



Dear Student,

The Business Team here at BCA are very much looking forward to welcoming you in September 2023.

We are excited to deliver your Study Programme which will give you an insight into the world of Business and Commerce. Your programme will also include a range of Guest Speakers from a number of industries as well as a number of trips, of which we hope to be able to offer an International visit which will enhance your business knowledge. Whilst we endeavour to minimise the cost of trips, there may be times when a contribution will be asked for. Trips and visits are an integral part of the course and are therefore mandatory.

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

All students are required to supply their own Stationery and in order to make the induction of your course as smooth as possible it is essential that you are prepared before you start.

The items you will need for your first day are:

- A full pencil case
- A notebook
- An A4 lever arch file, dividers and plastic poly pockets
- Highlighter pens
- Laptop or tablet (only if available to you)
- Graph paper and a calculator

Your coursebooks, available from Amazon are:

[Coursebook](#)

[Revision Guide](#)

[Revision Workbook](#)

Industry Placement

Industry Placement is a fantastic opportunity for you to get hands on experience and is also a compulsory and invaluable part of your course.

Level 3 Year 1 students will complete one day a week placement alongside two one week block placements



Level 3 Year 2 students will complete two block placements during the academic year, of which one will be for two weeks and the other for one week.

We have a fantastic Industry Placement Team who will support you along your placement journey.

Student expectations (Code of Conduct)

The Student Handbook details our expectations governing our Code of Conduct and the Business Team will take you through these when you start your study programme. All students will be required to read and sign our Course Contract.