

BCA Work Placement Terms and Conditions

Work Placement is “A working relationship between you, the college and the employer to provide unpaid work experience”. If the student does not complete the required work placement they will be compromising their position on the course.

Clothing

BCA uniform should be worn at all times during placement unless uniform is provided by the employer. If this is not possible students are required to wear appropriate clothing for the conditions, as agreed with the employer.

Footwear should be comfortable shoes or the required safety boots. Avoid trainers as they do not promote a professional image, unless it has been agreed with the employer.

The students must not wear jewellery on placement, unless a prior arrangement has been made with the employer and college. Body art should not be undertaken less than 6 weeks prior to work placement due to the risk of infection.

Absence

The student must contact the Employer, Work Placement Team and the College absence line every day of any absence. If the student is unable to make contact, then the student’s next of kin must call on their behalf.

If the student is unable to complete any day(s) of their work placement they must make up these days immediately. Students must confirm with the Work Placement team before any additional days are completed.

Travel

Students and Parents/Guardians are responsible for all travel arrangements to and from all work placements.

Hours of Work

A standard working week is 37.5 hours. You are expected to work the normal working pattern of that specific industry. Work placement can only be completed during term time only. Early Years Students will do 2 days a week over the course of the year.

The student will be working in a business environment and will be expected to conduct themselves professionally and appropriately at all times. If the student’s conduct is inappropriate they may be asked to leave by the employer or the Work Placement Team.

Health and Safety

If the student has any welfare, learning or disability needs it is the student’s responsibility to inform the work placement team.

The student must also ensure that their employer has Employers Liability Insurance. BCA has the right to terminate any placement if the correct insurance is not in place. It is no longer acceptable from a college and insurance perspective to place students in private homes unless approved by SLT.

Specific operations are prohibited unless the student has had special training. These operations must not be undertaken during work-based experience unless the student is qualified.

The following are examples of these activities:

- Mounting and dressing abrasive wheels
- Electrical work
- Circular saws, band-saws, planer or similar power tools unsupervised
- Portable power tools, especially chainsaws
- Driving any motor vehicle (unless fully qualified)
- Using substances that come under COSHH

Arrangements

The Work Placement team will write to the employer to confirm arrangements.

Students must complete an 'Employer Information Sheet' this can be found on Moodle or a copy is available from the team. If the student does not complete this in full with accurate information by the deadline, disciplinary action will be taken by the course leader.

The student must ask the employers permission to post information or pictures on social media. Inappropriate behaviour on social media will not be tolerated and the student may be subject to disciplinary action.

Payment

Students undertaking work placement as part of a study programme are exempt from receiving the National Minimum Wage. Work placement Employers may, if they wish, reimburse students for the cost of travel or provide free transport and/or canteen facilities.

Learners Over 18 Years of Age

I : _____ agree to
participate in work placement for 2016/2017. I have read and understood
the BCA work placement Terms and Conditions which will be adhered to.

Course Title _____

Print Name _____(Student)

Signed _____(Student)

RETURN TO THE WORK PLACEMENT TEAM ON YOUR ENROLMENT DAY.

PLEASE CONTACT THE WORK PLACEMENT TEAM, IF YOU WOULD LIKE TO DISCUSS ANY OF THE
TERMS AND CONDITIONS FURTHER.