



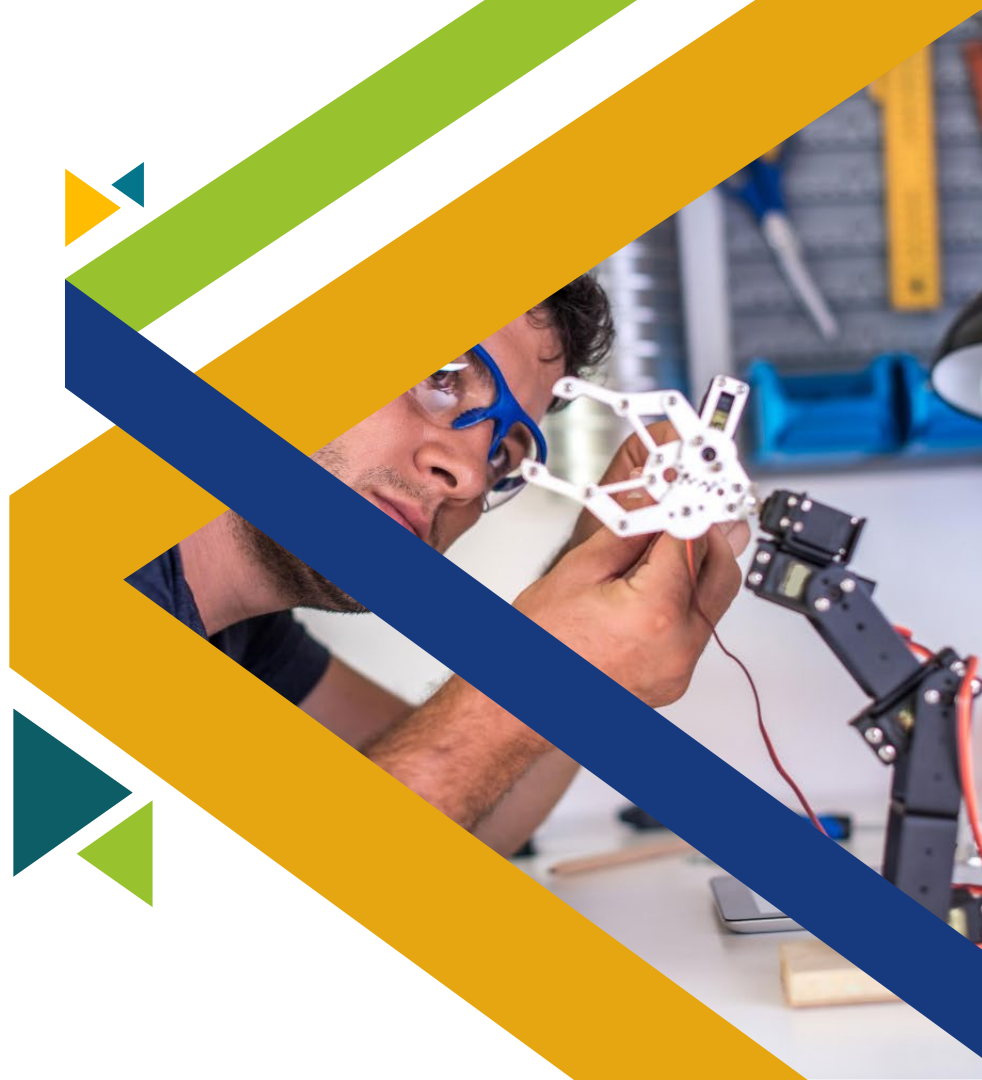
Leicestershire Education Business Company

WORK

EXPERIENCE

2024/2025

Bosworth Academy



# WHO ARE LEBC?



WORK EXPERIENCE

# WHAT IS WORK EXPERIENCE?



A one-week work  
experience  
opportunity



A chance for you to  
experience a real  
working environment

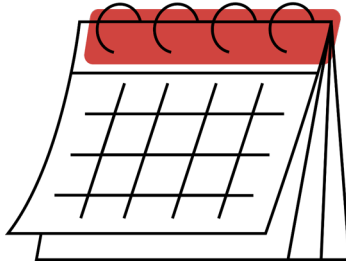


A fantastic way to  
gain new skills and  
enhance transferable  
skills

YOU ALL HAVE THE  
OPPORTUNITY TO TAKE PART!

