



November 2018

Dear Parent/Carer of Year 10 Students

Holiday Work Experience Opportunity – Summer 2019

We are working in partnership with the Leicestershire Education Business Company (LEBC) and are offering students the opportunity to apply for a work experience placement during the summer break in 2019. LEBC have been organising work placements for students across Leicestershire for more than 20 years. Their website is www.leics-ebc.org.uk if you would like to find out more about the organisation.

The cost for your son/daughter to take part will be £57 per placement. For this price LEBC will;

- Set up of the work experience placement trying to meet your son/daughter's preference including workplace assessment of health, safety and welfare arrangements.
- Send you a contract agreement which sets out the job description and generic young person's risk assessment which your son/daughter will take to interview.

Should a student wish to organise their own work placement LEBC will carry out all appropriate checks to ensure the placement is suitable and safe, on our behalf. This carries a cost of £50 and requires completion of an additional self-placement form.

All forms and the Student Directory, which highlights possible placements, are available on our campus website, www.brookvalegroby.com. They can be found in the student section, under careers, advice and guidance. The deadline for submitting completed applications and payment is Friday 7th December.

Payment is preferred online using your ParentPay account. All application forms should be returned to the Reception office by the due date, with the appropriate online payment made.

LEBC have visited the campus and explained the many benefits of the programme to all year 10 students. If you or your son/daughter require any further information please contact me: hdymond@brookvalegroby.com Direct Line 0116 287 9921 Ext.295.

Yours faithfully,

H Dymond

Hayey Dymond
Careers Advisor

