

Queen Elizabeth's Grammar, Alford

A Selective Academy



Work Related Learning Policy

WRL is a requirement at Key Stage 4. It encompasses learning about, through and for work. There are a number of elements which schools are required to deliver and assess. The Key Stage 4 Enterprise and Work-related Learning Entitlement (including Careers) Objectives can be found at the end of this section.

Students will use their Progress Files as the main way to record their experiences and achievements in this area.

The WRL elements are detailed below. How these will be addressed can be found in detail in the document mentioned above. Suffice here to state that, whilst all subjects have their part to play, the main sources of coverage will be:

- The KS4 tutorial programme
- Work experience
- Part-time employment
- Business Studies
- ICT/Computing
- Enterprise opportunities
- Activities such as QEGS Enterprise and charity fund raising events
- The Duke of Edinburgh Award Scheme
- The Student Leadership Award Scheme
- Out of school activities.

As a result of all these experiences, our students will:

- 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 based 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
- Develop the knowledge, skills and attitudes necessary to become a questioning and informed consumer of financial services and to manage one's finances effectively
- Develop an understanding that resources are scarce so that choices have to be made between alternative uses
- Engage with ideas, challenges and applications from the business world.



Queen Elizabeth's Grammar, Alford

A Selective Academy



Work Experience

Work experience is an integral part of the curriculum for all Year 10 and relevant placements are also organised for some Y11 and Upper School students. The school's work experience co-ordinator is Mrs Tracey Elliott.

Work experience can be defined as: "A placement on an employer's premises in which a student carries out a particular task or duty, more or less as would an employee, but with an emphasis on the learning aspects of the experience"

Aims and objectives

- To ensure that work experience is properly integrated in the curriculum for all Year 10 students and forms part of the work-related activities in the careers curriculum
- To help students understand the link between the school curriculum and the world of work
- To enhance the knowledge, understanding, skills and attitudes of students
- To identify and develop the Key Skills, in particular:
 - Communication
 - Application of number
 - Information Technology
 - Working with others
 - Problem solving
 - Improving own learning performance
- To provide students with the opportunity to work with adults other than teachers
- To help students' awareness of their own and their employers' responsibilities within the workplace for Health & Safety
- To understand the rights, responsibilities and obligations associated with equal opportunities, both within work and at school
- All students are entitled to two weeks (10 school days) of work experience
- All students will receive adequate preparation, briefing, debriefing and follow-up for work experience through the weekly tutorial programme
- The aims and procedures for the work experience programme will be communicated to students, staff, parents and placement providers
- The preparatory programme includes:
 - Health & Safety
 - Equal Opportunities
 - Employer expectations
 - Career interviews
 - 'Mock' interviews
 - Telephone skills
 - Key skills awareness
 - Completing application forms
 - Completing a word-processed CV
 - Completing the Work Experience Student Record
- The academy will endeavour to give each student the placement of his/her choice wherever possible. This will depend on employers' offers of placements to the academy



Queen Elizabeth's Grammar, Alford

A Selective Academy



- Students will be encouraged to prepare for work experience thoroughly and professionally. This may include: telephoning the employer, attending interviews, discussing the placement with the employer, planning travelling and other requirements eg packed lunch
- All students will take part in debrief sessions within the academy.

The Work Experience Co-ordinator (TE):

- Will ensure that each parent has a copy of the data protection agreement and the job description, prohibitions and risk assessments for their son/daughter's placement before going on work experience in accordance with the Young Persons at Work Regulations 1997.
- Will ensure that each placement is pre-vetted by the Academy to ensure relevant documentation and processes relating to health and safety in the workplace are in place.
- Will act as the academy's contact point for students and employers throughout work experience, in case of any difficulties.
- Will report any accidents to parents, the Headteacher and other relevant bodies.
- Will attempt to match students to placements effectively.
- Will ensure all students receive a Work Experience Student Record and support to complete it fully.
- Will encourage employers to provide quality experience by implementing a planned programme to meet the students' aims and objectives, therefore providing a clear focus on quality in order to maximise the learning benefits.
- Will ensure, as far as is reasonably practicable, that each student is given a proper induction at the start of their placement, to include Health & Safety issues.
- Will ensure that all work experience providers are aware that they are required to adhere to responsibilities within the regulations laid down in the Health & Safety at Work Act 1974, the Sex Discrimination Act 1975, the Race Relations Act 1976 and the Disability Discrimination Act 1999.
- Will ensure that the placement meets the requirements of the academy's Equal Opportunities policy.
- Will ensure that all students are monitored during their work experience and ensure that relevant parties follow up any concerns.
- Will ensure that the programme is evaluated through student, staff, career advisers, parents and employer feedback.
- Will ensure that the programme is also evaluated against its stated aims and objectives to ensure continuous improvement to achieve the quality required.

Other relevant school policies:

Careers Policy

Policy Statement on Equal Opportunities

