: **DANCE, MEDIA, THEATRE, UNIFORMED SERVICES** and **NHS HOSPITALS**. Please **DO NOT** put these as a preference below as we will be unable to find you a placement and this will delay your application!

WORK EXPERIENCE PREFERENCES

* **SPORT AND LEISURE:** Compulsory swim test for placements, details of the swim test are in the student guide.

Do not tick Sport and Leisure if you are unable to swim.

Please choose **3 sectors** from the sections below you can have a maximum of **1 choice in section 2**.

Section 1

| | | | |
|--------------------------|--|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Business Administration, Finance & Legal | <input type="checkbox"/> | Hair and Beauty |
| <input type="checkbox"/> | Engineering & Manufacturing | <input type="checkbox"/> | * Sport, Active Leisure & Tourism |
| <input type="checkbox"/> | Environmental & Land-Based Studies | <input type="checkbox"/> | Retail Business |
| <input type="checkbox"/> | Education, Training and Childcare | <input type="checkbox"/> | Catering & Hospitality |

Section 2

| | |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Information Technology |
| <input type="checkbox"/> | Construction & the Built Environment |
| <input type="checkbox"/> | Creative and Media |
| <input type="checkbox"/> | Health and Care |

Travel Areas

Think about where you live...

Some sectors are more difficult to secure depending on where you live

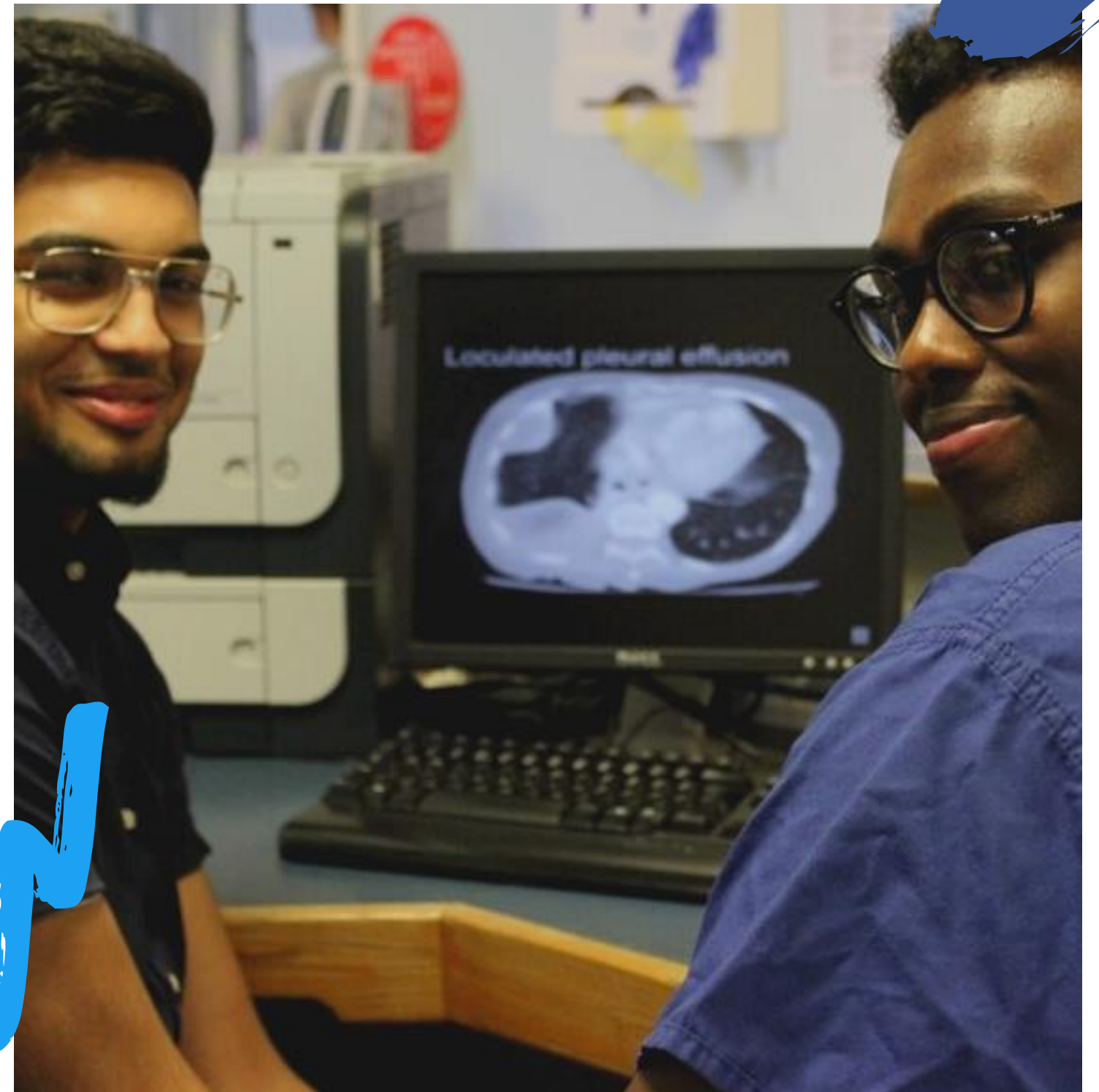
- What is in your local area?
- What are your bus routes like?
- Can you get a lift with parents?



