



Work Related Learning

Careers & Industry Liaison Officer - Sue Martin

Work Related Learning

Work Related Learning at Brixham College



Brixham College is committed to maximising the benefits for every pupil, in the development of a whole school approach to work-related learning. We recognise that there should be some work-related learning for all pupils, and more for some. The school wishes to promote work-related learning as part of the learning entitlement for all pupils and as a means for:

- LEARNING THROUGH WORK
- LEARNING FOR WORK
- LEARNING ABOUT WORK

Purposes

Work Related Learning will:

Provide pupils with a range of activities as part of a balanced and integrated curriculum. The work-related learning opportunities provided by Brixham College 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 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 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 them in their preparation for adult life.

Aims

- The aims for work-related learning focus on the provision Brixham College makes for opportunities for pupils to prepare for adult and working life and include:
- To improve educational standards through using contexts that improve motivation and attainment for all pupils;
- To ensure that pupils follow 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.

Work Related Learning



Objectives

The key objectives for work-related learning are:

- To raise levels of attainment through high quality work-related learning for all pupils;
- To develop a range of opportunities which enhance the curriculum;
- To promote greater awareness for pupils about the world of work, the development of key skills and employability;
- To develop a range of appropriate and relevant activities which assist in raising all pupils' aspirations and achievement and which are of the highest possible quality and are regularly monitored;
- 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 skills in relationships 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 improve employability through work-related learning
- To develop effective links with key partners which include the Devon Education and Business Partnership, the LA and other school Business Partners.

ROLES AND RESPONSIBILITIES

All members of staff have some responsibility for preparing young people for working life through the subjects of the curriculum and delivery of key skills and functional skills.

All staff, through monitoring work experience placements and undergoing work placements when possible and appropriate, gain an insight in the working environment for personal and career development.

MONITORING AND EVALUATION

THE TEAM

Deputy Principal – Director of Curriculum and Assessment – Ms K. Bridgeman

Careers and Industry Liaison Officer – Mrs Martin

Connexions Personal Advisors – Angie Marion / Anna Brooking

The programme of work-related learning will be regularly reviewed, monitored, updated and evaluated by the Work-Related Team in line with the schools planning cycle and annual SEF.

Work Related Learning

Model of Curriculum Support and Guidance for Work Related Learning at Brixham College 2007-8

Director of Curriculum & Assessment

Monitoring

College Policy on WRL

WRL Programmes

Universal Curriculum

Whole School SEF

SLT link person for PDR Cycle and

Curriculum Review

Overview and design of curriculum provision

14-19 Operations group

Diploma co-ordinator

Year 9 interviews

Assembly input

Individual and group counselling as part of

Academic Tutoring Programme

Key Stage 4 Evening

Connexions

WRL Co-ordinator

WRL Curriculum 11-18

College Policy on WRL

Audit on provision

External Accreditation –

Monitoring of programmes

Raising Awareness

Funding and co budget holder

Enrichment Activities

Identifying INSET needs

Industry/Business links

Connexions

Provide advice and guidance

Regular feedback

Contribute to IWRLE

Attendance at key transition evenings

Participation in WRL

activities

IAG

Contribute to PSHE days

Annual Reviews and Section

140

Year 9 transition review

Community outreach work

NEET

Careers Officer

Organise work experience

Advice and guidance

Extended work experience

“Which Way Now?”

Careers Library

“Drop in”

Careers software

Careers Resource Centre

Curriculum Team Leader/Link Person

Filter information to the WRL Co-ordinator

Provide /recommend guidance for Curriculum team if needed

Maintain profile of WRL within Curriculum areas

Provide Audit information as necessary

Review Schemes of Work – highlight WRL opportunities

Subject staff/Tutors

Awareness of WRL as integral to Curriculum

Exploit opportunities for WRL

Provide advice for students on WRL issues

Work Related Learning



Your role as a form tutor

Here are some of the other ways in which, as a form tutor, you may be involved in careers education and guidance:

