



Dear Student

Congratulations on gaining a place on one of our Business courses at Slough & Langley College! We look forward to welcoming you to our department and supporting you to gain the skills needed to be successful within an exciting and rewarding industry. Please find below some key information that we hope you will find beneficial to have before starting your course and which clearly outlines the college expectations of what is needed to prepare for the start of the academic year to help you achieve your full potential.

We are excited to deliver your Study Programme which will give you an insight into the world of Business and Commerce. Your programme will also include a range of Guest Speakers from a number of industries as well as trips. Whilst we endeavour to minimise the cost of trips, there may be times when a contribution will be asked for. Trips and visits are an integral part of the course and are therefore mandatory.

#### **Uniform/Kit/PPE requirements & where/how to order**

All students are required to supply their own Stationery and in order to make the induction of your course as smooth as possible it is essential that you are prepared before you start.

The items you will need for your first day are:

- A full pencil case
- A notebook
- An A4 lever arch file, dividers and plastic poly pockets
- Highlighter pens
- Graph paper and a calculator

Your coursebooks, available from Amazon are:

[Level 3 Coursebook](#)

[Level 3 Revision Guide](#)

[Level 2 Coursebook](#)

[Level 2 Revision Guide](#)

#### **Industry Placement**



Industry Placement is a fantastic opportunity for you to get hands-on experience and is also a compulsory and invaluable part of your course.

Level 1 students will complete 1 skills week in March

Level 2 students will complete 1 skills week in March

Level 3 Year 1 students will complete 1 skills week in March

Level 3 Year 2 students will complete a 2 week block in March

We have a fantastic Industry Placement Team who will support you along your placement journey.

**Student expectations (Code of Conduct)**

The Student Handbook details our expectations governing our Code of Conduct and the Business Team will take you through these when you start your study programme. All students will be required to read and sign our Course Contract.