



**Leicester
Partnership
School**

Work Related Learning Policy

Schedule for Development, Monitoring and Review	
Approved by governors on:	June 2019
Implementation monitored by:	Pran Pancholi
Review arrangements:	Annually All policies will be reviewed if there are any significant developments or changes to legislation
Reviewed:	June 2020 June 2021 May 2022
The next review of this policy:	May 2023

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1. Introduction:

There is a statutory requirement under Section 351 of the 1996 Education Act for the Service 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'.

The Leicester Partnership School is committed to maximising the benefits for every pupil, in the development of a whole Service approach to work-related learning. The Leicester Partnership School recognises that there should be an element of work-related learning for all pupils at Key Stage 4, and more for those students that are suited to this style of learning. The Service wishes 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'.

2. Rationale:

Work-related learning has an important contribution to make to the education of all our pupils in order for them to make an effective transition from the school to adulthood and employment. So that pupils are able to make this effective transition the Service provides a wide range of opportunities for pupils to learn, about, through and for work in a range of contexts. The Service has clearly identified work-related learning outcomes for all pupils together with a set of procedures for assessing individual pupil's progress. The Service Improvement Plan includes a framework to evaluate the effectiveness of the Service's programme of work-related learning.

3. Purposes:

Work-related learning is concerned with those planned activities that use work as a context for learning or illustrate aspects of working life. The Service encourages innovative approaches to work-related learning in order to motivate pupils and to raise standards. The accreditation of pupils' achievements in work-related learning has an important role to play in supporting the Service's objectives.

The main purpose of work-related learning is to provide pupils with a range of activities as part of a balance and integrated curriculum. The work-related learning opportunities provided by the Service contribute to:

- Attainment in individual subjects by increasing pupils' understanding
- Achievement of vocational qualifications by enhanced understanding and relevance to general and specific occupations;
- Achievement and development of the main key skills and the wider key skills;

- Careers education and guidance by providing an insight into the factors which can inform career choice;
- Learning about the world of work and better preparation for the transition from education and training to work;
- Personal and social education through the improvement of interpersonal skills, presentation skills, self-confidence, taking initiative, teamwork and taking on responsibility; and
- Increasing the breadth of curriculum experience for every pupils' to support the in their preparation for adult life.

4.1 Aims for Work Related Learning:

The aims of work-related learning focus on the provision the Leicester Partnership School makes regards opportunities for pupils, and to prepare for adult and working life. These include:

- To improve educational standards through using contexts that improve motivation and attainment for all pupils;
- To ensure that pupils follow courses and programmes which are appropriate to their longer term aspirations and needs;
- To improve pupils understanding of the world of work and its demands;
- To improve the quality of provision and guidance;
- To increase access and choice for all pupils;
- To improve the transition of pupils from school to adult and working life

4.2 The Service's Objectives:

The key objectives for work-related learning are:

- To raise levels of attainment through high quality work-related learning for all pupils;
- To develop a range of opportunities which enhance the curriculum;
- To promote greater awareness for pupils about the world of work, the development of key skills and employability;
- To develop a range of appropriate and relevant activities which assist in raising all pupils' aspirations and achievement and which are of the highest possible quality and are regularly monitored;
- 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 and social skills in relationships 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 improve employability through work-related learning

- To develop effective links with key partners who include the Leicestershire Education Business Company (LEBC), Leicester City Connexions Services the LA and other Service Partners.

5.1 Curriculum Provision:

The Service offers a wide range of activities that contribute towards work-related 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 the Service is currently using in order to help meet its objectives includes:

- Vocational accredited courses
- Careers Education and Guidance via Connexions support
- Extended Work Placements [within real and active businesses](#)
- Problem Solving and Insight into Work Activities
- Personal and Social Education

Work-related learning within the Service enables each curriculum area to make a full contribution via:

- The development of schemes of work that recognise the importance of work-related learning in preparing pupils for adult and working life;
- Ensuring that all pupils have access to some work related activities which are appropriate to their needs;
- The use of appropriate teaching and learning strategies;
- The regular review of learning outcomes and assessment arrangements for all work related programmes and courses;
- Ensuring maximum understanding for pupils of the various aspects of work related learning to adult and working life;
- Ensuring continuity and progression in schemes of work, so that all pupils' can build on work-related experiences from previous levels.

