LEBC

Leicestershire Education Business Company

STUDENT GUIDE TO WORK EXPERIENCE

2026 - 2027

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Business Admin, Legal and Finance

This placement is a great opportunity to develop workplace skills such as communication, organisation, teamwork, problem-solving, time management, and professionalism. Don't worry if you don't have any experience—asking questions, showing enthusiasm, and being willing to learn are the most important qualities.

Job Roles in this Sector

Administration Assistant - Good Availability

Possible Tasks:

- General administration tasks (word processing, photo copying, filing, faxing and emailing)
- Dealing with the post
- Using the telephone
- Invoicing and ordering
- Assisting with computer input, e.g. text, handle data, conduct research or produce graphics
- Assisting in the handling of routine enquiries and provision of information as required
- General accountancy work
- Observing meetings
- Work shadowing administration staff and supporting staff as required
- Visiting clients/suppliers
- Greeting customers

Clerical Legal Assistant - Limited Availability
Self Placement Advised

Possible Tasks:

- Assisting in the reception
- General administration work (pre/post trial admin, inputting data, filing and photocopying)
- Assisting with preparation and dispatch of jury summons
- Possibly attending court where deemed appropriate
- Attending session with court probation team
- Collecting and delivering files to other offices locally
- Undertaking general customer service tasks

Junior Clerk / Accounts Assistant - Limited Availability
Self Placement Advised

Possible tasks:

- General administration tasks (word processing, photocopying, filing, faxing, emailing)
- Checking invoices have been calculated correctly
- Matching delivery notes with purchase invoices
- Greeting customers
- Checking incomplete records
- Analysis of bank receipts, payments and reconciliations
- Some opportunity to observe qualified staff at work
- Visiting clients
- General customer service tasks

Engineering and Manufactoring

This is a good choice of sector if you enjoy working with machines and working practically. The roles below will suit you best if you thrive in a hands-on environment. These jobs may also involve working in a noisy, possibly dusty, dirty and sometimes cold environment, however other roles involve complete cleanliness.

Job Roles in this Sector

Electrical / Electronics Assistant - Limited Availability

Self Placement Advised

Possible tasks:

- Observing the design of systems (CAD)
- Using computer systems in the development of circuit designs
- Soldering circuit boards
- Testing and assembling sub-assemblies
- Compiling material, component parts and lists
- Shadowing a skilled technician
- Visiting customers with staff to discuss technical requirements or to repair equipment
- Assisting at on-site installations

Mechanical Engineers Assistant - Good Availability High demand

Possible tasks:

- Work shadowing a skilled technician
- Assisting with fitting and replacing tyres and exhaust systems
- Servicing (changing / checking oil, filters, water levels, tyre pressures, fan belts, driver controls etc.)
- Assisting with pre MOT checks and MOT testing
- Handling electronic monitoring equipment (diagnostic tests)

Warehouse Logistics - Limited Availability Self Placement Advised

Possible tasks:

- Sorting and cleaning Equipment
- Assisting and observing staff members
- Retrieving (picking) and collating stock for orders
- Packing goods and stacking shelves
- Loading and unloading vehicles
- Carry out quality control, checking and monitoring stock
- Assist with cleaning and tidying and undertake general depot tasks
- Maintenance and daily checks of equipment

Laboratory Assistant - Engineering and Manufacturing Limited Availability - Self Placement Advised

Possible tasks:

- Learner may be given a specific project to do
- Testing equipment to ensure it functions correctly
- Documenting results and analysing data
- Work shadowing skilled technicians
- Selecting preparing and testing samples
- Helping with instrument calibrations

Environmental and Land-Based Studies

Are you interested in working with animals or in a rural environment, if so this may be the sector for you. You will often have to work outside, in all types of weather.