## PLACEMENT DATES:

W/C 14<sup>th</sup> July, 21<sup>st</sup> July,  
28<sup>th</sup> July & 4<sup>th</sup> August  
2025



# BENEFITS OF WORK EXPERIENCE



The Ability to see and work within a real business & a great chance to see if a job sector is what you expected.



It could lead to part-time work or an apprenticeship!



It is a great experience to put on future applications.

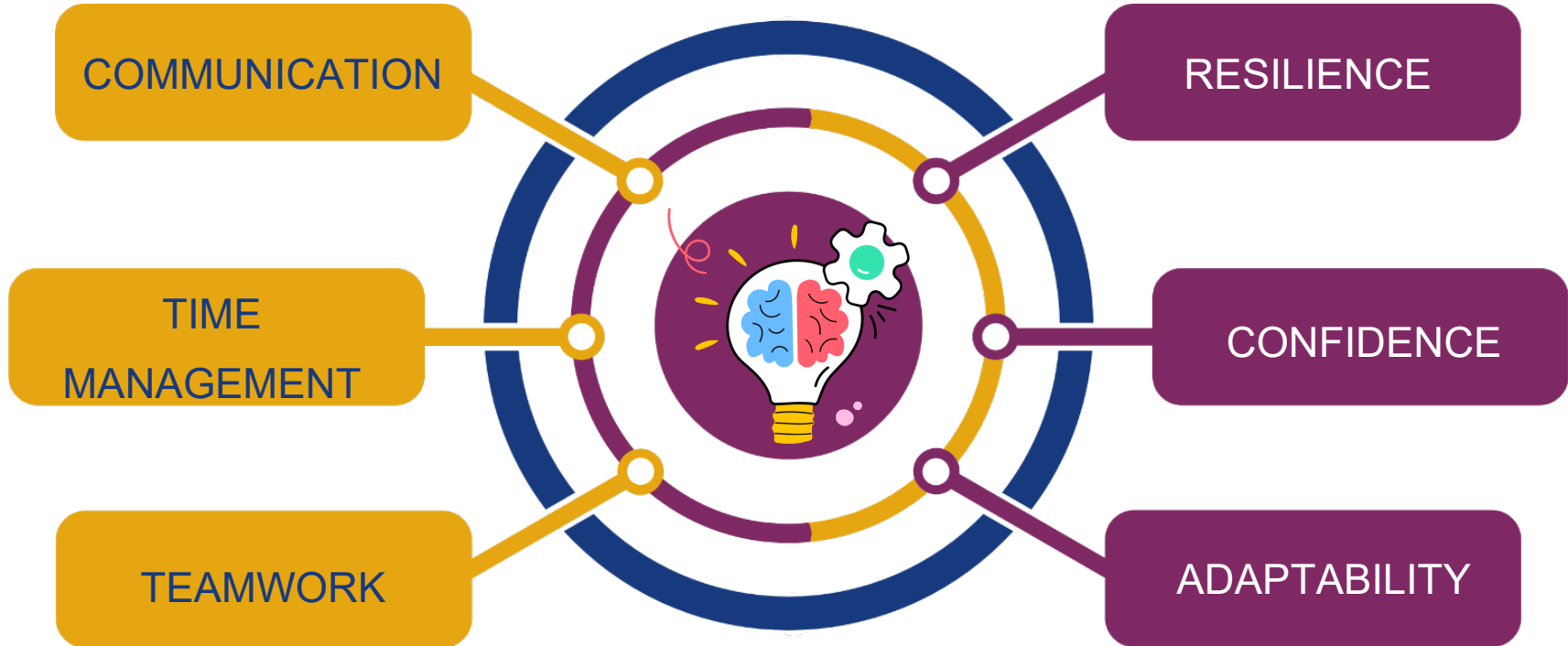


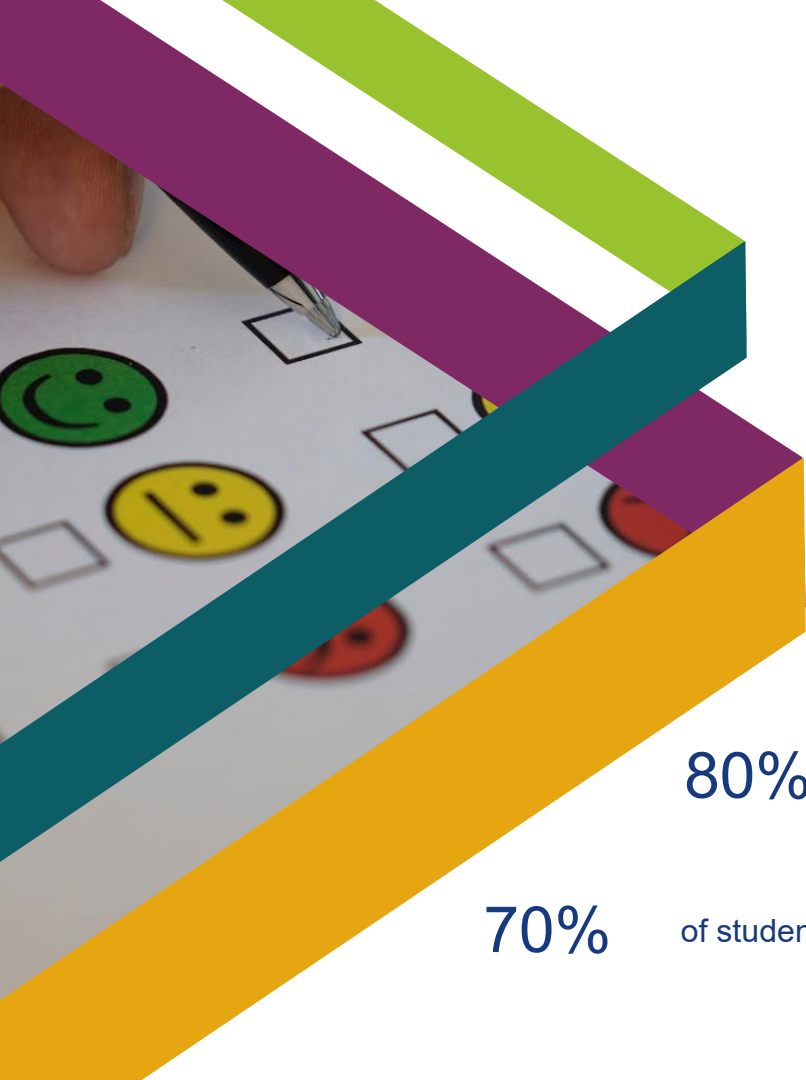
Your opportunity to understand realistic working expectations!



A chance for you to start networking in your local community.

# BOOSTING YOUR TRANSFERABLE SKILLS





# WHAT DO STUDENTS HAVE TO SAY?

**85%** of students now feel that they can make  
a  
positive contribution to the workplace

**79%** of students feel more confident following  
their placement week

**80%** of students feel they have improved their communication skills

**70%** of students say they have developed new skills.

# STUDENT FEEDBACK

“I loved my experience at my placement it was so beneficial and made me more confident, my employer was kind,... as well as the whole team they were so supportive and patient with me throughout the whole week.”

“I have really enjoyed and had a good time helping out, my employers have noticed this too and in the future I’m hoping to do an Apprenticeship there.”

“I think that work experience is very beneficial and I felt less concerned about the future by the end.”







<https://www.youtube.com/watch?v=IDEWxfloSwo&t=5s>

A woman with blonde hair pulled back, wearing black-rimmed glasses and large hoop earrings, is speaking. She is wearing a white top with a small graphic on the shoulder. To her left is a large circular sign with a red and orange border. The sign contains the text 'Get CAREER Confident' in a stylized, colorful font, with a yellow star above the word 'CAREER'. The background is a light-colored wall with some decorative items, including a framed picture of a man and some hanging objects.

Get  CAREER Confident

of whether or not it's something they wanna do.

