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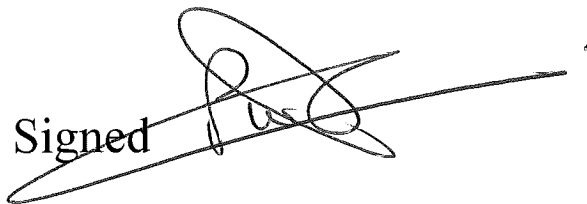
WORK RELATED LEARNING POLICY 2011

Signed



Head teacher

Signed



Chair of Governing Body

Reviewed: March 2011

Review date: March 2014

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Grove School Work Related Learning Policy

Introduction

There is a statutory requirement for all schools to provide a balanced and broadly based curriculum which 'prepares students for the opportunities, responsibilities and experiences of adult life, which includes preparation for working life'.

Work-related learning (WRL) is defined as planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through experience of work, learning about work and working practices and learning the skills for work.

Grove is committed to maximising the benefits for every student, in the development of a whole school approach to work-related learning. Grove recognises that there should be some work-related learning for all students, and more for some. Grove promotes work-related learning as part of the learning entitlement for all students at key stage 4. This includes learning 'about work' by providing opportunities for students to develop knowledge and understanding of work and enterprise (for example, through vocational courses and careers information, advice and guidance). It also includes learning 'through work' by providing opportunities for students to learn from direct experiences of work (for example, through work experience, or part-time jobs, enterprise activities in schools and learning through vocational contexts in subjects). Also learning 'for work' by developing skills for enterprise and employability (for example, through problem-solving activities, work simulations, and mock interviews).

This three-strand approach highlights that it is not skills and knowledge that are unique to work-related learning, but the context in which they are developed. Direct experience of the world of work will be at the heart of work-related provision, supported by enterprise education, careers Information Advice and Guidance (IAG), citizenship education and school-business links.

Rationale

Grove recognises that work-related learning has an important contribution to make to the education of all our students in order for them to make an effective transition from school to adulthood and employment. So that students are able to make this effective transition Grove provides a wide range of opportunities for students to learn, about, through and for work in a range of contexts. Grove has clearly identified work-related learning outcomes for all students together with a set of procedures for monitoring and assessing individual student's progress.

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Purposes

Work-related learning is concerned with those planned activities that use work as a context for learning or illustrate aspects of working life. Grove encourages innovative approaches to work-related learning in order to motivate students and to raise standards. The accreditation of students' achievements in work-related learning (VRQ and NVQ programmes, Health and Safety qualifications, etc) has an important role to play in supporting the school's objectives.

The main purpose of work-related learning is to provide students with a range of activities as part of a balanced and integrated curriculum. The work-related learning opportunities provided by the school contribute to:

- attainment in individual subjects by increasing students' understanding;
- achievement of vocational qualifications by enhanced understanding and relevance to general and specific occupations;
- achievement and development of the main key skills and the wider key skills;
- information, advice and guidance to provide an insight into the factors which can inform career choice;
- learning about the world of work and better preparation for the transition from education and training to work;
- personal and social education through the improvement of interpersonal skills, presentation skills, self-confidence, taking initiative, teamwork and taking on responsibility; and
- increasing the breadth of curriculum experience for every student to support them in their preparation for adult life.

Aims for Work Related Learning

The aims for work-related learning focus on the provision Grove makes for opportunities for students to prepare for adult and working life and include:

- to improve educational standards through using contexts that improve 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 and working life

Objectives

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, the development of key skills and employability;

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- 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 attitudes, concepts and knowledge learned in school to applications in the wider world;
- to develop students' personal and social skills in relationships and through a range of contexts;
- to provide students with informed and impartial guidance on the choices available for education, training and employment as well as other interests;
- to improve employability through work-related learning
- to develop effective links with key partners which include the Shropshire Education Business Partnership, Shropshire Youth, Training Providers, partner Colleges, the LA and other school Business Partners.

Curriculum Provision

Grove offers 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.

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

- Applied AS and A2 level courses
- Applied GCSE courses
- BTEC and OCR National courses
- Other relevant vocational courses and qualifications such as NVQs, VRQ's
- College based vocational courses
- Literature and Project Resources provided by Business
- Careers Information, Advice, and Guidance
- Work Experience
- Extended Work Placements
- Work shadowing
- Visits to Industry and Business employers
- Enterprise projects
- Problem Solving and Insight into Work Activities
- Personal and Social, Health and Economic Education
- Business Mentoring
- Young Enterprise programmes
- Visitors from Industry and Business
- Health and Safety projects
- Careers Convention

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Work-related learning within the school enables each curriculum area to make a 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 some work related activities which are appropriate to their needs;
- the use of appropriate teaching and learning strategies;
- the regular review of learning outcomes and assessment arrangements for all work related programmes and courses;
- ensuring maximum understanding for students of the various aspects of work related learning to adult and working life;

Community Cohesion

The work-related learning programme promotes and encourages the development of strong and positive relationships, in school, in the workplace and in the wider community. Grove school's contribution to community cohesion through work related learning can be grouped under the following headings:

- Teaching, learning and curriculum – helping students to learn to understand others, to value diversity whilst also promoting shared values, to raise awareness of human rights and to apply and defend them, and to develop the skills of participation and responsible action within citizenship education.
- Equity and excellence – to ensure equal opportunities for all to succeed at the highest level possible, striving to remove barriers to access and participation in learning.
- Engagement and extended services – to provide reasonable means for students to interact with people from different backgrounds and build positive relations including links with work based learning providers, employers and other members of the community. These will help develop opportunities for students to take part in activities and to receive guidance which helps build positive interaction and achievement for all groups.

Accreditation

Where possible the school ensures that all work-related learning programmes contribute, where appropriate, to approved qualifications.

The school makes full use of the Progress File to record student's individual achievements.

Management of Work Related Learning

A member of Grove's leadership team has responsibility for oversight, monitoring and evaluation of work-related learning throughout the school.

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The Personalised learning co-ordinator is responsible for

- co-ordination of the various aspects of work-related learning;
- the range of activities in each key stage;
- how the effectiveness and benefits of work-related activities are to be measured, monitored and evaluated.
- the monitoring procedures and strategies for student evaluation of activities and learning outcomes
- the systems to secure balance, progression and continuity; and
- ensuring appropriate channels of communication are maintained within school and with external partners and stakeholders.

Individual subject leaders are responsible for:

- ensuring that their schemes of work contribute to work-related aims when appropriate;
- identifying suitable types of activity at relevant points in the 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 about, for and through work;

Grove has employed a full time work-related learning assistant.

The work-related learning assistant will support the work-related learning co-ordinator and specifically be responsible for;

- Organisation of Year 10 Work Experience placements
- Organisation of the annual Careers Convention
- Organising the programme of Business mentors
- Liaison with colleges, training providers, EBP and Shropshire Youth with regard to WRL
- Monitoring students on placements

Staff Development

Grove, supported by the Education Business Partnership, provides a number of opportunities for staff to undertake relevant and appropriate professional development to support the teaching of work related learning.

Review of the Work-Related Learning Policy

The work-related learning policy will be reviewed as part of the school's policy review cycle.