

The City of London School for Girls' Policy on Work Related Learning

Introduction

Work related learning results from activities in which pupils can learn through work, about work and for work. It covers careers education and guidance as defined in the School Careers Education Information and Guidance Policy, work experience, personal financial capability and a basic understanding of economics, business and enterprise. The School policy is consistent with the National Quality Standards for Young People's Information Advice and Guidance which were published on October 31st 2007 and which come into force in April 2008.

The School is able to use its unique location at the heart of the City of London to develop excellent relationships with local institutions such as the Bank of England and Lloyds, and with local employers including major investment banks and firms of solicitors. It has been asked to pilot programmes for example offered by Citibank and by Lehman Brothers and an innovative programme offered by the Law Society is due to be trialled in January 2008. The School has also been able to benefit from the diversity of opportunities available for example developing a relationship with the Barbican Centre, immediately opposite the School and more recently working with the Globe Theatre and Tate Modern, both of which are within walking distance.

Rationale

All young people need help with learning to become and remain active citizens in a rapidly changing society and have the opportunity for continued employment in the world of work in the 21st century. School policy on work related learning is consistent with the QCA Guidelines for Implementing Work Related Learning for all at Key Stage 4 which became a statutory requirement in 2004. The School offers pupils a number of planned activities which use the context of work to develop knowledge, skills and understanding useful in work.

Commitment

The School is committed to providing a planned programme of work related learning for all pupils in its entitlement programme and work related courses for Years 7 – 13.

Development

This policy was developed and is reviewed biennially through discussions with teaching staff, the School's Personal Adviser, pupils, parents, Governors, advisory staff and the local Connexions Service and other external partners. The policy will be further reviewed in the light of the new programmes of study for economic well being which are due to come in to force in September 2008.

Links with other policies

It is underpinned by the school's policies for Careers Education, Information and Guidance, Personal and Social Health Education, Equal Opportunities, Health and Safety and Special Educational Needs.

Objectives

The work related programme is designed to meet the needs of pupils in this school. It is differentiated to ensure progression through learning activities that are appropriate to pupils' abilities, interests and aptitudes.

At this school pupils are entitled to work related learning that is carefully planned and relevant. It is integrated into their experience of the whole curriculum and is based on partnership between the school, the pupils, their parents or carers, former pupils, and the local Connexions Service. All Key Stage 4 pupils will have opportunities for work related learning which includes a minimum of one week's work experience on an employer's premises.

Implementation

Management

The Head of Careers is responsible for co-ordinating the whole-school work related learning programme. She works closely with the Assistant Head of Careers in organising the programme, with Heads of Section in the context of Personal Health and Social Education and is responsible to the Deputy Head.

Staffing

Work related learning is planned, monitored and evaluated by the Head of Careers. In Key Stage 4 and in the sixth form tutors teach the entitlement programme in PHSE lessons and through recording, review and planning activities and special events including the biennial Careers Convention. Subject staff endeavour to teach aspects of their courses through work related contexts where appropriate eg in Design Technology, Economics (only offered in the sixth form) Form Periods (which include a visiting Speakers programme for years 10 – 13) General Studies (for the sixth form and which includes modules on finance) and Geography. Administrative support is available on a regular basis.

Curriculum

This includes:

Learning about work through

- Young Engineers Day for Year 7
- Take our Daughters to Work Day and City Girls in Science for Year 8
- City Girls in the Art Year 9
- City Girls in the City for Year 10 (delivered in conjunction with The Brokerage)

All the above are delivered one day programmes off timetable

- A Speakers' programme delivered through Form Time and optional lunchtime sessions for years 11- 13
- A workplace visits programme offered to all year groups depending on the workplace visited
- A biennial Careers Convention involving former pupils for Years 10, 11, 12 and 13
- Participation in ISCO Expanding Horizons courses for Years 11 and 12
- Participation in courses run by external providers eg Headstart, Medsix and related workshops for Year 12
- Relevant Open Days and taster courses for Year 12
- A programme of exchanges organised by the Department of Modern Languages for years 12 and 13
- Contacts' breakfasts – for former pupils, parents and other contacts of the School in particular industries e.g. law and the media – attended by some Year 12 and Year 13

Learning through work

- Mentoring from year 10 onwards offered by local employer JPMorgan
- Work experience – a minimum of one week in Year 11
- Enterprise Education including participation in Young Enterprise, attending the annual CBI Conference, Enterprise Management and Target 2.0 run by the Bank of England in Year 12
- Participation in opportunities offered by local employers mainly to Year 12 eg 2 immersion programme offered by investment bankers Lehman Brothers and a 1 day programme offered by Citibank both of which the School helped to trial. A new programme offered by the Law Society for Year 12 is due to be trialled in the School in January 2008.
- Extended work experience placements of approximately 12 weeks offered to Year 13 and arranged by The Brokerage

- Gap years. Currently taken by about one third Year 13. Of the 2007 leavers one is currently among the first interns taken by the Bank of England, another has a Pricewaterhouse Scholarship. Of the 2008 leavers to date one has been awarded a Deloitte Scholarship.

Learning for work

- Preparation for leadership offered in Years 9 and 12 reflecting different opportunities for leadership within the School ie at House and whole School level
- Developing a CV and an e portfolio in Year 11
- Making applications in Years 11, 12 and 13 – including application for School posts including Head Girl, Senior Committee and House Captains
- Preparing for interviews in Years 12 and 13

Assessment

Learning outcomes have been identified for the entitlement programme and a framework for assessing what students have gained from them is in place. Monitoring and evaluating takes place after every activity in some cases through individual reports and feedback which are being used in the development of individual e portfolios and in other cases through collective feedback e.g. through class and or year group assessment and or discussions with the Careers Committee.

Partnerships

An annual Partnership Agreement is negotiated between the School and Connexions and ISCO identifying the contribution to the programme that each will make and reviewing its outcome. Links with The Brokerage and with Trident are well established.

Resources

Funding for running costs is allocated through the annual budget planning round. Funding for development in the school's improvement plan are considered in the context of whole school priorities. Sources of external funding are actively sought including sponsorship from local employers.

Staff Development

Staff training needs for planning and delivering the work related learning programme are identified in the Departmental Plan where appropriate.

Evaluation

A framework for monitoring the delivery of the work related learning programme will be in place by September 2008. The Partnership Agreement with Connexions and with ISCO are reviewed annually and other aspects of the programme are continuously undertaken.