



Dear Student,

Thank you for applying to study Animal Management at BCA. We very much look forward to welcoming you to our department and supporting you in pursuing your chosen career in the diverse, exciting and rewarding industry that is Animal Management/Care. 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 organise/have ready in order to complete your course successfully.

If you would like to keep up to date with our Animal Centre news and activities over the summer please follow us at BCA Animal Management Centre on our Facebook Page. You can also visit the BCA Zoo webpage to find out more about some of our amazing animals. Additionally if you have any queries or concerns specifically regarding your chosen course please do not hesitate to contact Reception at BCA and ask to speak with the Animal Management Team. We very much look forward to seeing you at enrolment and welcoming you into the Animal Management Department.

Uniform/Kit/PPE requirements & where/how to order

BCA Polo Shirts are required for practical sessions that involve indoor work, particularly in our Exotics house. For work with all other animals inclusive of Livestock and Zoo, overalls must be worn. Steel toe capped boots or suitable work boots/walking boots **AND** wellington boots will also need to be worn for all practical work (wellington boots are required to work on our livestock section). It is strongly recommended that a warm, durable, waterproof jacket/coat be purchased for work outside. Waterproof trousers are also desirable and recommended. We suggest that students clearly label all items of PPE with their names.

You can purchase the majority of these items online from Goyals in Maidenhead. Please access the BCA clothing section via the Schools page on the Goyals website. Please be aware that web orders will take up to 7 days to process, costs are approximate.

AVAILABLE FROM GOYALS https://goyalsbca.co.uk/ (Costs approximate).		
Grey Polo Shirt with logo	Compulsory	£14.00 from Goyals



Overalls	Compulsory	£25.00 for BCA logo overalls available from Goyals. You can buy non-logo overalls separately if you wish – they should be plain blue or black. These can be purchased from any workwear supplier.
Grey waterproof Jacket with logo – with soft shell jacket combined	Optional	£30.00 from Goyals
(BCA logo) Grey hoodie	Optional	£20.00 from Goyals

You will also need to purchase the following:

Steel toe capped boots or suitable work boots/walking boots AND wellington boots (Wellington boots are required for farm work)	Compulsory	Not supplied by BCA. These can be purchased from any workwear clothing supplier from around £20.00.
Waterproof Trousers	Optional	Not supplied by BCA. Available from any outdoor clothing shop or workwear supplier. From around £10.00

Equipment

We expect all students to come to each lesson equipped with appropriate stationery e.g. pens/ruler/pencils etc. and a notebook. Calculators are desirable. 1 x A4 lever arch folder must be purchased for filing class handouts/notes/logbooks. One set of dividers is required, so work can be organised. A home computer/laptop/tablet/access to Wifi and headphones are also essential.

If you will be studying our BTEC Level 2 Technical Diploma (1 year), we strongly recommend that you purchase the following book: “Introduction to Veterinary Anatomy and Physiology



Textbook” Third Edition by Victoria Aspinall and Melanie Cappello. Publisher: Butterworth-Heinemann ISBN: 978-0702057359. Approximately £29 through Amazon.

If you are going to be studying a L3 qualification we strongly recommend that you purchase the ‘Revise BTEC National Animal Management Revision Guide’ by Pearson ISBN 978-1-292-15000-0 and the ‘Revise BTEC National Animal Management Revision Workbook’ by Pearson ISBN 978-1-292-14999-8.

Health & Safety information

All students on animal courses participate in practical activities at the BCA Animal Education Centre. This involves helping with feeding, watering and cleaning tasks as well as health checking and animal handling. Due to the hands-on nature of the work, we strongly recommend that students are immunised against Tetanus. You will be required to sign a form to say that you have been immunised at the start of term.

For reasons of health & safety for both our students and our animals we do not permit students to wear false/acrylic nails or nail varnish (both of which are toxic to smaller animals). Natural nails should be kept short. Students should not get fresh piercings (unless small studs) during the duration of their course as hoops/bars need to be removed for practical lessons. Long hair must be tied back and earphones/headphones removed. Wearing appropriate PPE is essential as we have some highly endangered species at BCA and PPE is required to ensure biosecurity is maintained at all times. A full set of regulations regarding working on the Animal Education Centre will be given to all students at the beginning of term.

