



Mayfield School

Careers Policy

Issue No	Date Written	Author/Reviewed By	Date of Review	Approved by Governors
1	December 2018	Trevor Milton, Year 14 teacher		Autumn Term 2018
2	December 2020	Trevor Milton, Year 14 teacher	December 2021	Spring Term 2021
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Principles of the Policy

A definition for Work Related Learning (WRL) is planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices and learning the skills for work (WRL, QCA Guidance 2003). WRL is a statutory requirement for all KS4 students.

Mayfield School is committed to maximising the benefits for every young person, in the development of a whole school approach to WRL. The school recognises that there should be differentiation in the levels of WRL for students, and the school wishes to promote WRL as part of the learning entitlement for all students of KS4 and KS5 and as part of the curriculum offer for students working in KS2 and KS3.

Aims and Objectives

The aims for work related learning focus on the provision the school makes for opportunities for young people to prepare for adult and working life.

These include:

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

The key objectives for work related learning are:

- To raise levels of attainment through high quality work related learning for all young people
- To develop a range of opportunities which enhance the curriculum
- To promote greater awareness for young people 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 young people's 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 young people's personal and social skills in relationships in a range of contexts

- To provide young people 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

Procedures and Responsibilities

The school offers a wide range of activities that contribute towards work related opportunities to help prepare young people effectively for adult working life. These activities complement subject teaching, contribute towards the development of young people's key skills as well as contributing to lifelong learning opportunities and can be evidenced through each young person's Record of Achievement (ROA) File and Accreditation Portfolio (ASDAN).

1. Activities in School

The range of activities the school is currently using to help meet its objectives include:

- Asdan modules in WRL are subject to external moderation
- Work Experience, individual work placements and volunteering opportunities
- Visits from a variety of careers/employers for example, World of Work Days (WOW), Parent and Student Future Options Open Evening

2. Curriculum Development

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

- The development of modules of work that recognise the importance of work related learning in preparing young people for adult and working life
- Ensuring that all young people have access to some work related activities that are appropriate for their needs
- The use of appropriate teaching and learning strategies
- Ensuring continuity and progression in modules of work, so that all young people can build on work related experiences from previous levels
- Opportunity to evidence the WRL experiences through ROA and Accreditation Files and reporting to parents on each young person's progress

3. Activities Outside School

The range of activities that young people may participate in outside school is very wide. Every student will have the opportunity to evidence activities related to WRL in their Achievement and ROA File. These could include:

- Future Pathways Programme
- National Citizen Service (NCS) and Inspira input
- Community work e.g. weekly work experience
- Sports, Youth Clubs - team building, leadership skills
- Contact with and visits to local services and employers in the local area

4. Assessment

Assessment within WRL is chiefly in the form of young people's self-assessment supported by discussion with staff. Each young person will have a portfolio to illustrate his or her individual achievements in WRL. The process of assessment follows the whole school assessment policy.

WRL at Key Stage 5 is accredited through the Asdan modules specific to Asdan Employability and Towards Independence modules (where appropriate).

Functional and Key Skills in English and Maths are accredited through Open Awards at Key Stage 5.

5. Moral, Spiritual and Cultural Education

WRL will contribute to each young person's moral, spiritual and cultural development by helping them to recognise the meaning and value of different types of work to individuals, communities and the country as a whole. It links well to Relationships and Health Education.

6. Equal Opportunities

WRL will help to promote the schools policy on equal opportunities by providing a range of resources, which match individual needs, helping young people recognise the importance of Equal Opportunities in working life.

7. Special Educational Needs

WRL will promote the schools policy of SEN and use a range of resources to match individual needs.

8. Staff Development

All staff involved are entitled to WRL training and development of understanding about the accredited programmes of work through Asdan and Open Awards.

9. Partnerships

We work in partnership with the following:

- Inspira and CBEC who will support and complement WRL
- Prism Arts
- Local industry and businesses who support Work Experience and Workshops
- Further and Higher Education Institutions exchange up to date information and advice and make careers and transition visits
- Parents and guardians who will exchange information, contribute to the programme and where appropriate, evaluate provision

Evaluation

The school policy on Work Related Learning will be reviewed and monitored at various levels and at different times by key groups on an annual basis.

The key priorities from the review are incorporated into the School Improvement Plan on an annual basis.

Careers development in line with DfE Strategy will inform the basis of specified sections in the SPR Improvement Plan for the next two years from September 2018.