

Policy for Work Related Learning

Cromwell Community College is committed to meet the statutory requirements for Work Related Learning (WRL). We will do this by:

1. Vision – broad aims

The vision and aims relate to the National requirements on WRL and will be part of the school development plan.

- Plan and promote a broad and balance curriculum that promotes the spiritual, moral, social and cultural values.
- Ensuring every pupil in Cromwell has some experience of WRL
- There will be a positive whole school approach with provisions made through the school curriculum and out of school activities
- WRL will be incorporated into the College Development Plan
- Increase student self confidence and commitment to learning and motivation

2. Specific aims and learning objectives

The aims and learning objectives reflect those set out by the QCA framework.

Aims

- To develop a range of work related provision that has a high profile throughout the College.
- To develop all of these activities in such a way that they will seek to raise pupils' aspirations and achievement.
- To equip pupils and staff with the skills they need to be lifelong learners.
- To broaden the horizons of pupils and to promote positive decision making.
- To ensure that WRL is firmly embedded within the planned curriculum and which enhances the curriculum by adding relevance and interest.
- To promote the value of key employability and vocational skills.
- To provide all Year 10 pupils with a well-planned and evaluated work experience placement.
- To provide Careers Education and Guidance for all pupils.
- To encourage pupils to record their progress and to develop their skills of review and reflection through Progress File.
- To provide a programme of visits and speakers relating to employment, industry and enterprise.
- To develop links with a range of business and community contacts.
- To ensure that all work related activities are of the highest quality and are regularly monitored.

3. How the learning objectives will be achieved

The learning objectives will be achieved by working on existing good practice and also using the non-statutory framework of nine elements as support and guidance.

- Provide opportunities for inset to staff to support learning and teaching opportunities within the curriculum.
- Staff to identify the contributions of WRL and to plan to develop it into schemes of work where appropriate.
- All year 10 pupils taking part in a two-week work experience.
- Promote a variety of opportunities for WRL outside curriculum time e.g. visits, speakers, planned activities, mock interviews, industry days business links, etc.
- Develop opportunities for enterprise capabilities through GCSE vocational subjects, PSHEE, CEG and citizenship, supported by other subject areas.
- Provide extended work-related opportunities for targeted disaffected pupils.
- Develop mentoring schemes both in-house and through businesses to help raise motivation and standards.
- Encourage the practicing and claiming of key skills both in and out of College.
- Provide appropriate options choices in the 14-19 curriculum.

4. How entitlement will be ensured

Following the three aspects of the statutory requirements will ensure the entitlement.

- Provide opportunities to learn **through** work – all Year 10 pupils to do a two-week work placement. This will include a planned programme of preparation, students learning and developing new skills that can be witnessed and evidence claimed and a debriefing at the end of the placement. Pupils will learn through the vocational context of their chosen GCSE and enterprise activities that will be developed.
- Provide opportunities **for** work – planned activities to develop skills for enterprise and employability e.g. PSHEE, vocational lessons, careers interviews, problem solving, work simulations and mock interviews.

5. How learning will be assessed (and/or accredited)

The learning will be assessed and/or accredited in a variety of ways.

- Promote the recording of achievement of work experience through diaries and certification.
- Provide every pupil with a progress file to allow for planning, achieving and reviewing.
- Links with Connexions for most Year 11 pupils to be interviewed and have an Individual Learning Plan.
- Provide opportunity for all key stage 4 students to be accredited with a GCSEs in one vocational subject.

6. How provision will be managed/coordinated

The College will make provision for the management and co-ordination of WRL.

- An identified co-ordinator has been appointed – Mrs J Clarke who also has responsibility for work experience in Key Stage 4

- A member of the Senior Management Team will line manage the co-ordinator – Mr. C. Terry
- A Connexions Manager – Mrs J. Clarke
- A PSHEE Co-ordinator – Mrs J. Clarke
- A Citizenship Co-ordinator – Mr. P. Horley
- Senior management will be involved in planning and reviewing WRL
- A Link Governor – Mrs K. Gladwin.

7. Staff access to professional development

There will be opportunities for staff development within the College staff development plan.

- College will provide opportunities for staff development for staff with responsibilities for vocational and WRL programmes.
- Staff needs will be identified, discussed and planned through line management meetings and any WRL meetings.
- Training will provide opportunity for teacher to keep up-to-date with the changes and development in employment, the workplace and business and their requirements of employers.
- Areas of staff development needs will be highlighted through the whole College audit.
- All training will be linked to performance management.
- Close links will be formed with Connexions and businesses.
- Shared good practice in other local schools and other LAs.

8. How provision will be funded and resourced

There will be provision available for both funding and resources.

- Time to be allocated to enable the knowledge, understanding and skills needed to fulfil the role of the co-ordinator.
- Time will be needed to plan, arrange, organise, assess etc. all WRL.
- A budget to be provided to support and enable effective teaching, learning, assessment in all areas of WRL.
- Administration support will need to be provided.
- Appropriate accommodation and facilities to be provided to manage the WRL programme.

9. How business links will be developed, coordinated and maintained

Links with business, Connexions and other external agencies will be coordinated and maintained.

- Work closely with EBP to support and provide activities, and links to promote WRL programme.
- Work closely with Connexions service to support and provide services.

- Vocational staff to use employment information to provide information to students in terms of their employability.
- Make use of labour market information and local employment opportunities and projection of local skills needs.
- Build on links from work experience to support and enhance programme.

11. How learners will be able to access to impartial information and guidance about programmes/options etc.

All learners will have access to impartial informational and guidance from the school and external agencies.

- College's Equal Opportunity policy to reflect the WRL programme.
- All year 11 pupils offered careers guidance with an impartial adult. This is done through the work of Personal Advisers from Connexions which reflects the interests, ambition and potential of each pupil.
- Learning mentors provided for targeted pupils and alternative support provided from external agencies if required.

12. How provision will be monitored and evaluated

There will be a system in place to ensure the provision is regularly monitored and evaluated.

- WRL programme to be reviewed and monitored on a regular basis.
- Parents to be informed of provisions through the end of term/year letter.