

Work Related Learning

School Policy - Example

Introduction

- There is a statutory requirement under Section 351 of the 1996 Education Act 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.
- The school is committed to maximising the benefits for every pupil, in the development of a whole school approach to work-related learning which not only meets but goes well beyond the statutory requirement for work related learning for all students at Key Stage 4 which comes into effect in September 2004
- The school recognises that there should be some work-related learning for all pupils, and more for some.
- The school 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'.

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 school provides a wide range of opportunities for pupils to learn, about, through and for work in a range of contexts.
- The school has clearly identified work-related learning outcomes for all pupils together with a set of procedures for assessing individual pupil's progress. The School Development Plan includes a framework to evaluate the effectiveness of the school's programme of work-related learning.

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 school 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 school'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 school contribute to:
 1. Attainment in individual subjects by increasing pupils' understanding;
 2. Achievement of vocational qualifications by enhanced understanding and relevance to general and specific occupations;
 3. Achievement and development of the main key skills and the wider key skills;
 4. Careers education and guidance by providing an insight into the factors which can inform career choice;
 5. Learning about the world of work and better preparation for the transition from education and training to work;
 6. Personal and social education through the improvement of interpersonal skills, presentation skills, self-confidence, taking initiative, teamwork and taking on responsibility; and
 7. Increasing the breadth of curriculum experience for every pupils' to support the in their preparation for adult life.

Aims for Work Related Learning

- The aims for work-related learning focus on the provision the school makes for opportunities for pupils to prepare for adult and working life and 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

The School'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 which include the Hertfordshire Business Link Organisation (EBLO), Hertfordshire Carers Services the LEA and other school Business Partners.

Curriculum Provision

- The school 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 school is currently using in order to help meet its objectives include:
 - Vocational A level (ACVEs)
 - Applied (vocational) GCSE courses
 - Other relevant vocational courses and qualifications such as NVQs
 - Literature and Project Resources provided by Business
 - Careers Education and Guidance
 - Work Experience
 - Extended Work Placements
 - Work shadowing
 - Visits to employers
 - Enterprise projects
 - Problem Solving and Insight into Work Activities
 - Personal and Social Education
 - Business Mentoring
 - Industry Days
 - Visitors from Industry and Business

Work-related learning within the school 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 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.

Accreditation

- Where possible the school ensures that all work-related learning programmes contribute, where appropriate, to approved qualifications set out in the DfES Section 96 list. The school makes full use of the Progress File/ Individual Learning Plan to record pupil's individual achievements.

Management of Work Related Learning

A senior member of staff, who is a member of the senior management team, is responsible for

- The management and co-ordination of the various aspects of work-related learning;
- The range of activities in each key stage;
- 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; and
- Ensuring appropriate channels of communication at senior management level, governing body, and consortium and across LEA/EBLO.

Individual subject staff are responsible for:

- ensuring that their schemes of work contribute to work-related aims;
- identifying the types of activity at relevant points in the schemes of work;
- 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.

Staff Development

The school provides a number of opportunities for staff to undertake relevant and appropriate professional development to support the teaching of work related learning.

Policy Review

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 Development Plan on an annual basis.