AVAILABLE PLACEMENTS

A FANTASTIC OPPORTUNITY

On some occasions we are unable to place you in your preferred sectors and travel areas. You will be able to select a placement from a bank of available placements.



How our process works...



TOP 3

Students are able to pick their **top 3 preferences**.



SUPPORTING DOCUMENTS

Our student directory provides important information about the placements available.



DEADLINE

A deadline for returned forms will be set at the start of the new term.



PAPERWORK

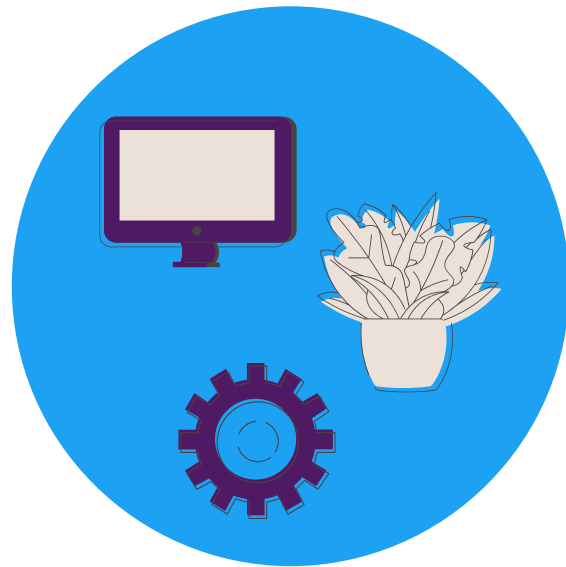
Each student will be given paperwork which will explain where they will be going and what they will be doing.



INTERVIEW

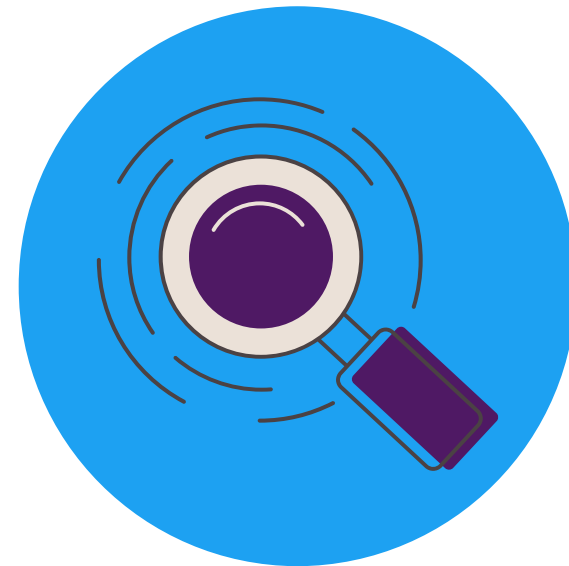
Once the student knows where they will be going, they need to make contact to organise their interviews.

WHAT YOU NEED TO KNOW



Paperwork

You will each receive paperwork regarding your work experience placement 4-6 weeks before you go out on placement. You will need to keep this paperwork and take it with you on your first day of placement.



Interviews

You need to call your employer to arrange a pre placement interview. You will then go in and meet your employer to go over your working hours and what is expected of you.



Working hours/ Behaviour

Your working hours will be on the paperwork that is given to you. This also needs to be discussed with your employer at your pre placement interview.
Please also make sure that you are respectful at all times and on your best behaviour.



Ask questions!

Don't be afraid to ask relevant questions as it can often show you are interested in the company and keen to learn more.

Self-placements



THE CHOICE IS THEIRS!

Your young person is in full control of where they will be going on work experience.

PLANNING

Get them to think about their choices and potential businesses that interest them.

CONTACT

The young person should contact these potential employers by email, phone or by visiting them.
Self-placement forms to be signed by their employer.

What happens now?



The half term breaks are a brilliant opportunity for your young person to go out and source a self-placement in their ideal job role.

We suggest that your young person makes contact with their potential employer. This will help improve their confidence and show their potential employer their interest and enthusiasm.

If your young person is unsure about where to go on their placement, the LEBC team will aim to place them in their top preferences.

Some placements in certain sectors are self-placement only. The student directory highlights where this is applicable.



**If you have any other
questions regarding work
experience please
contact:**

Mrs Caroline Tallis

