

All Saints' Catholic Academy

Policy Document

All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness. 2 Timothy 3:16

Policy: Work Related Learning Policy
Prepared for: All Saints' Catholic Voluntary Academy

(Formerly an Aquinas Trust policy up to 2018)

Approval

Approved by	Approval date	Review Date
Head Teacher	December 2017	December 2018
Head of School	December 2018	December 2019
Head of School	December 2019	December 2020
Head Teacher	January 2021	December 2022
Head Teacher / Governors	December 2022	December 2023
Head Teacher / Governors	January 2024	January 2025

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At All Saints' Catholic Voluntary Academy there has been a long-standing commitment to the belief that an understanding of the World of Work is an essential part of every student's curriculum. We support the principle that young people must be given the opportunity to develop skills and acquire knowledge that will enable them to take up their place in a rapidly changing and technological society, one that demands a highly skilled and adaptable work force.

All Saints' aims to equip young people for future employment through the opportunities that we provide within our school. These include the careers education, advice and guidance as part of the PSHCE curriculum, our Work Experience programme (Year 10 and 12) and Mock Interview process (Year 10), employers, business leaders and universities coming in to speak to students in other year groups including the sixth form.

At All Saints' we believe that Work Related Learning is defined as a 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 learning the skills for work. Both the work experience and mock interviews support with students overall Careers education, information, advice and guidance package.

As part of the school's legal obligations under Section 42B of the Education Act 1997, for Pupil entitlement, we must ensure that all pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils. For pupils in year 12 to 13, particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

We are committed to improving the quality of our current provision and working towards providing a coherent programme of work-related learning which will enable our students to be well prepared for work, employability, and enterprise in the future.

1 Aims of Work-Related Learning

At All Saints', the aim of our approach to work related learning is to provide our students with a well-managed, high quality programme of work-related learning that will not only enable them to prepare for adult and working life but will motivate, develop skills, and broaden aspirations and raise levels of attainment.

2 Objectives

The key objectives for work related learning are to:

- ensure that work related learning has a high profile throughout the curriculum.
- promote the value of work-related learning experiences with students, parents, and teachers as well as within the local community.
- develop a wide range of high quality, work-related learning activities and opportunities that will enable students to raise achievements and aspirations.
- provide all Key Stage 4 students the opportunity to participate in a well-planned and evaluated period of work experience.
- promote greater awareness and understanding of work, industry, and the community.
- develop the personal, social, and employability skills of all students in a wide range of contexts.
- provide all Key Stage 4 students the opportunity to participate in a careers interview with an industry professional.
- provide all students with the opportunities to work with employers through a variety of activities.
- develop effective links with local business partners.

3 Student Entitlement

All students have an entitlement to:

- A programme of work-related learning with clear and planned learning outcomes integrated into the whole school curriculum, enabling students to develop skills and confidence to make realistic and informed decisions about their employment in the future.
- Access to quality Information, Advice and Guidance services offering support and impartiality.
- A curriculum that provides students with the opportunities to raise levels of motivation and attainment and prepares them for the responsibilities and experience of adult life.
- Access to UCAS and University information

4 Procedures and Responsibilities

The school will offer a wide range of activities that contribute towards work related opportunities to help prepare students effectively for adult and working life. These activities will contribute towards the development of students' key skills as well as contributing to lifelong learning opportunities. All activities both within and outside of school will follow normal procedures. Safety measures are used to ensure risk assessments are provided by all employers used during Work experience weeks. Please also refer to our Safeguarding; KCSIE (Keeping Children Safe in Education) 2022 and Careers work experience and provider Access policy.

5 Activities in School

The following range of activities are currently being provided to help All Saints' meet its objectives:

- Impartial Careers Advice and Guidance through progress Careers ([Home | All Saints \(progress-education.org.uk\)](https://www.progress-education.org.uk))
- Work Experience Placements
- Visitors from Industry and Business
- STEM network
- Mock Interviews with local business employers
- Individual Unifrog login details and directed activities
- CEIAG (Careers Education, Information, Advice and Guidance) is delivered through PSCH lessons (a minimum of 4 dedicated hours per year group)
- Careers café events – each month a different external provider is invited into school to share information with students

6 Activities Outside School

The range of activities that students may participate in outside school is vast and wide. These could include:

- Part-time jobs
- Experiences of legal requirements e.g. Health and Safety
- Community work
- Independent work experience for Year 10 and Year 12 students
- Cadets, Scouts, Sports – team building, leadership skills

7 Assessment

Assessment within work related learning is normally in the form of student self-assessment supported by discussion with tutors, teachers and peers.

8 Process of review and evaluation

The process of review and evaluation will take place termly, through the compass plus report, with recommendations being made to SLT (Senior Leadership Team) so that key areas for development can be incorporated into the School Development Plan with amendments being made to the policy as appropriate.

The effectiveness of the work-related learning programme will be evaluated by:

- Feedback from Students.
- Monitoring of student feedback forms.
- Parental and employer feedback through questionnaires and discussions.
- Feedback from the Student Council.

9 Equal Opportunities

Work related learning will help to promote the school's policy on equal inclusion and equality by providing a range of resources, which match individual needs, helping students recognise the importance of inclusion and equality in working life.

10 Special Educational Needs

Work related learning will promote the school's policy on SEND (Special Educational Needs Department) by working with members of the SEND team to provide a range of resources that match individual student's needs.

11 Resources

Apart from people, work related learning has a number of resources that can be used by the students. As far as possible these are regularly updated. They currently 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, videos, posters, and career guides.
- Individual Unifrog login and directed activities.
- Progress careers microsite: ([Home | All Saints \(progress-education.org.uk\)](http://Home | All Saints (progress-education.org.uk)))

12 Partnerships

We work in partnership with the following:

- Progress Careers
- D2N2 Hub
- Local industry and businesses
- Further and Higher Education Institutions – exchange up to date information and advice.
- Parents and carers – who will exchange information, contribute to the programme and where appropriate, evaluate provision.
- Mock Interviews – a range of local business employers support students by providing a 20-minute interview for every Y10 student.

13 Evaluation

The school policy on work related learning will be reviewed and monitored at various levels and at different times on an annual basis.

Designated persons

The school's nominated person responsible for work related learning is the Assistant Head of Sixth Form, supported by the Assistant Head Teacher and Careers Lead.

The Governor responsible for work related learning is Christopher Dwan.