



# Cardinal Heenan Catholic High School

## Work Related Learning Policy

Key staff:	K Smyth
Key governor:	
Last reviewed:	Oct 2015
Approved by Governing Body:	<i>A Tremarco</i>
Date:	25 Feb 2016
Due for renewal:	

# Policy Document for Work Related Learning at Key Stage 3, 4&5

## 1. Introduction

Cardinal Heenan Catholic High School is dedicated to the success of its students, and equipping them for working life is an integral part of their learning. The school has adopted this policy as an indication of its commitment to providing that learning, and to delivering to all students their statutory entitlement to Work-Related Learning.

## 2. Aims of Policy

This policy statement sets out the commitment of the school to develop and promote whole school Work-Related Learning for all pupils. The programme of activities aims to:

- Equip students with the key skills, attitudes and qualities necessary to make a successful transition to adult and working life
- Raise their standards of achievement, self esteem and confidence
- Enhance the curriculum by adding vocational relevance and interest
- Implement effectively the developments taking place in the 14 – 19 curriculum
- Ensure the benefits and experience gained from work-related learning are valued, assessed, and developed for successive generations of students
- Develop quality links with businesses and other relevant external partners and agencies via the schools Industry Days (all Year 8, 11&12 pupils)
- Enhance the school's culture of enterprise in its management and development, and thereby its performance.

## 3. What is Work-Related Learning?

Work-Related Learning is defined as planned activity that uses the context of work to develop knowledge, skills, and understanding useful in work. We aim to provide opportunities for all Cardinal Heenan students to learn:

- *through work*, by providing opportunities for students to learn from direct experience of work
- *about work*, by providing opportunities for students to develop knowledge and understanding of work and enterprise
- *for work*, by developing the key skills for employability.

## 4. Objectives of the WRL provision

The objective of delivering Enterprise Education delivered in the PSHCE curriculum and within Work-Related Learning is to develop young people who have:

- *Enterprise Capability*, the capability to handle uncertainty and respond positively to change, to create and implement new ideas and new ways of doing things, to make reasonable risk/reward assessments and act upon them in one's personal and working life
- *Financial Literacy*, the knowledge, skills and attitudes necessary to become a questioning and informed consumer of financial services and the ability to manage one's finances effectively
- *Economic & Business Understanding*, a process of enquiry, focussed on the context of business, central to which is the idea that resources are scarce so that choices have to be made between alternative uses.

The school will deliver to all students a planned, co-ordinated, and integrated WRL that meets or exceeds the nine requirements of the QCA guidance framework, the elements of which are to:

- Recognise, develop and apply their skills for enterprise and employability
- Use their experience of work, to extend their understanding of careers and work

- Learn about how and why business operate, **working roles and conditions, and rights and responsibilities in the work place**
- Develop awareness of the extent and diversity of opportunities in learning and work
- Relate their own abilities, attributes and achievements to career intentions and make informed choices based on an understanding of available options
- Undertake tasks and activities set in work contexts
- Learn from contact with people who work
- Learn about working practices and environments
- Engage with ideas, challenges and applications from the business world

## 5. Entitlement and Delivery of WRL

All students have a careers passport which incorporates their entitlement to:

- A programme of careers education and guidance with clear and planned learning outcomes integrated into the whole school curriculum
- A programme of self development integral to the school's recording , assessing and action planning process
- A cohesive programme of Work-Related Learning
- A curriculum which provides opportunities for all pupils to learn and achieve

The school has adopted a whole-school approach to the delivery of Work-Related Learning as part of the entitlement for all pupils. The school 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 using in order to help meet its objectives includes:

- Relevant vocational courses and qualifications
- Careers Education and Guidance
- Work Experience
- Extended Work Placements
- Visits to employers
- Problem Solving and Insight into Work Activities
- Aspects of Personal, Social, Health and Citizenship Education
- Business Mentoring
- Industry Days
- Visitors from Industry and Business

WRL programmes at the school contribute, where appropriate, to approved qualifications. The school will make full use of the Progress File to record pupils' individual achievement as it replaces the National records of Achievement.

## 6 Responsibility for Policy

The Governing Body, Work related learning team and the Senior Management Team of the school own this policy and are responsible for its development, implementation, and maintenance. They are responsible for:

- the management and co-ordination of the various aspects of Work-Related Learning
- the range of activities in each key stage
- the measurement, monitoring, and evaluation of the effectiveness and benefits of work-related activities
- the procedures for students to record their activities and learning outcomes

- ensuring that appropriate channels of communication exist at senior management level, the governing body, and partners.

Subject Leaders and Year Heads are responsible for:

- ensuring that their schemes of work contribute to work-related aims;
- identifying the 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 helps progression and learning about, for and through work;
- identifying and meeting individual staff development needs

Individual subject staff are responsible for:

- ensuring that their lesson plans meet and deliver the agreed learning outcomes
- assessing and recording students' development
- feedback on operational aspects of the policy to their Departments and the SMT

## **6.2 Action Plans and Review of Policy**

The SMT will approve curriculum and activity developments as components of the WRL provision, and will ensure that such developments are incorporated into Departmental Action Plans and the overall School Development Plan.

## **6.3 Professional Development of Staff**

To maintain a whole curriculum programme of delivery, the school will ensure that all staff receive appropriate professional development in the concepts and delivery of WRL.

## **6.4 Resources and Funding**

The Governing Body and SMT will be responsible for allocation of resources and funding to implement the recommendations of the manager(s) of the policy. The school will seek to access additional funds and will take up any entitlement to such funds for the implementation and delivery of this policy.

January 2015