Job Roles in this Sector

Farm Assistant - Placements Available

Must be willing to travel

Possible tasks:

- Assisting with the daily care and health checks of livestock
- Providing water, assisting with food preparation and feeding
- Work shadowing / assisting with general tasks as directed
- Assisting with milking and monitoring milk yields and quotas
- Assisting with general maintenance
- Assisting with moving stock
- Work shadowing office staff

Animal Assistant - Limited Availability
Self Placement Advised

Possible tasks:

- Assisting with daily care and health checks of the animals
- Grooming
- General maintenance, cleaning and tidying of kennels, cages, runs, tanks and exercise areas
- Providing water and assisting with food preparation for animals
- Assisting with general clerical duties (reception duties, greet clients and record keeping)
- Some opportunity to work shadow skilled staff
- Exercising the animals either in exercise areas or taking out for walks under supervision

Equestrian/Farrier Assistant - Placements Available
Must be willing to travel -
Riding Experience is Advantageous

Possible Tasks:

- Assisting with the daily care and health checks of the horses
- Muck out and bedding down and making up hay-nets
- Providing water and assisting, with food preparation and feeding under preparation
- Grooming
- Leading horses for turning out or bringing in from paddocks
- Assisting with lesson preparation (setting up equipment/jumps)
- Some opportunity to observe the farrier or vet

Parks & Gardens Assistant - Placements Available
Must be willing to travel

Possible tasks:

- Watering and feeding plants as instructed
- Assisting with ground maintenance
- Clearing and replanting flower beds
- General tidying around equipment sheds and stock areas
- Laying turf
- Erecting and fixing fences
- Planting trees and hedges
- Work shadowing a skilled landscaper
- Clearing vegetation and pathways
- Litter picking and general cleaning and tidying

Education, Training and Childcare

To get the very best from these job roles you need to enjoy working with children. Being caring and patient will be essential when working with young people. You will be working as part of a team so communication skills are needed too.

Job Roles in this Sector

Nursery / Creche / Playgroup Assistant - Good Availability

Possible Tasks:

- Helping to prepare activities and materials
- Working with staff to lead activities
- Assisting staff with the social integration and interaction of the children
- Inputting ideas for children's games
- Helping supervise at break/play times
- Helping with general administration
- Assisting with snacks/drinks
- Helping at meal times
- Promoting hygiene awareness
- Tidying rooms after use
- Assisting with IT
- Planning and preparing specific activities

Teacher / Classroom Assistant - Good Availability

Possible tasks:

- General observation
- Working with staff to prepare work and help with lessons
- Helping to prepare activities and materials
- Assisting staff with the social integration and interaction of the children
- Assisting with reading, number work, storytelling, artwork and practical activities
- Helping supervise at break times (during these times learners must not play with children unless specifically instructed to do so)
- Assisting with IT
- Tidying rooms after use
- Working with staff to prepare work
- Assisting with classroom support
- Learner may attend morning briefings
- Assisting with extra curricular activities

Hair, Beauty & Barbering

Jobs within this sector require you to work well within a team in a busy environment. A large part of this role will be working closely with customers and clients, so being friendly and confident is important. Due to the nature of this sector you will need to be neat and tidy.

Job Roles in this Sector

Hair Stylist / Barber / Beauty Assistant
Self Placements Advised for Beauty Placements

Possible tasks:

- General reception work (greeting customers, observation on appointment booking and telephone work)
- Preparing drinks for customers
- Observation of a skilled hairdresser/barber
- Cleaning the salon
- Tidying shelves, stock and maintaining displays
- Setting up treatment rooms
- Cleaning equipment
- Observing treatments (with client consent)
- Using till after training and if appropriate

Sport and Active Leisure

The active roles in this sector will require good fitness levels and will at times also require a swim test to be completed. Having a positive attitude is needed for all the roles included in this sector. Being able to follow instructions and communicate well will be essential.

