

Hillsview Academy

Work Related Learning Policy

This model scheme and plan was adopted and ratified by Hillsview Academy on:	October 2018
Academy staff were consulted on this document and it was accepted on:	October 2018
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1. Policy Statement

The Academy aims to enable its students to receive an education that assists in the preparation for the world of work. This will entail offering activities within the curriculum to learn about, for and through work. The Academy will also endeavour to promote an understanding of the skills required for work, enterprise and employability skills.

The Academy aims to assist its students to value school experiences as part of the preparation for working life and to foster a desire to continue in some form of Post-16 education or training.

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 through the experience or work, learning about work and working practices and learning the skills for work.

2. Roles and Responsibilities

- 2.1 It is the responsibility of the Local Governing Board to establish a policy and procedure for work-related learning and to monitor the effects of the procedure.
- 2.2 It is the responsibility of the Principal to ensure the curriculum of the Academy prepares students for the world of work and promote the skills for enterprise.
- 2.3 It is the responsibility of all staff to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards.

3. Monitoring and Review

- 3.1 The Assistant Principal will report on the policy to the Principal as appropriate.
- 3.2 The Principal will report to the Local Governing Boards' Student Well-Being Committee on any relevant aspects of the working of the policy as appropriate.
- 3.3 The Local Governing Board will review the policy every three years.

4. Procedures

The Academy will provide opportunities within each subject to link work-related activities to subject content.

The Academy will develop 'Work Related Learning' in line with the Academy Teaching and Learning Policy. This is based on a broad and balanced curriculum and develops the spiritual, moral, social and cultural values of students for the opportunities, responsibilities and experiences of adult life by:

- a) Clearly identify work related activities in subject areas
- b) Providing work related activities for all at Key Stage 4
- c) Providing preparation and follow-up sessions for work related activities
- d) Involving local employers to support the curriculum
- e) Having access to good quality information, advice and guidance to help them make better career and life choices; the advice should be impartial, comprehensive and free from stereotyping
- f) Offering appropriate courses at Key Stage 4 to meet the needs of individual students
- g) Supporting the Academy in raising achievement.

The Academy will also:

- a) Provide a climate of 'Work Related Learning' which enhances the students' understanding of the requirements necessary to raise achievement and or aspirations
- b) Identify roles and responsibilities for the management and delivery of 'Work Related Learning' by involving all relevant staff
- c) Identify roles and responsibilities for the management and delivery of 'Work Related Learning' activities
- d) Broaden the range of courses available to students, including vocational and occupational pathways
- e) Seek appropriate qualification/accreditation opportunities to meet the needs of the individual student
- f) Work in partnership with organisations and businesses.
- g) Provide students with the materials for recording, action planning, evaluating and reviewing 'Work Related Learning' activities eg Pupil Passport, Work Experience diaries, Records of Achievement.

4.1 Health and Safety

Plans will be made to protect the safety of staff, visitors and students during 'Work Related Learning' activity and the Academy will ensure that health and safety requirements are met including appropriate risk assessments.

4.2 Work Experience

A desired element of work-related learning will be the experienced Year 10, 11 and 13. The detailed organisational arrangements are set out in HSPC40 Work Experience Policy and procedure document.

4.3 Management

The work will be developed, monitored and evaluated by the Senior Leadership Team in conjunction with relevant staff.

This document should be read in conjunction with the following policies that cover aspects of personal development.

- a) Careers Education
- b) Equal Opportunities
- c) PSHEE
- d) Work Experience