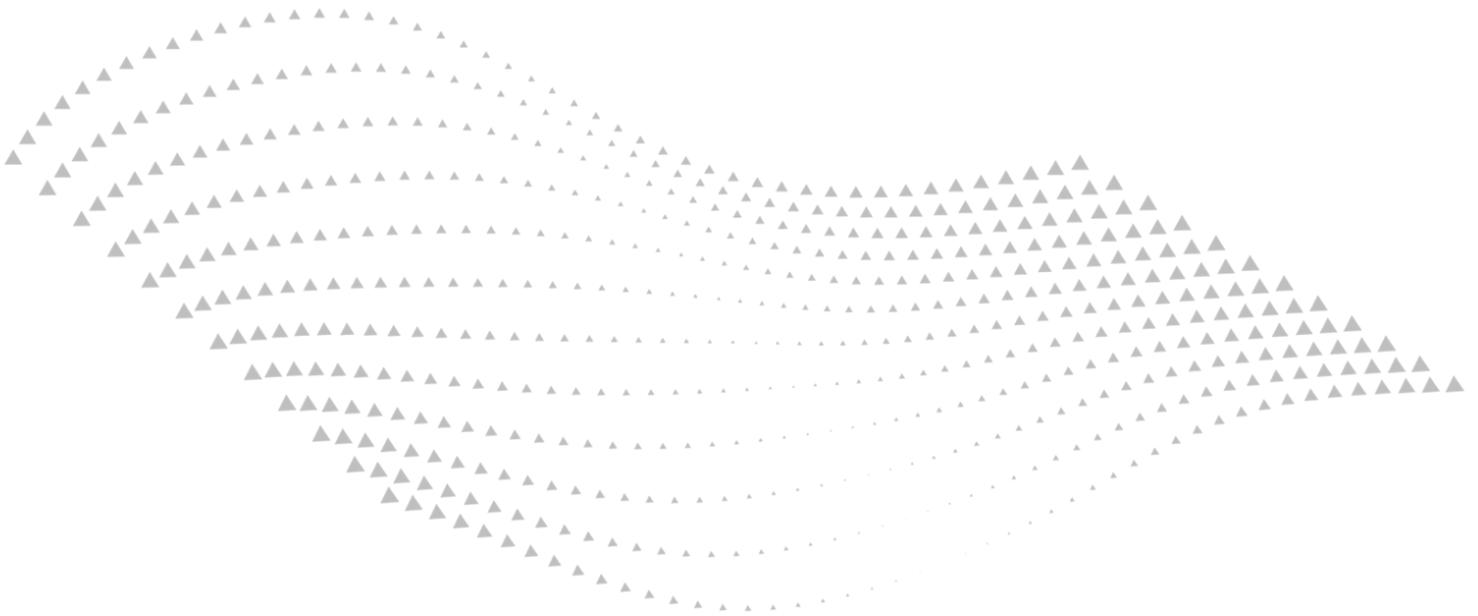




HE Careers & Employability Policy



Last approved: March 2020

Approved by: Academic Board

Next review due: March 2020

Policy Overview:

BIMM Institute's strategic objective for Careers & Employability is to demonstrate to stakeholders that:

- a) we are connected to the creative industries.
- b) we provide students with the tools and skills to become employable.
- c) we are positioned as the talent pipeline for the creative industries.

Careers & Employability advice is available to all students at the Institute, from the earliest point of contact at Open Days, via our website and prospectus and continuing through career planning tutorials, masterclasses, in-class guests and work-based learning/placements/internships.

This careers advice and education continues post-graduation with the provision of the Institute's alumni platform, *BIMM Connect*. Employability is integral to the student experience at the Institute and informs all aspects of the curriculum.

The key areas of support provided by the Careers & Industry teams are Work Based Learning placements, careers hub events, careers tutorials, CV one-to-ones, mock interviews, masterclasses, annual careers events and employer led assessment centres. These are all managed by the Careers & Industry teams at College level, who work closely with the Group Head of Careers & Employability, who also manages '*Talent Match*' – a dedicated job-matching service for final year students and alumni.

The Policy

1. The Institute will ensure that Careers & Employability is part of its strategic planning.
2. The Institute will ensure that students and graduates have access to Careers & Employability support that meets the needs of the industry.
3. Careers & Employability provision is guided by a commitment to impartiality and supporting diversity and the needs of individual students.
4. The Institute makes clear to prospective and current students how the knowledge, understanding and skills acquired during study are intended to be of use to them in the development of their future academic or career progression routes.
5. The Institute promotes and practises close collaboration with a range of external bodies and Careers & Employability providers to improve the academic and career development of students.
6. The Institute ensures that all members of its staff involved with providing Careers & Employability advice are appropriately trained, supported and resourced to fulfil the requirements of their roles.
7. The Institute ensures that Careers & Employability provision forms part of its quality assurance and enhancement processes, using management information to inform decisions based on verifiable evidence.

Work Based Learning

Work Based Learning (WBL) is delivered through a meaningful partnership between students, employers and the education provider, BIMM Institute. The opportunities available through WBL provide structured learning through authentic activity and are supervised in the workplace.

The purpose of WBL is to enable students to apply areas of subject knowledge and skills to enable them to meet course learning outcomes and enhance their professional development. WBL is essential for improving skills in the sector, but also for helping the workforce to diversify.

Prior to undertaking WBL, students must book a careers tutorial with a member of their College's Careers & Industry team. Once a placement or project has been agreed, Institute staff will undertake all necessary health and safety checks, and students will complete a Learning Agreement, which is signed off by their Module Leader. Students need to complete a minimum of 40 hours WBL to satisfy the requirements of the WBL module and the 40 hours can be worked as one block (e.g. a two or three week placement) or as flexi time (e.g. one day a week for several months). During this time, students may be visited onsite by a member of the Careers & Industry team, where appropriate.

The WBL cycle runs from the start of level 5 (year 2) through to the submission date of the WBL Portfolio assessment and can either be a 'placement' WBL, within an organisation, or self-employed 'entrepreneurial' WBL, based around a student's own business idea or promoting their own event.

Insurance

Within the UK, the placement provider is responsible for the health and safety of the student whilst on placement, as though the student were their employee. Employers are required to hold Employers Liability (EL) Insurance and there is an agreement within the UK insurance industry that individuals on work experience placements will be regarded as employees by all UK insurers and covered by EL policies. The Institute 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 such a placement, the student needs to inform the Institute of their travel insurance details, so the Institute is satisfied insurance is in place and has the relevant information in the event of an emergency overseas.