Job Roles in this Sector

Sports Assistant - Placements Available
High Demand

Compulsory swim test for Leisure placements

Possible tasks:

- Working with a coach at various locations
- General administration and reception work
- Assisting with planning of training and sport programmes
- Assisting with training sessions
- Assisting the staff and observing them at work
- Working with groups of children
- Shadowing pool attendant
- Possible reception work
- Cleaning and tidying
- General maintenance of equipment
- Assisting with the running and development of the centre
- Assisting with group activities
- Researching, preparing and planning activities

Retail Assistant

This is a fantastic sector if you are a great communicator and a strong team player. A neat appearance and good level of customer service skills will be welcomed.

Job Roles in this Sector

Retail Assistant - Good Availability

Possible Tasks:

- General shop tasks (filling/tidying of shelves)
- Displaying goods
- Stock management
- Use of the till if appropriate
- Unloading goods
- Cleaning and tidying
- Greeting members of the public
- Assisting with deliveries
- Ordering/checking of stock
- Tidying and keeping the work area clear
- Unpacking goods

Hospitality

Working in the hospitality sector often means having to work under pressure and work flexible hours. Job roles in this sector require you to be a neat and careful worker along with having a clean and tidy appearance. All of the roles will include learning about certain hygiene protocols and potentially learning about food storage and replenishing.

Job Roles in this Sector

Hotel General Assistant - Placements Available

Possible tasks:

- Servicing of bedrooms to a high standard (vacuuming, polishing & cleaning bathrooms)
- Replenishing food, drink and sundries in the rooms
- Maintenance of public areas
- Providing general assistance to the members of the public
- Work shadowing the housekeeping team
- General office work
- Some laundry work may be involved

Hospitality - Good Availability

Possible tasks:

- Greeting and serving customers
- Counter assistance
- Taking food from the kitchen to customers
- Operating the till when appropriate
- Assisting with the preparation of presentation on hot and cold foods
- Observing skilled catering staff
- Learning about stock management, food storage and hygiene protocol

Butcher's Assistant - Limited Availability
Self Placement Advised

Possible Tasks:

- Learning about food hygiene relative to cooked and raw meats
- Opportunity to observe daily butchery techniques
- Assisting with mixing sausages and linking
- Making burgers
- Mincing meat
- Stringing up joints
- Vacuum packing meat

Construction and the Built Environment

This sector is great for students who like hands on practical work. It will consisit of observing professionals & getting involved in any tasks they give you. Some roles in this sector will involve working in dusty environments and a range of weather conditions.

Job Roles in this Sector

Architect Technician/Professional Engineers Assistant
Limited Availability - Self Placement Advised

Possible tasks:

- Assisting with research plans, designs and administration for building projects
- Preparing simple drawings, sketches and plans
- CAD/Computer work
- Assisting with civil and structural engineers
- Assisting the quantity surveyor
- Observing construction on sites
- Liaising with service providers
- Assisting with site surveys
- May be set a project brief

General Construction Assistant
High Demand - Self Placement Advised

Possible tasks:

- Work on industrial sites/commercial and domestic properties
- General building tasks (basic bricklaying, mixing cement and mortar)
- Carpentry (rubbing down, sanding and fitting)
- Loading and unloading materials, tools and equipment
- Observing a skilled craftsperson
- Assisting with the assembly of products
- Plumbing (repairing leaks, unblocking drains, cutting pipes and fixing tiles)
- Electrics (chopping out, basic wiring and routing of cables)
- Painting and decorating
- Work shadowing skilled employees
- Sanding down, finishing, priming and painting
- Backing of machinery
- Going out on site to install products or fittings

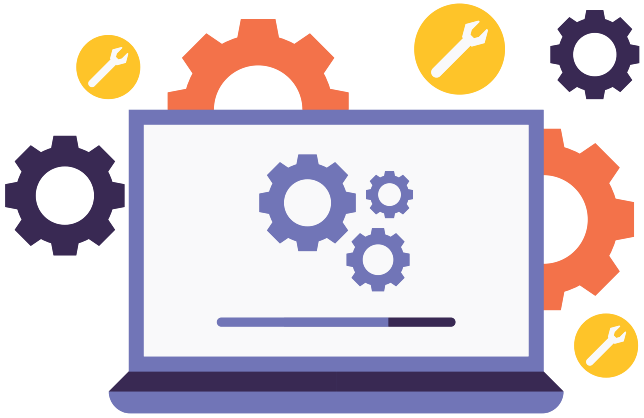
Premises Assistant - Placements Available

