



Work Related Learning Policy

Audience	Staff, Governors, Parents
Date for renewal/updates/review	Annually
Named person responsible for monitoring	Head of Progression & Independent Learning
Agreed by Quality Assurance Committee	20 June 2017
Ratified by Governing Body	5 July 2017

Work-related learning is defined as ‘planned activity designed to use the context of work to develop knowledge, skills and understanding useful in work’. It includes learning through the experience of work, learning about work, working practices and learning skills for work.

Government policy in the area of work-related learning and work experience no longer includes a compulsory requirement to deliver work experience at Key Stage 4.

Work Experience at Key Stage 5 is detailed in the following guidelines “16 to 19 funding study programmes: work experience” Education Funding Agency 05/03/2015 Last updated:03/08/2015

This policy complements, and should be read in conjunction with, the Careers Education, Information, Advice and Guidance (CEIAG); Pastoral; Equal Opportunities; PSCHE; and Citizenship policies.

Hampstead School is committed to the United Nations Convention on the Rights of the Child and endorse:

Article 29 – Goals of education

Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

Article 32 - Child labour

Governments must protect children from work that is dangerous or might harm their health or education.

All students are currently provided with the opportunity to complete one week of Work Experience during term time in Year 10 and Year 13. In addition, students studying a vocational course in Year 12 are provided with placements as part of their study programme that complement and extend their learning.

All of our students have an equal entitlement to work experience and the format of this may vary to suit individual needs and parental requests. As such, not all Key Stage 4 students will undertake their Work Related learning through a placement outside school, but no student will be disadvantaged either in terms of access to work experience per se, or to any particular types of placement.

Hampstead School follows the latest guidance from Local Authority, Department for Education and the Health and Safety Executive to ensure the health, safety and welfare of our students on Work Experience.

The school will:

1. Treat work experience as a key aspect of the curriculum as it plays a vital part in the preparation of young people for adult life.
2. Use the experience allow them to develop and evidence their employability skills
3. Provide a preparation and debriefing programme, which includes Health and Safety advice.
4. Prepare the students to effectively plan and record their learning.
5. Enable students to attend pre-placement visits and interviews.
6. Provide comprehensive placement information to students to enable effective matching and programme planning and to ensure that employers are aware of any relevant medical or special educational needs.
7. Provide data on student choice which will help with equal opportunities monitoring.
8. Ensure that all placements and planned activities, including "own find placements", have been authorised by an external Health & Safety Inspector and that all placements are covered by Employer's Liability Insurance.
9. Ensure that written parents/carers consent has been obtained for each student.
10. Ensure that all aspects of the programme are thoroughly evaluated and that the findings are shared and acted upon.

Signed: 
Chair of Quality Assurance Committee

Date: 5th July 2017