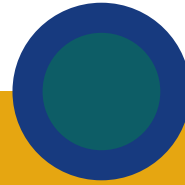
# THE REALITY



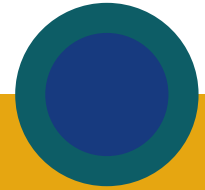
It isn't all glitz and glamour. There are limitations to what employers are allowed to let you do.



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 your future



Many employees are now hybrid working which affects IT and Admin sectors.



## 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

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## 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:

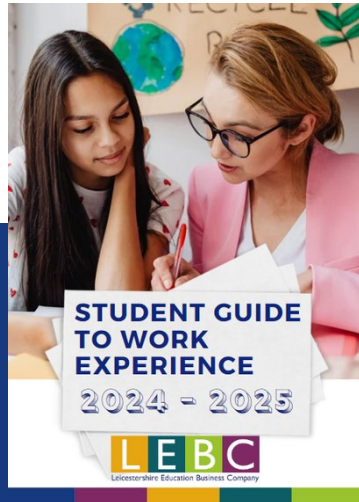
- Learning about food hygiene relative to cooked and raw meats
- Opportunity to observe daily butchery techniques
- Assisting with mixing sausages and linking
- Making burgers
- Mincing meat
- Stringing up joints
- Vacuum packing meat

#### 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

# THREE IMPORTANT DOCUMENTS



DIRECTORY

**LEBEC**  
Leicestershire Education Business Company

30 Frog Island  
Leicester  
LE3 5AG  
Tel: 0116 240 7270 Fax: 0116 240 7001

**WORK EXPERIENCE PLACEMENT APPLICATION FORM** 2023/2024

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ TUTOR GROUP: \_\_\_\_\_

**STUDENT DETAILS**

Male  Female

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

**SELF PLACEMENTS**

A Self Placement is compulsory for: **DANCE, MEDIA, THEATRE, UNIFORMED SERVICES AND HIS 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:** Leisure Centres may require you to complete a swim test. If you cannot swim 25m please tell us before on the back page. These sectors are in high demand with low availability. A self-placement is recommended.

\*\* **SECTORS 3:** These sectors are in high demand with low availability. A self-placement is recommended.

Please choose 3 sectors from the sections below. You can have a maximum of 1 choice in sections 1, 2, 3.

<b>Section 1</b>	<input type="checkbox"/> Business Administration, Finance & Legal	<input type="checkbox"/> Hair and Beauty	<b>Section 2</b>
<input type="checkbox"/> Engineering & Manufacturing	<input type="checkbox"/> * Sport, Active Leisure & Tourism	<input type="checkbox"/> Technology	<input type="checkbox"/> Construction & the Built Environment
<input type="checkbox"/> Environmental & Land-Based Studies	<input type="checkbox"/> Retail Business	<input type="checkbox"/> Creative and Media	<input type="checkbox"/> Health and Care
<input type="checkbox"/> Education, Training and Children	<input type="checkbox"/> Cleaning & Hospitality	<input type="checkbox"/> Health and Care	

Please provide the preferred job role (from the student directory) for all sectors:

Sector 1 Job Role: \_\_\_\_\_

Sector 2 Job Role: \_\_\_\_\_

Sector 3 Job Role: \_\_\_\_\_

If you chose TEACHING ASSISTANT then please tell us what primary school you attended: \_\_\_\_\_

APPLICATION FORM

**LEBEC**  
Leicestershire Education Business Company

30 Frog Island  
Leicester  
LE3 5AG  
Tel: 0116 240 7270 Fax: 0116 240 7001

**SELF PLACEMENT FORM 2023/24**  
School Name: \_\_\_\_\_

**Student** - This form is to be taken to the company you wish to work with and be completed by your employer.

Please note you can only find a Self Placement in Leicestershire and the following areas: Derbyshire, Rugby, Nottinghamshire, Lincolnshire and Rutland, Northamptonshire, Shropshire, Herefordshire and Gloucestershire. Additional charges may be incurred.

