

Longdean School

Work Related Learning Policy

Reviewed: **UNDER REVIEW AUTUMN 2019**

Ratified:

Next Review

Policy statement

The Work Related Learning programme at Longdean School seeks to provide every student with a quality experience of the world of work.

In Year 9 students will spend a day shadowing an adult in their job. This is excellent preparation for the Year 10 Work Experience.

All students in Year 10 will be offered a Work Experience placement in the Summer term. This will not necessarily be in a career area that they intend to pursue but will involve many transferable skills. Students will choose placements from the Youth Connexions database or they will be allowed to set up their own placement in an area of their choice subject to Youth Connexions approval.

Development

This policy was developed and is reviewed annually through discussions with teaching staff; Youth Connexions Education Services Team, students, parents, governors, advisory staff and other external partners.

Aims

Offering our students the opportunity to experience work will enable them:

- to gain insight into career opportunities whatever area the placement is in
- to gain experience in relating to adults
- to develop confidence
- to develop more independence and individual responsibility
- to develop new skills and apply existing key skills in a new environment
- investigate work and working life
- learn about safe working practices and environments
- to help prepare them to manage the transition from school to adult working life more comfortably

Implementation

Longdean School's Work Related Learning Programme has a commitment toward:-

- conforming to the Education Reform Act 1988
- following the ACEG (Association for Careers Education and Guidance) Careers and Work Related Framework (2012) key component of 'finding out about careers and the world of work'
- following the best practice principles linked to the Investors in Careers Award Standard; 'Careers and Work Related Education programme includes finding out about and preparing for the world of work'
- involving as many employers as possible at appropriate stages of the programme
- linking with businesses through the Dacourm Borough Council business link meetings

The policy is initially introduced to students in assembly. It is reinforced throughout the Work Shadowing and Experience preparation programme, which is delivered in Year 9 and 10 PSHE lessons and by the Form Tutors during registration.

Longdean School have a service level agreement with Youth Connexions for work experience and information, advice and guidance services. These services are reviewed annually.

Equal Opportunities

'All students will be offered a work experience placement'

ALL students at Longdean School are offered a placement.

Consultation with the Pastoral Director of Learning, Special Educational Needs, and Youth Connexions ensures that we identify the needs of students and provide them with the most suitable placement available.

The Youth Connexions service are involved at a very early stage with students who have special educational needs in order to provide the necessary support and guidance.

Year 9 students are specifically taught about equal opportunities in the workplace as part of their PSHE programme and this issue is revisited in Years 10 and 11. We monitor equal opportunities and the Careers Department at Longdean School conforms to the schools equal opportunities policy.

Health and Safety/Insurance Cover

All our placements are obtained via Youth Connexions, where a trained Health and Safety Inspector vet each placement. All placements must be in possession of necessary public liability insurance. Hertfordshire Local Education Authority carries insurance on all students.

Any students who arrange their own placements must put these placements on to the database so that Youth Connexions can vet them.

Students arranging their own placement are required to complete an own placement form and obtain acknowledgement of the relevant insurance from prospective employers.

All our students take part in a unit of work on Health and Safety in their Year 9 and 10 Careers lessons.

The Organisation of Work Shadowing and Experience

- Staff involvement/preparation
The PSHE team have the main responsibility of preparing the students for Work Shadowing and Experience. The Careers Co-ordinator also spends a lot of time in assemblies talking about the benefits of work experience and the importance it has for their future. This gives Work Shadowing and Experience a high profile.
A specified team of staff are involved in the supervision of students whilst on placement.
- Parental/Guardian Involvement
Letters are sent out via students to all parents to inform them about the Work Shadowing and Experience Programme.
Parents/guardians are required to give permission for students to take part in the Work Shadowing and Experience programme and for them to attend their allocated placement.
- Employer Involvement (for Work Experience)

The employers that we use represent a wide variety of career areas e.g. retailing, banking administrative, engineering and the police. Wherever possible students are broadly matched to their placement depending on their preferred job area.

The students all select their placement from the choices available; they are never given something without them having an element of choice. Students choose a minimum of 3 places and a maximum of 6 from the Link2+ database. Longdean School have the ultimate decision about which student attends which placement.

The employers are sent information about their student including a CV and a letter from the school.

All employers are asked to submit a report on their student these are chased up for six months by the Careers Co-ordinator.

- **Obtaining Placements**

Work Shadowing: Students have to set up their own day preferably with their parents or a close family member. Those who cannot find a placement come in to school where they are given the same work shadowing booklet to complete about their school. They look at various videos of people at work which they discuss and then they take part in the Be Real Game.

Longdean School also have a handful of placements through our local business contacts to which we send our more responsible students who have not found a placement.

Work Experience: Placements are obtained through the Link2+ database offered by Youth Connexions. Students can set up their own private placements by submitting the relevant form to the school. The school then enters this information into the Link2+ database. This is then forwarded to Youth Connexions where the placement is thoroughly checked.

Student preparation programme

Work Shadowing:

- Students are introduced to the idea of Work Shadowing in assembly and a letter is taken home 3 months before the day to explain the day with a consent form to be returned. Attached to this letter there is also a letter to give to the adult who is being shadowed.
- A booklet is explained and given out in PSHE. The booklet aims at focusing the students so they can gain an insight into how organisations other than schools operate. Students are encouraged to bring back information from the workplace. They are asked to interview the person they are shadowing to find out about their career path, what their job entails etc. They are asked to find out about the importance of Key Skills, Health and Safety and details about the organisation of the company and finally to thank the adult.
- In PSHE the students also look at Health and Safety issues in the workplace and important issues about the day.

Work Experience:

- Preparation for Work Experience begins in the Autumn term of Year 10 when a letter is sent home.
- Students are introduced to the idea of work experience in a series of assemblies. It is important that both students and parents understand that it is the aim of the programme to provide students with “the experience of work “rather than a career tasting experience. They then select their choices through Link2+ in PSHE lessons over two weeks in the Spring Term.
- Regular assemblies reinforce the importance of the week and the points raised in PSHE.
- Students are given help with contacting their employer.
- Parents are involved as and when appropriate.

During Work Experience

Students are visited by a designated team of staff including Directors of House, the Careers Co-ordinator and members of SLT. The visiting member of staff speaks to the student and the employer and a report is written. If the employer or the student is not happy with the placement then it is the individual's responsibility to inform the school. Visits take place over two days and staff aren't expected in school during this time. This enables them to spend longer at each visit.

After Work Shadowing

- Students bring in information from their place of work (as described in the work shadow booklet).
- Students fill in an evaluation sheet.
- Students write a brief thank you letter.
- Discussion in form groups about their day.
- A certificate of achievement is awarded to each student on completion of their work shadow booklet.

After Work Experience

- Students are given time in registration for reflecting on their week.
- Students fill in an evaluation form and talk to others about their experience.
- Employer's reports are collected in and copied for the student.
- Certificates of Achievement are awarded for those who complete their work experience booklet which is a diary of their week which includes their thoughts, reflections, successes and learning that has taken place as part of the placement.

Other work related learning activities

Students at Longdean School have access to other work related learning activities which include:

- Army and RAF career talks
- Apprenticeship talks from previous students at parents information evenings

Approval and Review

This policy will be reviewed annually by the Careers Coordinator and will be approved by the Head Teacher.