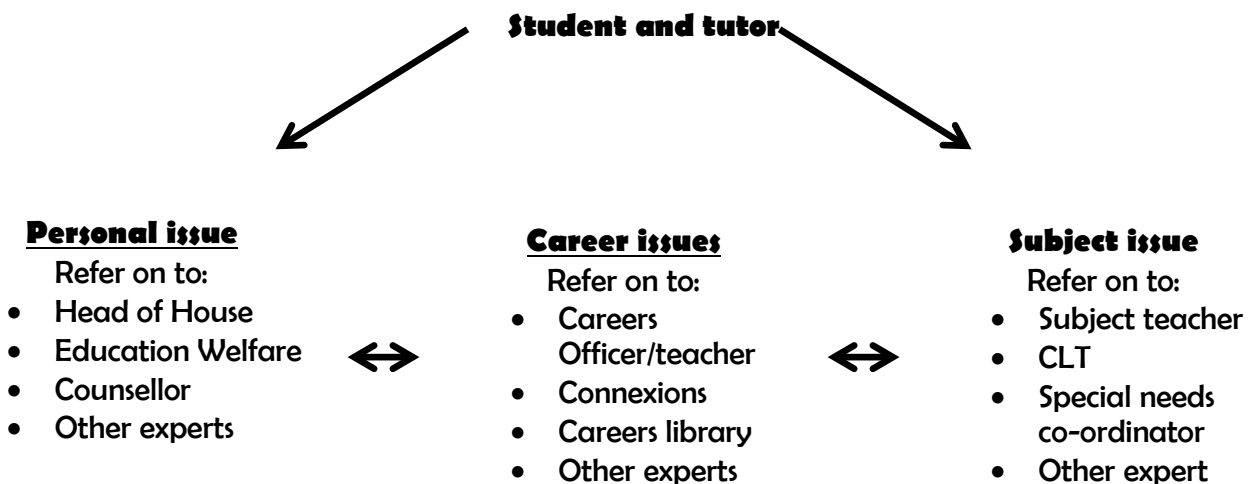
- Giving individual students time and attention to talk about their career and course ideas for the future;
- Reminding students about key dates and deadlines for careers event such as work experience;
- Encouraging students to use the careers library, maybe taking your group there;
- Putting up careers notices in the tutor room;
- Encouraging students to read careers magazines and handouts;
- Visiting some of your group while they are on work experience;
- Encouraging students to plan their progress, making decisions and record achievements. Helping to decide what material to use when talking about themselves with their careers advisor;
- Having a chat with the PA or Careers Officer about your group, providing information for him/her (and learning more about your students at the same time);
- Asking how students' career interviews went, and about their action plans;
- Getting involved in any careers events, like 'mock interview' sessions or a careers visit/open day;
- Having a go yourself at careers software packages;
- Encouraging and nurturing your students to complete tasks on time such as getting their application form in on time;
- Supporting students in talking to their parents;
- Encouraging students to be proactive in sampling opportunities which may arise to test out their next stage choices (6th form, FE/HE course, training opportunities etc);
- Supporting Year 7-9 students to think about the wider implications of selecting their GCSE options by using the 'Which Way Now' free guidance;
- Supporting Year 10 and 11 students to think through their post-16 options through the use of the 'It's Your Choice' free guidance;
- Liaising with the Special Educational Needs Co-ordinator where a student may require additional advice;
- Using yourself as a role model. Telling your class about your career to date and how you made decisions and coped with transitions.

And if you are not already involved, you may want to consider developing your personal and professional skills in this area.

Work Related Learning



Form Tutor: the non-specialist guidance role



As a form tutor your students may naturally come to you for help and advice. Many students will face:

- **Personal problems** including relationships at home or with friends, sexual concerns or issues of self-confidence and self-esteem
- **Subject or academic problems** such as being unable to cope with work load generally, lack of study skills or problems understanding subject content
- **Career problems** such as not being able to decide between options, not being accepted onto a particular course or misunderstanding of what a job entails.