**Important: students please note you must complete the front and the back of this form!**

**Employer** - Please complete this form fully and return to the student ASAP.

If you have not previously offered work experience, one of our Employer Assessors will shortly be in touch to arrange a brief meeting to ensure the information held on our database about your organisation is both accurate and satisfactory. Please ensure you provide a valid contact number that you can be reached on during the week between 9am and 5pm.

**Insurance** - When students are on work experience they are classed as employees and we ask that you confirm below that you have these insurances otherwise the placement cannot go ahead. The Employer Assessor will need to see the certificates when they visit.

Do you have Employers Liability Insurance? YES  NO  Public Liability Insurance? YES  NO

**ALL DETAILS ARE TO BE COMPLETED**

Student Name: \_\_\_\_\_ Placement dates: \_\_\_\_\_

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Company Contact Full Name: \_\_\_\_\_

Company Contact Position: \_\_\_\_\_

Work Experience Role (e.g. Office Assistant): \_\_\_\_\_

**CONTACT SIGNATURE** \_\_\_\_\_ **PRINT NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

By signing this form, consent is given to LEBEC holding my personal details for the purposes of arranging this placement. I understand that I can ask for my data to be permanently removed from the records following my placement and that I make this request I have to send an email to: [contact@leec-ebc.org.uk](mailto:contact@leec-ebc.org.uk)

**TEACHER SIGNATURE** \_\_\_\_\_ **PRINT NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Privacy Statement** - We like to keep in touch with you about the service to which you are participating and other services we offer to young people. We will never sell your data and we promise to keep your details safe and secure. You can change your mind at any time by emailing [contact@leec-ebc.org.uk](mailto:contact@leec-ebc.org.uk). For further details on how your data is used and stored, please visit [www.leec-ebc.org.uk/privacy-policy](http://www.leec-ebc.org.uk/privacy-policy).

SELF-PLACEMENT FORM

# SELF-PLACEMENTS!

RECOMMENDED  
ROUTE!

WHAT IS A  
SELF-PLACEMENT?



BENEFITS OF A  
SELF-PLACEMENT



WHAT SHOULD I  
DO?



THE CHOICE IS  
YOURS!!!



# SELF-PLACEMENT FORM



SELF PLACEMENT FORM 2023/24  
School Name

30 Frog Island  
Leicester  
LE3 5AG  
Tel: 0116 240 7270 Fax: 0116 240 7001

Student - This form is to be taken to the company you wish to work with and be completed by your employer.

Please note you can only find a Self-Placement in Leicestershire and the following areas: Derbyshire, Rugby Nottinghamshire, Lincolnshire and Rutland, Northamptonshire, Atherstone, Nuneaton, and Bedworth. Additional charges may be incurred.

**Important: students please note you must complete the front and the back of this form!**

Employer – Please complete this form fully and return to the student ASAP.

If you have not previously offered work experience, one of our Employer Assessors will shortly be in touch to arrange a brief meeting to ensure the information held on our database about your organisation is both accurate and satisfactory. Please ensure you provide a valid contact number that you can be reached on during the week between 9am and 5pm.

Insurance – When students are on work experience they are classed as employees and we ask that you confirm below that you have these insurances otherwise the placement cannot go ahead. The Employer Assessor will need to see the certificates when they visit.

Do you have Employers Liability Insurance? YES NO Public Liability Insurance? YES NO

ALL DETAILS ARE TO BE COMPLETED

Student Name ..... Placement dates: .....

Company/Business Name .....

Address .....

..... Post Code .....

Phone Number ..... Email .....

Company Contact Full Name: .....

Company Contact Position .....

Work Experience Role (e.g. Office Assistant) .....

CONTACT SIGNATURE ..... PRINT NAME ..... DATE .....

By signing this form I consent to LEBC holding my personal details for the purposes of arranging this placement. I understand that I can ask for my data to be permanently removed from the records following my placement and that to make this request I have to send an email to [contactus@leics-ebc.org.uk](mailto:contactus@leics-ebc.org.uk).

TEACHER SIGNATURE ..... PRINT NAME ..... DATE .....

