

WORK-RELATED LEARNING PROCEDURE

The objectives are to deliver the key elements identified in the National Work Related Framework requirement namely:

- Recognise, develop and apply their skills for enterprise and employability
- Use their experience of work, including work experience and part-time jobs, to extend their understanding of work
- Learn about the way business enterprises operate, working roles and conditions, and rights and responsibilities in the work place
- Develop awareness of the extent and diversity of local and national employment Opportunities
- Relate their own abilities, attributes and achievements to career intentions and make informed choices based on an understanding of the alternatives
- Undertake tasks and activities set in work contexts
- Learn from contact with personnel from different employment sectors
- Have experience (direct or indirect) of working practices and environments
- Engage with ideas, challenges and applications from the business world.

Work Related Learning Programmes will include

- Curriculum assignments / projects
Work – Related Learning and Enterprise Learning will enhance and form part of the course for subjects at Key Stage 4, a considerable part for vocational subjects but also in small parts of other subjects. Visits to industry will be monitored and recorded.
- Work Experience
All eligible Key Stage 4 students will have access to a comprehensive preparation and review programme, with five days of work experience, supported by staff visits to work placements, and reported on by students as part of the recording of achievement process. All placements will be risk assessed by trained personnel. Students self-evaluate their experience.
- Extended work-related programmes
Where groups of students at Key Stage 4 are participating in a programme involving regular intermittent periods of work-based learning, guidelines will be followed regarding insurance, adequate preparation and duty of care drawn up by the School /EBP / LEA.
- Enterprise programmes
As well as subject related activities there will be whole-cohort enterprise activities, covering the three strands: - Enterprise Capability, Financial Capability and Economic and Business Understanding.
These will use employers and external agencies where appropriate.
- Key Skills
Students will be taught how to recognise, develop and record their key skills in their work-related learning activities, for instance in work experience.
- Career lessons and interviews:
With the developments taking place 14 – 19, this area of work is included for students in KS3 as well as those in KS4. All KS4 students will have a careers interview with a Connexions PA. See Appendix for details of the careers programme across the school.

- **Mentoring**
The school will use a range of mentoring programmes, these will include programmes to promote a high level of achievement, e.g. supporting those students working towards a university career and those students who find themselves more challenged by the school environment.
- **Non-School based Link Courses**
Courses that meet student needs beyond curriculum - college link course should be used

Strategies

Develop an annual plan

The annual development plan will

- be linked with the School's Improvement Plan
- provide an action plan for the delivery of the key elements identified in this policy statement and the Work Related Requirement for all KS4 students
- identify the personnel and other resources required to deliver the plan

Curriculum development

Develop the curriculum to include opportunities for relevant work related learning for all students across a range of subject areas, particularly in the core subjects in Key Stage 4. Schemes of work and audits should indicate the planned learning outcomes, in terms of knowledge and skills for employability & enterprise and business and economic understanding

Legal requirements

The School will ensure that it meets the legal requirements for all work-related activities, as specified by DfES requirements, especially with regard to work experience, extended work experience and other off-site provision.

Links to other areas and policies

This policy is supported by and designed to contribute to other whole school policies

School Support Systems

Resources

In order to provide a quality programme of work-related teaching and learning activities across the curriculum, adequate resources will be allocated to this area to support the range of in and out-of-school activities, teacher placements and development of programmes.

Staffing

A member of senior management will have overall responsibility for Work – Related Learning. The programme will be supported by the Co-ordinators for PSHE, Work Experience, Careers Education and Guidance, Vocational education, Enterprise Education and by other designated members of staff.

Professional Placements

The school will identify those teachers who are delivering specific courses which would benefit from going on training courses or a professional placement

Partnerships

- Education Business Partnership
- Business partners
- Connexions
- College
- University
- Young chamber
- Aim Higher

Monitoring, Assessment and Evaluation

- The overall programmes will be monitored and evaluated (by students and staff) on a regular basis.
- Events involving outside links will be evaluated and reported on as a matter of course to assess how effective they are in meeting learning outcomes.
- Assessment will include external exam results for vocational courses, regional or local certification and systematic recording of students' evaluations and learning outcomes, e.g. key skills.