

**L E B C**

Leicestershire Education Business Company



RATCLIFFE  
COLLEGE

**WORK  
EXPERIENCE**

# Leicestershire Education Business Company (LEBC)

## Who are we?

- A local careers education charity, established in 1992 to support schools and colleges across the city and the county with careers education
- Make a link between education and business
- We provide a variety of services to schools, one of which is Work Experience
- Last academic year we helped to organise over 5,000 placements for young people

# Why do work experience?

- Provides knowledge of the local job market and starts students on the road to building a network of business contacts
- An opportunity to impress local business people – in a few years' time there may be the opportunity to go back to the same manager seeking employment! Maybe a part time job?
- Valuable experience to add to a CV or Personal Statement
- Many employers are happy to offer a reference, which students can use when applying for jobs, either while they are still at school or later on

# Softer Skills...

- Provides students with an insight into different sectors and careers
- Gives them the opportunity to use and apply their skills and knowledge in a professional environment
- Aids the development of 'employability skills' -that are required not only in the workplace, but in life. These include communication, working with others and problem solving
- Builds confidence and self-esteem by showing students what they can achieve outside school
- Allows students to 'try out' an area of potential interest

# Skills for the Future Study – Work Readiness

Only 1/3 of businesses in the survey rate the work readiness of young people recently recruited as 'excellent' or 'good'. Their main concerns appear to be:

- Communication/conversational skills
- Business/sector knowledge
- Unrealistic expectations
- Work ethic/timekeeping
- The ability not to give up when faced with challenges (i.e. resilience or grit)

# Student Feedback on Work Experience...

- **84%** reported a rise in confidence
- **82%** stated their communication had improved
- **90%** felt their ability to organise was better
- **86%** felt more equipped to make a positive contribution to the work place
- **97%** said they had a better understanding of rights, roles and responsibility in the workplace
- **95%** had a better understanding of the importance of health and safety
- **85%** developed new skills, and were motivated to work harder in school



When will work experience happen?

Week commencing Monday 9<sup>th</sup> July 2018

## How do LEBC support with work experience?

- Support students by finding suitable work placements using our bank of employers
- 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
  - Formulate work experience paperwork



# The work experience process

- Students to complete an application form (pages 1 and 2)
  - Making realistic 1<sup>st</sup> and 2<sup>nd</sup> choices (use student directory)
  - Establishing travel areas – wider travel increases chance of 1<sup>st</sup> choice being found
  - Providing LEBC with as much information as possible
- Parents to sign back page to confirm you are happy with the form

# Self-Placements

- Students can choose to secure their own placements
  - The Self-Placement form is needed along with the main application form
- Benefits of this include being able to access placements LEBC can't such as the NHS, Uniformed Services
- The student directory identifies areas where self-placements are recommended
- Work experience is there to test students and to promote independence – we don't recommend that students go to work with relatives

# There is a cost to work experience

- **Costs of Placements:**
  - LEBC Placement = £57.00
  - **Self-Placement = £50.00**
- Forms to be returned by 27<sup>th</sup> October 2017 to Miss Spencer
- **Payments to be charged via your school bill**
- All forms and support documents will be made available on the school website

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