



The Dartmoor Federation comprises:

- Boasley Cross Primary School
- Bridestowe Primary School
- Exbourne C of E Primary School
- Lydford Primary School
- Northlew & Ashbury Parochial C of E Primary School
- Okehampton College



Lydford Primary



Okehampton College

Work Related and Enterprise Learning Policy

This policy was adopted by the Dartmoor Federation Policy Review Committee on

11th June 2012

and reviewed by the Teaching and Learning Challenge Group Committee on

13th January 2017

The Dartmoor Federation aims to instil a sense of pride in all learners. We aim to provide an excellent education in a safe, supportive learning environment, where people are valued and make positive contributions to the Federation, and where students go on to become responsible, independent members of society.

Links with other policies

It is underpinned by the Federation's policies for teaching and learning, child protection, assessment, recording and reporting achievement, equal opportunities, health and safety and special needs.

We will ensure that work related learning and enterprise fully meets the legal requirements in respect of the curriculum provision and especially with regard to work experience, extended work experience and other off-site provision taking due account of Health & Safety and safeguarding children.

Introduction – why this policy is needed

The statutory requirement aims to ensure all Key Stage 4 students have suitable and high quality work-related learning opportunities as part of a broad and balanced curriculum. (Work related learning guide, P27)

Work experience is a key component of 16 to 19 study programmes and all students are expected to undertake work experience or some form of work-related training as part of their study programme 'non-qualification activity'. This applies to academic, vocational and mixed pathways. (p 4 Post 16 Work experience)

Work-Related Learning became a statutory requirement for all schools to deliver to all students in Key Stage 4 in September 2004. In September 2005 a specific Enterprise Education strand was added to the requirements already set out by the Qualifications and Curriculum Authority (QCA). This also set out an entitlement for each student for 5 days enterprise education during KS4 over and above work experience and other work-related learning education. More recently Economic Well Being was added to the PSHE requirements and in December 2008 this was all incorporated into the QCA Careers, WRL and Enterprise 11-19 Framework.

This requirement in Key Stage 4 backs up a wide statutory requirement under the 1996 Education Act for the school to provide a balanced and broadly based curriculum which "prepares pupils for the opportunities, responsibilities and experiences of adult life, which includes preparation for working life"

The Federation is committed to maximising the benefits of the development of a whole Federation approach to work-related learning for all pupils. The Federation's existing policies for CEG and work experience will be subsumed within this policy.

Rationale – why Work Related Learning is important

Work-related learning has an important contribution to make to the education of all our young people, especially with regard to preparing for the transition from school into adult and working life.

Vocational and work related learning are key elements of the Government's vision for a high-quality and well-focussed education 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 of the 21st century.

The Federation is committed to maximising the benefits for every student by the development of a whole Federation approach to work-related learning. The Federation will promote work-related learning as part of the learning entitlement for all students at all Key Stages. The Federation uses the Careers Development Institute framework to ensure a broad and balanced entitlement for all students.

The Federation has clearly identified work-related learning outcomes for all students

Purposes – how this will impact on students

The purpose of work related learning is to prepare each student in this Federation for adult and working life.

This purpose is further defined by OFSTED as:-

- Learn through work, by providing opportunities for pupils to learn from direct experience of work (for example, through work experience)
- Learn about work, by providing opportunities for pupils to develop knowledge and understanding of work and enterprise (for example, through vocational courses, enterprise education and careers education)

- Learn for work, by developing skills for enterprise and employability (for example, through problem solving activities, practice interviews, business simulations and enterprise education)

Aims

- To ensure that all students have the key skills, developed personal qualities and appropriate attitudes required for work (work-readiness)
- To ensure that all students have the enterprise capability, understanding of key economic concepts, financial literacy and business awareness required for work and life.
- To enable students to make informed choices of careers and life styles

Objectives

- To promote greater understanding amongst students of the world of work, the development of key skills and work-readiness
- To develop a basic understanding of business practice and culture, financial literacy, key economic concepts and the local, regional and national economic contexts.
- To provide students with informed and impartial guidance on the choices available for education, training and employment as well as other interests and with good quality and up to date labour market information
- To relate skills, attitudes, concepts and knowledge learned in school to applications in the wider world
- To develop a range of appropriate and relevant activities which assist in raising all students' aspirations and achievement, which are of the highest possible quality and are regularly monitored
- To develop effective links with key partners which include Devon Education Business Partnership, Careers SW and the Okehampton Business Links Partnership.

Student Outcomes

The Policy will be under-pinned by a statement of student outcomes, which sets out the QCA's 9 key objectives, the relevant student outcomes and the ways in which school activities and programmes will address these.

Curriculum Provision

The Federation will provide a range of activities encompassing such as work experience, enterprise education, subject learning, vocational courses, events, extended learning days, visits and activities, visitors from the business community, real-context problem solving challenges, personal, social and health education, citizenship, careers education and guidance and activity weeks.

Work-related learning within the schools enables each curriculum area to make a full contribution through:

- The development of schemes of work that recognises the importance of work-related learning in preparing students for adult and working life;
- Ensuring that all students have access to work related activities

- 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

The Management of Work-Related Learning

The Federation will promote a team approach to the management of Work-related Learning:-

The Link Governor for this area of the curriculum is Mr Ian Courtney

The member of the Senior Leadership Team with oversight of this programme will ensure that the Work-Related Policy is applied throughout the Federation and report to the SLT and to Governors at agreed intervals.

The Work-Related Learning and Enterprise Co-ordinators are responsible for:

- The management and co-ordination of the various aspects of work-related learning
- The range of activities in each key stage
- How the effectiveness and benefits of work-related activities are 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;
- Working with Heads of Faculty and the pastoral team to develop work-related learning opportunities
- Working with the Careers, PHSE, and Citizenship Co-ordinators and the Community Links Manager to develop common strategies.
- Ensuring appropriate channels of communication at senior management level, Governing Body, with Devon Education Business Partnership, Careers SW and Okehampton Business Partnership.

Heads of Faculty are responsible for:

- Ensuring the department policies, schemes of work and teaching and learning embrace the school's Work-related Learning Policy
- Identifying development needs for staff in the department
- Working with the Work-related Learning co-ordinator to develop Work-related Learning opportunities

Individual subject 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 Work-related Learning development within their departments.

Monitoring and Evaluation

The Work Related Learning Co-ordinator will be responsible for monitoring and evaluation of this policy:

AT PRESENT A COMMON RECORDING, MONITORING AND EVALUATION SYSTEM IS BEING DEVELOPED WITH THE OTHER CROSS-CURRICULAR CO-ORDINATORS.

This will focus on:

- The effect of Work-related Learning on student's achievements
- The quality of what is provided to participate in Work Experience
- The coherence of Work-related Learning programmes
- The effectiveness of employer engagement
- The quality of work experience and enterprise education
- The effectiveness with which Work-related Learning is led, managed and organised
- This should form the basis of a report to governors

The results of the annual review will be used to inform future planning and the School Development Plan.

Related Policies

- Careers Education & Guidance
- Work Experience
- PSHE
- Citizenship
- Equal Opportunities
- Health & Safety
- School visits and excursions