



BIMM
INSTITUTE

Students Handbook 19/20

Work-based Learning Handbook for Students

Develop key skills

Build your network

Enjoy unique experiences

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What Is Work-based Learning?

Work-based Learning (WBL) 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?

Prior to undertaking Work-based Learning, you must book a careers tutorial with a member of your college Careers and Industry Team. Careers advisors will explain the WBL process and introduce the most relevant opportunities to your career goals.

Once a placement or project has been agreed, you will need to complete a Learning Agreement which will be signed off by your Module Leader. Learning Agreements can be downloaded from your VLE e.g.: Moodle. For further advice and support, please contact your Careers and Industry Team.

Please note, that you will be expected to keep a journal during your WBL and you will need to show that you have researched and planned for the learning that occurred on your placement or entrepreneurial project. The Learning Agreement is evidence of this.

You need to complete a minimum of 40 hours to satisfy the requirements of your WBL module. The 40 hours can be worked as one block (e.g. a two or three week placement) or as flexitime (e.g. one day a week for several months). During this time, you may be visited onsite by a member of the Careers and Industry Team, where and when appropriate.

When Does It Take Place?

The WBL cycle runs from the start of level 5 (Year 2) to the submission date of your WBL Portfolio assessment. Prior experience during your BIMM studies can be taken into account where appropriate.

Types of Work-based Learning

Students can pursue either an employed 'placement' WBL within an organisation or self-employed 'entrepreneurial' WBL based around your own business idea or promoting your own event.

Employers Based WBL

You will need to discuss an appropriate work placement with a member of your Careers and Industry Team, who will be available to offer advice and guidance on how to approach suitable employers and can also assist in finding a placement for you.

Many work placements are available to view and apply on BIMM Connect; www.bimmconnect.ac.uk

Once a placement is successfully secured, a learning agreement will need to be completed.

Self-employed / Entrepreneurial

WBL students with their own entrepreneurial ideas may prefer to take this route, and BIMM will encourage self-employed students to make their experience as 'real world' as possible.

Any student who intends to pursue their own project for their WBL must negotiate a different Learning Agreement (see VLE).

The Learning Agreement sets your objectives and states what you are planning to learn.

It also provides important information about the terms and conditions of your project and offers you a good basis upon which to reflect when it comes to the end of your placement.

Assessment

Your WBL is an important part of the assessment for the Engaging With Industry/WBL module.

Please read the assignment details for the WBL Portfolio assessment carefully, and familiarise yourself with the learning outcomes in advance of completing your Work-based Learning.

Evidence of WBL

Whether you pursue an employed 'placement' within an organisation, or choose to undertake a self-employed 'entrepreneurial' project WBL, you must complete the appropriate Learning Agreement with a member of your Careers and Industry Team before commencing the work experience.

Students Will...

- 'Shadow' existing workers, exploring job opportunities and work with adult mentors.
- Experience the workplace first-hand.
- Have the opportunity to apply curriculum learning to real workplace tasks.
- Acquire the skills necessary for successful careers.
- Make more informed decisions about career goals.
- Develop a professional network.
- Learn broad transferable 'soft' skills (i.e. problem-solving, communication, teamwork etc).

“My time at BIMM Brighton studying Music Business enabled me to build my portfolio of experience and contacts within the music industry.

Alongside my studies I volunteered in as many areas of the industry as I could: artist management, synchronisation, licensing, journalism, production, and simply being a helping hand at music conferences and gigs in the local area.”

Kelly Northorpe
Kobalt



“The opportunities I’ve received through BIMM Institute are incredible.

The connections here are insane and if you want a hands-on, non-performance degree within the music industry, this is definitely a course you should keep in mind!

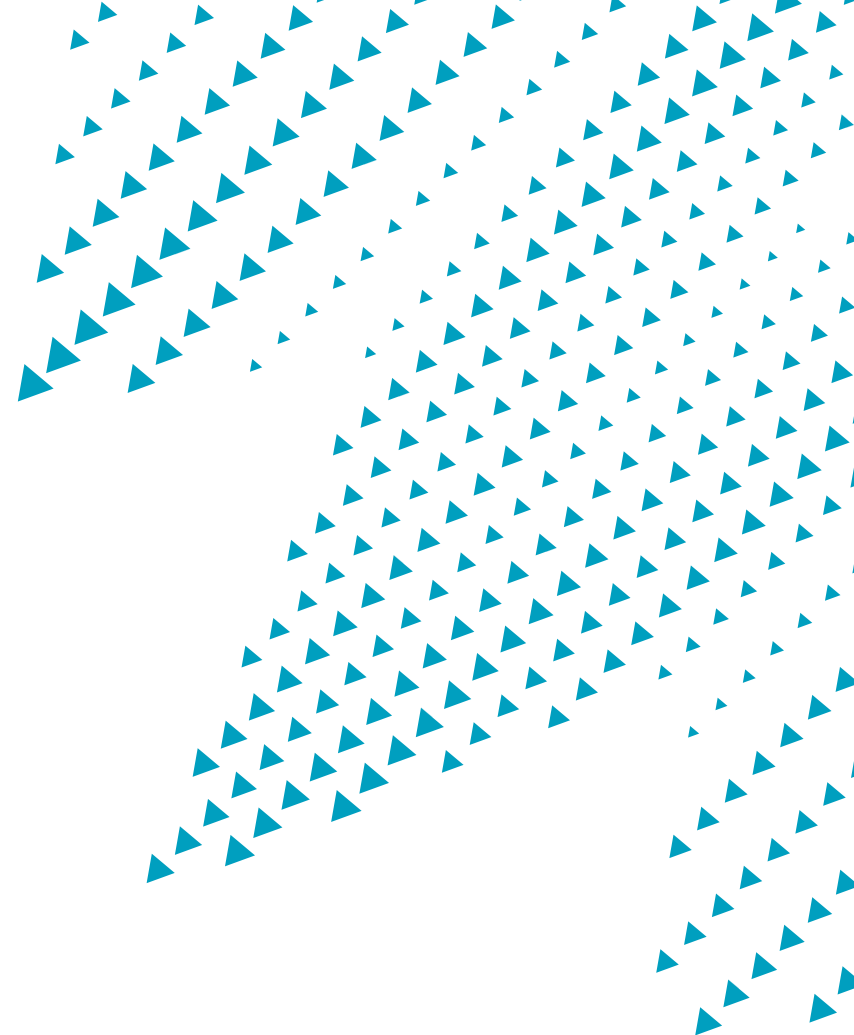
I’ve gained experience with companies such as Ground Control, The Warehouse Project, GoTo Live and have worked on festivals such as Liverpool Sound City, Lost Village and Tramlines since starting here in First Year.”

