

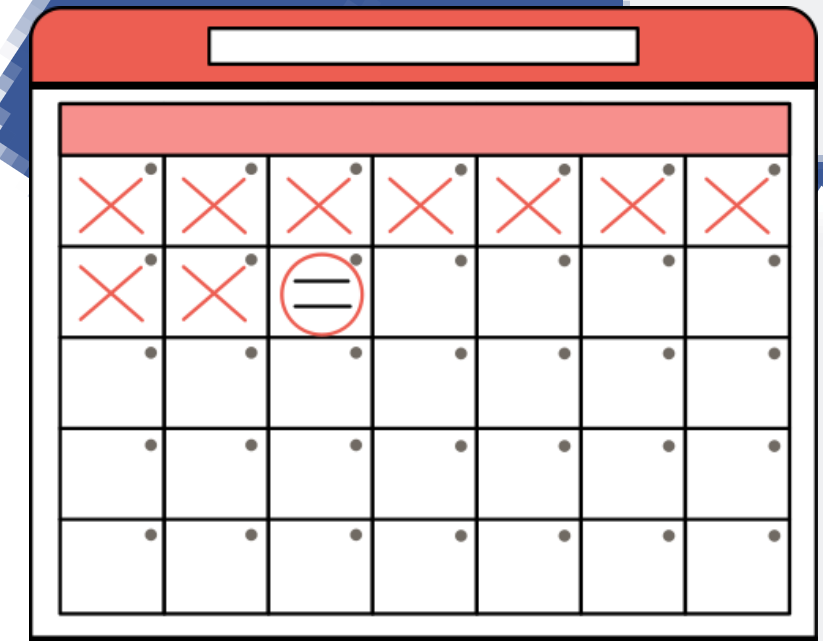
# *Bosworth Academy*

## **WORK EXPERIENCE 2024**

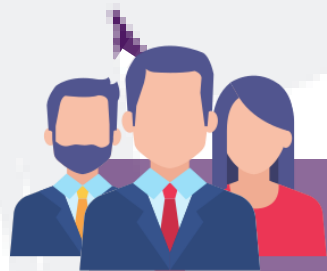
***YOU ALL HAVE THE  
OPPORTUNITY TO TAKE PART!***

***PLACEMENT DATE:***

***Summer Holidays***



# BENEFITS OF WORK EXPERIENCE



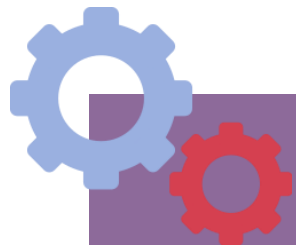
The ability to see and work within a real business



It could lead to part time work or an apprenticeship



It is great experience to put on future applications



Understanding realistic working expectations



It is a great chance to start networking in your local



A great chance to see if a job sector is what you expected

# ***BOOSTING YOUR TRANSFERABLE SKILLS***



Communication



Time  
management



Teamwork



Resilience



Confidence



Adaptability



# WHAT DO STUDENTS HAVE TO SAY?

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

**87%**

OF STUDENTS FELT  
THEY MADE A POSITIVE  
CONTRIBUTION TO THE  
WORK PLACE


**85%**

OF STUDENTS FELT  
MORE CONFIDENT  
ABOUT THE WORLD  
OF WORK

**86%**

OF STUDENTS SAID  
THEY HAD  
DEVELOPED NEW  
SKILLS

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







## Work Experience

At Bosworth Academy we offer optional Work Experience placements through LEBC to students in Years 10, 11, 12 and 13. To undertake a work experience placement from Bosworth Academy the student must follow the guidance provided below.

The paper application forms can be downloaded here for home printing or collected from MLT or The Oaks office.

The application deadline is **1st November 2022**.

Payments should be made via sQuid and have been split into 2 installments (although you can pay both at once if you prefer). A self placement (employer approached by student) is two installments of £25.50 each. A database placement (LEBC finds the employer) is 2 installments of £29. Please ensure you choose the correct amount.

1st payment is due by 30/11/2022.

2nd Payment is due by 31/01/2023.

Please contact Mrs Tallis to discuss payment support if your child has free school meals, Pupil Premium or Post 16 Bursary.

### **Work Experience Guidance:**

[Work Experience Parent/Guardian Letter \[pdf\]](#)

[Work Experience Overview & FAQ \[pdf\]](#)

[LEBC Work Experience Parent/Guardian Presentation \[pdf\]](#)

[LEBC Work Experience – Parent/Guardian Video \[link\]](#)

[Student Guide to Work Experience 2022-23 \[pdf\]](#)

[Work Experience Parent and Guardian Guide 2022-23 \[pdf\]](#)

### **Work Experience Forms:**

[LEBC Bosworth Academy Work Placement Application Form \[pdf\]](#)

[LEBC Self Placement Form \[pdf\]](#)

# CONTENTS



The facts, self-placements, top tips & skills

5

8

## SECTION 1

Business, Administration, Finance and Legal  
Administration Assistant  
Clerical Legal Assistant  
Junior Clerk / Accounts Assistant  
Travel Assistant



10

13



Engineering and Manufacturing  
Electrical / Electronics Assistant  
Mechanical Engineer's Assistant  
Factory Operative  
Laboratory Assistant

14

16

Environment and Land-Based Studies  
Farm Assistant  
Vet's Assistant  
Animal Care Assistant  
Equestrian/Farrier Assistant  
Parks and Gardens Assistant

17

20

# HOSPITALITY & CATERING

## 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



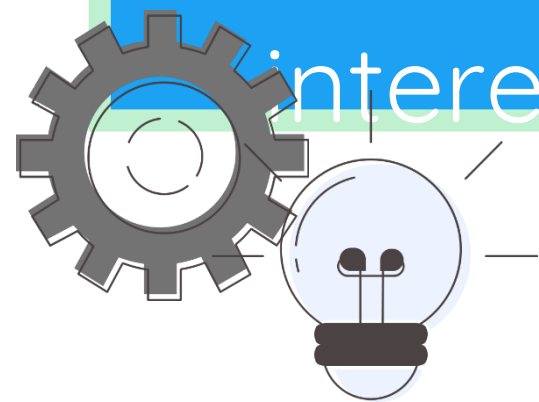
# SELF-PLACEMENTS

THE CHOICE IS YOURS!

RECOMMENDED  
ROUTE!



**1** Think about your choices and potential businesses that interest you.



**2** Approach these potential employers by email, phone or visiting them (where permitted).



**3** Get your self-placement form filled in and signed by your chosen employer!





# BASIC APPLICATION FORM:



Let LEBC know any potential concerns!

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?





# EMPLOYERS THAT SUPPORT

# WORK EXPERIENCE



UNIVERSITY OF  
**LEICESTER**



MARKS &  
SPENCER



**SKR LEGAL**  
SOLICITORS

**Sandicliffe**

**PICK  
EVERARD**



**NatWest**



next

**TESCO**

George's  
HAIRDRESSING  
Look gorgeous, Love george's.



## ***WHAT HAPPENS NEXT?***

TAKE A LOOK AT THE DIRECTORY AND THE OPTIONS AVAILABLE. APPLICATION FORMS AND SELF PLACEMENT FORMS ARE ON THE WEBSITE OR AVAILABLE IN MLT!

***Work experience COORDINATOR:  
Mrs C Tallis (MLT)***