



Dear Student,

The Early Years 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 Early Years Childhood Education.

Your programme will also include a range of Guest Speakers from a number of Early Years settings. Trips and visits will also be arranged throughout your course of study and 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.

4Uniform/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
- Colouring pens
- Laptop or tablet (only if available to you)

Course study books, which are available from Amazon:

[Level 2 Diploma for the Early Years Practitioner - Level 2](#)

[Level 3 Childcare and Education EYE Level 3](#)



Early Years Polo shirts are required for Industry Placement and can be purchased from <https://goyalsbca.co.uk/>

Health & Safety information e.g. no piercings, hair tied back etc

Each student will be expected to follow the specific Health and Safety requirements of any and all of the Industry Placements and these will be discussed in detail with you prior to commencing your placement.

Additional qualifications (where applicable) e.g. BHS / First Aid / Refereeing quals etc

First Aid training is crucial for a career in Early Years and therefore a compulsory part of your study programme is to undertake First Aid training here at College. A £55 fee for level 1 and 2 will be made during this enrolment process for a first aid plus qualification. A £85 fee for level 3 will be made during enrolment for a full Paediatric first aid qualification.

DBS - *You will NOT be able to enrol without bringing in the correct paperwork.*

Working in Early Years requires that you have a DBS check. We will not be able to enrol you onto your course unless you provide three forms of ID. One must be photographic such as a passport, driving licence or my IDcard. Your passport can be foreign (foreign passports will need a Gov share code), and your licence can be provisional. One must show your current address and be dated within 3 months. All forms of ID MUST have the same name recorded on them. Please choose one form of idea from each of the boxes below:

Box 1

Current Valid Passport : current and valid passport. Non UK passports will need a Gov short code.
Biometric Residence Permit - (UK)
Current Photo Card Driving Licence (Full/Provisional) (UK/Isle of Man/Channel Islands)
Birth certificates must be British. Replacement certificates can be found here...<https://www.gov.uk/order-copy-birth-death-marriage-certificate>
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
Adoption Certificate - (UK & Channel Islands)

Box 2



Current Photo Card Driving Licence (full or provisional) - All countries outside the UK (excluding Isle of Man and Channel Islands)

Current UK Driving Licence Paper Version (full or provisional) (if issued before 1998) - (UK/Isle of Man/Channel Islands)

Birth Certificate – issued over 12 months from the date of birth - (UK, Isle of Man & Channel Islands)

Marriage/Civil Partnership Certificate - (UK & Channel Islands)

HM Forces ID Card - (UK)

Fire Arms Licence - (UK, Channel Islands and Isle of Man)

Immigration document, visa, or work permit - Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based

Box 3

Please refer to page 12 of our User Manual for further guidance on acceptable document combinations

Documents should be less than 3 months old

Bank/Building Society Statement (UK and Channel Islands) *

Bank or Building Society account opening confirmation letter (UK)*

Credit Card Statement (UK)*

Utility Bill (UK)* - NOT Mobile Telephone

Benefit Statement (UK)* (e.g. Child Allowance, Pension)

A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK and Channel Islands)*

Utility Bill 2 (UK)* - NOT Mobile Telephone

Bank/Building Society Statement 2 (UK and Channel Islands)*

Credit Card Statement 2 (UK)*

Bank/Building Society Statement (Countries outside the UK) *

Documents should be issued within the last twelve months.

Mortgage Statement (UK)**

Financial Statement (UK)** (e.g. pension, endowment, ISA)



P45/P60 Statement (UK & Channel Islands)**

Council Tax Statement (UK & Channel Islands)**

Other documents in this group.

Valid EEA National ID Card

Valid Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)

Letter from Head Teacher or College Principal (UK) for 16-19 year olds in full time education) - only used in exceptional circumstances when all other documents have been exhausted

Bank or building society statement – (Countries outside the UK) (Issued in last 3 months - branch must be in the country where the applicant lives and works)

Valid Letter of sponsorship from future employment provider – (Non-UK only - valid only for applicants residing outside of the UK at time of application)

Irish Passport Card. (This cannot be used with an Irish passport)

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.

Depending on your Course and Level you will be required to attend a weekly day placement and/or block placements of one week or more. This will be discussed with you once you commence your study programme in September 2023. Some employers may require you to take lateral flow tests for Covid 19 during placement and even possibly for you to have a Covid 19 vaccination.

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 Early Years Team will take you through these when you start your study programme. All students will be required to read and sign our Course Contract.