



## CAREERS & WORK-RELATED LEARNING POLICY

<b>Date of last review:</b>	July 2018
<b>Date of next review:</b>	July 2019
<b>Approved by:</b>	Rabia Education Trust

There is a statutory requirement 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.

From 2012, Section 29 of the Education Act 2011 places schools under a duty to secure access to independent careers guidance for their pupils in school years 9-11. Careers guidance secured under the new duty must:

- be presented in an impartial manner
- include information on the full range of post-16 education or training options, including Apprenticeships
- promote the best interests of the pupils to whom it is given.

### Aims

We aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers. Through careers education, information, advice and guidance (CEIAG) it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.

In particular we intend our students to:

- Develop a broad understanding of the world of work and an ability to respond to changing opportunities
- Develop independent research skills so that they can make good use of information and guidance
- Develop and use their self-knowledge when thinking about and making choices
- Develop their understanding of employability skills and how to enhance these as individuals
- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

We recognise that the process of making career decisions can be a lengthy one and that many of our students will make their final choices only after completing their higher education course or after studying A Levels or BTEC at college. We also recognise that the

apprenticeship route, including higher apprenticeships, would be most suitable for, and the choice of, a significant proportion of our students. The information and support provided must be without prejudice and with rigour for all post 16 options.

Rabia Girls' School is committed to maximizing the benefits for every pupil, in the development of a whole school approach to work-related learning. We recognize that there should be some work-related learning for all pupils.

We wish to promote work-related learning as part of the learning entitlement for all pupils and as a means for learning 'about work', learning 'through work' and learning 'for work'.

### **Rationale**

Work-related learning has an important contribution to make to the education of all our pupils in order for them to make an effective transition from school to adulthood and employment. So that pupils are able to make this effective transition Rabia will provide a wide range of opportunities for pupils to learn about, through and for work in a range of contexts. We have clearly identified work-related learning outcomes for all pupils together with a set of procedures for assessing individual pupil's progress.

### **Purposes**

Work-related and enterprise learning is concerned with those planned activities that use work as a context for learning or illustrate aspects of working life. Rabia will encourage innovative approaches to work-related learning in order to motivate pupils and to raise standards. The accreditation of pupils' achievements in work-related learning has an important role to play in supporting the school's objectives.

The main purpose of work-related learning is to provide pupils with a range of activities as part of a balanced and integrated curriculum. The work-related learning opportunities provided by the school contribute to:

- Attainment in individual subjects by increasing pupils' understanding;
- Achievement of vocational qualifications by enhanced understanding and relevance to general and specific occupations;
- Achievement and development of the main key skills and the 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 and social and enterprise education through the improvement of interpersonal skills, presentation skills, self-confidence, taking initiative, teamwork and taking on responsibility; and increasing the breadth of curriculum experience for every pupil to support their preparation for adult life.

## **Aims for Work Related Learning**

The aims for work-related learning focus on the provision the school makes for opportunities for pupils to prepare for adult and working life and include:

- To improve educational standards through using contexts that improves motivation and attainment for all pupils;
- To enable pupils to make informed decisions about courses and programmes which are appropriate to their longer-term aspirations and needs;
- To improve pupils understanding of the world of work and its demands;
- To improve the quality of provision and guidance;
- To increase access and choice for all pupils;
- To improve the transition of pupils from school to adult and working life

## **Rabia Girls School's Objectives**

The key objectives for work-related learning are:

- To develop a range of high quality opportunities which enhance the curriculum;
- To promote greater awareness for pupils about the development of key skills and employability;
- To promote awareness and understanding of work, industry, the economy and community;
- To relate skills, attitudes, concepts and knowledge learned in school to applications in the wider world;
- To develop pupils' personal and social and enterprise skills in a range of contexts;
- To provide pupils with informed and impartial guidance on the choices available for education, training and employment as well as other interests;
- To develop effective links with key partners which include local colleges and training providers;
- To raise pupils' aspirations, attainment and employability

## **Curriculum Provision**

We offer a wide range of activities that contribute towards work-related opportunities in order to help prepare pupils effectively for adult and working life. These activities complement subject teaching, contribute towards the development of pupils' key skills as well as contributing to lifelong learning opportunities.

The ranges of activities we are currently using in order to help meet the objectives include:

- Vocational courses in school
- Vocational courses at local FE College
- Apprenticeship taster days with local training providers
- Careers Information, Education and Guidance (National Citizens Service & Youth Advice Luton)
- Careers library, tutorial programme and Careers Coordinator Advisor
- Work Experience for all Y10 pupils
- Extended Work Placements
- Practical Learning Opportunities arranged in partnership with local FE colleges.
- Visits to employers
- Enterprise projects



- Problem Solving and Insight into Work Activities
- Personal and Social Education
- Business Mentoring
- Industry Days
- Visitors from Industry and Business

Work-related learning within the school 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 pupils for adult and working life;
- ensuring that all pupils 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 pupils of the various aspects of work related learning to adult and working life;
- Ensuring continuity and progression in schemes of work, so that all pupils can build on work-related experiences from previous levels.

### **Accreditation**

Where possible the school ensures that all work-related learning programmes contribute, where appropriate, to approved qualifications. The school makes full use of the e-portfolio to record pupil's individual achievements.