



BIMM
INSTITUTE

Employers Handbook 19/20

Work-based Learning Handbook for Employers

Connect with young creatives to boost your business

Reduce your recruitment and training costs

Engage with fresh approaches and ideas

London - Berlin - Dublin - Hamburg - Manchester - Bristol - Brighton - Birmingham

bimm.ac.uk

What Is Work-based Learning (WBL)?

Work-based Learning is delivered through a meaningful partnership between students, employers and the education provider, BIMM Institute.

The opportunity provides structured learning through authentic activity and is supervised in the workplace.

The purpose of WBL is to give students the opportunity to apply areas of subject knowledge and to develop professional skills.

WBL is essential for improving skills in the sector but also for helping the workforce to diversify.





How Is Work-based Learning Structured at BIMM Institute?

The WBL programme represents a significant part of a students' course assessment and a dedicated Careers Team is available in each BIMM Institute college to support students and offer advice to employers.

Every effort will be made to ensure that the student is a good fit for a placement in terms of personal skills and career aspirations, as mapped in their personal development planning.

Students are required to undertake a placement of a minimum of 40 hours, this can be worked flexibly or in one block.

Students will be asked to complete a learning agreement outlining key objectives and employers are asked to complete Health and Safety forms and a brief assessment of student performance.

Benefits of Work-based Learning for Employers

- Reduced recruitment, training costs and reduced skills gaps.
- Fresh new approaches and ideas.
- Trained individuals also train others, helping to spread and extend the benefits across your organisation.



“At 2000trees and ArcTanGent festivals we have BIMM students working in a variety of volunteer roles including Artist Liaison, Stage Management and Event Management.

We honestly couldn't run the festivals without them and I think that's proven by the fact that a number of them are now key parts of our festival team. I have nothing but good things to say about the BIMM students we've worked with”

James Scarlett
Director
2000trees Festival

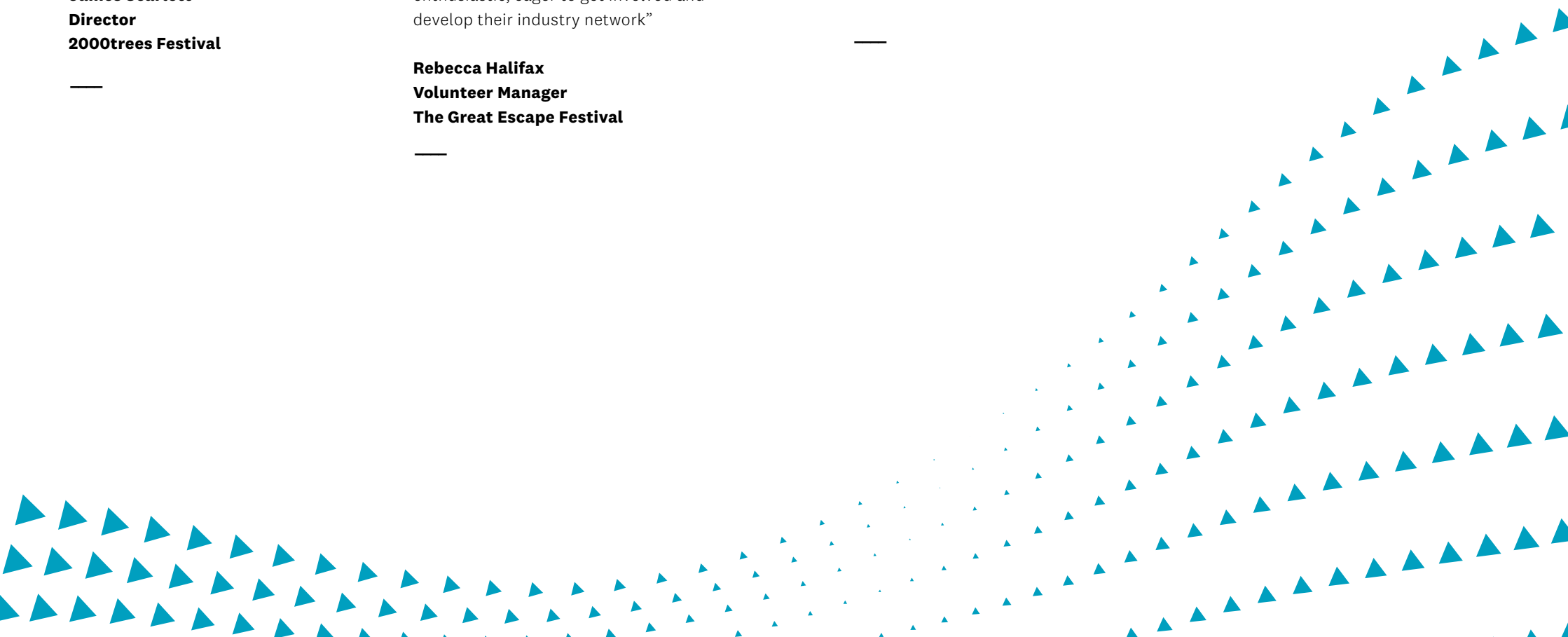
“Every year at The Great Escape Festival in Brighton, a large group of BIMM students volunteer to learn new skills and gain first-hand experience of life in the music industry and festivals.

