



# Work Related Learning & Careers Policy

## Rationale

This policy provides Greenside with a framework for students to develop the self-confidence and necessary life skills to enable them to operate as independently as possible. The policy aims to help empower students to make realistic and informed decisions about their future in order to maximise their potential. It is important for students to have access to activities which will enable them to prepare for future opportunities in adult life.

## Co-ordination and Management

The work related learning programme is overseen by the Head of the Post 16 department and is co-ordinated by the lead tutor(s) for work-related learning.

## Aims

Work Experience at Greenside is central to the Careers Education and Guidance Programme which supports students to:

- Understand themselves and in particular develop team and independent working skills and improve their self-esteem and confidence.
- Investigate opportunities available for work aimed at equipping them with a realistic vision of the challenges and rewards of the world of work taking into consideration their individual needs.
- Have the opportunity to participate in a programme of work related learning differentiated for their individual needs.
- To raise expectations of the wider community, including potential employers, of the abilities and talents of young people who have severe or profound learning difficulties.
- To develop independence in travel (including the use of public transport).

## Learning Outcomes

Students will work towards:

- A better understanding of the key skills they are using during their work related learning opportunities ;
- A greater understanding of how their skills can be put to use at work
- The generalisation and transference of skills learnt at Greenside to their work placement;
- Opportunities and experiences which will assist them in demonstrating strengths and preferences.
- The development of team working skills.
- The development of individual working skills.
- The development of decision making skills.
- The development of problem solving skills.
- Gaining more confidence and self esteem in themselves and their abilities;
- Becoming more independent;
- Learning new vocational skills.

## **Accreditation**

The Work Related Learning and Careers programme at Greenside includes specific learning courses that are accredited by ASDAN.

## **Family Involvement**

Families and carers are always informed of their son/daughters work related learning programme and work experience placement as early as possible and are always asked to give their informed consent. Parents and carers are also invited to attend a celebration evening and assemblies at the end of the academic year where the students are presented with certificates for all of the accreditations they have completed that academic year.

## **Work related learning opportunities**

In order to provide a range of opportunities for structured work related learning, a range of community based facilities are used, these include:

- **Greenside Studio**—this is a social enterprise that is open to the public 6 days a week from throughout the year. There are 2 main elements to the enterprise – the selling of a wide range of sweets and confectionary as well as the provision of a ceramic studio, where members of the public can come to paint figures and ornaments. The studio also features a teaching area and kitchen, where students are able to prepare their own lunches.
- **Church Farm** - a specialist farm that offers courses in animal care and horticulture
- **Mud-larks** - a garden and rural centre specifically for young people with SEND
- **Greenside Allotment** – located in the community, the allotment features raised flower beds to support access.

In addition, extended work experience placements are provided within local businesses, often these are located at The Hyde Shopping centre and the Greenside Studio is used as a base, enabling support for the student and placement provider.

## **Equal Opportunities**

Greenside school is committed to promoting a high quality programme of Work Experience and related activities. This programme will seek to ensure that the Work Experience placements are appropriate to the age, gender, ability and educational needs of each student. The Greenside Studio offers opportunities for extensive differentiation for those students who have profound and multiple learning difficulties.

## **Risk assessments / Health and Safety**

It is the responsibility of the lead tutor(s) for work related learning to prepare individual risk assessments for all work related learning activities.

The premises on which the learner is to work are checked by the Work Experience Co-ordinator and/or a colleague that knows the learner well to ensure that, as far as is reasonably practicable; they do not expose students to health and safety risks. Risk assessments specific to each individual learner and placement are written and shared with the Employers and families.

In terms of Health and Safety, pupils are placed in a safe and healthy environment by ensuring:

- that they have been made aware of hazards of the job and the controls required to minimise the risks to acceptable levels
- compliance with Health and Safety legislation specific to young persons
- that the pupil is suited to the placement
- that risk has been assessed by the employer and that a preliminary visit has been carried out in higher risk placements

### **Insurance**

All Greenside students are covered for activities which take place during Work Experience and Enterprise as it is part of the school timetable. A copy of the certificate of Insurance is available on request. The Community Employers must also have Public Liability Insurance.

### **Placement Providers, Teachers and Teaching Assistants**

When approaching all employers we offer them as much relevant information as possible about the individual learner and their needs.

Support staff are kept well informed of any changes and are always spoken to in confidence if there have been any changes that could affect the learner during their placement. Staff and employers are always encouraged to call or speak to us if there are any concerns.

All Learning Support Assistants are provided with guidelines to follow when supporting a learner on a work placement.

### **Safeguarding**

Employers are asked when preparing a programme of Work Experience for a young person to take responsibility for their social and physical welfare. (DCSF Guidance on the Employment of Children) August 2009. Employers must ensure that their employees' relationships with young people are appropriate to age and gender. Attitude, behaviour and language all require careful thought.

For most placements a member of Greenside staff will be supporting / shadowing the student. When it is possible for this support to be withdrawn the DSL from Greenside School will provide training and guidance to a named member(S) of staff from the placement provider and ensure that clear and effective channels of communication are agreed.

### **Link with other Policies:**

- Safeguarding
- Health and Safety
- Post 16 Curriculum
- Equal Opportunities