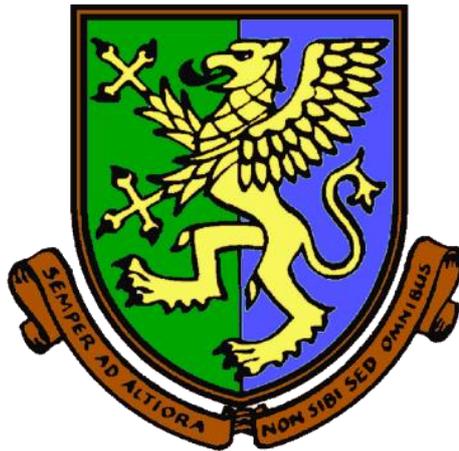


# COWLEY INTERNATIONAL COLLEGE



## Work Related Learning and Enterprise Policy

|                    |                                       |
|--------------------|---------------------------------------|
| Status             | <b>NON-STATUTORY</b>                  |
| Delegated to       | Principal                             |
| Responsible Person | Assistant Head (Curriculum Developer) |
| Review Date        | Summer 2020                           |
| Ratified Date      |                                       |

# **Cowley International College**

## **1. Policy statement for Work Related Learning and Enterprise**

Cowley International College provides a planned programme of Work Related Learning and Enterprise learning opportunities and activities incorporating careers, education and guidance, Citizenship and PSHE to help students succeed in learning and become responsible citizens.

## **2. Aims of the Policy**

This policy sets out Cowley International College's commitment to develop and promote whole college Work Related Learning and Enterprise.

The aims are to:

1. enable all young people to:
  - become successful learners
  - become confident individuals
  - develop skills and qualities to succeed as responsible citizens in the 21<sup>st</sup> century
2. encompass a planned programme of Work Related and Enterprise learning opportunities and activities to build on students' prior attainment and achievement
3. give relevance to teaching and learning opportunities within curriculum areas using a Work Related and Enterprise content
4. provide activities within a positive, caring, supportive, safe and secure environment within the college
5. work in partnership with parents/carers and all other external agencies
6. make sure all activities and opportunities are available to all students within college
7. raise students' awareness of possible careers, progression routes and how to achieve them
8. to link the Every Child Matters outcomes of:
  - enjoy and achieve
  - make a positive contribution
  - achieve economic wellbeing

## **3. What is Work Related Learning?**

Work related learning prepares young people for the 'world of work'. It consists of a planned programme of opportunities and activities, at Cowley, that uses the context of work to develop skills and understanding required in the world of work. This includes learning through the experience of work, learning the practices of work and the skills for work:

- For work – developing employability skills
- About work – providing opportunities for students to develop their knowledge and understanding of work and enterprise through vocational courses and careers
- Through work – giving the students the opportunity to learn from direct experiences of work. This is done through: work placements, part time jobs and enterprise activities in college

#### **4. What is Enterprise?**

Enterprise learning opportunities and activities, at Cowley, is delivered through the curriculum, via work related learning. The aim is to develop students':

- innovation
- creativity
- risk management
- financial capability
- economic and business understanding

The programme of activities gives the students the opportunity to tackle problems or issues that involve an element of risk and uncertainty. The students take responsibility for their actions and are rewarded for successful outcomes.

The programme of activities is planned to incorporate:

- tackling a project or need
- planning the project or activity
- implementing the plan
- evaluating the outcome

#### **5. Work Related Learning and Enterprise entitlement and delivery.**

All students have the entitlement to:

- a coherent programme of Work Related Learning and Enterprise learning opportunities and activities
- a curriculum that integrates Work Related Learning and Enterprise to enhance students' learning. These experiences can be used in the college context.

For example:

- in Year 12 Construction and Nursing – 2 days a week work placements with either Whiston Hospital or local builders in addition to their studies
- in Y7-11 PSE lessons delivering citizenship - starting to gain an understanding of workplace rights and responsibilities
- through the development of entrepreneurial skills, including through attendance at the college run Enterprise Clubs.
- In Year 12, where all students are expected to complete a minimum of one week's Work Experience Placement.

