

## Employers

All employers play an important part in student's work placements, below is some further information:

- Once the student hands in their 'Employer Information Sheet', the team will send written confirmation to all employers detailing the arrangements
- The team may have to conduct an on-site Health and Safety Assessment, this shouldn't take any longer than 30 minutes and please have your Employers Liability Insurance details to hand
- During the placement BCA will visit to discuss how the student is progressing. We would appreciate it if the student's supervisor could participate for feedback
- All students must complete a standard working week of 37.5 hours. They are also expected to work the normal working pattern of the industry they intend to enter. Different rules may apply on certain courses such as Early Years and Wildlife, Conservation and Environmental Studies
- All students have to complete a logbook and the employer will be asked to sign this at the end of placement
- All students have been given the directive to contact their employer if they are unable to attend. They will then have to contact the Work Placement team also

## Contact Us

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BCA Website — <http://www.bca.ac.uk/the-college/student-services/work-placement/>

Find us — You can find us on the bottom floor of the Learning Centre, in the right corner.

**If you require this leaflet in a different size, font or colour, please let us know.**



## Work Placements Team

A work placement is:

*“A working relationship between you, the college and the employer to provide unpaid work experience”*

Developing employability skills, helps make future decisions and potentially create career opportunities.

The following information will ensure a successful and rewarding work placement.

It is very important that we are all working together and follow the same procedures.

## What You Need To Do...

In September you will receive a presentation about Work Placements



Research Employers via internet, newspapers, LinkedIn, visiting the employer, asking friends and family, coming to see the Work Placements team



Think about your travel arrangements, any costs involved and the distance from home. BCA does not fund Work Placement travel costs



Contact the employer in person or by phone rather than email as you are more likely to receive a better response



Please complete the 'Employer Information Sheet' via online or handwritten, copies are available from the team



It is your responsibility to ask the Employer if a DBS is required. This can be arranged by the team and will cost £50



The team will conduct a Health and Safety Assessment with the Employer

**\*\*PLEASE UPDATE US IMMEDIATELY IF THERE ANY CHANGES IN YOUR PLACEMENT\*\***

## What You Need To Know...

If you have a part time job please come and discuss with us your individual requirements if it will affect your attendance to Work placement



A standard working week is 37.5 hours. You are expected to work the normal working pattern of the specific industry



You must wear your BCA kit, unless a uniform is provided by the employer

You will be working in a business environment and will be expected to conduct yourself professionally and appropriately at all times

You must apply for your own Work Placement. Employers see this as commitment and professional behaviour

If you have any welfare or additional issues, please contact the team who will be able to assess your needs



You are required to comply with the Health and Safety regulations set out by law and your employer. Should you feel unsafe or vulnerable at any time you must contact the work placement team immediately and we will take appropriate action



It is important you look after yourself. Make sure you eat well and drink plenty of water



Once we have received notification of your confirmed placement, we will contact the employer to confirm your arrangements. We will complete Health and Safety paperwork with the employer.



You **must** ask the employers permission to post information or pictures on social media.



Inappropriate behavior on social media will not be tolerated and you may be subject to disciplinary action.



Should you have any concerns please contact us, we are very happy to help and support.