

ASHLEY HIGH SCHOOL

Work Related Learning Policy

This policy was adopted: September 2022

This policy will be reviewed: September 2023

This policy has an inter-relationship with the school’s Careers Education, Information Advice and Guidance Policy, Work Experience Placements Policy, Policy Statement on Provider Access and Equal Opportunities Policy.  All policies are reviewed on an annual basis by the Careers Leader and signed, approved and dated by the Head Teacher, Chair of Governors and Link Governor for CEIAG.

**Rationale**

Work Related Learning (WRL) is defined as 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)

**Commitment**

Ashley High School is committed to providing all students with a programme of work related learning, years 7 – 14. We are working towards the Gatsby Benchmarks which highlight the importance of work related learning and encounters with employers. (<http://www.gatsby.org.uk/uploads/education/good-career-guidance-handbook-digital.pdf>).

**Intent**

Ashley High School aims to provide and meet the statutory requirements of the work related and enterprise curriculum for all our students and to ensure that all students leave school with an understanding of the world of work, working practices and the skills required of today’s workforce.

The school’s aims for Work Related Learning are in line with QCA’s framework. They are that all students are given the opportunity to:

* recognise, develop and apply their skills for enterprise and employability;
* use their experience of work, including any work experience and part-time jobs to extend their understanding of work;
* learn about the way business enterprises operate, working roles and conditions, and rights and responsibilities in the work place;
* develop awareness of the extent and diversity of local and national employment opportunities;
* relate their own abilities, attributes and achievements to career aspirations and make informed choices based on the options available to them;
* undertake tasks and activities set in work contexts;
* learn from contact with personnel from different employment sectors;
* have experience (direct or indirect) of working practices and environments;
* engage with ideas, challenges and applications from the business world.

**Essential Key Skills**

The work related learning programme will help students to appreciate how the skills they develop in the workplace and during work related activities can be transferred to a range of vocational areas and subjects. The essential key skills are summarised below

* Speaking
* Listening
* Creativity
* Leadership
* Problem Solving
* Teamwork
* Staying positive
* Aiming High

**Implementation**

Student’s WRL entitlement will be delivered specifically through PHSCE and Employability lessons and embedded across the school curriculum. These activities use the context of work to develop students’ knowledge, skills and understanding of the work place.

Work Related Learning also forms part of our personalised curriculum in the 6th Form, allowing individual students to benefit from placements and programmes tailored to meet their particular learning needs and aspirations.

The school believes that such learning should start in year 7 and be a natural progression throughout KS3, KS4 and KS5. The range of activities the school is currently using to help meet our aims include:

* Vocational opportunities available as part of the Year 10/11 options
* Vocational opportunities as part of the 6th Form curriculum
* Careers Education and Guidance
* Work experience placements (6th Form)
* Extended work placements ( Year 10, 11 and 6th Form)
* Careers Day (Year 11)
* Enterprise activities (PHSCE and Employability lessons)
* Visits from employers (Year 7 upwards)
* Visits to employer premises (Year 11 and 6th Form)
* Community Work
* Embedding Skills Builder Key Skills across the curriculum

**Management**

A named member of the Leadership & Management team acts as the Careers Leader and oversees the Work Related Learning programme (including work experience placements) alongside the school’s Careers Coordinator. Work placements are organised by the Careers Coordinator in consultation with the student, parents and senior leadership.

**Safeguarding**

The safety of all students involved in Work Related Learning is paramount to the school.

Any work placements and employer visits are risk assessed in order to meet health and safety requirements. The safety of students on placement is monitored by visits from school staff (see Work Experience Placements policy for further details).

**Equality and Diversity**

Work Related Learning is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths, with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. A variety of working environments are visited to widen career aspirations and understanding.

**Parents and carers**

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through letters, the school website, newsletters and open evenings. Parents are welcome at careers interviews and play a crucial part in their child’s career planning as part of the annual review process.

**Partnerships**

Partnership working is encouraged to deliver a CEIAG programme that meets the holistic needs of students. We work in partnership with a range of local organisations, including Job Centre Plus, Halton Health Improvement Team, Addaction, Halton Community Bridge Builders, Riverside College and training providers. We have also built up excellent relationships with a number of local employers.

**Monitoring, Review and Evaluation**

Careers Education is monitored, reviewed and evaluated annually by the CEIAG co-ordinator, Careers Leader and Leadership & Management Team. Annual discussion with key staff, students, parents and partners generate positive changes and improvements to the programme that ensure the programme delivers positive results and is of benefit to all of our young people.

**Impact**

By participating in the Ashley High School Work Related Learning Programme students will:

* find out about different working environments and opportunities that might be available within them.
* develop key employability skills needed for working life.
* make realistic, but ambitious, choices about courses and jobs based on research into the world of work
* interact with employers to help them develop their own plan of action for the future
* be able to make effective applications for jobs, training and further and higher education

Students will also have developed a set of transferable essential skills that will benefit them whatever their chosen progression route. This will include

Speaking and Listening

* Listening and speaking to a range of different people
* Using body language to help communication
* Using communication for different purposes and in a range of different ways

Teamwork and Leadership

* Setting common goals
* Showing respect to others in their team and valuing their contributions
* Listening to others and being open minded
* Taking on roles and responsibilities
* Understanding and supporting others

Problem Solving and Creativity

* Identifying issues and being able to examine information
* Dealing with change
* Decision making to find solutions
* Staying with a problem until it is resolved
* Imagining and using creativity to develop ideas

Staying Positive and Aiming High

* Setting goals and planning ahead
* Being proactive and flexible
* Being resilient and being able to work under pressure
* Monitoring performance and devising strategies for improvement
* Managing their time

**Covid-19 Addendum**

The School is endeavouring to provide a broad, balanced and rich curriculum in order to maintain pupils’ choices for further study and employment whilst adhering to government guidance including the system of controls to prevent and respond to any infection. Any work-related work will be planned and adapted as necessary with up-to-date government guidelines around Covid-19 in mind.

Signed: Karl Ashton (Chair/Link Governor for CEIAG) date: 3/09/22

Signed: Diane Wilson (Head Teacher) date: 3/09/22

September 2022 – V Banks