As experienced music and events professionals, our aim is to share our knowledge and expertise to help train the next generation of artists, sound engineers, artist and event managers, music journalists, marketers, influencers etc. BIMM students have always been a great support, they are enthusiastic, eager to get involved and develop their industry network”

Rebecca Halifax
Volunteer Manager
The Great Escape Festival

“With the music industry being one of the most energetic and fast-paced professional environments, it is of great importance to get as much real-world experience in the work place as possible. The BIMM students who have worked with us have been incredibly competent, eager to learn and passionate – which has been most impressive!”

Claire Harris
Head of Press
Nuclear Blast UK



Health and Safety Notes

Insurance

We will ask for written confirmation that there is £5 million public liability cover at the location of any proposed placement.

Please advise your own insurers that a work experience student is working with you. In the event of cover not being in place, BIMM Institute's public liability insurance will cover any student on a placement.

Transport

Public Transport should be used whenever possible. It is not possible for BIMM to check the condition of privately owned vehicles or ensure that the vehicle driver/owner has the appropriate level of insurance.

Any participant travelling to an off-site location by private transport must be identified and sign a disclaimer acknowledging that BIMM cannot be held responsible for any incident arising from vehicle mechanical failure or driver error.

Incident and Accident Reporting

Incidents involving death, serious injury or serious illness must be reported at the earliest opportunity by email to both the Head of Estates and Head of Careers & Employability for BIMM Group.

Charles Blunt

Head of Estates
charlesblunt@bimm.ac.uk

Mel Thornton

Head of Careers & Employability
melthornton@bimm.ac.uk
07768 865737

When making contact, it must be made clear that it is an emergency report of a serious accident or illness. Once the initial report has been received, the Head of Estates will ensure that all relevant college staff, Principal and Directors are informed of the situation. Responsibility for informing family and friends will rest with the College Principal.

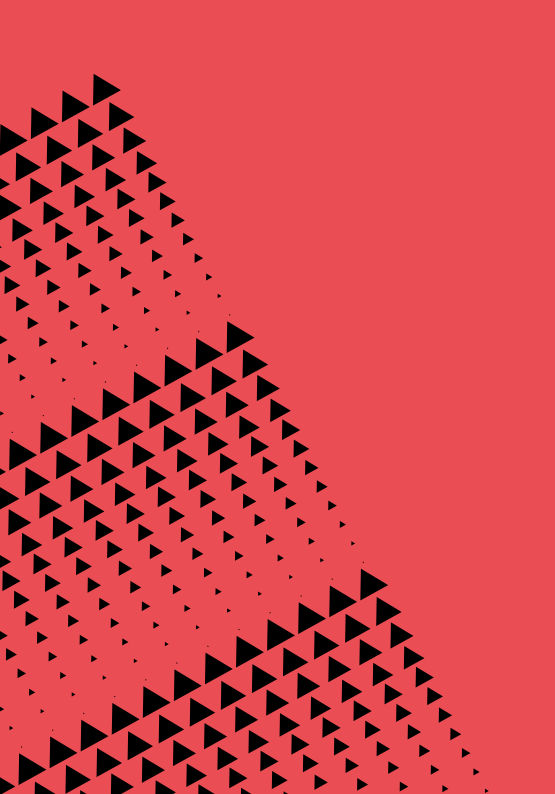
Recording Procedures

All organisers should bear in mind that the college has specific reporting responsibilities under RIDDOR. The HOE shall be responsible for ensuring that the reporting requirements of RIDDOR are complied with.

Depending on the nature and severity of the incident, external agencies might also hold their own investigations.

It is therefore essential that all relevant facts are noted at the time and conveyed as soon as possible to Charles Blunt, the Head of Estates.





Do You Have a Job Opportunity?

Promote to thousands of creative students and graduates across the UK and Europe. Our community includes musicians, producers, managers, journalists, songwriters and people looking for work in the creative industries. Whether you have an event, recording, internship or entry level job, we can help you find the right person.

Or maybe you've created something amazing and would like to get some student feedback?

We have a variety of ways for you to connect with our students including our twice yearly, careers event, WRKIT (London and Manchester), recruitment assessment centres, songwriting camps, auditions, Masterclasses and industry socials.

If you'd like to find talent, share your industry experience or raise your brand awareness with students and alumni, please contact:

Mel Thornton

Head of Careers & Employability
melthornton@bimm.ac.uk

Boost your business by connecting with our talented community of young creatives





BIMM
INSTITUTE

Mel Thornton

Head of Careers & Employability
melthornton@bimm.ac.uk

bimm.ac.uk