

Aquinas Catholic Academy Trust

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 Academy

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

TABLE OF CONTENTS

1 AIMS OF WORK RELATED LEARNING..... 3

2 OBJECTIVES 3

3 STUDENT ENTITLEMENT 4

4 PROCEDURES AND RESPONSIBILITIES 4

5 ACTIVITIES IN SCHOOL 4

6 ACTIVITIES OUTSIDE SCHOOL 4

7 ASSESSMENT 5

8 PROCESS OF REVIEW AND EVALUATION 5

9 EQUAL OPPORTUNITIES 5

10 SPECIAL EDUCATIONAL NEEDS 5

11 RESOURCES 5

12 PARTNERSHIPS 5

13 EVALUATION 6

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 advice and guidance, our Work Experience and Mock Interview Programmes in 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. There is now the statutory requirement for us to make provision for all students at Key Stage 4 and Key Stage 3 to:

- **Learn through work** by providing opportunities for students to learn through work experience or part time jobs, through enterprise activities in school and learning through vocational contexts in certain subjects
- **Learn about work** by providing opportunities for students to develop knowledge and understanding of work and enterprise through vocational courses and careers education
- **Learning for work** by developing skills for enterprise and employability through undertaking problem-solving activities, work simulations and mock interviews

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 in order 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

5 Activities in School

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

- Impartial Careers Advice and Guidance
- Work Experience Placements
- Visitors from Industry and Business
- STEM network
- Mock Interviews with local business employers

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 on an annual basis with recommendations being made to SLT 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 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.

12 Partnerships

We work in partnership with the following:

- 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 Student Support Manager (name to be inserted when appointed).

The Governor responsible for work related learning is Tracey Parker-Cole.