

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 **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



What is Skills Week?

Your 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.

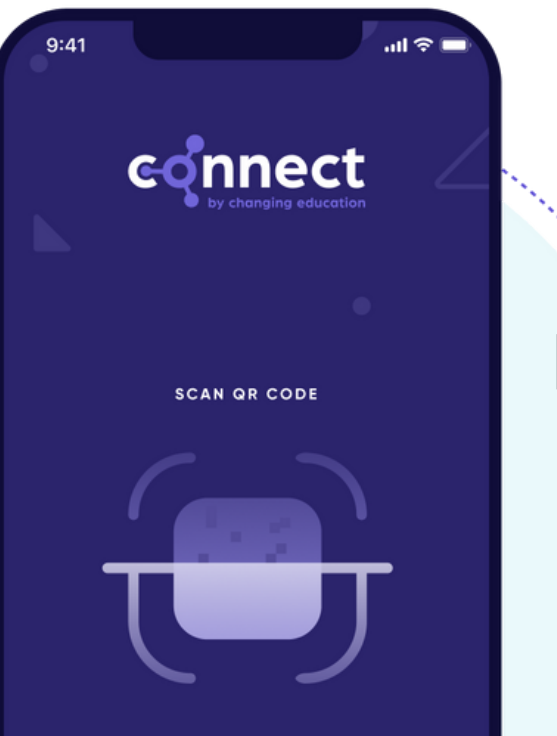


How Skills Week Works...

Submit & track your work placement on Connect.

Download ConnectED from the app store.

BHASVIC verifies your placement and checks it meets the criteria of the learning outcomes and guidelines for the week. The employer is contacted for risk assessments and you can see your placement is confirmed.



Stay updated on Connect, BHASVIC Emails & TEAMS

Always check your app has the correct details, check your BHASVIC emails and TEAMS messages as we will be communicating a lot with students individually.



What we expect from you...

Taking part in Skills Week is compulsory for ALL first year students.

Completing your work experience is not optional. Your work placement is self-sourced.

Stay updated & keep in touch.

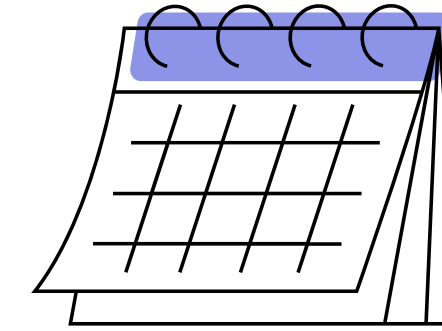
Listen to all of the information in tutor, Check the myBHASVIC app for updates, look at your emails & TEAMS daily. Stay in touch with your employer as they will also have information for you..

Enjoy the experience!

Make the most of the week. There are some really cool placements, think out of the box and try something new! Find a placement which you are interested in. The benefits and skills you gain will be invaluable for your next steps after BHASVIC.



Key Dates



November / December	Start thinking about companies, organisations, industries and contacts for a work placement
January	Get the Connect app. Follow the steps in an email sent in January to download the app and access it with your UNIQUE QR code.
January / February	Contact employers. Lots of them. Follow the emails up, don't leave it. There is an email template if you need it – ask your tutor.
Friday 15 March	The deadline to submit a placement is Friday 15 March 2024



Work Placement Criteria



Self-sourced.

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

Your placement must be UK based.

BHASVIC will not authorise placements abroad due to insurance reasons.

Employers Liability Insurance is essential.

Check with your employer first and do not confirm placements without it. It is a legal requirement.

Skills Week dates are fixed with NO negotiations.

If you wish to do an additional placement at another date, then we encourage it, but it will NOT count for Skills Week.



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. You must check and chase for this.

Students did not check Teams or emails for any actions required by either BHASVIC or their employer.

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.