In practice the problems that young people face are **inter-connected**, so that as a tutor you may start off discussing what seems like a straightforward careers issue only to find that behind this there are a number of personal issues to be tackled. These in turn could well be affecting academic performance.

Work Related Learning



Your role as a subject teacher

- As a subject teacher you have a potentially huge influence on the career ideas of your students. Many people mention particular teachers as strong role models, when talking about the direction that their own careers have taken them.
- In the course of your teaching, you are already helping your students to develop some important employability skills. You do this by encouraging curiosity, a rigorous approach, independent learning, classroom collaboration, attention to deadlines...in addition to your subject's specialist content.
- Subjects can add value to the career programme by providing a real context and greater relevance.

Here are some of the many ways in which you, as a subject teacher, may get involved in careers education and guidance:

- Displaying careers posters linking the subject to future occupations;
- Using a work-related focus, such as a project linked to a local firm;
- Linking a work-related project to achieving an assessable curriculum objective;
- Going on a relevant teacher placement to update knowledge;
- Reading about college and university courses linked to the subject;
- Using this information in a lesson with students in Year 11;
- Invite a college tutor or some ex-students to come into class to talk about their course(s);
- Using case studies of successful or famous people who have studied the subject;
- Teaching a lesson on 'Careers in subject' using careers books from the library to set up a research project.

Work Related Learning



Student Entitlement

All students at Brixham College are entitled to receive a high standard of Careers Education and Guidance in the following ways:

- As an important part of the Citizenship Programme from Year 7-11
- Computer analysed questionnaires
- Visits to Careers Fayres – Year 9, 10 and 11
- Visits to School and College open days
- Individual Careers interviews
- One week of work experience
- Free access to Careers Library information
- Access to the Careers Officer or Personal Advisors who can answer their questions when necessary
- Help in making their own decisions at every important crossroad in their education
- No information given by the student will be passed on without their permission
- Involvement and consultation with parents at all stages in their career development
- Students will be treated and respected as individuals

The College also expects the students to:

- Use the resources provided carefully and considerately
- Make full use of every opportunity to get information on careers that interest them
- Represent themselves and the College politely and with courtesy at all event
- Be prepared to learn and stretch themselves when considering their careers choices.
- Be prepared to learn and stretch themselves in order to reach their full potential
- Carry out any actions agreed between the school, Careers Officer and the student.

Parents are entitled to:

- Take part in any of the processes to which students are entitled
- Attend parents evenings and other events
- Contact the school at any time for information or advice about their child's career guidance
- Receive specialist help if their child has special individual needs
- Experience equal opportunities for all students regardless of gender, ethnic origin, disability etc.

Connexions; Cornwall and Devon

Connexions is a service with a difference, the Personal Advisors (PA) allocated to Brixham College will offer young people aged between 13-19 the opportunity to discuss issues which may be of concern to the individual.

The PAs will help student's access information, e.g. information on your Rights, Relationships, Health and Careers. They will also offer advice and guidance to prepare you for adult and working life. Any discussion held with a PA is totally confidential and will not be shared with anyone else without written consent.

Work Related Learning



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.

OPPORTUNITIES AND WRL PROVISION AT BRIXHAM COLLEGE

An Overview

General

Work-related learning at Brixham College 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.

Work Related Learning



Opportunities for Work Related Learning at Key Stage 4

Connexions Service – available at all key decision points. PA provision for 4 days a week. Group sessions and 1 to 1 guidance. Regular screening of needs at key transition points. Connexions team deliver WRL sessions in Year 11.

Citizenship in KS4 – develops understanding of role of business and financial services, knowledge and understanding how economy functions and the rights and responsibilities of consumers, employers and employees. See Citizenship Schemes of Work.

Curriculum Provision – programmes of study and specifications in KS4 encourage the use of work-related contexts across all curriculum areas. Preparation for working life and understanding the workplace and key skills. There is widespread access to WRL through the universal curriculum and vocational courses offered at Brixham College. All Year 9 students gain accreditation in Basic Food Hygiene. Many students have health and safety qualifications. 30 students have piloted a preparation for Working Life GCSE – first exam 2008. All students gain accreditation in ECDL. There will be the first cohort of creative and media in 2008.

