

# Swanlea School, Business and Enterprise College

## Work Related Learning Policy

### Introduction

Swanlea School is committed to exploring the full range of benefits from the establishment, maintenance and development of a whole school approach to work related learning. With this in mind, this policy examines the rationale, provision and review of Work Related Learning.

We aim to provide all students with an excellent all-round education developing the whole person, which will serve as a basis for a successful and fulfilled future as students, employees, employers and parents; to motivate students and improve attainment and to develop core employment capabilities; and to provide students with their statutory entitlement in preparation for adult life. Our School aims make clear that we want our students to have ambitions and aspirations, to be motivated and to have a clear idea of the choices open to them. Our School Improvement Plan reflects these aims.

### Aims

- To develop a range of work related provision that has a high profile throughout the school
- To develop all of these activities in such a way that they will seek to raise students' aspirations and achievement
- To equip students and staff with the skills they need to be lifelong learners
- To broaden the horizons of students 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 students with a well-planned and evaluated work experience placement
- To provide Careers Education and Guidance for all students
- To encourage students 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

### Provision

For all students

- Through an audit of the all subject areas we will ensure that the entire key stage 4 cohort has access to work related learning.
- Through structured work experience offered to all students in year 10
- Through a planned careers education programme delivered to all students at key stage 4
- Through an organised programme of PSHE and citizenship delivered to all students throughout key stage 3/4.
- Through an open selection options programme that offers vocational GCSE subjects to all students at key stage 4.
- Through our outstanding Enterprise programmes (offered to all students)

For some students:

- Business mentors will be provided for some students
- Extended work experience placements for those who want or would benefit from them.
- Use of prior attainment data to identify students who would benefit from extended work experience opportunities
- Work related courses at Tower Hamlets College

### Entitlement

- All students at key stage 4 are entitled to access work related learning. Swanlea School will provide opportunities to learn **through** work by offering all year 10 students a 2-week experience placement in the summer term.

- We will provide 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's and other related choices
- We will provide opportunities to learn **for** work by offering a cohesive citizenship/PSHE programme underpinned by a discreet careers education package that is also supported by a number of external agencies such as Tower Hamlets EBP and the Connexions service.

### Assessment

Swanlea School will assess the learning of students by:

- Regular academic review days.
- Teacher review of each students performance attainment and achievements
- Student self-assessment through personal review; work experience diary and evaluation; peer group review; and student progress files.
- The results of external examinations set by various external examining bodies.
- The production and marking of student coursework in the vocational GCSE subjects.
- Evaluation and reporting by employees during work experience
- Off-site providers regularly communicating about individual student progress on partnership programmes.

### Roles and Responsibilities

#### **1. Governors**

The governing body is responsible for ensuring a policy is developed and implemented which identifies provision, staff development needs and resource implications. A 'link governor' may be appointed to take a special interest in preparation for adult and working life through opportunities for WRL in the curriculum.

#### **2. Senior Management**

A member of the Leadership Team is identified to take responsibility for the co-ordination of all opportunities for vocational and work related learning. John Bradley (Assistant Headteacher i/c PSHE/WRL) will manage the various aspects of vocational and work related learning. He will monitor, review and evaluate the teaching and learning opportunities. He will work closely with Simon Firth (Assistant Headteacher) who is the Director of the Business and Enterprise and Vanessa Chadwick Out of Hours Learning Coordinator and Head of Careers)

#### **3. Heads of Faculty**

Middle managers are responsible embedding WRL and Enterprise across the curriculum. They are required to audit their provision each year adjust their offer to reflect the needs of the learners. They will also need to identify the needs of the staff in the department.

#### **4. Subject Staff**

Colleagues are expected to develop the vocational and WR context in their lessons and this will be monitored by HOF's.

#### **5. Pastoral Support**

Staff should help pupils review learning, to plan and prepare for decision-making and transition.

### Staff Training

Swanlea School will make available opportunities for Continuing Professional Development through:

- In service training during staff development days for all staff involved in the delivery of work related learning
- Enabling identified staff to access courses made available by external specialist providers
- Enabling identified staff to access training and workshops presented by Tower Hamlets EBP and the PDC
- Regular meetings between individual staff and subject leaders
- Regular meetings between members of the L.I.G consortium group responsible for developing work related learning
- Support given by the Connexions Service
- Links established with local business

## **Funding**

Work related learning at Swanlea School is being supported through a range of different funding schemes.

- Through the delegated budget
- Through grants achieved by Tower Hamlets EBP
- Through the DFES Enterprise Pathfinder
- Merrill Lynch Enterprise and Entrepreneurship Programme
- Administration support provided by Swanlea School

The school will actively seek additional sources of funding to help us continually improve and enrich our provision.

## **Business links**

Essential business links are developed, coordinated and maintained by:

- Working closely with the Tower Hamlets EBP
- Through the Director of Business and Enterprise
- Through the Connexions Service
- Through links developed by the Head of Careers
- Through membership of the London Challenge
- Through our Enterprise Advisor

## **Monitoring and evaluation**

Work related learning at Swanlea School will be monitored and evaluated by

- An annual report to the Senior Management Team and Governors
- An annual review as part of the process of developing the School Improvement Plan
- As part of the reporting process given to all parents as part of the statutory requirements
- A quality assurance model to be developed in conjunction with Tower Hamlets EBP (using the Hounslow Quality Assurance model)