Via Culpan

“I chose Event Management because I love festivals and gigs and wanted to learn more about how they’re run and how I could run my own big events.

I’m so happy I did because I now run Zena, which promotes women in the music industry by hosting events and running a blog.”

Brooke Meya Williams



Evidence of Work-based Learning

1) Employer-based WBL placements
Include either (a) a feedback questionnaire from your employer, or (b) the fact-finding questionnaires compiled during your work placement (see Student Guide to WBL).

2) Self-Employed/Entrepreneurial WBL.

The type of evidence required for this will need to be negotiated with the WBL module leader.

Evidence the use of research methodology - e.g. questionnaires, interviews, case study material etc.
Or examples of creative evidence of your WBL experience, such as a flyer or poster from an organised gig, printouts of social media or website pages, or a completed business plan.

How Do I Get Started?

Before you start, you will need to book a tutorial with a member of your Careers and Industry Team.

They will offer guidance on suitable work experience for both self-employed and employer WBL.

They will advise you on suitable resources to help find placements e.g. BIMM Connect and where appropriate, will assist you in securing WBL.

What if Things Go Wrong?

Great care is taken to ensure that your WBL runs smoothly, but occasionally problems do arise.

If something should go wrong or you are concerned about your WBL, the first person to contact is a member of your Careers and Industry Team.

They will either deal with your concerns directly or they will direct you to another member of BIMM staff who can help.

Before you start your work experience, a member of your Careers and Industry Team will liaise with your employer to ensure your health and safety, but if any concerns should arise during your WBL, you should contact your Careers and Industry Team.

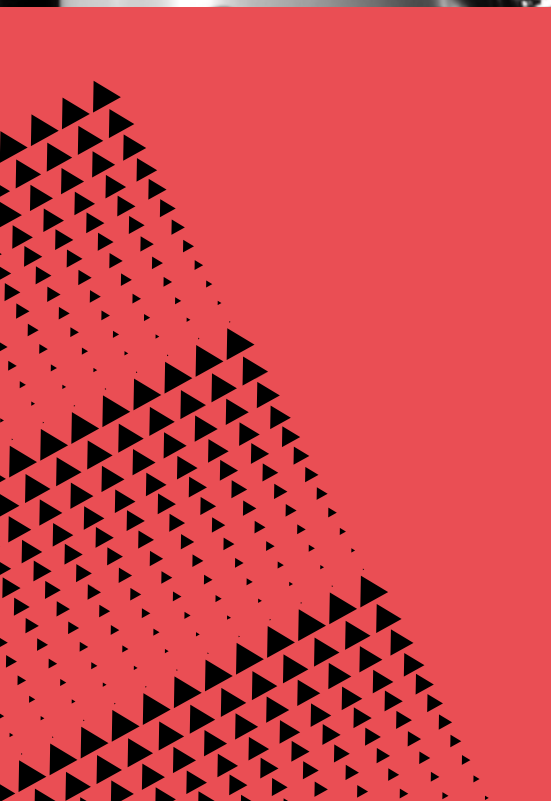
You should contact BIMM staff if:

- You have any problems with the placement that may impede your satisfactory progress and completion of the placement.
- You feel you have been subject to abuse or harassment.
- You are worried you are being put at risk or have not received induction training and health and safety instruction.
- You feel you have not received an accurate appraisal of your work.
- You have any other concerns about your WBL experience.

“Work-based learning was an invaluable experience which put the lessons learnt in lectures to the test.

It helped with my confidence and networking abilities and gave me unique access to contacts which I’ve kept till this day.”

Mark Docherty
PRS For Music



Insurance

Within the United Kingdom, the placement provider is responsible for the health and safety of the student whilst on placement, as if the student were their employee.

Employers are required to hold Employers Liability (EL) insurance and there is an agreement among the UK insurance industry that work experience persons will be regarded as employees by all UK insurers and covered by EL policies.

BIMM will ensure that Employers Liability is in place.

Overseas Placements - Health Insurance

Students on overseas placements are advised to take out appropriate and adequate health insurance, whether by way of travel insurance or medical expenses coverage.

Before starting the placement, the student needs to inform BIMM of travel insurance details so that BIMM is satisfied insurance is in place and has the relevant information in the event of an emergency overseas.





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