

Section 26: BIMM Institute Work-Based Learning Policy

Policy:

The purpose of this policy is to describe how work-based learning (WBL) is organised and promoted to all BIMM students and external employers (labels, studios, publishers, venues, promoters, PR's, management etc.). The Careers Department at BIMM asks that all external stakeholders are fully compliant with UK employment legislations, including the National Minimum Wage Act (1998). This law requires employers to pay the National Minimum Wage for any kind of work, including work experience places, internships or placements schemes unless covered by one of the exemptions below:

1. Students on work experience as part of their higher education course

Students on a work placement forming part of a UK higher or UK further education course if the work placement is for less than one year.

2. Volunteers

There are two types of volunteer; **voluntary workers** and **volunteers**.

For full details of exemptions please visit Business Link www.businesslink.gov.uk/nmw.

- BIMM encourage students to engage in work-based learning on every level of learning of higher education. Students of further education are encouraged to volunteer for opportunities to develop and improve personal and career development (e.g. Ticket To Ride Careers Programme).
- Students of the Foundation Degree (Arts) in Professional Musicianship are required to complete a minimum of 40 hours WBL as part of their FD 12 module Engaging With Industry. All FdA students are required to complete and sign a learning agreement with their Head of Careers in advance of their WBL which can either be a placement of a self-employed entrepreneurial project.
- The BIMM Careers Department will liaise with industry employers to maintain a constant provision of high level placements to advertise to all students equally via direct email, WBL newsletters or in-class talks.
- All BIMM students have access to tutorial sessions with the Careers Department and sessional tutors who are able to offer advice for preparing for a placement and for finding own placements independently.
- Applicants will be offered support and advice by email, tutorial and masterclasses for creating professional CVs and covering letters.
- Employers recruiting a current student should be aware of their study obligations and not ask full time students to work in excess of 18 hours per week, except during holiday periods.

- Students are generally encouraged to apply directly to the Careers Department who then forward applications to employers. This approach enables the Careers Department to monitor take up of opportunities and the professionalism of applications.
- The Careers Department will arrange interview days where relevant and provide applicants with feedback on performance.
- The Head of Careers will be in touch with employers to check on employer and student satisfaction (and to check that the standard of work being carried out meets that laid out in the learning agreement for FD2 students) On site visits may be requested where appropriate and at a convenient time for the employer.
- Where work is considered to be high risk (eg: live music venues) a completed Health and Safety Checklist will be required by the employer in advance of a placement.
- The issue of payment of travel expenses or a nominal daily wage is at the discretion of each individual employer. BIMM encourage employers to cover basic travel expenses.
- Students are encouraged to take on responsibility for managing their own learning and professional relationships and for tracking and recording their own progress and achievements via webfolios and online resources for personal development planning.
- All stories about successful WBL placements and projects will be included on the website and the BIMM newsletter and Head of Careers will track all WBL projects for students on all courses.
- The Careers Department will endeavour to assist employers to locate suitable student and graduate employees by advertising their vacancies via email to BIMM students.
- Where looking to formally recruit within BIMM, the employers must make clear the nature of the work, any necessary skills required, the salary, employment conditions, and the number of working hours in a formal brief.
- The employer should satisfy themselves as to the suitability of any employee and fulfill all employment law requirements.
- The Head of Careers will regularly meet with Senior Management Team, HE department and Events and Guests department to ensure that work based learning initiatives are co-ordinated across all BIMM colleges.
- The Careers Department will ensure that the WBL and Ticket To Ride programmes are responsive to changes and developments in the music industry.
- The Careers Department will ensure that all WBL and work experience provision meets the criteria of the BIMM Equal Opportunities Policy.