

Queensmill School-Secondary Department

Work Experience, Work-Related Learning and Careers Education Policy

Mission Statement: A caring environment where we respect and value children for what they are, help them to understand the world around them and teach them to manage their autistic behaviours.

Introduction

At Queensmill School all of our students have autistic spectrum disorders (ASD). This affects their ability to communicate and socialise with others; to think, plan, organise and make decisions. We therefore work with our students to overcome these challenges through appropriate strategies, adaptations and support. This work begins in the Early Years Foundation Stage where pupils gain skills in work related behaviours e.g. sitting at a task, following a schedule. These skills are built on in the following Key Stages to enable our students to participate in more specific Work Related Learning and Careers Education for adult life.

Work Experience (WE) is defined as 'Work experience takes place in the workplace and allows young people to experience what it is like to undertake a job supervised by staff who already work in the environment.' (DFE Post-16 work experience as part of 16-19 study programmes, Oct 2013)

Work Related Learning (WRL) is defined as 'A planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices and learning skills for work.' (QCA Guidance, 2003).

Careers Education (CE) will include careers education, information, advice and guidance appropriate to the student's needs. 'Careers education helps young people to develop the knowledge, confidence and skills that they need to make a well-informed, thought-through choices and plans that enable them to progress smoothly into further learning and work now and in the future.' (DfCSF,2009)

At Queensmill School we are committed to providing high quality WE, WRL and CE opportunities to our students which fit their individual abilities, needs and career aspirations. We seek to provide enriching activities to enhance our student's skills, abilities and knowledge of work and the wider community. WE, WRL and CE at Queensmill School provide students with the opportunity to learn through, about, and for work in a range of contexts; it provides WE, WRL and CE jointly to ensure a combined approach to helping students make choices and decisions about their future. All WE opportunities are planned, timetabled, organised and supervised by staff from Queensmill School who know the students well and can give very individual specific support.

Simulated work environments may be used to provide valuable work-based learning experience for students who find it difficult to access real WE because of their individual sensory, behavioural and learning needs.

We strive to ensure our students have positive attitudes to work and future careers and wherever possible have positive work experiences which meet their needs and for the future.

Aims and Objectives

The aims of WE, WRL and CE focus on the provision the school makes for opportunities for students to prepare for adult and working life.

- To improve educational standards through using contexts that improves motivation and attainment for all students.
- To ensure students follow courses and programmes which are appropriate to their longer term aspirations and needs.
- To improve the students understanding of the world of work and its demands.
- To provide comprehensive information and advice; responding to individual needs.
- To increase access and choice for students.
- To improve the transition of pupils from school to adult and working life.
- To raise aspirations of learners and their families.
- To empower students to plan and manage their own futures as much as possible.
- Promotes equality of opportunity and challenges stereotypes.
- To enable students to make progress.

Queensmill School Objectives

- To enable students and their families to have important information regarding choices and possible pathways following on from school.
- To ensure students and their families are well prepared for the transition from school to adult and/or working life.
- To ensure students receive appropriate careers education, information, advice and guidance.
- To use extracurricular activities to enhance skills which may be transferable to the work place and/or future learning.
- To improve the chances of students being employed through WRL.
- To provide quality WRL placements which meet the individual student's needs.
- To provide information which meets the student's individual needs and aspirations.
- To enable students to generalise skills learnt at school to the wider world of work and the community.

Arrangements for Delivery of WE, WRL and CE

We offer a range of activities which contribute to the WE, WRL and CE opportunities in order to help prepare students effectively for adult and working life. These activities compliment and consolidate subject teaching and contribute to the development of the students key skills as well as

contributing to life-long learning opportunities. This is evidenced through the planning and student assessment data.

In KS3 students follow a topic based curriculum which includes opportunities to engage in CE activities and WRL activities within the school environment. In KS 4 & 5 students follow an enterprise based curriculum which provides opportunities for learning through enterprise initiatives both within and outside of school.

ASDAN-In KS4&5 students follow the 'Personal Progress' framework which includes programmes of study on:

- Developing skills for the workplace: getting things done
- Developing skills for the workplace: following instructions
- Developing skills for the workplace: health and safety
- Developing skills for the workplace: looking and acting the part

Stage 1=award

Stage 2= certificate

Stage 3=diploma

Work Experience Activities

Students have the opportunity to access work experience either within the school environment or outside in local businesses. We seek to build partnership with appropriate local businesses to enable a variety of work experience placements to be available to our students. We match our students to the work experience placement very carefully to ensure success.

Within school:

- Work in the school kitchen
- Work in the school office
- Work with the school site manager
- Work in the primary department within classrooms
- Enterprise projects

Outside of school:

- Working in a local restaurant
- Working in a local shop/supermarket
- Working within a local office
- Working in a local library
- Working within a local garden centre
- Work place visits
- Work shadowing

Health & safety

'The employer is responsible for the health and safety of students whilst on a work experience placement.' (DFE Post-16 work experience as part of 16-19 study programmes, Oct 2013). Queensmill School works with employers to complete any necessary Risk Assessments to ensure the safety of students

during their work placement. Where students require 1:1 support during their work placement this will be given by school staff who know the student well and whom the student trusts.

Work experience students are treated as employees in relation to existing Employers' Liability Insurance Compulsory Insurance policies. Therefore no other insurance is required for a student taking up a WE placement.

Disclosure and Barring Service

WE providers are not required to carry out enhanced Disclosure and Barring Services on employers/staff supervising young people aged 16-17 on work experience.

Monitoring

This policy is monitored by the SMT and reviewed annually or as needed and required by statutory requirements.

Date Written: March 2011

Date ratified by Governors: 18th May 2012

Review Date: March 2011 or as needed

Reviewed: May 2012

Amended: May 2012

Reviewed & Amended: Oct 2013

Policy reviewed – January 2016

Reviewed by *F Adu*

Date for next review – January 2017