Work Experience – compulsory 1 week quality work experience placement for all Year 10 students with the opportunity of a second week and even for some a third. (Torbay Health Care work exposure week, Army week, RAF week, Early Years and Childcare placement and Hospitality and Catering.) Approx half will have the experience of a second week's placement which will be different from the first.

Education – Business Links – Member of DEBP – Currently seeking re accreditation for IEBP. Support with Industry days and work experience programmes. Mock Interview programme with local business partners in Brixham providing links with local employers. Regular visits from employers including Army and the Fisheries Commission. Connexions support with MAs.

Work Related Learning



Careers

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. They help young people make decisions and manage transitions as learners and workers.

With the introduction of more flexible routes for 14-19 year olds, it is vital that young people have the knowledge and skills they need to make informed choices. Continuous, progressive careers programmes, alongside other, related curriculum activities, promote personal and social development.

Effective careers programmes:

- Contribute to strategies for raising achievement, especially by increasing motivation
- Support inclusion, challenge stereotyping and promote equality of opportunity
- Encourage participation in continued learning, including higher education
- Develop enterprise and employability skills
- Reduce drop out from, and course switching in, education and training
- Contribute to the economic prosperity of individuals and communities

Careers programmes have two components – Education and Information/Advice and Guidance. They are interrelated and depend on each other for their effectiveness. Each is required to support and complement the other.

Careers Information Advice and Guidance

- Is covered in class groups through Citizenship, but across all other curriculum areas and presentations from outside speakers e.g. DEBP, Connexions, Armed Forces, Careers Fayres and off site visits
- Uses a variety of teaching and learning styles
- Is delivered by teachers but with contributions from other sources – Connexions etc
- Includes special events such as industry days, off site experiences, careers fayres, careers talks in assemblies and mock interview experience
- Is offered through the Connexions service at key transition points (Year 9 and 11)

Work Related Learning



Careers Education and Work Related Learning Programme – Year 7

1. Being a newcomer
2. I am special
3. People who help us
4. I can – I will
5. Responsibility
6. Advice leaflets for new Year 6

Careers Education and Work Related Learning Programme – Year 8

1. Strengths /weaknesses A-Z
2. About myself sheet
3. Likes/dislikes
4. Jobs at school
5. A-Z of careers
6. Guess the job

Careers Education and Work Related Learning Programme – Year 9

Autumn Term

Instruct students in the use of the Careers Library

January

Preparation of students for forthcoming careers exhibition. Discuss possible job interests and prepare questions to ask the exhibitors. Letter to parents informing them of the exhibition encouraging them to attend if they wish. Individual interviews by WRL team and Connexions.

February

Which Way Now? Careers exhibition at Brixham College
KS4 Options Evening, careers advice if needed by tutors/subject staff/Connexions

June

Industry Day

Work Related Learning



Careers Education and Work Related Learning Programme – **Year 10**

Autumn and Spring Term

Delivered throughout Citizenship

February

Start arranging work experience. Letter to prospective employers. Letter and consent to parents.

March

Sue Martin continue liaison with employers as necessary.

April/May

Official school letters and forms to work experience employers.

Work experience diaries given out and prepared

Preparation and discussion on work experience through Citizenship

June

Beginning of WRL programme

Completion of CVs and personal statements

July

Work Experience – 1 week

Work Experience de-briefs. Discussion on experience, good and bad.

Thank you letters written to employers

Careers Education and Work Related Learning Programme – **Year 11**

September

Start of personal careers interviews with PA

Connexions support – Group work

WRL lessons – see Scheme of Work – ongoing

October

Choices at 16+ booklet from Connexions

November

Key Stage 5 evening

December

Personal careers interviews ongoing

Academic Tutorial Day

January

Information on Post 16 choices

Year 11 Parents evening

March

Modern Apprenticeship information sessions for all Year 11 students - Connexions

May

Leavers ceremony

Exams

Work Related Learning

