

Kings International College

Work Related Learning Policy

Introduction

Vocational and work-related learning are key elements of the Government's vision for a high quality and well focussed educational system. They can help all individuals to become and to remain active citizens in a fast changing society with the opportunity for continued employment in the world of work for the 21st century. The Government intends to build an education system, which will deliver technical and vocational skills of an advanced economy so that everyone will have a pathway to success (*Vocational and work related learning at key stage 4 DfES 0836/2003*).

Work-related learning is defined as: planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning **through** the experience of work, learning **about** work and working practices and learning the skills **for** work. (*Work related learning Guide (2nd Edition) DCSF 2009*). WRL has been a statutory requirement for KS4 students since September 2004.

The College is committed to maximising the benefits for every student in the development of a whole College approach to work-related learning. The College recognises that there should be some work-related learning for all students and more for some. It is a key element of the new diplomas. The College wishes to promote work-related learning as part of the learning entitlement for all students at both Key Stages.

Rationale:

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 College to adulthood and employment. So that the students are able to make this effective transition, the College provides a wide range of opportunities for students to learn about, through and for work in a range of contexts. The College will have clearly defined work-related outcomes for all students together with a set of procedures for assessing individual student's progress.

Links with other policies:

This policy will be supported and underpinned by other College policies such as Careers Education and Guidance, the SHAPE Information Advice and Guidance policy, PHSE, Citizenship, Equal Opportunities and relevant curriculum policies.

Purposes:

Work-related learning is concerned with those planned activities that use work in the context for learning or illustrate aspects of working life. The College encourages innovative approaches to work-related learning in order to motivate students and to raise standards.

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 College contribute to:

- raising achievement
- attainment in individual subjects by increasing students' understanding
- achievement and development of the main key skills and wider key skills

- careers education and guidance by providing 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, social, health and citizenship education through improvement of interpersonal skills, presentation skills, self-confidence, taking initiative, teamwork and taking on responsibility
- increasing the breadth of curriculum experience for every student to support them in their preparation for adult life

Aims:

To enable students to

- recognise, develop and apply their skills for enterprise and employability
- use their experience of work, including work experience and part time jobs, to extend their understanding of work
- learn about the way business enterprises operate, working roles and conditions, and rights and responsibilities in the work place
- develop awareness of the extent and diversity of local and national employment opportunities
- relate their own abilities, attributes and achievements to career intentions and make informed choices on an understanding of the alternatives
- undertake tasks and activities set in work contexts
- learn from contact with personnel from different employment sectors
- have experience (direct or indirect) of working practices and environments
- engage with ideas, challenges and aspirations from the business world
- enable young people to develop career awareness and the ability to benefit from impartial and informed information, advice and guidance
- support young people's ability to apply knowledge, understanding and skills
- improve young people's understanding of the economy, enterprise, finance and the structure of business organisations, and how they work
- encourage positive attitudes to lifelong learning.

Objectives:

- 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;
- to develop a range of appropriate and relevant activities which assist in raising all students' aspirations and achievement and which are 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 College to applications in the wider world;
- to develop students' personal and social skills in relationships in 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 Surrey Satro, SHAPE partner Colleges including FCOT and other FE providers such as Guildford College.

Curriculum Provision:

The College 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 College is using in order help meet its objectives includes:

- Relevant vocational courses and qualifications
- Impartial Careers Education and Guidance
- Block Work Experience for Year 10 students
- Extended Work Placements for identified students in both Year 10 and Year 11
- Links with employers
- Enterprise projects, which involve problem solving, and insight into work activities
- Personal, Social, Health and Citizenship education encompassed within the Personal Development Programme
- Visitors from Industry and Business
- Identified work related learning within curriculum areas including BTEC And Diploma courses
- Vocational courses offered through the SHAPE Consortium
- Increased Flexibility courses offered through open selection process in KS4 in local FE Colleges

Work-related learning within the College enables each curriculum area to make a full 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;
- ensuring continuity and progression in schemes of work, so that all students can build on work-related experiences from previous levels;

Entitlement:

This will be ensured through:

- All students at key stage 4 being entitled to access work related learning. Kings International College will provide opportunities to learn through work by offering all year 10 students a 2 week experience placement in the summer term of that year. This will include a planned programme of preparation and then debriefing at end of placement.
- Providing opportunities to learn about work through a curriculum that delivers a mixture of core subjects that are compulsory to all students and an open selection options programme that offers a range of vocational GCSE, BTEC and other related choices. They will also learn about work through activities offered during Curriculum enhancement days.

- Providing opportunities to learn for work by offering a cohesive citizenship/PSHE programme (Personal Development Programme) underpinned by a discrete careers education package.

Assessment:

Kings International College will assess the learning of students by:

- Evaluation and reporting by employees during work experience
- Recording of achievement of work experience through W/ex Diary and certification.
- Teacher / tutor review of each students performance attainment and achievements
- Student self assessment through personal review; work experience diary and evaluation; peer group review; and questionnaires.
- The results of external examinations set by various external examining bodies.
- The production and marking of student coursework in the vocational GCSE / BTEC subjects and Diplomas.
- Feedback from evaluation of the range of enterprise activities offered.
- Work-related learning contributes, where appropriate, to approved qualifications.

Monitoring and evaluation:

Work related learning will be monitored and evaluated by

- A review as part of the process of developing the College Development Plan
- Feedback on evaluation of the range of Enterprise /WRL activities undertaken by students at the College
- Parents/ carers informed of provision. Available at Parent/Carer Evenings, etc.

The benefits of work-related learning:

Work-related learning benefits young people by:

- enriching their education and giving them a greater understanding of the 'world of work' which lies ahead of them and the world around them;
- helping them to develop the employability skills that employers want such as teamwork, problem-solving and communication skills, together with numeracy, literacy and ICT skills and practical skills;
- helping them to think through their learning options and career choices;
- enabling them to challenge stereotyping and make full use of the choice and diversity of the industry sectors;
- increasing the possibility that they might be recruited in the future by employers they come into contact with – there have been numerous cases of young people accepting job offers from employers they met through work-related learning.
- enabling them to understand the job/career opportunities locally and globally.

Management of Work Related Learning:

A member of the College Leadership team will be responsible for:

- the management and co-ordination of the various aspects of wok-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 assessment procedures and strategies for student evaluation of activities and learning outcomes;
- the systems to secure balance, progression and continuity;
- ensuring appropriate channels of communication at senior leadership level and governing body;
- working with departments, Heads of Faculty, the PDP co-ordinator, Guidance Manager;

Heads of Faculty are responsible for:

- ensuring that department policies, schemes of work and teaching and learning, embrace the College's WRL policy
- identifying development needs for staff in the department
- working, where appropriate, to develop WRL opportunities within curriculum

Individual staff are responsible for:

- reviewing lesson plans to ensure there are opportunities for using vocational and work related contexts, and for assessing and recording students' achievements
- contributing to WRL development within the department

Staff development:

Staff are encouraged to undertake relevant and appropriate professional development to support the teaching of work related learning

Policy review

The College policy on work related learning will be reviewed and monitored at various levels and at different times by key groups on an annual basis. The key priorities from the review are incorporated into the College Development Plan every three years.