

# Oak Field School and Sports College

## Policy for Work Related and Enterprise Learning

Updated: 10<sup>th</sup> September 2016

For Review: 10<sup>th</sup> October 2018

### Philosophy

All staff Oak Field School play their part in ensuring that people with learning disabilities aspire to employment. All pupils are considered capable of making a valuable contribution to the working community regardless of their disability. Oak Field School strives to lead the way in showing the local community what people with learning disabilities can do, and that they are capable of playing an important part in society and the workplace.

Intentions similar to the local D2N2 Employability Framework will permeate learning and teaching and the work placements provided. Pupil views are sought and respected, and all pupils, staff, parents and others views are given full consideration in issues of inclusive practice. Team working between other professionals, campus partners and volunteer groups ensures that pupils receive enhanced education.

### Aims

Work Related and Enterprise Learning at Oak Field School aims to:

- Provide a focus for, and underpin the development of essential skills, especially in Communication, Numeracy, Personal Skills, and Practical Work Skills (including fine motor skills where appropriate).
- Increase pupil awareness /knowledge of individual strengths and target areas, and promote choice-making.
- Provide an external work placement where possible for pupils especially within the 6<sup>th</sup> Form.
- Increase pupil awareness /knowledge of work and enterprise, and maximise their first-hand experience of this through work observation, simulation, shadowing and experience.
- Provide pupils with a range of opportunities to make a positive contribution to the school and to the wider community, including voluntary or paid work where possible.
- Provide pupils with as broad a range of work-related and enterprise learning experience as possible, to enable them and their families to make informed choices of adult settings/activities/work which reflect their strengths, enthusiasms, aspirations and needs.
- Provide the pupils with positive internal and external recognition of achievement and attainment in this area.

### Strategies for putting policy into practice

### Roles and responsibilities

The co-ordinator for Work Related Learning and Enterprise is responsible for the overview of opportunities and progression within WREL at Oak Field School, working alongside other curriculum leaders and the Work Related Learning Trainer. Class teachers are responsible for the planning, organisation and management of class Work Related Learning and Enterprise activities.

## **Work Experience Placements, Supported Internships, College Links Course**

- The co-ordinator for WREL leads the Work Related Trainer and Community Liaison Officer in ensuring suitable permissions, preparation, safety, insurance and legal checks are in place before placements commence. Ongoing checks are carried out during visits to placements.
- Work Experience placements are offered to as many 6<sup>th</sup> form as possible, balancing fair access alongside promoting young people into achieving paid work.
- Listening and responding to young peoples' aspirations is an important part of providing Work Experience, as well as challenging stereotypes.
- With supported Internships, when students/interns attend work placements with employer based mentoring and visits only from the school team, it is essential that thorough checks have been carried out and a comprehensive Safeguarding and Quality Agreement is in place. This should include a minimum of two employees of the host business that are responsible for supervision of the student/intern being checked by the Disclosure Barring Service. The business must have a policy for safeguarding children OR safeguarding vulnerable adults.

## **Evidence**

- Students should be encouraged and supported to keep a detailed portfolio of their Work Related Learning experiences, using the Work Journal for external work placements.
- The co-ordinator for WREL will be accountable to the Deputy Head, Head Teacher and Governing Body, sharing an overview through regular reports and some presentations.
- The school continues to work towards a quality mark in Career Education, illustrating good practice and developing an improvement plan, contributing into the overall School Improvement Plan.