

Work Related Learning Policy 2019 - 20

For Royal Wootton Bassett Academy

A Royal Wootton Bassett Academy Trust School

POLICY STATEMENT

Adopted: Sept 2012 Review: Sept 2018

**Written and Review
by:** K Hall – Careers
Leader

Linked Policies:
*CEIAG Policy 2018/19
*Learner Entitlement Statement
*Provider Access Policy 18-19

Relevant Legislation/Guidance:
*Good Careers Guidance – Sir John Holman (2015)
*Careers Strategy/Statutory Guidance (2017-18)

POLICY STATEMENT

The statutory duty on schools to provide every pupil at Key Stage 4 with a standard amount of work-related learning was removed from the National Curriculum with effect from 1 September 2012. Following a review of Careers Guidance in Schools, and the report on Good Careers Guidance (Holman 2015) the Government published a Careers Strategy in 2017, followed by Statutory Guidance for Schools in 2018, which strongly encourages the adoption of the 8 Gatsby Benchmarks to measure good Careers Provision.

The Royal Wootton Bassett Academy is committed to maximising the benefits of Work Place Learning for every student, by including it as a compulsory activity for all students at KS 4 and KS 5.

AIMS AND OBJECTIVES

The **aims** for work-related learning focus on the school provision of opportunities for students to prepare for adult and working life. These include:

- to improve educational standards through using contexts that improve motivation and attainment for all students;
- to ensure that students follow courses and programmes which are appropriate to their longer term aspirations and needs;
- to enhance and improve Employability Skills of all students from Year 10 onwards;
- to improve students understanding of the world of work and its demands;
- to improve the quality of provision and guidance;
- to increase access and choice for all students;
- to improve the transition of students from school to adult and working life;

- to improve awareness of opportunities nationally and internationally.
- To measure against the Gatsby Benchmarks to ensure good contact/experience with business partners.

The key **objectives** for work-related learning are:

- to raise levels of attainment through high quality work-related learning for all students;
- to develop and improve employability skills and promote greater awareness for students about the world of work;
- to develop a range of opportunities which enhances the curriculum;
- to develop a range of appropriate and relevant activities which assist in raising all students' aspirations and achievement, 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 students' personal and social skills in relationships in a range of contexts;
- to provide students 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 and local industry

Royal Wootton Bassett Academy offers a wide range of activities that contribute towards work-related opportunities in order to help prepare students effectively for adult and working life. These activities complement subject teaching, contribute towards the development of students' key skills as well as contributing to lifelong learning opportunities and can be evidenced through each student's File.

Activities in school

To meet these objectives, the range of activities/contacts available at the Academy includes:

- Independent Careers Adviser on site, with access through appointment or drop-in;
- Work Experience (KS4 and KS5)
- Progression Fair (for all Years)
- Alternative Curriculum Support
- Other Vocational Courses (often through Local Colleges)
- Visits to/from Employers (whole school and in curriculum areas)
- Personal Development Days (PD Days)
- Careers Education and Guidance available for all Years;

- Applied/vocational Subjects
- Extended Work Placements

Curriculum development

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

- the development of schemes of work that recognises the importance of work-related learning in preparing students for adult and working life;
- ensuring that all students have access to some work related activities which are appropriate to their needs;
- the integration of Work Experience findings into specific curriculum areas eg. English
- the use of appropriate teaching and learning strategies;
- ensuring maximum understanding for students of the various aspects of work related learning to adult and working life;
- ensuring continuity and progression in schemes of work, so that all students' can build on work-related experiences from previous levels;

MANAGEMENT AND RESPONSIBILITIES

The Head Teacher and Governing Body of the Royal Wootton Bassett Academy are responsible for ensuring that the curriculum structure includes opportunities for all students to follow a programme of Work Related Learning.

The Work Related Learning Coordinator is responsible for:

- Ensuring that the arrangements for Work Experience preparation and debriefing fulfil the requirement for Work Related Learning;
- Working with the nominated member of the Leadership Team to maintain an overview of the work of subject teams in planning and delivering Work Related Learning, including an update of the audit of Work Related Learning each academic year.
- Devising and maintaining the content of Careers Education and Guidance in Personal and Social Development Programme.
- Supporting the work of the Careers Adviser in the Academy

Subject Leaders are responsible for:

- Identifying opportunities for Work Related Learning in the programmes of study operating in their subject areas.
- Liaising with the Work Related Learning Coordinator to plan which of these opportunities should be implemented and how this may best be done.
- Coordinating and monitoring the delivery of agreed aspects of the Work Related provision

ASSESSMENT

Assessment within WRL is chiefly in the form of student self-assessment (Work Experience placement visit and Diary; employer feedback and Feedback from PD Days) supported by discussion with tutors and teachers. Each student will have a portfolio of work to illustrate his or her individual achievements in WRL. The process of assessment follows the whole school assessment policy.

MORAL, SPIRITUAL AND CULTURAL EDUCATION

WRL within the Royal Wootton Bassett Academy will contribute to each student's moral, spiritual and cultural development by helping them to recognise the meaning and value of different types of work to individuals, communities, the country as a whole, and globally, through working with a number of international partners.

EQUAL OPPORTUNITIES

WRL within the Royal Wootton Bassett Academy will help to promote the school's policy on equal opportunities by providing a range of resources, which match individual needs, helping students recognise the importance of Equal Opportunities in working life and monitoring resources to ensure the absence of stereotyping.

SPECIAL EDUCATIONAL NEEDS and DISABILITY (SEND)

WRL within the Royal Wootton Bassett Academy will promote the school's policy on SEN by providing a specialist, independent and impartial Careers Adviser and a range of resources to match individual student needs.

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.

RESOURCES

The Royal Wootton Bassett Academy has a large amount of resources that can be accessed by students. These are updated as regularly as possible and include:

- Careers Library with a range of literature including books, leaflets, college and university guides and reading books on topical Careers issues and skills required for the world of work
- Computers located on site for Career Search purposes, CD ROMS, videos, posters, and Career guides.

PARTNERSHIPS

We work in partnership with the following:

- Local industry and businesses – which support Personal Development Days, Work Experience, Careers Evenings and Workshops.
- Further and Higher Education Institutions – exchange up to date information and advice
- Parents and Guardians – who will exchange information, contribute to the programme and where appropriate, evaluate provision.
- All other stakeholders, including the students, who provide relevant and invaluable feedback to reinforce the importance of Work-related Learning.
- Independent Consultants eg. Health and Safety; Personality Profiling

EVALUATION

The Academy 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 Academy's Improvement Plan on a bi-annual basis.

Updated: 22/09/18