



Dear Student,

Congratulations for securing a conditional place on one of our Horticulture courses at BCA. We look forward to welcoming you to our department and supporting you to gain the skills needed to be successful within an exciting and rewarding industry. Please find below some key information that we hope you will find beneficial to have before starting your course and which clearly outlines our expectations of what you need to prepare for the start of the academic year in order to help you to achieve your full potential.

Compulsory PPE/equipment

In September all students are required to bring in:

- Headphones that can be plugged into a computer- these do not need to be expensive. Amazon sell them for: £4.99
- Pens/pencils/notebook / A4 lever arch folder.
- Sturdy Work Boots / Work Gloves / BCA Poloshirt & work trousers

Uniform/Kit/PPE requirements - where and how to order

Work trousers and safety boots are compulsory for all practical sessions. Sturdy footwear will need to be brought with you on the first day of your course. You will also need a waterproof jacket and work gloves, waterproof over trousers are also recommended.

Uniform can be purchased from <https://goyalsbca.co.uk/>

You will be issued with a college ID card and lanyard at enrolment that you are expected to wear at all times outside of practical sessions. If you lose your ID there will be a £5-00 charge to replace

Health & Safety information

No hoodies up, caps or hats are allowed in classrooms during theory sessions. Jewellery and piercings that are loose fitting may have to be removed, this will be at the discretion of the staff taking the practical.

Tetanus - Working in Horticulture involves working with soils which increases the risk of contracting tetanus. It is strongly recommended that you are immunised against tetanus. If you have participated in the NHS childhood vaccination programme you would normally have had a final Tetanus vaccination between the ages of 13 and 16 and would have received a certificate confirming the immunisation. **Students will not be allowed to participate in practical work unless they have completed and given the team a slip confirming that they have been immunised.**



Industry Placement

As part of the horticultural study program students are required to carry out industry placement. This can be completed within any area of the horticulture industry. It is helpful if you can find your own industry placement near home, but BCA will support you with this if it proves to be difficult. All employers accepting industry placement students will be visited by the work placement team to ensure that they comply with health and safety regulations and have public liability and employers liability insurance.

Industry Placement is a mandatory element of your study programme. All Horticulture students undertake block-placement. All Placement dates will be confirmed at Enrolment and during induction.

IMPORTANT: Please note that we are reviewing our placement hours, in line with government guidance regarding technical qualifications. As such, our placement 'offer' may change prior to the academic year starting. We are not expecting it to change, but If it does, our Industry Placement Team will be in touch via email to you and your next of kin.

Student expectations (Code of Conduct)

Within Horticulture we expect our students to conduct themselves in a manner that respects others, the environment. There is also a collegewide 'Student code of conduct' and during the first week of term we will go through this to ensure that all students are aware of the expectations that we have of them whilst they are on college premises or whilst representing the college offsite. This will include timekeeping and readiness to engage in learning.



Any additional information

Student stationery - As a minimum requirement you will need to bring with you to college the following stationery items:

- A4 lever arch file, for storing handouts and course notes
- Pens, pencils and rulers
- A4 notepad

Mobile Phones and Electronic Devices - The use of mobile phones and electronic devices during practical and theory lessons are restricted to 'directed use' by the staff member taking the session. We advise that students turn phones off and store them securely out of sight during practical and theory lessons to avoid any temptation to use them. Where this rule is being ignored we may insist that the device is left securely in the staff office at the beginning of the day and collected at the end of the day.

Trips and Visits - Any trips that are undertaken throughout the year will be charged separately and the cost will depend on the trip. Sometimes additional qualifications that are not part of the course may be offered and there may be charges associated with these courses.

Course Manager contact details:

Level 2 Horticulture - Lesley Lane (lesley.lane@windsor-forest.ac.uk)