



## **Kesteven and Sleaford High School**

**A Robert Carre Trust School**

### **Work Related Learning Policy**

Work related learning (WRL) is 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.

i) Through work is about providing opportunities for students to learn from direct experience of work including developing employability skills and a 'can-do' attitude.

ii) About work is about providing opportunities for students to develop knowledge and understanding of work and enterprise.

3

iii) For work is about developing skills for enterprise and employability.

### **AIMS AND LEARNING OBJECTIVES OF WORK RELATED LEARNING**

- To develop employability skills;
- To provide young people with the opportunity to 'learn by doing' and to learn from experts, develop relationships and experience routines and processes that are part of a working environment;
- To raise standards of achievement;
- To increase commitment to learning, motivation and self-confidence of students;
- To improve the retention of young people in learning after the age of compulsory schooling;
- To develop career awareness and the ability to benefit from impartial and informed information and guidance;
- To support active citizenship;
- To develop the ability to apply knowledge, understanding and skills;
- To improve understanding of the economy, enterprise, personal finance and the structure of business organisations and how they work;
- To contribute towards approved vocational and academic qualifications;
- To prepare young people for adult and working life;
- To encourage positive attitudes to lifelong learning.

### **HOW THE LEARNING OBJECTIVES WILL BE ACHIEVED**

WRL is delivered through:

- Careers education programme. WRL is identifiable within the Careers Education, Information, Advice and Guidance (CEIAG) schemes of work for all year groups 7- 13;
- Subjects across the curriculum and all key stages. WRL is identifiable within subject schemes of work;
- Special events e.g. World of Work, Mock Business and Armed Forces Interviews, Real Game, Drop down days and employer visits into school.



- Individual, personal interviews focusing on career progression. Students have the opportunity to meet a Qualified Careers Guidance professional by appointment in school, or informally during lunch and break time with the Careers Lead for information and advice only.  
Key Stage 4 students have interviews with their Tutors, the Head Teacher and Head of Key Stage 5 prior to transition choices.  
Key Stage 3 students have 1:1s with their Tutors, the Pastoral and Guidance Leader of KS3, the Senior Manager for PSHE or the Careers Lead prior to transition choices.
- Assistance with CVs, letters of application, email etiquette and interview techniques.
- Role play within the careers programme on interviewing techniques' and in other subjects.
- Work experience is encouraged and facilitated for all post 16 students and is mandatory for 1 week during the summer term of year12.

## **HOW ENTITLEMENT WILL BE ENSURED**

Entitlement is ensured in the following ways:

- Student Entitlement Statements. At the start of the CEIAG programme every academic year, students of every year group receive student entitlement statements in the form of working documents, to monitor provision.
- Pre-16 students will receive lessons on rights and responsibilities at work to prepare them for work experience in Year 12
- Post-16 students will receive information from the Pastoral and Guidance Leaders of KS5 on rights, responsibilities, keeping safe and the need for a Health and Safety induction at the beginning of their placement by the placement provider.
- Special events e.g. World of Work, Real Game, mock interviews, are organised and attendance monitored. Absent students are provided with appropriate information.
- Year 10 Students complete a Career Planning Document to prepare them for a Careers Interview with the External Guidance Provider during Year 11.

## **HOW LEARNING WILL BE ASSESSED**

Learning will be assessed in the following ways:

- Students are asked to share their Student Entitlement Statements with their parents. Parents may monitor receipt of entitlement as may Tutors.
- Special events are evaluated and reports produced to feed back to students, SLT, staff, providers and Governors as appropriate.
- Mock interview performances are assessed by interviewers and fed back to students verbally and on feedback sheets, sometimes with certificates. Feedback from mock business interviews is tabulated by the Head of Sixth Form

## **HOW PROVISION WILL BE MANAGED/CO-ORDINATED**

Careers Lead will:

- Liaise with parents of post-16 students.
- Ensure that placements are vetted by Tony Crowe.
- Contact placement providers and students on work placement to ensure the experience is of value to both parties.
- Ensure that Tony Crowe is notified of any student deemed to be 'vulnerable' and that placement providers have been DBS checked.
- Organise and evaluate special events.
- Facilitate post-16 extended work experience including liaising with parents, placement providers, staff and Tony Crowe.

