

THE HIGHLAND COUNCIL
EDUCATION, CULTURE AND SPORT SERVICE
13 MARCH 2008

Agenda Item	
Report No	

WORK RELATED LEARNING POLICY

Report by Director of Education, Culture and Sport Service

Summary

This report informs members of current developments in relation to work related learning in Highland schools and its importance within ***A Curriculum for Excellence*** and the ***Skills Strategy for Scotland*** as published by the Scottish Government in September 2007.

This report relates to the increasing development of courses in secondary schools which will contribute to the Programme for Administration commitment to continue to develop partnerships with Colleges, Work Experience providers and Careers Scotland, employers and businesses.

1. Introduction

- 1.1 This development contributes to the commitment within the programme for administration on increasing work related learning as an important part of a young person's education. ***Determined to Succeed***, the Scottish Government's strategy for enterprise in education, requires that all pupils over the age of 14 must have an opportunity for work based vocational learning linked to accompanying relevant qualifications.
- 1.2 Work related learning may take a number of forms including: Work Experience; Work Shadowing; Extended Work Placements; Enterprise Education and Skills for Work or other Vocational Courses with an employer or college. It should be noted that Skills for Work and other vocational courses are increasingly being regarded as a key element within ***A Curriculum for Excellence*** ensuring that all young people experience vocational learning as well as academic learning as part of their school experience.
- 1.3 It is vital that the experiences gained with employers and colleges are managed effectively within the pupils' whole school experience. This includes appropriate planning and ensuring these experiences are a key part of pupils' learning particularly in their final years of schooling.
- 1.4 In accordance with the growing importance of work related learning a review group was established in 2007 representative of schools, the Health and Safety Team and staff who have responsibility for school/college links and work experience. This review group was charged with drawing up the Highland Policy for work related learning and preparing accompanying guidance for schools. The policy is attached to this report. Copies of the related guidance have been placed in the members' library.

2. Policy and Practice

- 2.1 The attached work related learning policy sets out the context for work experience and seeks to develop closer collaboration between schools, colleges employers and businesses. It also details the relevant roles and responsibilities for Highland Council Education Service staff. It highlights the importance of ensuring that appropriate procedures are in place to ensure that young people are prepared for their work related learning experiences, that appropriate arrangements have been made with regard to the health and safety requirements of young people and employers taking due account of advice and guidance received from Health and Safety staff within the Council and from the Health and Safety Executive.

Recommendation

Given the significantly increasing growth of work related learning as part of the closer collaboration between school education and employment, further and higher education and training including college provision it is recommended that members :

- approve the attached policy
- agree that the policy and related guidance be issued to schools and partner organisations as interim guidance.
- agree the policy and guidance be subject to regular review

Signature:

Designation: Head of Education Services

Date: 25 February 2008

Author: Donnie MacDonald

Ref: DMD/PA

Background Papers: Work Related Learning Policy (attached) and Interim Guidance



HIGHLAND COUNCIL EDUCATION SERVICES WORK RELATED LEARNING POLICY

This policy document requires to be managed and implemented in conjunction with the interim guidance on Work Related Learning (first published March 2008) and subject to regular review

Background

Work related learning prepares young people for life after school, helping them develop the skills and attitudes they will need to become responsible citizens, successful learners, confident individuals, and effective contributors to the workplace and to society.

Work related learning is now a necessary part of a young person's education. *Determined to Succeed*, the Scottish Government strategy for enterprise in education, requires that all pupils over the age of 14 must have an opportunity for work based vocational learning linked to accompanying relevant qualifications. *Skills for Work* courses are a key element in *A Curriculum for Excellence*, the Scottish Government vision for transforming Scottish education.

It is vital that the experiences gained with employers are managed effectively within the pupil's whole school experience, and planned, and viewed, by the school, as part of their learning, particularly in their final years of school.

It is increasingly important for schools to form and maintain good relationships with colleges and employers. They must also discharge their responsibilities effectively to ensure the health and safety of young people while they are taking part in learning out of school.

