

CAREERS (WORK RELATED LEARNING) POLICY

INTRODUCTION

There is a statutory requirement 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 - *March 2015*.

From 2012, Section 29 of the Education Act 2011 places schools under a duty to secure access to independent careers guidance for their pupils in school years 8 - 13. Careers guidance under the new duty must:

- Be presented in an impartial manner.
- Include information on the full range of Post-16 education or training options, including apprenticeships *and* traineeships.
- Promote the best interests of the pupils to whom it is given.

Newark Orchard School is committed to maximising the benefits for every pupil in the development of a whole school approach to WRL (work related learning). We recognise that there should be some work related learning for all pupils. Where appropriate, for some pupils, personalised learning will require a greater input to work related learning.

We wish 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 in the education of all pupils in order to make an effective transition from school to adulthood and employment.

What we do briefly:

Purpose

Work related learning and enterprise learning is concerned with planned activities which use work as a context for learning or illustrate aspects of working life. Newark Orchard School encourages independence and individual growth for all pupils.

Aims

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 using contexts that improve motivation and attainment for all pupils.
- To enable pupils to make informed decisions about courses and programmes, aspects of life which are appropriate to long term aspiration and needs.
- To improve pupils' understanding of the world of work and demands.
- To improve the quality of provision and guidance.
- To improve access and choice of all pupils.
- To improve the transition of pupils from school to adult and working life.

Objectives

- To develop a range of high quality opportunities to enhance the curriculum.
- To develop greater awareness for pupils about the development of key skills and employability.
- 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, social and enterprise skills 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 develop effective links with key partners which include colleges and training providers *and work placements*.
- To raise pupil aspirations, attainment and employability.

CURRICULUM PROVISION

We offer a wide range of activities that contribute towards work related learning 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. *We have a work related learning lead who has dedicated time to plan, prepare and risk assess work placements and support students where necessary.*

The range of activities we currently use in order to meet objectives include:

- Offer of vocational courses.
- Careers information, education and guidance.
- *Ideas4Careers*.
- Careers library.
- Work experience - internal and external, where appropriate throughout the 14-19 department.
- *PASS (pupil attitudes to self and school)* projects.
- Visits to work places.
- Problem solving and work activities.
- Internal school related activities - registers, milk monitor.
- Careers fair.
- Person Centred Reviews.
- Development of CV, interview techniques, form filling, job searches, college prospectus.
- PSHCE delivery.
- *Volunteering*.
- *Mentoring*
- Student Council.
- Organise charity events.
- Organise themed events.
- *Residential field trips*.

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

- Ensuring that all pupils have access to some work related activities which are appropriate to their needs.
- Using appropriate teaching and learning strategies.
- Development of accreditation and vocational courses through a pathway.
- Ensuring maximum understanding for pupils of the various aspects of work related learning to adult and working life.
- Ensuring development and progression.
- Development at younger ages through PSHCE.

Throughout school, students are encouraged to think about themselves as an individual and how others may see them. Through PSHCE related topics, students are encouraged to be familiar with routines, procedures and social aspects. They are encouraged to develop responsibilities such as taking the register, delivering milk etc. In the 14-19 department, students, where possible, are encouraged to think about wider responsibilities and develop skills to prepare for working life. Students will take part in internal and external work placements.

ACCREDITATION (ASDAN, AQA, AIM)

In the 14-19 department, students are encouraged to choose accredited pathways and, within these qualifications, students will follow PSHCE and work related learning qualifications from the 'AIM' awarding body.

EQUALITY AND DIVERSITY

We aim to promote positive ways in which our work related learning programme addresses a broad spectrum of equal opportunities. Students are encouraged to develop skills for dealing with discrimination of all forms and there is an assurance that no student will suffer discrimination as a consequence of ethnicity, gender, social background or disability. All students are offered impartial, confidential and detailed advice regarding choices of destination and appropriate pathways.

CARE PLANS

All Education Health Care Plans from Year 9 will have a focus on preparing for adulthood including employment, independent living and participation in society.

TRAINING AND DEVELOPMENT

The training will depend upon need and will aim to serve the developments and training need in relation to Careers Education and Guidance.

PARTNERSHIP

Newark Orchard School is offered support from *Ideas4Careers* who can attend key transition reviews of Year 9, 11 and leavers *if requested*. *Michelle Powell* advises on future plans and works with staff, parents/carers and students as appropriate.

PERSON CENTRED REVIEWS

Newark Orchard School will work with the Local Authority to support vulnerable students and share relevant information, eg school leavers and destination to avoid 'NEET' (not in education, employment or training) students.

Across the school, all students have a Person Centred Review aimed to encourage students to have an active involvement to plan and develop their future. Students are encouraged to discuss what is working and not working, look at what is important to their future and develop an action plan covering all aspects of their life. At Year 9, the review helps to plan and outline future pathways with yearly reviews to update and keep the plan on track. Students have the responsibility and opportunity to plan the review and be involved at whatever level is appropriate to their needs.

SAFEGUARDING/HEALTH & SAFETY

*All potential work experience places are subject to checks and risk assessments prepared by staff and also the 'Futures' website, who run independent checks. If appropriate, students are supported to attend external placements. Careful consideration is given to each individual regarding placement and risk assessments *and there is always close liaison with parents/carers.**

ASSESSMENT

Most of the assessment for work related learning will take place using SOLAR and completion of appropriate accreditation through AIM/ASDAN. All learning outcomes are taken from the ACEG Framework 8 Work Related Education.

EVALUATION & MONITORING

Student feedback should be taken into account and activities closely monitored by the work related learning lead and the 14-19 Deputy Head.

GOVERNORS

The Governing Body have a duty to ensure that all Year 8 - 13 pupils are provided with independent careers guidance in an impartial manner. There will be a named Governor who will liaise with school staff on a regular basis and report to the Governing Body. A termly report will also be added to the Head Teacher's report for Governors.