PSHE Teachers will:

- Deliver CEIAG lessons within the PSHE programme.

Tutors will:

- Ensure that all their students attending courses requiring work placements towards a qualification, whether here or elsewhere, receive Tony Crowe approval of the placement.

The Nexion Guidance Provider will, at cost to the school:

- Interview those students identified as possibly needing support.
- Interview students requesting a meeting.
- Interview students requested by Pastoral, SEND, Form Tutors, HOY and the Careers Lead.

## **KEY ROLES AND RESPONSIBILITIES FOR STAFF INVOLVED**

Senior Manager for Post-16 is responsible for:

- Meeting regularly with Pastoral and Guidance Leader for KS5 concerning enrichment studies.
- Liaise with the Careers Lead to ensure students receive instruction on Health and Safety, rights and responsibilities at work prior to undertaking Work Experience.
- Liaise with the Careers Lead to ensure students understand the importance of receiving a Health and Safety induction at the commencement of their placement by the placement provider.
- Ensuring that students know and understand the implications of working unsupervised with children (as post-16 students may be asked to do) and enabling students to obtain DBS (Disclosure & Barring Service) checks for themselves as appropriate.
- Giving Post 16 Students a WRL workbook to help with the Induction process they should receive from their employer. Students will also complete a daily record of achievement throughout the placement. Also included is a page for the employer to complete, assessing the student.

Senior Manager for PSHE is responsible for:

- Identifying any child who may be deemed 'vulnerable' e.g. special needs, immaturity, abuse or neglect, substance misuse etc, and ensuring that Tony Crowe are informed.
- Notifying Tony Crowe of any relevant information if there is concern that the use of a particular placement might involve exposing a student to abuse or harm.

DBS checks are not required for pre-16 students on work experience as the students should be supervised at all times.

The Careers Lead is responsible for:

- Ensuring placements are Health and Safety checked by Tony Crowe and that, for the duration of the placement, the Health and Safety certification remains valid.
- Liaising regularly with Tony Crowe regarding the post-16 work experience procedure.
- Liaising with parents of post-16 students regarding work experience.
- Liaising with placement providers of post-16 work experience.
- Meeting regularly with the Senior Manager responsible for WRL and Curriculum.
- Meeting with the Pastoral and Guidance leader KS3, PSHE and Citizenship Co-ordinator to agree Nexion programme within the PSHE programme.
- Meeting with Head of Year 11 and 10 to agree respective years' Nexion programme within the PSHE programme.
- Meeting with Pastoral and Guidance leader KS5 to agree Nexion programme within KS5 Tutorial programme.
- Ensuring Placement Descriptions with Health and Safety checks by Tony Crowe are received for each post-16 student's placement and obtaining parental authorisation on the student/ parent work experience agreement and data sharing letter.
- Notifying Tony Crowe of any students deemed to be 'vulnerable' and ensure that work experience placement providers have been DBS checked.
- Monitoring, reviewing and evaluating the careers programme.
- Ensuring that Work Experience placements that students are attending, where relevant, are Health and Safety checked by the Tony Crowe and are valid for the duration of the placement.

PSHE Teachers are responsible for:

- Ensuring all students receive work related learning lessons.

- Completing and returning 'lesson review sheets' to inform the Careers Lead of students' and teacher's evaluation of lesson to determine future schemes of work.

Individual Subject Staff are responsible for:

- Identifying WRL types of activity at relevant points in their schemes of work;
- Identifying appropriate learning outcomes: skills, attitudes, concepts, knowledge and the strategies to achieve them;
- Clarifying how the activities help progression and learning, for and through work.