Work related learning is learning which provides opportunities for young people to experience a real or simulated working environment; learn vocational and other work skills; understand and conform to the demands of different workplaces; learn employability skills such as good timekeeping, customer care, health and safety, teamwork and reliability. It should allow young people to experience work safely and constructively, and enhance their whole education.

It may take a number of forms, including: Work Experience; Work Shadowing; Extended Work Placements; Enterprise Education; *Skills for Work* or other vocational courses with an employer or college.

Work Experience

All young people have an entitlement to work experience during their secondary school lives. While all schools in Highland now offer work experience to S3 or S4 pupils, an increasing number also offer more tailored work placements, or extended placements, to S5 and S6 pupils. It is recommended that wherever possible, the placement reflects the young person's interests and career aspirations, and that the young person takes responsibility for their choice of placement as far as is possible.

Schools may wish to consider whether a one week placement in S3 or S4 is relevant for pupils who have difficulty in choosing a placement, or have no interest in doing so. A tailored work placement in S5 or S6 may be more useful and relevant.

School College Links

Several hundred pupils attend college in Highland, mainly Inverness and North Highland Colleges, and Lochaber College, with a small number going to Moray College. Pupils express high rates of satisfaction with their learning experiences there, and it is vital that schools recognise the value of this by supporting pupils while they are at college; maintaining close links with colleges; participating in liaison meetings, and where possible visiting pupils. Partnership Agreements are in place which are signed by schools, the local authority and the colleges, and these should be used by staff to guide their own practice.

Skills for Work

Many pupils attend *Skills for Work* courses at college, but an increasing number of schools are working in partnership with colleges and employers to deliver Skills for Work from school bases. Partnership Agreements should be in place for all these arrangements, and checking of employers should be carried out in the same manner as for work experience.

Preparation for Leaving School

Young people should be given opportunities to experience the world of work before leaving school. They, and their parents, should be fully involved in discussions about the best way to achieve this.

Roles and Responsibilities

Highland Council Education Service

Highland Council recognises the importance of a broad curriculum for all young people, which gives them opportunities to gain experience of the workplace, to learn employability and vocational skills, and to have appropriate career education and guidance.

The Education Authority supports schools to deliver this curriculum by means of a range of options, including enterprise education; work experience; extended work

placements; work shadowing; college courses; vocational courses delivered in partnership with businesses and other organisations; a combination of any or all of these.

The Education Authority encourages and will support schools to develop flexible approaches to work related learning, to meet the needs of individual pupils, taking account of their interests, aspirations, and current experiences of work, e.g. in part time jobs.

The Education Authority expects schools to consult with pupils and their parents when considering extended work placements for pupils in their final year of school, and to take responsibility at senior management level for the planning and monitoring of these placements, including the health and safety of pupils while on placement. Such placements should be seen as part of the pupil's whole learning experience.

The Education Authority will work with colleges to improve and extend provision of vocational opportunities, and explore flexible ways of working together to the benefit of pupils.

The Education Authority wishes all schools to work towards providing options for *Skills for Work* courses to **all** pupils at an appropriate stage in their school life, wherever possible.

The Education Authority will support schools by continuing to develop and streamline the Work Experience Programme; to provide information about employers; and carry out health and safety checks where necessary.

Schools

Tasks may be allocated differently in different schools, but the Head Teacher or his/her nominated Depute must take overall responsibility for all Work Experience Placements.

Schools must liaise with the Highland Council Work Experience Co-ordinator, to support the continuing improvement and streamlining of the Work Experience Programme in Highland.

Schools should aim to provide a flexible curriculum which gives pupils a range of opportunities to experience working life and to gain employability and other work related skills.

Schools should aim to involve pupils in their choice of work placement, and encourage them to build work related learning around their career aspirations and goals.

Schools should provide opportunities for pupils to learn about the national and local economy, and the expectations of employers.

Schools should encourage and support teachers to take part in the Excellence in Education through Business Links programme (EEBL) to develop partnerships with employers and gain skills which will help them contextualise and enhance pupils' work related learning.