Industry Placement

As part of our study programmes all students are required to complete a certain number of hours of industry placement. Successful completion of these hours forms part of assessment and develops the skills students require to be ready for work, indeed many of our students get offered paid employment as a result of their placements. The number of hours required to be completed varies according to level. Dates for work experience are outlined below:

Diploma Work-Based Learning Animal Care & Welfare (2 weeks in year 1 & 2 weeks in Year 2)

BTEC L2 Diploma Animal Care (2 weeks)

BTEC L3 Year 1 (Extended Certificate) Animal Management (3 weeks)



BTEC L3 Year 1 (Foundation Diploma) Animal Management (3 weeks)

BTEC L3 Year 2 (Extended Diploma) Animal Management (3 weeks)

Level	Start	End	Total
Level 2 (2 year) Please note these dates are TBC	03/03/25 16/06/25	07/03/25 20/06/25	1 week 1 week
Level 2 (1 year)	17/03/25	28/03/25	2 weeks
Level 3 Year 1 Extended Certificate	05/05/25	23/05/25	3 weeks
Level 3 Year 1 Foundation Diploma	05/05/25	23/05/25	3 weeks
Level 3 Year 2	27/01/25	14/02/25	3 weeks

Students are expected to organise their own placement, however we have an excellent Industry Placement Team who you will be able to meet at enrolment. It is essential that confirmation of placements has been provided via our Industry Placement App by the stipulated confirmation date to allow time for H&S checks to be carried out. If placements have not been confirmed by these dates placement on the course may be affected.

In addition to the above, Level 3 Yr2 students are expected to complete a minimum of 4 days of work experience across two weekends at our Animal Centre. Working hours are 9am-4.30pm. A rota will be given at the beginning of term. There are also opportunities to assist with our Open Days and Zoo Family Open Days.

Student expectations (Code of Conduct)

Next of Kin Details

Our online welfare form requests that we are given 2 sets of contact details for use in an emergency. It is essential that in the event of becoming unwell, someone can be available to



collect a student from College, therefore all those listed on the Next of Kin Form must be able to drive and/or be prepared to collect a student via other means if necessary.

Work Expectations

We expect our students to participate in all elements of their study programme. For example, practical lessons are essential to students' skill development and integral to us being able to provide our excellent facilities inclusive of commercial Zoo. We expect students to be on time to all lessons and be fully prepared in terms of uniform to undertake any task required. The welfare of our animals is paramount and our students have a very important role to play in ensuring our high standards of welfare are maintained. We ask all our students to consider this very carefully before committing to our courses and to be sure that they are going to be willing to undertake the practical tasks set in all weathers, each day of the week they are in College and with determination and enthusiasm.

Our courses are assessed through exams, coursework and practical assessment. In addition to completing formal assessment, Tutors will expect homework to be completed so that students are prepared for their next lesson in that subject area and to also increase opportunities for learning and development. Homework is set across all levels in both the main programme of study and maths and English (where applicable).

All students and parents/guardians will be required to sign a contract at enrolment that pledges commitment to adhering to our code of conduct which takes into account appropriate behaviour/attitude, attendance, submission of work. All students are given a six week probationary period at the end of which progress and performance will be reviewed. Students that do not adhere to our code of conduct and who do not make sufficient progress in those first 6 weeks will be asked to leave the course and without formal disciplinary action. Equally some students may decide the course is not right for them and decide to leave, in which case we are more than happy to support them in finding an alternative course either here at BCA or another College.

Locker info (where applicable)

Lockers are available for those with specific disabilities/needs. Please highlight at enrolment if you require a locker.

Additional information



Various trips are undertaken throughout the year (when and if we are able to do so) to fulfil curriculum requirements and are charged separately. Students are expected to attend these trips to help with the development of their learning in relation to specific modules. The cost will be dependent on the trip, however across each course we aim to carry out 3 external visits that may incur costs and we would suggest budgeting for approximately £100.00. Payment for trips is requested in advance of each trip via our Wisepay system which can be registered for at enrolment. You will be advised of the details by your Course Manager.

Results

We appreciate that all of our new students will be tentatively awaiting GCSE results and potentially results from other qualifications in order to meet conditional offers that have been sent. Please attend the enrolment day/slot that you have been advised regardless of results so we can support students in finding a place on the right programme for them. Please note that our entry requirements are set for a reason and we will not accept students onto courses if they have not met the specific entry requirements for that program of study.

Wishing you all a lovely Summer,

The Animal Management Team