5.2 Accreditation:

Where possible the Service ensures that all work-related learning programmes and courses contribute, where appropriate, to approved qualifications set out in the Department for Education [Approved Qualifications](#) list. The Service also works to the guidance that where practically possible, vocational accreditations fall under the Progress 8 umbrella. The Service makes full use of the Personalised Learning Plan to record pupil's individual achievements.

In line with the current Government's guidance on Vocational Accreditation that was announced in May 2016 and last updated in September 2017, the Leicester Partnership School will continue to work with its Alternative Provision providers to ensure accreditation pathways offered and delivered are in line with current Government legislation and meet the requirement of being comparative to GCSE outcomes.

To ensure the Leicester Partnership School complies with current legislation relating to Alternative Provisions and Independent School status, the Leicester Partnership School will only place students in one single provision for a maximum of 3 days (15 hours) to comply with the legislation relating to the 18 hour threshold.

6. Management of Work Related Learning:

A senior member of staff, who is a member of the Senior Leadership Team, is responsible for;

- The management and co-ordination of the various aspects of work-related learning;
- The range of activities and courses available at Key Stage 4 and where practicable at Key Stage 3.
- How the effectiveness and benefits of work-related activities are to be measured, monitored and evaluated.
- The assessment procedures and strategies for pupil evaluation of activities and learning outcomes.
- The systems to secure balance, progression and continuity.
- Ensuring appropriate channels of communication at senior management level, governing body, and consortium and across LA and LEBC.
- Health and Safety
- Safeguarding

Individual subject staff are responsible for:

- Identifying appropriate learning outcomes: skills, attitudes, concepts, knowledge and the strategies to achieve them;
- Clarifying how the activities helps progression an learning about, for and through work; and
- Indicating the scope for pupils to set their own learning objectives.

7. Staff Development:

The Service provides a number of opportunities for staff to undertake relevant and appropriate professional development to support the teaching of work related learning, as well as providing CPD training sessions each academic year for the Organisations that deliver the work related programmes on behalf of the Leicester Partnership School.

8. Provider Placements:

The Leicester Partnership School recognises the importance of using appropriate extended work experience and training provider placements as part of its commitment to Work Related Learning.

The Leicester Partnership School works with a range of Training Providers as part of its Work Related Learning programmes and includes the following Providers, although the list is subject to regular monitoring and review.

TRANS4M
AXLR8
EDUC8 SPORT
RHK EDUCATION
PEDESTRIAN ARTS
LEICESTER TIGERS
FUTURE CYCLES
WATERFRONT SEA
TRIPLE SKILLZ
LADDER TRAINING
ENSTRUCT TRAINING

All Providers will have access to this and other related policies.

The Leicester Partnership School will ensure that all private placements and training providers are checked and vetted by the Leicestershire Education Business Company in terms of Health and Safety and Risk Assessment prior to commencement of delivery to students to come in line with LA guidance, and that a Leicester Partnership School Quality Assurance Pre-Approval audit is completed and passed.

The Leicester Partnership School Service Level Agreements detailing Accreditation routes, Health and Safety, Safeguarding, Behaviour and other requirements will be in place with all placement providers – a generic SLA is attached as Appendix B.

The Leicester Partnership School is now undertaking a structured programme of Lesson Observations within each Alternative Provision detailed above which will be undertaken by the Key Stage 4 Strategic Lead. This will form part of the robust annual Quality Assurance programme which every Provider is part of and has undertaken.

If a student accesses an individual extended placement with a private Organisation and not a Training Provider, then the same processes detailed above will be adhered to.

It will be the responsibility of the Management of the Organisation that accepts students on placements, to ensure that all staff responsible for supervising students placed by the Leicester Partnership School at a Training Provider or Private Organisation (extended

placements) have a full and valid Enhanced DBS check completed and passed PRIOR to commencement of post and delivery to students. This information will be held by the Leicester Partnership School on its Single Central Register. Any updates with regard to new staff joining the Organisation will also be passed to the Leicester Partnership School.

This policy should be read in conjunction with the Leicester Partnership School Health and Safety, Safeguarding and Teaching and Learning policies.

9. Policy Review:

The Service policy on Work Related Learning will be reviewed and monitored at various levels. The key priorities from the review are incorporated into the School Improvement Plan on an annual basis.

This policy is reviewed annually and is ratified by the Members of the Management Committee annually.

10. Contacts

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