Possible Tasks:

- General building maintenance as directed
- Loading and unloading equipment
- Setting up work/demonstration/performance areas
- Removing rubbish from work areas and depositing in site containers
- Cleaning and tidying work areas (including wash rooms)
- Litter picking, emptying and cleaning bins
- General grounds maintenance as required

Information Technology

The IT sector requires individuals with great communication skills and a keen interest in IT. Having good English skills and being neat and accurate is also a huge positive. You will potentially be given the chance to carry out general maintenance of hardware and assist technicians and library staff.



Job Roles in this Sector

IT Assistant - Limited Availability
Self Placement Advised

Possible tasks:

- Assisting technicians
- Maintaining and cleaning existing hardware
- Carry out minor repairs which may include soldering
- Set up IT systems and programmes
- Work shadowing
- Developing website ideas
- Visiting clients/suppliers
- Assisting with compiling reports
- Create drawings, sketch by hand or using computers
- Compiling material and component parts lists
- Creating and uploading website content

Library Assistant - Limited Availability

Possible tasks:

- Dealing with renewals and the new issue of books and materials
- Checking stock
- Shelving returned books/recordings and tidying shelves daily
- Handling charges
- Dealing with general customer enquiries
- Assisting the librarian
- Researching using computers
- Registering new borrowers

Creative and Media

This sector is great for any students who enjoy getting creative. It may involve graphics, fashion, printing, theatre, and any generic creative and media industry.

Job Roles in this Sector

General Creative Assistant - Limited Availability

Possible tasks:

- Research work on the Internet
- Using design software (CAD)
- Watching how work is printed and produced
- Making patterns from original designs
- Creating, drawing and sketching designs
- Working on the printing press (under strict supervision)
- Finishing, trimming, folding, collating and counting (printed material)
- Creating mood boards
- Work shadowing designers
- Loading and unloading equipment
- Learning about different cameras and photographic techniques
- Selecting and editing computer digital files
- helping with props and costumes and helping to sort and rehang costumes

Health and Social Care

This sector is great for students who are wanting to go into medicine in the future. Whether that is in a Pharmacy or a Care Home. This is a great chance for you to gain the skills and experience. Did you know that all students studying medicine are required to do set hours within a Care setting.

Job Roles in this Sector

Dental Assistant - Limited Availability for under 16s Self Placement Advised

Possible tasks:

- Assisting with general administration work (reception, computer, telephone & making appointments)
- Appropriate record keeping
- Cleaning and preparing equipment
- Talking and interacting with patients
- May be some opportunity to shadow a dentist/dental assistant/hygienist

General Medical Assistant - Limited Availability
Self Placement Advised

Possible tasks:

- Work shadowing professionals
- Greeting and talking to patients
- Observing various clinics (with patients consent)
- Assisting with general ward duties
- Learning about hygiene protocols including cleaning and preparing instruments, equipment and surgery and greeting and talking with patients/clients

Retail Pharmacist Assistant - Placements Available
High demand

Possible Tasks:

- Restocking the shop
- Filling and tidying of shelves and shop floor to maintain displays
- Assisting serving customers
- Use of the till if appropriate
- Observing the dispensary
- Assisting with dispensary duties (where appropriate)
- Work shadowing staff
- Unpacking goods
- Checking delivery notes

Care Assistant - Good Availability

Possible tasks:

- Assisting with clients/residents with social needs (reading, computer skills, shopping)
- Assisting with social activities
- Chatting to clients/residents and help maintain a cheerful atmosphere
- Dispensing Medicines
- Go out with clients/residents with supervision
- Assisting with preparing and serving of meals, snacks and drinks
- Making beds
- Cleaning and tidying
- Showing skilled healthcare workers on administering medicine