The Nexion Guidance Provider is responsible for:

- Relaying confidentiality to students at start of interview explaining that if there is a suspicion of anyone being in danger, permission from the young person will be sought to disclose information to the School Senior Manager responsible for PSHE and Child Protection Services as appropriate.
- Sending student details of those seeking employment, to Training Providers, with student's consent.
- Ensuring students have agreed to share their data in line with the GDPR Data protection Act 2018.

## **STAFF ACCESS TO PROFESSIONAL DEVELOPMENT**

Nexion provides a comprehensive professional development programme, for careers education, information, advice and guidance; including work related learning, and tutoring for transition, available to all staff via Senior Manager for Continual Professional Development.

'Complete Careers' hold workshops periodically at a cost to the school.

EBP offer support packages and conferences at a cost.

The LTSA offers some conferences at a cost.

## **HOW PROVISION WILL BE FUNDED AND RESOURCED**

Budgets are received by:

- The Careers Lead for Careers Education Information and Guidance
- The Pastoral and Guidance Leader for Key Stage 5.

## **HOW BUSINESS LINKS WILL BE DEVELOPED, CO-ORDINATED AND MAINTAINED**

School maintains:

- A service level agreement with Tony Crowe. Tony Crowe provide programmes which support raising standards for all. They aim to provide young people with a wide range of high quality, relevant and structured experiences.'
- A Partnership Agreement with Nexion. Nexion offers a service that brings together all key Youth Support Services. Nexion is for young people, 13-19 years wanting/needing advice on getting to where they want to be. They also provide support, up to 25 years, for people with learning difficulties.'

Nexion negotiates an annual Partnership Agreement.

A Nexion Guidance Provider visits school weekly to hold personal interviews with students and a drop-in, lunch-time session.

## **HOW LEARNERS WILL BE ABLE TO ACCESS IMPARTIAL INFORMATION AND GUIDANCE ABOUT PROGRAMMES/OPTIONS ETC**

Use of the Careers Library which is within the main school library. Information on Careers, Apprenticeships and University prospectuses is updated regularly.

Careers software is networked to all computers in school.

Students may visit the Careers Lead for any Career related enquiries.

Students may request that the Careers Lead arrange an interview with the Nexion Guidance Provider

Students will also be able to access impartial advice from Nexion.

Options information evenings are held for Year 9 students and parents prior to transition to Key Stage 4 and for Year 11 students and parents prior to Post-16 option selection.

Year 11 attend a Careers Fair locally to obtain information from Universities, Colleges, Training Providers, GAP year representatives and employers offering training. Parents are also welcome to attend this event.

## **HOW PROVISION WILL BE MONITORED AND EVALUATED**

The Careers Centre has a folder provided inviting comments on resources for the attention of and action from the Careers Lead.

PSHE lesson review sheets are completed by deliverers of lessons and returned to respective co-ordinators. These inform on the effectiveness and relevance of the lesson which will determine its inclusion or omission from future Schemes of Work.

Events will be evaluated, reported on and sent to the Headteacher, Senior Management, Governors, participants, staff and students as appropriate.

Post-16 Work Experience take up will be monitored by the Careers Lead.

## **PROCEDURE FOR PROVIDING WORK EXPERIENCE AT KSHS**

### **Post -16 Students**

- Any personnel seeking Work Experience placements at KSHS to learn about teaching as a career should contact the ITT/NQT Co-ordinator at the school detailing dates and in which department they seek experience, who will decide if they are to be offered a placement and will reply to the student with copies to the Head of School and the Department Leader.
- The Departmental Leader will supervise and monitor the student's progress.

## **SUPPORTING REFERENCES**

- RCT Careers Education, Information, Advice and Guidance Policy;
- Statutory Guidance;
- CDI/ACEG Framework, plus the 8 Gatsby Benchmarks
- KSHS PSHE and Citizenship Policy;
- RCT Equal Opportunities Policy.

**Reviewed by SLT (PH)    January 2020**

**Review date: February 2021    (annually)**