



# Work experience

- Key information
- Key dates
- Application process





# Key information

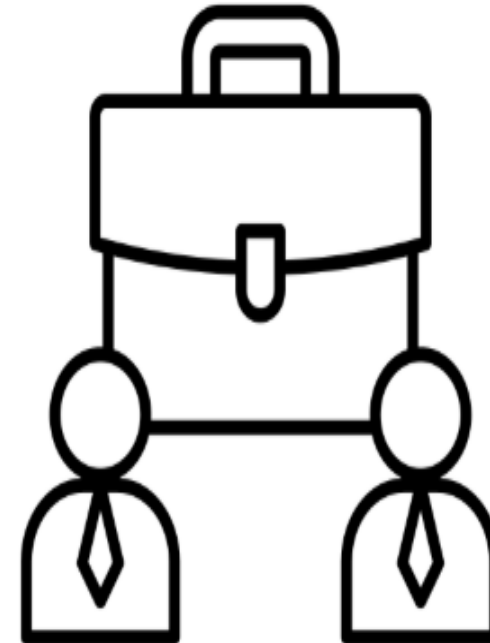
- **LEBC:**
- An external partner that organises work experience placements
- They 'match' student placements based on their applications
- They ensure all work placements are risk assessed





# What is work experience?

- One week Monday 8<sup>th</sup> – Friday June 12<sup>th</sup> 2026
- Students experience a real working environment
- Develop key skills to support students in making their post 16 choices
- Explore a chosen job sector to see if it meets their expectations





# Key work experience dates

- 9<sup>th</sup> September- Key Stage 4 Transition Evening
- 10<sup>th</sup> September- Work experience email
- **22<sup>nd</sup> September- Work experience application deadline**
- 27<sup>th</sup> October- Self placement form deadline
- W/B 4<sup>th</sup> May- Work experience placements confirmed
- 4<sup>th</sup> April onwards students must contact their employers
- 8<sup>th</sup> June-12<sup>th</sup> June Work experience



# Three key documents

1. **Student directory:** facts about the sectors available and future jobs
  2. **Online application form:** all students **MUST** complete this form
  3. **Student self placement form:** this form must be completed **ONLY** if you are seeking a self organised placement
- **You will receive all documents in an email on 10<sup>th</sup> September**





# Online application form-1

- **Areas of work** : Select 3 choices
- **Job role**: After each area of work, you will be asked to select a job role
- Students **must** be prepared to work in **all three** of their choices

Preferred Areas of Work and Job Roles

First Choice

Area of Work \*

Tourism

WORK EXPERIENCE

**STUDENT GUIDE  
TO WORK  
EXPERIENCE  
2025-2026**



# Travel areas

- What is in the local area?
- What are the bus routes like?
- How will they get to the designated area?
- It is essential you consider travel when completing the application form, you must select 4 areas

## Travel Areas

Please select ALL the areas to which you would be able to travel. Ideally, at least 4 areas should be selected.

RESET AREAS

- ☐ Aylestone
- ☐ Beaumont Leys
- ☐ Belgrave
- ☐ Braunstone
- ☐ Evington
- ☐ Eyres Monsell
- ☐ Fosse Park
- ☐ Glen Parva
- ☐ Glenfield





# Self placement

- The **employer** needs to complete the **entire** form and sign it
- All employers must have **employers' liability** insurance
- If the form is not fully completed it will **not** be accepted
- LEBC will then run associated Health and Safety checks



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## SELF PLACEMENT FORM 2024/2025 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, 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/privacy-policy](http://www.leics-ebc.org.uk/privacy-policy)





# Student placements

- Once students receive their placement, **they\*** **must** contact the employer
- Unplaced students will be given a list of placements to choose from
- Students must take their paperwork with them on the first day of their work experience





# Further information and questions

- LEBC will work directly with the school only
- Once a work experience placement has been secured there is no option for change
- Please contact Miss Houlton or Mrs Patel
- Email careers  
<mailto:careers@soarvalley.aspirelp.uk>

