



23 January 2023

Dear A1 Parents and Carers,

In previous communication over the last few months, we have made you aware of Skills Week, which is taking place between 3 and 7 July 2023. The week's activities count as part of our students' Guided Learning Hours, and therefore Skills Week is a **compulsory** part of the students' programme of study.

We have recently updated our guidance for students to clarify that they have four options:

	Monday	Tuesday	Wednesday	Thursday	Friday	Comment
Option 1	Work experience/volunteering Minimum 16 hours			Careers Enrichment Day * Minimum 4 hours	Reflection Day ** Minimum 2 hours	Minimum total 22 hours
Option 2	Work experience/volunteering Minimum 20 hours				Reflection Day ** Minimum 2 hours	Minimum total 22 hours
Option 3	Work experience/volunteering Minimum 22 hours (It will be necessary for students to complete the Reflection Day activities in their own time)					Minimum total 22 hours
Option 4	BHASVIC residential trip (including DofE) in this week (It will be necessary for students to complete the Reflection Day activities in their own time)					Minimum total 22 hours

* Careers Enrichment Day is organised by BHASVIC teachers and tutors and offers students a wide variety of careers-related workshops, trips, speakers and activities both on-site and off-site. Students are able to choose the activity which is of most interest to them. This process will be explained in future tutorials.

** Reflection Day will give students the opportunity to look back over Skills Week and keep a record of the skills they have developed.

The focus for Skills Week is on developing general employability skills rather than skills related to a particular career, so a wide range of placements is suitable. Except for a few specialist career areas, such as medicine, students are not expected by employers or universities to have relevant work experience in a particular field. We are asking students to contact organisations and employers themselves to find opportunities, and we have provided a Student Guide on how to do this. We are planning to make provision in college for a small number of students with support needs, but in the main we are expecting students to find their own placements. If students have special circumstances which make it difficult to find a placement, they should let their tutor know.

Students have been made aware of Skills Week via tutorials and other communications. They can access key materials via the front page of BHASVLE, which is regularly updated. In tutorials students have been shown how to download the Connect App (can be downloaded from the [Apple Store](#) or from [Google Play Store](#)) which will be used to validate and track their placement and activities. We have created an [FAQs page](#) to answer the questions which students have raised about Skills Week, so please read through if you would like more information. This can also be found on our [Careers and Employability](#) page.

Below is a schedule of some of the key dates over the coming months:

- By Friday 20 January, all students should have downloaded the Connect App and received an email on how to register
- 31 January – Students should have registered their details and interests on the app
- Week commencing 13 March – booking will open for Careers Enrichment Day
- 31 March – Students should have found a placement and registered it on the app (or confirmed that they are on a residential trip)
- Week commencing 3rd July – Skills Week

We hope that Skills Week will help our students develop their employability skills and broaden their learning experience while at BHASVIC.

If you have any queries or concerns regarding Skills Week, please get in contact with us at events@bhasvic.ac.uk.

Kind regards,

BHASVIC Events