

Policy Title:	Work-Related Learning Policy	
Date of Issue:	11/06/2019	
Date of Review:	Spring Term 2021	
Author & Role	S.Poxon – Deputy Headteacher	
Ratified by:	Governors Policy Committee	
Responsible signatory:	W Blundell <i>W.Blundell</i>	M Maher <i>M.Maher</i>
Date of signature:	11/06/2019	11/06/2019
Outcome:	This Policy: details colleagues' responsibilities and reflects the school values and philosophy in relation to provide a balanced and broadly-based curriculum which 'prepares pupils for the opportunities, responsibilities and experiences of adult life' which includes preparation for working life.	
Cross Reference:	Child Protection and Safeguarding Policy Health & Safety Policy PSHCE Policy Teaching and Learning Policy	

EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

Work Related Learning Policy

INTRODUCTION

There is a statutory requirement for the school to provide a balanced and broadly-based curriculum which 'prepares pupils for the opportunities, responsibilities and experiences of adult life' which includes preparation for working life.

Our Careers Education, Information, Advice and Guidance (CEIAG) programme has been designed to provide our young people with the knowledge and skills necessary to make successful transitions to the next stage of their life. We believe that personalised CEIAG helps to broaden horizons, challenge stereotypes and raise aspirations. This provides our young people with a clearer understanding of the opportunities in adult life which are relevant to the needs and abilities of each individual.

Our CEIAG programme has been developed around the Gatsby Charitable Foundation's "Good Career Guidance" report which identifies eight Gatsby Benchmarks.

Gatsby Benchmarks:

- A stable career programme.
- Learning from career and labour market information.
- Addressing the needs of each pupil.
- Linking curriculum learning to careers.
- Encounters with employers and employees.
- Experiences of workplaces.
- Encounters with further and higher education.
- Personal guidance.

Astley Park School is committed to maximising the benefits for every pupil in the development of a whole school approach to work related learning. We believe that all pupils should have access to appropriate workplace experiences. We wish to promote work related learning as part of the learning entitlement for all pupils and as a means for learning 'about work', learning 'through work' and learning 'for work'.

RATIONALE

CEIAG has an important contribution to make in the education of all pupils in order to make an effective transition from school to adult life and employment.

What we do briefly:

Purpose

Work related learning, CEIAG and enterprise learning is concerned with planned activities which use work as a context for learning or illustrate aspects of working life. Astley Park School encourages independence and individual growth for all pupils.

Aims

- To improve educational standards using contexts that improve motivation and attainment for all pupils.
- To enable pupils to make informed decisions about courses and programmes, aspects of life which are appropriate to long term aspiration and needs.
- To improve pupils' understanding of the world of work and demands.
- To improve the quality of provision and guidance.
- To improve access and choice of all pupils.
- To improve the transition of pupils from school to adult and working life.

Objectives

- To develop a range of high-quality opportunities to enhance the curriculum.
- To develop greater awareness for pupils about the development of key skills and employability.
- To promote awareness and understanding of work, industry, the economy and community.
- To relate skills, attitudes, concepts and knowledge learned in school to applications in the wider world.
- To develop pupils' personal, social and enterprise skills in a range of contexts.
- To provide pupils with informed and impartial guidance on the choices available for education, training and employment as well as other interests.
- To develop effective links with key partners which include colleges and training providers.
- To raise pupil aspirations, attainment and employability.

CURRICULUM PROVISION

We offer a wide range of activities that contribute towards work related learning opportunities in order to help prepare pupils effectively for adult and working life. These

activities complement subject teaching, contribute towards the development of pupils' key skills as well as contributing to lifelong learning opportunities.

The range of activities we currently use in order to meet objectives include:

- Work place learning experience in provided by Lisieux Hall.
- Careers information, education and guidance.
- YPS input.
- Careers library.
- Work experience – internal and external, where appropriate in Years 10 and 11.
- Enterprise projects.
- Visits to work places.
- Problem solving and work activities.
- Internal school related activities – registers, milk monitor.
- Post 16 information evening
- Development of personal statements, college application forms, form filling skills.
- PSHCE delivery.
- School Council.
- Organised charity events.
- Organised themed events.

Work related learning within the school enables each curriculum area to make a full contribution through:

- Ensuring that all pupils have access to some work related activities which are appropriate to their needs.
- Using appropriate teaching and learning strategies.
- Development of accreditation through an appropriate pathway.
- Ensuring maximum understanding for pupils of the various aspects of work related learning to adult and working life.
- Ensuring development and progression.
- Development at younger ages through PSHCE.

Throughout school, students are encouraged to think about themselves as an individual and how others may see them. Through PSHCE related topics, students are encouraged to be familiar with routines, procedures and social aspects. They are encouraged to develop responsibilities such as taking the register, delivering milk etc. In Key Stage 4, students, where possible, are encouraged to think about wider responsibilities and develop skills to prepare for working life. Students will take part in internal and external work placements.

SAFEGUARDING/HEALTH & SAFETY

All potential work experience places are subject to checks and risk assessments prepared by staff. If appropriate, students are supported to attend external placements. Careful consideration is given to each individual regarding placement and risk assessments.

ASSESSMENT

Assessment for work related learning will take place using the B squared PSHCE/Citizenship components and completion of appropriate accreditation.

ACCREDITATION

In Key Stage 4, students follow appropriate accredited pathways selected from the OCR, AQA and ASDAN awarding bodies.

EQUAL OPPORTUNITIES

We aim to promote positive ways in which our work-related learning programme addresses a broad spectrum of equal opportunities. Students are encouraged to develop skills for dealing with discrimination of all forms and there is an assurance that no student will suffer discrimination as a consequence of ethnicity, gender, social background or disability. All students are offered impartial, confidential and detailed advice regarding choices of destination and appropriate pathways.

STAFF TRAINING AND DEVELOPMENT

The training will depend upon need and will aim to serve the developments and training need in relation to Careers Education and Guidance.

PARTNERSHIP

Astley Park School is offered support from YPS who attend key transition reviews of Year 9 and 11. YPS advise pupils on future plans and works with staff, parents/carers and students as appropriate.