Privacy Statement – We like to keep in touch with you about the service in which you are participating and other services we offer to young people. We will never sell your data and we promise to keep your details safe and secure. You can change your mind at any time by emailing [contactus@leics-ebc.org.uk](mailto:contactus@leics-ebc.org.uk). For further details on how your data is used and stored, please visit [www.leics-ebc.org.uk/privacypolicy](http://www.leics-ebc.org.uk/privacypolicy)

- YOU WILL ALL HAVE ACCESS TO THE SELF-PLACEMENT FORM.
- THE EMPLOYER NEEDS TO COMPLETE ALL OF THIS FORM AND SIGN IT (IT WILL NOT BE ACCEPTED IF IT IS FILLED OUT INCORRECTLY OR NOT SIGNED)
- THE FORM MUST BE RETURNED TO SCHOOL BY THE DEADLINE!
- ALL EMPLOYERS MUST HAVE EMPLOYERS LIABILITY INSURANCE.
- THE FORM WILL NOT BE ACCEPTED IF THIS FORM IS



# APPLICATION FORM

FILL OUT THE FORM IN AS MUCH DETAIL AS POSSIBLE!

USE THE DIRECTORY TO MAKE YOUR CHOICES! THIS WILL TELL YOU WHICH PLACEMENTS ARE SELF PLACEMENT ONLY/ADVISED!

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

## Example of selecting sector choices:

### WORK EXPERIENCE PREFERENCES

\* **SPORT AND LEISURE:** Leisure Centres may require you to complete a swim test. If you cannot swim 25m please let us know on the back page

\*\* **SECTION 2:** These sectors are in high demand with low availability. A self-placement is recommended.

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

### Section 1

<input checked="" type="checkbox"/>	Business Administration, Finance & Legal
<input type="checkbox"/>	Engineering & Manufacturing
<input type="checkbox"/>	Environmental & Land-Based Studies
<input type="checkbox"/>	Education, Training and Childcare

<input checked="" type="checkbox"/>	Hair and Beauty
<input type="checkbox"/>	* Sport, Active Leisure & Tourism
<input type="checkbox"/>	Retail Business
<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 checked="" type="checkbox"/>	Health and Care

Please provide the preferred job role (from the student directory) for all sectors:

Sector 1 Job Role: Admin assistant

Sector 2 Job Role: General medical assistant

Sector 3 Job Role: Hair stylist assistant



# HEALTH CONDITIONS & ADDITIONAL SUPPORT

## HEALTH

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Please indicate any illnesses or other factors that the employer should be made aware of, e.g. colour blindness, eczema, asthma, hearing impairment, epilepsy.

.....

.....

It is extremely important that you make us aware of any health conditions you have or any additional support you need. This will help us make sure you get the right support you need on placement!



# TRAVEL AREAS

Think about where you live...

Some sectors are more difficult to secure depending on where you

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



# WHAT YOU NEED TO KNOW

## PAPERWORK

You will each receive paperwork regarding your work experience placement approx. 6 weeks before you go out on placement. This needs to be signed at the interview BEFORE the placement starts. You will all get an electronic copy sent to your emails.

## INTERVIEWS

You need to call your employer to arrange a pre placement interview. This is mandatory and needs to be done within 5 working days of having your paperwork. You will then go in and meet your employer to go over your working hours and what

## WORKING HOURS/ BEHAVIOURS

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.

# AVAILABLE PLACEMENTS

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.

## WHAT OUR STUDENTS SAY ABOUT AVAILABLE PLACEMENTS:

92%

FELT SUPPORTED  
BY THEIR  
EMPLOYER

82%

NOTED AN INCREASE  
IN THEIR  
CONFIDENCE

86%

FELT THEY MADE A  
POSITIVE CONTRIBUTION  
TO  
THE WORK PLACE



WHAT HAPPENS NEXT?

TAKE A LOOK AT THE DIRECTORY  
AND THE OPTIONS AVAILABLE.  
APPLICATION FORMS AND SELF  
PLACEMENT FORMS WILL BE  
AVAILABLE FROM EACH KS OFFICE

SPEAK TO YOUR SCHOOL COORDINATOR  
WITH ANY QUESTIONS:

Mrs Tallis



DOES ANYONE HAVE  
ANY QUESTIONS?

