

# TDAP34D

## Work Related Learning Policy



Requisite: Dorcan Requirement				Responsible Committee: Curriculum	
Vers.	Approval Date	Committee	Head	Chair	Next Review Date
A	19/06/2013	Student Support			01/05/2015
C	21/03/2018	FGB			01/03/2021
D	28/04/2021	FGB			01/04/2024

### Rationale for Work Related Learning

Work Related Learning makes a major contribution to preparing young people for future experiences of life and successful transition. This Policy covers a combination of activities including Work Experience which is to follow the guidance of the 'Managing Health & Safety on Work Experience HSC Guidelines' and subsequent updates and any additional developments outlined by the DFE.

### Development

The Careers Education Information Advice and Guidance Policy (CEIAG) has been developed by the Careers Lead, staff, partner Higher Education providers, students and parents.

### Aims

The Work Related Learning policy will help students to:

- Gain greater understanding of the requirements of the world of work.
- Identify their strengths and areas for development.
- Establish linkage to their chosen career or employment in general.
- Recognise the health and safety implications of the workplace.
- Evaluate their personal contribution to the experience.
- Provide a work related context to support and enhance the curriculum.
- Improve employability skills

### Commitment

The Dorcan Academy is committed to work related learning and believes this plays an important part in students' development. As such, there is a series of planned activities in place for students from Y7 to Y11 designed to use the context of work to develop knowledge, skills and understanding. This includes learning through the experience of work, learning about work and working practices, and learning the skills for work.

The Dorcan Academy offers a variety of activities to suit the individual needs of our students. The offer to students includes some of the following:

- One week of work experience in KS4

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- Business & Higher Education mentoring, both face-to-face and by email (e-mentoring)
- Employability skills with local colleges and University partners
- Access to employers and colleges, to discuss Apprenticeships
- Provider Access in line with Government expectations
- Enterprise activities in school and on employers' premises
- Visits to employers and projects on their premises
- Y10 Interview Day with local businesses
- College Taster Days
- Dedicated Pathway to Employment opportunities.

### Purpose

The aim of this document is to inform students, parents, staff and employers of The Dorcan Academy work-related learning offers and the arrangements necessary to safeguard young learners. It supports the Academy's overall vision for all students to 'Aspire to Greatness'.

### Procedures

### Resources

The Dorcan Academy will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources
- Adequate staffing for placements including visits
- Student and staff access to information (electronic or hardcopy)
- Designated space for individual, group and research sessions

### Management

- Governors and Senior Leaders have a role in approving the policy and this process ensures a high profile and a secure place for work related learning within the academy curriculum.
- SLT Link will ensure that the staff making arrangements for students are competent, trained and have knowledge of the guidance and specialist advice available.
- SLT Link and Careers Leader will ensure the preparation programme includes health and safety at work and the responsibilities of young learners to look after themselves and others.

### Staff

- The Dorcan Academy will do all they can to protect the confidentiality of all the partners in the process and where sensitive and personal information is exchanged they will ensure Data Protection and disclosure issues are carefully thought through. Where it is deemed necessary that personal information be communicated for the health, safety and welfare and benefit of all concerned, parents and students will be kept informed.

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- Work Experience placement staff will ensure records are kept of employers' liability insurance numbers and update the school database with employer information.
- The Dorcan Academy is responsible for all paperwork, liaising with the Designated Safeguarding Lead and Governors who will be asked to approve the scheme once a year.
- In the interest of safety no student will attend a placement with an employer who does not hold employer liability insurance, crown immunity or certificate from the Department of Trade and Industry, nor has adequate health and safety compliance.
- No student will attend a placement with a Sole Trader.

### Students/Parents

Students/parents/carers should follow instructions on sharing information following instructions, supervision, transport and timings as stated in the Work Related Learning at The Dorcan Academy Booklet.

Training providers, college staff, employers and workplace supervisors

- Have a responsibility to ensure the health, safety and welfare of students in their charge. As well as real work situations where The Management of Health and Safety at Work Regulations (1999) apply, those principles should also be recognised when students are engaged in practical work-based learning in colleges and with training providers.
- Should ensure learners receive effective and timely, information, instruction and training and effective supervision based on an assessment of risk. In the case of learners below the minimum school leaving age, under-18 and/or with special needs, the environment in which the learning is delivered should be such that risks have been reduced to the lowest level practicable.
- If accidents occur on work experience they should be reported to The Dorcan Academy and appropriate paperwork and procedures followed in accordance with HSE guidelines.

### Revisions

Rev A	original
Rev B	Reflect change to school procedures approved 17/06/2015
Rev C	Reflect change to school procedures approved at Full Governing Body 21/03/2018
Rev D	Review in line with policy schedule 28/04/2021

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### Appendix I

The Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies

- Complaints
- Safeguarding Children and Young people
- Behaviour
- Anti-Bullying
- Lettings and Use of Premises
- Special Educational Needs
- School trips
- Curriculum
- Children in Care
- Health and Safety
- Sex and Relationships Education
- Security
- Equality Diversity and Community Cohesion
- Students with Medical Needs
- Internet Access and Use
- Use of ICT and Website
- Young Carers
- Privacy, Confidentiality, Information Sharing and Data
- Whistle blowing

The above list is not exhaustive but when undertaking development or planning of any kind the school will consider safeguarding matters.

### Appendix 2 (for student planners)

#### Work Related Learning

The Dorcan Academy is committed to work related learning and believes this plays an important part in your development and progression. As such, there is a series of planned activities in place for you from Y7 to Y11 designed to use the context of work to develop knowledge, skills and understanding. This includes learning through the experience of work, learning about work and working practices, and learning the skills for work.

The Dorcan Academy offers a variety of activities to suit the individual needs of our students. The offer includes some of the following:

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#### Benefits of involvement in work-related learning

- Helps to develop interpersonal and employability skills
- Involves working in a team and learning how to work with others
- Increases motivation to do well at school
- Encourages personal development
- Helps students to see the relevance of school subjects
- Helps identify personal strengths and areas for development
- Provides opportunities for success in a new environment.