



LEBC Work Experience – What happens next & Expectations



Benefits of Work Experience

A chance to be treated as an adult for a week

A chance to challenge yourself and learn new skills

You can add it to your college applications in Year 11

Improve communication skills

Improve your confidence

An independent reference from an employer that you can share with your family, friends and colleges



What have other students gained from their work experience placements: -

Last academic year young people that completed work experience through LEBC reported the following:

- 84% stated their **confidence** grew as a direct result of their placement
- 82% of participants identified a vast improvement in their **communication**
- 90% reported an improvement in **organisation** and **managing responsibility** in their academic studies as a direct result of work experience.

LEBC Work Experience – Benefits



Class Discussion (10 mins)

What are you hoping to gain
from your work experience

LEBC Work
Experience –
Benefits



The timeline for work experience is as follows: -

- **1st December 2022** – Deadline to hand in self-placement forms. If you are able to secure a self-placement, you can be confident that you know where you will be going and will definitely get your chosen placement providing LEBC checks are ok.
- **17th April 2023** – This is the date for LEBC to give us the paperwork for all the placements that have been successfully matched.
- **24th April 2023** – Work experience packs distributed to students in tutor time by this date. Take your pack home and share the information with your parents/carers.
- If you have any questions about your placement, come and see a member of your careers team in B145

LEBC Work Experience – Timeline



Timeline continued: -

- **Before 6th May 2023** - Students must contact the employer to arrange to visit them for a short interview. The interview needs to take place before going out on work experience
- Students take the work experience agreement form with them to the interview and get the employer to sign it. This form then needs to be signed by student and parent/carer and returned to Careers.
- **15th May 2023** – Pre work experience Microsoft forms questionnaire to all Year 10 students to be completed by **19th May 2023**.
- **22nd – 26th May 2023** – Work experience week – Complete Microsoft Forms twice in the week.
- **26th May 2023** Students to collect the ‘Employer Report form’ from the employer to return to Careers. (This is your reference).
- **29th May 2023** – Feedback questionnaire to all students to be completed over half term

LEBC Work Experience – Timeline



LEBC Work Experience – Matching choices to available placements

LEBC have now received your work experience applications forms – what do they do with them?

- LEBC check health & safety & insurances are up to date to ensure that you are safe, secure and supported on your placement.
- They work to match your choices with the companies that they have on their database.
- This takes a long time as they need to take into account the job roles you want to do, where you can travel to and any special needs/requirements you may have.



LEBC Work Experience – Managing Expectations

• What do employers expect from you during your work experience placement: -

- Good attendance
- Punctuality
- Good attitude to work
- Smart appearance



What can you expect from Rushey Mead staff during your work experience placement: -

- A member of Rushey Mead staff will visit you at your placement to check on your progress and to speak to your employer to get their feedback on how you are doing.
- Support - The Careers office will be manned throughout the week to deal with any issues that arise. You will also be able to contact a staff member on a school mobile after 4pm if you or your parents have any issues with your placement.

LEBC Work Experience – Managing Expectations





LEBC Work Experience – Managing Expectations

- It would be great if every student was able to get a work experience placement that links to their future career plans. Work Experience shadowing a GP, finance manager, computer games developer, lawyer, NBA player, surgeon, veterinary surgeon, actor, dancer etc. Unfortunately, these roles are extremely unlikely to be available.
- Travel - We reasonably expect students to be prepared to take at least 1 bus to travel to their work experience placement. With 320 students on work experience it will not be possible for you all to be in walking distance of your house.
- Be prepared to accept that your placement may not be exactly what you hoped for. Many of these roles do not allow for students under 18.



LEBC Work Experience – Managing Expectations

When you get your placement paperwork, focus on the skills that you will gain - there are many transferable skills you can gain from any work placement.

- Communication Skills
- Leadership Skills
- Organisational Skills
- Team Work
- Patience
- Adaptability
- Reliability/dependability

These are all sought after employability skills.



On some occasions LEBC may be unable to match a student to their first, second or third choice of work experience placement. Usually this would be because there was such a high demand for the sector that there simply were not enough employers in the local areas to take all of the students.

At this point students will be offered a “spare available placement”.

Spare available placements are good quality placements with supportive employers who are able to accommodate students for the dates set by the school. It may be that these are in different sectors to a student’s first/second/third choice but are within their travel areas or it could be something that matches their choices but falls outside of their travel area.

Some of the most successful placements and outcomes come from spare available placements. Students can still gain skills and work experience through an available placement and may also find a different career path to follow, or get an opportunity to do some part time work whilst studying in the future.

LEBC Work Experience – Spare Available Placements



Class Discussion (10 mins)

Have your expectations changed now that you know more about your work experience? Have you changed your mind about what you want to gain from your work experience?

LEBC Work Experience –
Have your expectations changed?



What is the best way to be certain that you will be happy with your work experience placement – find yourself a SELF-PLACEMENT.

How to find a self-placement

- Approach an employer face to face in uniform or smartly dressed.
- Take a self-placement form with you and ask if the employer would consider accepting you for a work placement from 22nd -26th May 2023.
- If you are successful, ask the employer to complete and sign the LEBC self-placement form.
- Get your parent to sign it and don't forget to sign it yourself!
- Bring the completed form to Careers in B145 by the deadline of 1st December. We will send it on to LEBC for them to complete the necessary Health & Safety and insurance checks.
- Once all this is completed, your self-placement will be where you will have your work experience and LEBC will only refer to your main application form if your self-placement falls through.

LEBC Work Experience – Self-Placements



LEBC Work Experience – Self-Placements

LEBC will refer to your main work experience application form and providing it comes within the geographical areas and job sectors you chose, you will have to accept the placement.

The choice is yours, are you happy to leave it to LEBC or would you rather be in control of finding a suitable placement and knowing where you will be going.



Your Careers Team



Mrs Mee
Careers Administrator/Advisor



Mrs Butler
Careers Advisor



Mrs Sewell
Careers Administrator/Advisor

We are your Careers team and we are here to support, advise & guide you with work experience, college, courses and careers. Please come and visit us in B145 if you want any support or help.

