



The Axe Valley Community College

# Work Related Learning Policy

**Adopted by the Governing body on 20<sup>th</sup> November 2014.**

**The Policy will be reviewed on an annual basis.**

## **Work Related Learning Policy**

The Axe Valley Community College is committed to a whole school approach to work related learning in order to promote a greater awareness by students and staff of the world of work (the local and broader economy) and the skills necessary for enterprise and employability.

Work related learning across the curriculum will be developed in a number of ways including:

- Work Experience
- On and off-site activities
- Developing on and off-line resources

### **Work Experience**

The Axe Valley Community College recognises the value of work experience and it is viewed as an integral part of College activity. The curriculum is enriched by the work that the students do in preparation for, during and in the follow-up of their work experience. We firmly believe that by taking part in work experience our students will leave us better prepared for the world of employment.

Students in year 10, or above, will participate in work experience either by a block week or by extended placements (year 10/11 ALP students).

Students may choose their own placements but are discouraged from working with relatives or where they already have part time employment. This is to promote personal development and to help motivate students in choosing a future career.

### **Preparation**

Students start to work towards finding a placement from October when they are introduced to the Devon EBP database by their tutors and the Work Experience Co-ordinator. They are given the opportunity to research and identify suitable placements during their PSHE sessions and are encouraged to research further in their own time.

Students are able to look for placements outside of the locality if they have suitable accommodation in other parts of the country (i.e. with relatives). Support and guidance is given with letters of application.

Once the student has a confirmed placement they need to hand in their completed application form to the Work Experience Co-ordinator. This form must be completed and signed by both parent and employer, identifying any medical conditions of the student and advising of any risk assessment.

### **Health & Safety**

Employers sign an agreement to declare that they hold both Public and Employer's Liability Insurance. Once the placement is booked through DEBP, they check that this is in place and carry out a health and safety check on the employer on behalf of the College. If the check fails then the placement will not be authorised and the student will be required to find an alternative placement. Students will not be allowed on placements without the completed paperwork and employer health and safety clearance as they will not be insured.

Employers complete a risk assessment summarising significant risks to the student and sign to say that the student will not be placed in an environment where there is the likelihood of serious risk to his/her health and safety.

Before attending placements, all students take part in health and safety briefings.

The designated person for Child Protection and Safeguarding and the SENCO must authorise every placement before it takes place.

Parental involvement in work experience is essential and parental approval for the placement must be obtained in writing before the placement can take place.

### **During the placement**

All students are given a Work Experience Log Book to complete during their placement and a member of staff will visit them at their place of work to check on their progress (by telephone if the placement is out of the area).

### **Debrief**

All students will participate in a structured debriefing day on completion of their placement. They will produce a short presentation, discuss and share their experiences with their tutor group and produce a letter of thanks to their employer.

Feedback via a written report is obtained by both the visiting teacher and the employer. This along with the completed Log Book is assessed and certificates are awarded to well-performing students.

### **Extended work placements**

Extended work placements generally take place for one day per week during term time. Students who are offered these placements are those following the Alternative Learning Programme or those studying vocational subjects which require an element of work based learning/assessment as part of their coursework.

### **On and Off-site activities**

A range of on and off-site events for students and staff will be offered to demonstrate the breadth of work-related activities. These might include:

- Careers fairs and Skills Festivals
- Apprenticeship taster sessions
- FE college taster days
- Interview preparation skills and mock interviews
- HE days for 16-19 students (Aim Higher)
- Enterprise days
- Challenge days
- Industry presentations

### **Developing on and off-line resources**

The Axe Valley Community College will continually update their Careers Centre resources to maintain up to the minute work-related and enterprise information.

### **Key personnel**

#### **Senior leadership Team**

- Overall responsibility for Work Related Learning
- Ensure appropriate channels for discussion of WRL at Leadership and Governing Body meetings
- Co-ordinate debriefing day and awarding of certificates

#### **Careers Education Co-ordinator**

- Responsible for developing and overseeing WRL but not necessarily delivering all aspects

### **IAG Officer/Work experience co-ordinator**

- Co-ordinate arrangement of work experience placements
- Liaise with DEBP and book placements
- Out of Hours emergency contact during block placements
- Management of Careers Centre on and off-line resources

### **SENCO and Student Support Manager**

- Monitor and approve placement choices

## **Equal Opportunities**

All students will be entitled to take part in activities which develop work-related learning. Such activities will be developed in such a way that they take account, where possible, of working with appropriate partners from:

- Ethnic minorities
- Occupations which are not gender stereotyped
- Those with disability challenges

The Axe Valley Community College will also seek to maximise the opportunities for work-related learning for students for whom English is an additional language and for those with a range of special educational needs.

## **Legal implications including Health and Safety**

The Axe Valley Community College will be responsible for ensuring that all activities linked to the work-related curriculum are undertaken in such a way that the school maintains its 'duty of care' for its students and staff.

This will include:

- Students on visits and work experience placements are covered by the LEA's insurance policy or where appropriate, the WEX provider
- Students will only be permitted to visit workplaces that have been risk assessed and checked in relation to Health and Safety regulations and appropriate employer liability insurance
- Obtaining parental permission for all off-site visits
- Visitors to the school site will be appropriately supervised and not left alone with individual students, groups or classes

## **Monitoring, Evaluation and Review**

This policy for Work-related Learning will be reviewed and monitored at various levels and annually by

- The governing Body
- The Senior Leadership Team
- The Careers Education Co-ordinator & IAG Officer

This policy recognises and is applied in accordance with the College's policies for Child Protection and Safeguarding, Teaching & Learning, PSHE, Assessment, Equal Opportunities, Health & Safety and Special Educational Needs.