



WORK-RELATED LEARNING POLICY

Policy approved & adopted by	Head of College
Date	Sept 2019
Review cycle	Annual
Next Review	Sept 2024

Intent

Work-related learning (WRL) is defined as the '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.

- For work - developing skills for enterprise and employability (for example, through problem-solving activities, work simulations, project planning and development and mock interviews)
- About work - providing opportunities for learners to develop knowledge and understanding of employers, employment and enterprise (for example, through careers education and Personal Protective Equipment sessions)
- Through work - providing opportunities for learners to learn from direct experiences of work, including developing the employability skills and 'can-do' attitude that employers value (for example, through work experience or enterprise activities in college)

Through individualised learner programmes within the college environment to prepare for employability, learners will be supported to transfer and utilise skills within our network of local employer environments, with the aim to

- develop the employability skills of learners; (Refer to Annex A for 7-point framework of skills for employability)
- provide learners with the opportunity to 'learn by doing' and to learn from experts
- raise standards of achievement of learners;
- increase the commitment to learning, motivation and self-confidence of learners;
- enable learners to develop career awareness and the ability to benefit from impartial and informed information, advice and guidance;
- support learners' ability to apply knowledge, understanding and skills;
- improve learners' understanding of the economy, enterprise, finance and the structure of business organisations, and how they work;
- develop and support learners to access the community in which they live and to feel that they are valued members of our society.
- develop safe learners who, through the quality of their learning experience gain an understanding of the importance of health and safety and understand how hazards are identified and risks are assessed and are able to develop a set of safe behaviours, so that

they play an active part in the process and acquire practical, transferable skills from their experience.

Implement

Procedures and Responsibilities

The college offers a wide range of activities that contribute towards work-related opportunities in order to help prepare learners effectively for adulthood, citizenship and employability. These activities contribute towards the development of learners' key skills as well as contributing to lifelong learning opportunities and can be evidenced through each learner's Progress File.

Activities in college

The range of activities the college is currently using in order to help meet its objectives include:

- Accredited courses with the NOCN
- Individual subject work e.g PEP
- Careers Education and Guidance
- Work Placements
- Visits to employers
- Personal and Social Education
- Horticulture learning opportunities including ground maintenance, plant care, use of hand tools, health and safety and enterprise based activities such as making hanging baskets.
- use of ICT resources (ipad/laptops)

Curriculum development

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

- the development of schemes of work that recognise the importance of work-related learning in preparing learners for adulthood and working life;
- ensuring that all learners have access to some work related activities which are appropriate to their needs;
- the use of appropriate teaching and learning strategies;
- the use of ICT across all WRL both within college and in the community eg online shopping
- ensuring maximum understanding for learners of the various aspects of work related learning and its relevance to adulthood and working life;
- ensuring continuity and progression in schemes of work, so that all learners' can build on work-related experiences from previous levels;
- an opportunity to evidence the WRL experiences through the learner's Progress File
- moral, spiritual and cultural themes will be incorporated within WRL to help learners to recognise the meaning and value of different types of work to individuals, communities and the country as a whole.
- The college will strive to promote its policy on equal opportunities by providing a range of resources, which match individual needs, helping learners recognise the importance of Equal Opportunities in working life and monitoring resources to ensure the absence of stereotyping.

Activities outside college

The range of activities that learners may participate in outside college is very wide. Every learner will be able to evidence activities related to WRL in their Learner Progress File. These could include:

- Supported part-time jobs
- Experiences of legal requirements e.g. Health and Safety/PEP
- Community work
- Team building, business enterprise
- Supported internship

Assessment

Assessment within WRL is chiefly in the form of RaRPA. Each learner will have a portfolio of evidence in their progress file to illustrate his or her individual achievements in WRL. The process of assessment follows the whole college assessment policy.

Staff Development

All staff involved are entitled to relevant WRL training.

Resources

The college has access to a number of on-site resources that can be used by the learners. They currently include:

- The Den – on-site charity shop
- The Garage Café – on-site café open to the public
- Grounds maintenance at Ewood Campus
- We also work in partnership with a range of local businesses.
- Access to a Careers Advisor for information and advice on topical Careers issues and skills required for the world of work.

Evaluation

The college policy on work related learning will be reviewed and monitored on an bi-annual basis. The key priorities from the review are incorporated into the College Improvement Plan on an annual basis.

Annex A

The Confederation of British Industry 7-point framework for employability

The attributes, skills and knowledge that make up 'employability'	
Self-management	Readiness to accept responsibility; flexibility; resilience; self-starting; appropriate assertiveness; time management, and readiness to improve own performance based on feedback/reflective learning.
Teamworking	Respecting others; co-operating; negotiating/persuading; contributing to discussions, and awareness of interdependence with others.
Business and customer awareness	Basic understanding of the key drivers for business success, including the importance of innovation and taking calculated risks, and the need to provide customer satisfaction and build customer loyalty.
Problem solving	Analysing facts and situations and applying creative thinking to develop appropriate solutions.
Communication & Literacy	Application of literacy; ability to produce clear, structured written work, and oral literacy, including listening and questioning.
Application of numeracy	Working with numbers and general mathematical awareness and its application in practical contexts (e.g. measuring, weighing, estimating and applying formulae).
Application of Information Technology	Basic IT skills, including familiarity with word processing, spreadsheets, file management and use of internet search engines.