

# **CITY OF LONDON SCHOOL FOR GIRLS**

## **WORK RELATED LEARNING POLICY**

### **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 'Careers Guidance and Inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff' which was published in April 2014 and updated in April 2017.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/608259/Careers\\_guidance\\_and\\_inspiration\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/608259/Careers_guidance_and_inspiration_in_schools.pdf)

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 as well as with local employers including major investment banks and firms of solicitors. Employees from Morgan Stanley work with the school each year to help girls apply for their 'Step Up, Step in' programme targeting women in business whilst contacts in other fields such as Medics from Barts Hospital often come to speak to girls interested in their careers path. The school has also been able to benefit from the diversity of opportunities available on our doorstep, 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 modern society if they are to be able to find continued employment in the world of work in the 21st century. The school policy on Work Related Learning is consistent with the document entitled "Careers Guidance and Inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff" and follows guidelines offered through the ACEG Framework. The School offers pupils a rich provision of classroom and extra-curricular activities which develop a range of character attributes, which underpin success in education and employment. There are structured, relevant and engaging careers activities planned which use the context of work to develop employability knowledge, skills and understanding for life in modern Britain and as a global citizen.

### **COMMITMENT**

The school is committed to providing a planned programme of Work Related Learning for all pupils from Years 7 – 13.

## DEVELOPMENT

This policy was developed and is reviewed through discussions with pupils, parents, governors, teaching staff, advisory staff and other external partners such as the COA Advisers and Prospects.

## 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

### PUPIL NEEDS

The Work Related Learning 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.

### ENTITLEMENT

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 other external contacts. All KS4 pupils undertake work related learning which includes a minimum of two week's work experience in Year 11 and completion of relevant work experience is encouraged at KS5 as well.

## IMPLEMENTATION

### MANAGEMENT

The Head of Careers works closely with the Heads of Year in order to ensure that the relevant PSHCE lessons and days off timetable enable the work related learning programme to be delivered effectively. She works closely with the Assistant Head of Careers and the School Co-ordinators for PSHCE in organising the programme. The Head of Careers is responsible to the Headmistress.

### STAFFING

Work Related Learning is planned, monitored and evaluated by the Careers Department in conjunction with the Pastoral teams. In KS4 and in the Sixth Form tutors teach the programme principally through PSHCE lessons and through recording, review and planning activities and special events including the biennial Careers Convention. Subject staff teach aspects of their courses through work related contexts where appropriate e.g. in Design Technology, Economics (only offered in the sixth form), PSHCE lessons (which include a visiting Speakers programme called 'Life After City' for Years 9 – 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 and The Real Game for Year 7

- Take our Daughters to Work Day and City Girls in Science for Year 8
- City Girls in the Arts for Year 9
- City Girls in the City and visit to Sussex University for Year 10

All the above are delivered one day programmes off timetable

Additionally we offer:-

- A Speakers' programme (Life After City) delivered through PSHCE lessons for Years 9-13 and optional afterschool sessions for all year groups, organised by the Careers Committee.
- A programme of workplace visits offered to all year groups.
- A biennial Careers Convention involving former pupils and school contacts, for Years 9-13.
- Participation in courses run by external providers e.g. Headstart, Medsix and careers related workshops for Year 12.
- Relevant Open Days and taster courses for Year 12.
- A programme of work experience exchanges organised by the Department of Modern Languages in Conjunction with the Careers Department for Years 12 and 13.

#### LEARNING THROUGH WORK

- Mentoring for sixth form offered by Morgan Stanley, various medics helping girls with applications.
- Work experience – a minimum of two weeks 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 and 13.
- Extended work experience placements of approximately 12 weeks offered to Year 13 and arranged by The Brokerage.
- Training for UKCAT, BMAT, LNAT, TSA university entrance tests.
- Gap years. These are currently taken by a number of Year 13 each year.

#### LEARNING FOR WORK

- Preparation for leadership offered in Years 9 and 12 reflecting different opportunities for leadership within the School i.e. 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 university interviews in Years 13.

#### ASSESSMENT

Learning outcomes have been identified for the programme and a framework for assessing what pupils 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 online questionnaires and/or discussions with the Careers Committee.

### PARTNERSHIPS

An annual Partnership Agreement is negotiated between the School and COA identifying the contribution to the programme that will be made and reviewing its outcome. Links with Prospects are also well established.

### RESOURCES

Funding for running costs is allocated through the annual budget planning round. Funding for development in the school's improvement plan is considered in the context of whole school priorities. Sources of external funding are actively sought including sponsorship from local employers and from the Education Strategy when events include our partner City Schools.

### 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 has been implemented through use of survey monkey feedback, employer references and staff observation of events planned for pupils. The Partnership Agreements with COA and Prospects are reviewed annually.

**Updated:** June 2016, June 2017

**Approved by Board of Governors:** June 2017

**To be reviewed by:** June 2020