#### **6. How does Work Related Learning and Enterprise contribute to ECM?**

The requirements of the Every Child Matters Agenda can be met through the programme activities by helping students to positively contribute towards:

- making a positive contribution
- achieving economic wellbeing

## 7. Safeguarding students on Work Experience Placements

To link with the College's safeguarding policy all forms of work experience placements are processed through the college's Work Related Learning Manager. Regular monitoring is carried out on their quality framework to comply with the College's safeguarding policy. In particular:

| Placement                       | Timing              | Duration   | Notes  |
|---------------------------------|---------------------|--|--|
| Y12 Work Experience             | June in Year 12     | 2 days as part of the Y12 Progression Week                                 | <ul style="list-style-type: none"> <li>This placement is arranged by the students themselves, However, the Work Related Learning Manager provides considerable assistance to any student who requires support in finding an appropriate placement (often because their chosen industry is in a field in which they have little or no personal connections or in a profession with limited presence in the St Helens area).</li> <li>Parents sign to say that they are satisfied with health &amp; safety arrangements at the placement.</li> <li>"Employers" and "Public Liability" Insurance of £5 million is required of the employer (in most instances)</li> <li>DBS forms as required.</li> <li>Telephone conversations take place during the placement between a Cowley member of staff and the employer to assess the safety of students involved.</li> </ul>       |
| Work Placement (part of course) | Year 12 and Year 13 | 2 weeks in Y12, with the opportunity for a further week in Y13 if required | <ul style="list-style-type: none"> <li>Those KS5 students who need to receive accreditation for their coursework (such as Childcare) are provided with appropriate work placements to allow them to complete their studies. These are organised by the relevant departmental lead and the college's Work Related Learning Manager.</li> <li>DBS forms are required.</li> <li>Parents sign to say that they are satisfied with health &amp; safety arrangements at the placement.</li> <li>"Employers" and "Public Liability Insurance of £5 million is required of the employer (in most instances)</li> <li>Telephone conversations take place during the placement between a Cowley member of staff and the employer to assess the safety of students involved.</li> </ul>   |
| Construction                    | Year 12             | 2 days per week, in 2 long term placements                                 | <ul style="list-style-type: none"> <li>Students will be given 2 long term placements with local builders over their 1 year course</li> <li>Parents sign to say that they are satisfied with safeguarding arrangements at the placement.</li> <li>Builders with the relevant DBS checks will be used where possible</li> <li>"Employers" and "Public Liability Insurance of £10 million is required of the employer (in most instances). Insurance must include third party workers.</li> <li>Workplace agreements will be signed with the work placement providers to ensure that all parties are aware of their role in keeping the students safe at all times.</li> <li>Work Boots to be supplied by Cowley</li> <li>Work placement logs will be required to be completed by all students to help monitor the well-being of the students whilst on placement.</li> </ul> |

|            |         |   |   |
|------------|---------|---|---|
|            |         |   | <ul style="list-style-type: none"> <li>• Regular contact by a Cowley member of staff will be made with the placement provider by means of visits, telephone calls and emails to assess the health &amp; safety of students.</li> </ul>  |
| Foundation | Year 12 | 1 day per week, in 2 long term placements | <ul style="list-style-type: none"> <li>• Students will be given 2 long term placements with local businesses over their 1 year course</li> <li>• Parents sign to say that they are satisfied with safeguarding arrangements at the placement.</li> <li>• “Employers” and “Public Liability Insurance of £5 million is required of the employer (in most instances). Insurance must include third party workers.</li> <li>• Work placement logs will be required to be completed by all students to help monitor the health &amp; safety of the students whilst on placement.</li> <li>• Regular contact by a Cowley member of staff will be made with the placement provider by means of visits, telephone calls and emails to assess the health &amp; safety of students.</li> </ul> |

To ensure their health & safety, all students will receive a Health & Safety briefing.

**Responsibility of the Work Related Learning Manager is to:**

- Ensure that all students are briefed on Health & Safety requirements prior and/or during their placements.
- ensure all work related or enterprise visits meet Health & Safety requirements
- have a planned programme of staff visits for students on long term placements
- monitor safety, progress and achievement of all students on their placements