



Dear Student,

The Business Team here at BCA are very much looking forward to welcoming you in September 2025.

We are excited to deliver your Study Programme which will give you an insight into the world of Business and Commerce. Your programme will also include a range of Guest Speakers from a number of industries as well as a number of trips, of which we hope to be able to offer an International visit which will enhance your business knowledge. Whilst we endeavour to minimise the cost of trips, there may be times when a contribution will be asked for. Trips and visits are an integral part of the course and are therefore mandatory.

Uniform/Kit/PPE requirements & where/how to order

There is no official uniform for this course, apart from smart-casual attire is expected whilst attending this course. All students are required to supply their own Stationery and in order to make the induction of your course as smooth as possible it is essential that you are prepared before you start.

The items you will need for your first day are:

- A full pencil case
- A notebook
- An A4 lever arch file, dividers and plastic poly pockets
- Highlighter pens
- Laptop or tablet (only if available to you)
- Graph paper and a calculator

Your coursebooks, available from Amazon are:

[Coursebook](#)

[Revision Guide](#)

[Revision Workbook](#)



Industry Placement

Industry Placement is a fantastic opportunity for you to get hands-on experience and is also a compulsory and invaluable part of your course.

Level 3 Year 1 students will be expected to complete at least one full week of placement in term two of year one.

Level 3 Year 2 students will be expected to complete at least one full week of placements during the final year of their programme of study. We encourage you as there are some expectations when you come to Enrolment you would have done some research and ideally have an organisation in mind with placement details. The Industry Placement team is on hand over the Summer to guide you through this process, if needed.

We have a fantastic Industry Placement Team who will support you along your placement journey.

Student expectations (Code of Conduct)

The Business Studies team will take you through the student expectations when you start your study programme. All students will be required to read and sign our Course Contract.