



BBSI

Bournemouth Business School International



PROFESSIONAL WORK PLACEMENT PROGRAMME 2009



1. INTRODUCTION

It is now broadly recognised that work placements form a valuable part of business training and preparation, both in professional and cultural contexts. BBSI was a pioneer in this field and has been providing internships since 1996. The School has developed an outstanding reputation for quality of service in this field and can now provide accredited work placements in partnership with the national awarding body, NCFE.

BBSI has developed a wide network of both local and national businesses who accept international trainees, and works closely with these employers to ensure that trainees benefit fully from the often challenging experience of working in the UK.

2. PROFESSIONAL PLACEMENTS

BBSI can arrange professional work placements in industry, commerce, retail trades, and elsewhere. Such placements are suitable for trainees with an upper-Intermediate to Advanced level of English, ie IELTS 6.0, who have work experience in their own country. The aim is for trainees to broaden their experience in a vocational environment, as well as hone their English-language skills, with a view to improving their knowledge and career prospects. Placements, which are full-time, are normally of between 8 and 12 weeks duration, and follow a minimum of 8 weeks specialised study. For visa purposes, non-EU/EAA applicants must ensure that their study programme equates to no less than 50 per cent of their total programme. The choice of course to be studied, prior to each placement, is for each student to decide. However, BBSI would recommend the year-round Communications & Business Skills programme, or one or more terms of one of our other certificate, higher-certificate, or diploma course.

Following their study period, trainees are placed in work with a business that is complementary to their current or planned career. The work undertaken during the period of placement is unpaid, and should be considered as part of the ongoing training programme. However, Trainees should understand that they cannot specify a particular company or location. BBSI closely monitors the progress of each internship to ensure that the experience is a satisfactory one for all concerned. We also ensure student receive appropriate references from their employers on completion.

BBSI has previously provided placements in a wide range of fields, including the following:

- * *marketing*
- * *law firms*
- * *travel agencies*
- * *business support*
- * *hotels & catering*
- * *local government*
- * *electrics/electronics*
- * *department stores*
- * *healthcare*

3. TRAINING OUTCOMES

On successful completion of a BBSI study and work-placement programme, trainees are issued with a BBSI Certificate, Higher Certificate, or Diploma in their chosen subject, a BBSI Certificate of Placement, and an NCFE Certificate of Work Placement. Each trainee is also required to produce a Portfolio of Work to document their experiences. This documentation will serve individuals well in future employment applications.

It needs to be recognised that to a large degree what happens during internships is outside the control of BBSI. The work can be challenging, and the responsibility for making the placement a success rests mainly with the student. Many of our students have had highly successful and enjoyable placements.

4. TERMS & CONDITIONS

Please note that the following terms and conditions apply for professional work placements:

- * *A placement is not guaranteed and is subject to the trainee successfully passing an interview.*
- * *The trainee must be as flexible as possible concerning the type of placement he/she is seeking.*
- * *Should a trainee be successful at interview, the trainee is obliged to accept that work placement. Should an individual refuse the work, however, BBSI is under no obligation to arrange a further interview.*
- * *Should a trainee be unsuccessful at a particular interview, BBSI will arrange further interviews, to a maximum of 3 in total.*
- * *Should a trainee be unsuccessful in all 3 interviews for work, there will be no refund of placement fees.*
- * *Trainees must understand that, if placed successfully they are representing BBSI and should act accordingly, with integrity and professionalism.*
- * *Trainees must understand that, if asked to leave their work placement for reasons of misconduct, BBSI will not find alternative work, nor any refund of placement fees.*

5. ACCOMMODATION

During their study period at the School, which includes the final week of the course, trainees are accommodated with local host families. BBSI offers both standard and executive host family accommodation. BBSI standard host family accommodation includes a single study/bedroom, breakfast and evening meal, Monday to Friday, and full board at weekends. Executive host family accommodation incorporates sole use of a bathroom or an en-suite. If the work placement arranged is not in Bournemouth, BBSI provides assistance in locating suitable accommodation.

6. ACADEMIC TIMETABLES

All study periods are of 45 minutes' duration.

	School Opens 0815
Period 1	0900-1030
Period 2	1045-1215
Period 3	1315-1445
Period 4	1500-1630
Period 5	1645-1815
	School Closes 1815

Students are expected to optimise their learning, by use of the extensive extra-curricular IT and multi-media facilities, in meeting their homework and self-study assignments. Personal tutors are available at break times daily for individual consultation. All facilities are available between 0815 and 1700 daily.

7. SCHOOL FACILITIES

The School occupies 2 prominent and adjoining, centrally-located Victorian buildings, comprising 25 well-equipped classrooms. School capacity is around 250 students, and facilities include:

- * 2 fully-networked IT Multi-Media Centres; 30 computers
- * all classrooms equipped with DVD/VCR/CD facilities and 8 classrooms with Internet connection
- * wireless access to the Internet via high-speed, Broadband connection throughout the School
- * Library
- * Student Common Room, with satellite television, internet access and refreshment facilities.
- * garden area for relaxation

All facilities are available between 0815 and 1700 daily.

8. COURSE ADMINISTRATION

Welfare Facilities. Welfare staff are on hand throughout normal School opening hours, and emergency staff can be contacted by telephone, if required, at weekends and overnight.

Sports, Leisure and Recreation. BBSI offers a comprehensive selection of leisure, sports and social activities, both during the day and in the evenings. In planning such activities, the School takes full account of the cultural differences between life in England and in trainees' home countries. In satisfying this requirement, staff consider, among other factors, cultural background, individual lifestyles and the religious faith of trainees.

Domestic and Pastoral Care. The BBSI Student Services Officer or BBSI Duty Executive is available on a 24-hour basis 7-days per week to deal with emergencies.

Course Package. The following are included in the BBSI tuition fees:

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| * course tuition | * tutorial and social counselling |
| * BBSI induction pack | * domestic and welfare counselling |
| * entry test on arrival | * welfare and support (24-hour helpline) |
| * computer-induction session | * administration services and administration support |
| * tour of Bournemouth (<i>for students joining at the start of an academic term</i>) | * study reports and academic references (<i>on request</i>) |
| * free access to high speed Internet facilities | * end-of-course certification |
| * tourist information and bus-route map | external accreditation by international awarding bodies (<i>where applicable</i>) |
| * free access to Reference Library | * School social programme |
| * student ID card | |
| * host-family booking and liaison | |

9. COURSE FEES

Professional Work Placement: £750.00, *plus course fees*

Please note that students are responsible for paying their own accommodation fees during the placement.

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