



Enrolment - Motor Vehicle

Dear Student,

Congratulations on securing a place on a **Motor Vehicle** course at BCA. We look forward to working with you, developing your skills and preparing you for your future career.

As a new Motor Vehicle student at BCA, or a returning student on a new course, there will be some costs associated with your study programme that you need to be aware of. Some of these costs are compulsory while others are optional, but would enhance your experience at BCA.

Stationery & Workbooks

All students will be required to bring appropriate stationery and a notebook to all lessons. We advise students to purchase a ring binder folder to keep class notes and resources in, for future reference. BCA does not supply pens, pencils, rulers or notepads.

All Level 1 (ABC and C&G) students will be required to purchase a coursebook called Vehicle Maintenance and Repair Level 1 as key elements of the course will be delivered using this book. This book will be available to purchase via Wisepay at a discounted rate. Cost: £26.00

All Level 2 (ABC and C&G) students will be required to purchase a coursebook called Vehicle Maintenance and Repair Level 2 as key elements of the course will be delivered using this book. This book will be available to purchase via Wisepay at a discounted rate. Cost: £31.00

All Level 3 (C&G) students will be required to purchase a coursebook called Vehicle Maintenance and Repair Level 3 as key elements of the course will be delivered using this book. This book will be available to purchase via Wisepay at a discounted rate. Cost: £34.00

Workbooks are mandatory.

PPE



In order to carry out your practical lessons you will need to purchase your own full overalls and steel toe cap boots, or you will not be allowed onto the workshop.

Industry Placement

As part of your Motor Vehicle study program you are required to carry out industry placement. This can be completed in a vehicle service and repair workshop, parts supplier or rapid fit centre. The dates are listed below but subject to change depending on industry requirements.

It is helpful if you can find your own industry placement near home. BCA will support you in ensuring your industry placement meets all the requirements of the programme. All employers accepting industry placement students will be visited to ensure that they comply with health and safety regulations, have the correct insurance and are familiar with the aims of the Industry Placement programme.

Level 1 students

- 1 week – Students will complete 1 week (5 days) Employability training in college. This will include readiness to work training, talks from the BCA careers department, mock interviews, CV writing etc

Level 2 students

- 2 weeks in 2025/26

Level 3 students

- 2 weeks in 2025/26 followed by 1 day per week till the end of the academic year

If you have a placement please bring the details on enrolment day. It's never too early to start looking!

Health & Safety information e.g. no piercings, hair tied back etc



During practical lessons, PPE must be worn, long hair will need to be tied back and piercings/jewellery to be removed or covered for safety reasons. Chewing gum is not permitted in any lessons.

Student expectations (Code of Conduct)

The expectation for all students is to conduct themselves in a manner that allows a respectful environment. All students will be required to read and sign the departmental specific Code of Conduct. We will go through this to ensure that our values are clear and can be adhered to at all times. This will also include arriving promptly for the start time of your lessons. This includes mobile phones being put away and the use of earphones or earbuds are prohibited in the workshop and in the classroom.

College Absence procedure must be followed. Please either submit an Absence form on your BCA app or contact Cassandra Calabrese (Motor Vehicle Curriculum Coordinator) before 9am. cassandra.calabrese@windsor-forest.ac.uk 01628 827566. Texting or telling a fellow student to pass on a message is not accepted.

Next of Kin Details

Our online welfare form requests that we are given 2 sets of contact details for use in an emergency. It is essential that in the event of becoming unwell, someone can be available to collect a student from College, therefore all those listed on the Next of Kin Form must be able to drive and/or be prepared to collect a student via other means if necessary.

Lockers - FOR BCA STUDENTS ONLY

BCA Skills Centre has lockers available for your PPE. You will need to provide your own padlock to use these. The contents of these lockers are not the responsibility of the college. Padlocks will be available to purchase from the Motor Vehicle Office for £5 or you may bring your own.

Trips and Visits

Level 1 - Go-Karting Trip

Level 2 - Silverstone

Level 3 - TBC



Food and Drink

There are several food outlets and common room areas at BCA where food can be purchased via our PayMyStudent system and consumed. Please be aware that food and drink (except water) are not allowed in the classrooms.

Bursary

If you think that you may qualify for financial support to cover some of the costs associated with studying at BCA please ensure that you visit the Financial Support for Students section as you go through the enrolment process. Funding is available for the costs of transport (although a small contribution will need to be paid) and for Free School Meals. Eligibility is determined by household income.