



BHASVIC Skills Week

Parent/Carer Guide

What is Skills Week?

The purpose of Skills Week is for students to gain useful employability skills and experience of the workplace.

Monday - Thursday is allocated for work experience which is self-sourced by students. The work placement does not have to be career related. The Friday is Careers Enrichment Day, when curriculum departments run a variety of different careers and employment-related activities related to their subject areas and students can choose their preferred option for the day.

Skills Week 2024

Monday 1 July - Friday 5 July

Skills Week activities from Monday 1 July to Friday 5 July must add up to a minimum of 26 hours. Weekends do not count towards the required number of hours.

Students who are on residential trips or expeditions (eg DofE) can count this as work experience. If students are on residential trips for part of Skills Week but are not away on Friday 5 July they are expected to participate in Careers Enrichment Day. Most Careers Enrichment Day activities account for 3 hours, so if students are participating in Careers Enrichment Day on Friday 5 July their work experience should take up a minimum of 23 hours.

How does Skills Week work?

We use an app called Connect to track the work placements.

This app allows students to submit their placements. BHASVIC can verify them and check they meet the criteria of the learning outcomes and guidelines for the week. The employer is then contacted for risk assessments and the student can see their placement is confirmed.

It is the most efficient way to fully track all students go on safe placements.

Check with your young person that the app has the correct details and that they check their BHASVIC emails and Teams messages, as we will be communicating a lot with individual students.



Direct any queries to the WEX@bhasvic.ac.uk email address who will signpost you to the right department for your query.

Expectations

Skills Week is requirement of the first year programme of study, it is not optional. The placement is self-sourced. BHASVIC tracks it for legal purposes and our duty of care. The student needs to be in communication with the employer.

Key dates and deadlines

November / December	Students need to start thinking about companies, organisations, industries and contacts for a work placement. Speak to parents/carers for links.
January	Students need to download Connect app. Follow the steps in an email sent in January to download the app and access it with their UNIQUE QR code.
January / February	Students to contact employers. There is template email in the guidance if required. Students need to put the placement on Connect as soon as they have it confirmed with the employer.
Friday 15 March	The deadline to submit a placement is Friday 15 March 2024

April	Students will be given information on the BHASVIC Contingency Options. Final deadline for any employers to complete risk assessments or placement will be cancelled.
May	BHASVIC will allocate students without placements to Contingency Options (limited options, compulsory back up activities for Skills Week)
June	STUDENTS INFORM BHASVIC OF ANY CHANGES TO THEIR SKILLS WEEK ARRANGEMENTS AND BE CLEAR THEY KNOW WHAT THEY ARE DOING FOR SKILLS WEEK.
July	Skills Week!

The whole process takes weeks and we have over 1,800 to process.

No placement OR late placement means students will become part of BHASVIC’s Contingency Options and will be allocated activities for that week. Options will be limited but still compulsory.



Work placement criteria

Self Sourced

BHASVIC is here to support and offer guidance but will NOT be sourcing placements for students. We encourage students to start thinking of potential placements and organisations of interest early.

UK based ONLY

BHASVIC will not authorise placements abroad due to insurance reasons.

Employers Liability Insurance is essential

Students need to check with employer first that this is in place and cannot confirm placements without it. It is a legal requirement.

Skills Week dates are set. NO negotiation

We encourage any additional placements to take place during the College breaks.

If your young person wishes to do an additional placement at another date, then we encourage it, but it will NOT count for Skills Week. If they plan to do an additional placement during term, then they will need to book an appointment with their Guidance Manager to seek approval (which might not be possible).

Why did placements not go ahead last year?

- Students submitted placements incorrectly and didn't look at emails or Teams messages from the admin team to get these corrected in time to process. This included wrong dates and email addresses
- Employers did NOT have the correct insurance. They must have Employers Liability Insurance
- Employers did not complete the Risk Assessment. Students must check and chase for this.
- Students did not check Teams or emails for any actions required by either BHASVIC or their employer.
- Students did not submit their placement before the deadline of the end of March.
- Students submitted an unsuitable email address such as one starting with info@ or hello@. We need a direct email address to the person overseeing the placement. When the email was wrong, the organisation did not engage and the placement fell through.

