

Ashfield School



WORK RELATED LEARNING POLICY

Date of policy: Sept 2019

Review date: Sept 2020

Role	Name	Contact Details
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The Ashfield School as Partner of The North Ashfield Partnership aspires to offer a broad range of work experience opportunities to enable our young people to achieve their potential. Work experience opportunities such as:

- Work placements
- Volunteering
- Work Shadowing
- Internships
- Part-time and casual work

Curriculum

The work-related learning programme includes lessons, work experience and special events for pupils. Preparation and learning for work experience takes place in PDE lessons and other appropriate parts of the curriculum. At KS4 a range of GCSE courses in vocational and academic subjects are available in addition to the core curriculum. All students in Year 10 will complete a period of work experience. Some students may follow a work-related course such as hairdressing and child care. At KS5 a similar model is adopted with vocational courses and work placement opportunities. Students are also encouraged to take on voluntary work.

Work Placements

A work placement gives young people the chance to gain hands-on experience of the working world, develop the key employability skills and inform their career direction.

Working with local employers, schools and young people the Ashfield School will deliver a quality work placement programme. It will:

- Ensure that work placements are a very meaningful and inspiring experience for all young people in partner schools
- Make the world of work more accessible to young people and improve social mobility
- Promote quality work placements delivering a positive impact for students and the employers who interact with them
- Equip young people with the self-knowledge, self-esteem and self-confidence to keep them on track with their career aspirations
- Give a clear message to the local business community that they can build their talent pipeline through quality work placements
- Ensure that all the work placements are risk assessed and comply with the law

All young people accessing a work placement will:

- Are offered an interview with appropriate school staff to agree the type of placement required
- Have access to the risk assessed and quality rated work placements on the NAP database
- Have a risk assessed placement check (conducted by Futures) if the placement is a new placement.
- Futures database is available at <https://notts.work-experience.co.uk/>
- Students can log on as user name: ashfield1 password: student1
- Have the opportunity to access a pre work experience programme in preparation for their work placement
- Have a health and safety briefing at their home school
- Receive a work placement job description and work placement diary
- Undertake work place induction and placement evaluation activity

All Schools/Academies participating in the Work Placement Programme will:

- Agree with the young person the appropriateness and timing of the work placement
- Risk assess a placement before the young person begins their placement
- Ensure that the young person is well prepared for the work placement
- Ensure all the relevant paperwork is issued to parents/carers and young people
- Make contact with the young person whilst out on work placement and complete the NAP placement review paperwork
- Take part in an evaluation process annually to review the process

All employers offering The Ashfield School (as partner of the NAP) a work placement will:

- Have responsibility for the health and safety of young people whilst in the workplace
- Ensure that the young person has a meaningful experience on the work placement
- Agree work placement objectives with the young person and allocate a mentor/supervisor
- Give the young person a full work placement induction
- Contribute to the work placement evaluation

Post 16

- In Post-16 Work Based Learning will in certain subjects be an integral part of the learning and assessment process.
- Placements are managed by specialist subject staff who will not only supervise the placement but will coordinate assessment of skills that can only be readily evidenced in a work environment.
- Occupationally competent staff will conduct an initial risk assessment and liaise with Futures through the IAG coordinator to ensure full Health and safety compliance.
- An up to date record will be kept in school of where students are located on which days together with contact details of the placement.
- All placements will be provided with contact details of the Post 16 Administrator and will be asked to report the absence of a student as early as possible in order to ensure prompt attention on our part to locate the individual concerned.
- Full records of student progress in placement will be maintained at school as part of the ongoing monitoring of their overall qualification.

Evaluation

The effectiveness of the Work Experience Programme and Independent Careers

Guidance is evaluated annually.

General Data Protection Regulation

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.