

## Careers and Work-Related Learning Policy

### Principles of the Policy

Work Related Learning (WRL) is defined as: planned activities that use 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). WRL is a statutory requirement for all KS4 students.

As a school, we are committed to maximising the benefits for every student, in the development of the whole school approach to work-related learning. The school recognises that WRL is a process that encompasses all students, at a level appropriate to their needs. This begins for Key Stage 1 pupils with visits into the community and develops through the Key Stages to incorporate enterprise schemes. The school promotes WRL as part of the learning entitlement for all students at KS4 and Post 16.

### Aims and Objectives

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

- to improve educational standards through using contexts that maximise 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 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 life

The key objectives for work-related learning are:

- to raise levels of attainment through high quality work-related learning for all students
- to develop a range of opportunities which enhance the curriculum
- to promote greater awareness for students about the world of work, and the development of key skills
- to develop a range of appropriate and relevant activities which assist in raising all students' 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, aptitudes, 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 and training as well as other interests
- to develop effective links with key partners and local industry

### **Procedures and Responsibilities**

The school offers a wide range of activities that contribute towards work related opportunities to help prepare students effectively for adult 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 Progress File.

#### **1. Activities in school**

The range of activities the school is currently using to help meet its objectives include:

- Careers Education, Information, Advice and Guidance (CEIAG), particularly through the Connexions service
- Work Experience
- Visits into the community
- Enterprise
- Personal and Social Education
- Industry Days, organised by the Education Business Partnership
- Vocational experiences, arranged with local secondary schools

#### **2. Curriculum development**

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

- schemes of work that recognise the importance of work-related learning in preparing students for adult life
- ensuring that all students have access to work related activities appropriate to their needs
- the use of appropriate teaching and learning strategies
- ensuring maximum understanding for students of the various aspects of work related learning to adult life
- ensuring continuity and progression in schemes of work, so that all

- students can build on work-related experiences from previous key stages
- evidencing the WRL experiences through Progress File and reporting to parents on each student's progress

### **3. Activities outside school**

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

- Educational visits within the community
- Work experience
- Experiences of legal requirements eg Health and Safety, First Aid
- Participation in activities for team building, including the Industry Days and Mock Interviews arranged by the Education Business Partnership
- Links with local secondary school and college courses
- Taster days at local colleges
- Enterprise

### **4. Assessment**

Each KS4 and Post 16 class records their Enterprise work throughout the year. Students have records of work experience and enterprise in their individual work files, to illustrate his or her achievements in WRL. Wherever possible, WRL is cross-referenced into the accredited modules for individual students.

### **5. Moral, Spiritual and Cultural Education**

WRL contributes 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 and the country.

### **6. Equal Opportunities**

WRL helps 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.

### **7. Special Educational Needs**

WRL promotes the school's policy on SEN by providing a specialist Connexions Personal Advisor and a range of resources to match individual needs.

### **8. Staff Development**

All staff involved are entitled to WRL training.

## 9. Resources

Apart from people, WRL has several resources that can be used by the students. As far as possible these are regularly updated. They currently include:

- A Careers Library with a range of literature including books, leaflets, college prospectuses and reading books on topical careers
- A dedicated computer located in the library area with specific careers programmes such as 1<sup>st</sup> JED and Profile Builder
- Access to the internet on all computers throughout school

## 10. Partnerships

We work in partnership with the following:

- Connexions - who support and complement WRL and CEIAG with students and their families
- 14-19 Forest Partnership
- Local industry, businesses and Adult Centres for Learning, who support Work Experience
- Local colleges, for the exchange of up-to-date information and advice

## Evaluation

The school policy on work related learning is reviewed and monitored on a regular basis. The key priorities from the review may be incorporated into the School Improvement Plan annually.

This Policy undergoes a detailed review by staff and Governors as appropriate. The designated person and the Head teacher monitor the effectiveness of the Policy.

Ratified on: .....

Chair of the Governing Body: .....

June 2025