

Work Experience: FAQs

1. How do we apply?

- Application forms are available from MLT, The Laureates, The Oaks or downloadable from the school website from early October. There are two forms: the database application form and the self-placement application form. Application forms go to the tutor initially to complete their section before being handed to Mrs Tallis in the Laureates. Applications should be received by the 11th November deadline.

2. What is the difference between a self-placement and a database placement?

- A self-placement is where the student approaches an employer and asks if they would be willing to have them on work experience. The self-placement form needs to be completed by the employer. This is cheaper than a database placement and is the recommended method. A database placement relies on a 'best match' with the student's chosen sectors and travel areas and, whilst still beneficial, may not be the student's first choice of job role.

3. How much is it?

- A self-placement costs £54 and a database placement £61. We will be offering the option to make payment in 2 instalments (November & January). Please contact Mrs Tallis if your child is in receipt of Free School Meals or Pupil Premium to discuss support.

4. What does LEBC do for this fee?

- LEBC complete all the necessary legal paperwork to ensure that students have a safe and supported placement. An accredited assessor completes a health and safety visit, they check appropriate insurance certification is in place, write a full risk assessment and provide a thorough job description, in conversation with the employer, and provide the legal agreement between parents, student and employer. They also provide induction and employer report paperwork and a certificate after the placement is completed. For a database placement they will also go through their list of existing employers to try and find an appropriate match.

5. What is the timeline?

- Applications open in October and are due by early November. Late applications can be accepted in some circumstances before Easter. Placements take place in July/August the following summer. We do not hear back from LEBC until after May half term when paperwork arrives in school. There may be individual cases where school or LEBC contact you before this to discuss any specific questions.

6. Can we do a primary school placement?

- Yes. Primary school placements are usually arranged for a week before just before the last week of term. In 2025 this will likely be w/c 23rd June 2025 or 30th June 2025.

7. Can I withdraw from a placement?

- The signed application is a contract with LEBC to pay them for finding a work placement. You can usually withdraw an application without penalty before Christmas. From January onwards there is a chance that LEBC have already started work on the placement and will require payment for their time and work.

8. What happens if LEBC can't find a placement?

- In the unlikely event that your self-placement falls through or LEBC struggle to match student choices/travel areas on a database application, LEBC provide a list of employers with available placements for students to choose from. They will refund you if there is nothing suitable.