

BCA Industry Placement Agreement



Industry Placement is “A working relationship between the student, the college and the employer to provide unpaid work experience”. It gives you the fantastic opportunity to get a real insight into the industry you are learning about at BCA. If the student does not complete the required Industry Placement they will be compromising their position on the course.

Hours of Work

A standard working week is 37.5 hours. Students are expected to work the normal working pattern of that specific industry. Each course has a required number of placement hours and you must complete these hours to pass your course. Your Industry Placement can only take place during term time.

Payment

Students undertaking Industry Placement as part of a study programme are exempt from receiving the National Minimum Wage. Industry Placement employers may, if they wish, offer to pay you, this is at their discretion and not to be expected by students.

Travel

Students and Parents/Guardians are responsible for all travel arrangements to and from all industry placement. If you think you may have issues with travel to and from placement, please come and see us for assistance.

Absence

The student must contact the employer, Industry Placement Team and the BCA 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 Industry Placement they must make up these days as soon as is practical. Students must confirm with the Industry Placement team before any additional days are completed. If the student does not complete the required industry placement they will be compromising their position on the course.

Clothing

Clothing and uniform is specific to each industry and should be appropriate for your placement setting. Depending on where you do your Industry Placement, you may be asked to adjust your clothing whilst at the setting. For example, you may be required to wear PPE (provided by the employer) and/or remove jewellery. Please ensure you follow these instructions from your 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. Body art should not be undertaken less than 6 weeks prior to work placement due to the risk of infection.

Professional Behaviour and Conduct

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 Industry Placement Team.

Social Media Conduct

The student must ask the employer’s 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.

Arrangements

Students must complete the confirmation form. If the student does not complete this in full with accurate information by the closing date, disciplinary action will be taken.

The Industry Placement team will contact the employer to confirm arrangements.

Industry Placement must be completed as part of the student's study programme at BCA. If students have other part-time employment their employer is obliged to allow the student time off in order to attend and complete their industry placement. It is the student's responsibility to notify their employer of the dates of their Industry Placement.

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.

All of our placements must have Employer's 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 the Senior Leadership Team.

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

Guidelines for Health & Safety and other government legislations can be found:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/534922/Post_16_work_experience_guidance.pdf

I: _____ D.O.B _____ agree to participate in industry placement for 2020/2021.

I have read and understood the BCA Industry Placement Terms and Conditions which will be adhered to.

Course Title _____ Level _____

Print Name _____ (Student)

Signed _____ (Student)

Print Name _____ (Parent/Guardian)

Signed _____ (Parent/Guardian)

Date/...../.....

PLEASE CONTACT THE INDUSTRY PLACEMENT TEAM, IF YOU WOULD LIKE TO DISCUSS ANY OF THE TERMS AND CONDITIONS FURTHER: industryplacement@bca.ac.uk / 01628 827440