



Work Related Learning Policy

At Christ the King 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.

Christ the King Catholic Voluntary Academy aims to equip young people for future employment through the opportunities that we provide within our school. These include the careers advice and guidance that occurs during the Year 8 Options process, our Work Experience Programme and our Personal Development provision. We therefore welcome the statutory requirements under Section 351 of the 1996 Education Act to provide work related learning for all pupils at Key Stage 4 and careers advice at Key Stage 3.

At Christ the King Catholic Voluntary Academy we acknowledge that: "Work Related Learning is defined as 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."

Through this three stranded approach 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 that will enable our students to be well prepared for work, employability and enterprise in the future.

Aims of Work Related Learning

At Christ the King Catholic Voluntary Academy the aim of our approach to WRL 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.

Objectives

The key objectives for WRL are to:

- ensure that work related learning has a high profile throughout the curriculum
- promote the value of vocational qualifications and WRL 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
- encourage all curriculum areas to make links with the world of work
- develop the personal, social and key skills 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 industry professionals
- provide all students with the opportunities to work with employers through a variety of activities
- develop effective links with local training providers and other business partners

Student Entitlement

All students have an entitlement to:

- A cohesive 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 future
- A programme of work related learning delivered through CIAG lessons
- 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
- Educational experiences which encourage the development of Financial Capability
- Access to UCAS and University information

Procedures and Responsibilities

The schools 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 complement subject teaching, contribute towards the development of students' key skills as well as contributing to lifelong learning opportunities

Activities in School

The following range of activities is currently being provided in order to help Christ the King Catholic Voluntary Academy meet its objectives:

- Individual subject work e.g. Business
- Careers Advice and Guidance including hosting a Careers Fair and networking event
- Work Experience Placements
- Visitors from Industry and Business
- Employer speed networking event
- STEM network
- Attending skills shows

Curriculum Development

Work-related learning within Christ the King Catholic Voluntary Academy enables each curriculum area to make a full contribution through:

- the development of schemes of work that recognise the importance of work related learning in preparing students for adult and working life
- ensuring that all students have access to relevant work related activities which are 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 and working life
- ensuring continuity and progression in schemes of work, so that all students' can build on work-related experiences from previous levels

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
- College courses

Assessment

Assessment within WRL is chiefly in the form of student self-assessment supported by discussion with tutors, teachers and fellow students. The process of assessment follows the whole school assessment policy.

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 and modifications made to the policy as appropriate.

The effectiveness of the WRL Programme will be evaluated by:

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

Equal Opportunities

WRL 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 and monitoring resources to ensure the absence of stereotyping.

Special Educational Needs

WRL will promote the school's policy on SEND by working with members of the Inclusion Team to provide a range of resources that match individual needs.

Staff Development

All staff involved are entitled to WRL training.

Resources

Apart from people, WRL 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.
- Careers link on school website.

Partnerships

We work in partnership with the following:

- D2N2 enterprise network
- Local industry and businesses – which support Work Experience
- The annual Careers Fayre and in class support for vocational courses.
- 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.
- Employability Day – involves volunteers from colleges, universities, organisations and local and national employers.

Evaluation

The school policy on work related learning will be reviewed and monitored at various levels and at different times by key groups on an annual basis. Regular meetings are held between Miss Amy Southgate, Mr Paul Burke and Mr Simon Pringle, to monitor careers and work related learning progress throughout the academic year. Progress is regularly fed back to the Senior Leadership Team.

Approved by Achievement & Curriculum Committee:
Review

November 2017
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