Schools should work with colleges to maintain and develop partnerships. Senior managers and teachers should have opportunities to visit pupils at college and liaise with college lecturers.

Schools should acknowledge and build on pupils' learning experiences at college and in the workplace.

Schools must prepare pupils for work experience using the checklist and resources provided by Highland Council, and pupils should be given opportunities for reflection and review following the placement.

March 2008

Appendix 1

Web Addresses for National Guidelines and Support

A Curriculum for Excellence

<http://www.acurriculumforexcellencescotland.gov.uk/>

Work Experience and Extended Work Placements

<http://www.hse.gov.uk/youngpeople/workexperience/index.htm> (Comprehensive information on health and safety: Young People and Work Experience, Health & Safety Executive)

<http://www.youngworker.co.uk/> (Young Workers, and for Those Involved in Work Experience, ROSPA)

<http://www.ltscotland.org.uk/enterpriseineducation/aboutenterpriseineducation/nationaldocuments/workexperience.asp> (Work Experience Guidance, Learning and Teaching Scotland, 2006)

Skills for Work

<http://www.sqa.org.uk/sqa/5951.html> (Section of SQA website devoted to *Skills for Work*: Information, Course and Unit Specifications, Case Studies, information for parents etc. NABs can be found on the secure section of the website.)

The support materials for Skills for Work courses can be found on the following websites:

http://www.sfeu.ac.uk/skills_for_work

<http://www.ltscotland.org.uk/nq/nqframework/skillsforwork.asp>

Plus – HMIE Report -

<http://www.hmie.gov.uk/publication.asp/> (**Preparing for Work: A Report on the *Skills for Work* Pilot Programme, HMIE, September 2007**)

School College Links

<http://www.scotland.gov.uk/Publications/2005/05/12141235/13002> (Lifelong Partners: Scotland's Schools and Colleges Building the Foundations of a Lifelong Learning Society - A Guide for Schools, Colleges and Local Authorities)

<http://www.hmie.gov.uk/documents/publication/plfl.html> (Preparing Learners for Learning in Scotland's Colleges: A Toolkit for Self-Evaluation and Quality Enhancement)

<http://www.hmie.gov.uk/publication.asp/> (Preparing for Work: A Report on the *Skills for Work* Pilot Programme, HMIe, September 2007)

Enterprise in Education

<http://www.determinedtosucceed.co.uk>

<http://www.hmie.gov.uk/documents/publication/hgiosqjeie.html> (Quality Indicators in Enterprise in Education, HMIe and Scottish Executive, 2004)

<http://www.ltscotland.org.uk/enterpriseineducation/index.asp> (Learning and Teaching Scotland, background, information, resources and guidance for teaching staff)

<http://www.ltscotland.org.uk/enterpriseineducation/aboutenterpriseineducation/nationaldocuments/excellencethroughenterprise.asp> (Excellence Through Enterprise, Learning and Teaching Scotland)

<http://search.freefind.com/find.html?nsb=&id=79464047&pid=r&mode=ALL&n=0&query=Guidance+on+Commercial+Activities+in+Schools&submit=Search> (Scottish Consumer Council, Guidance on Commercial Activities in Schools)

Appendix 2

Guidance for Schools

This document includes:

Work Experience

Checklist for Work Experience in Schools
Extended Work Placements, Guidance for Schools
Arrangement of Extended Placements, Checklist for Schools
Scottish Government Compliance Guidance on Work Experience and Extended Placements

Skills for Work

Timetable /Checklist for Implementation

College Links

School College Links – Guidance for Schools
Guidance Note for Schools on Transport to Colleges

Working with Employers and Other External Bodies

Guidance on Working with Partners

Other Support Documents available from Highland Council

Highland Council Insurance Form for all HC placements
<http://www.highland.gov.uk/NR/rdonlyres/2AC8004D-54D8-4450-AC80-777D4B1E56EA/0/SchoolTravel2006.pdf>

European Agency for Safety & Health at Work Factsheets – Nos 63, 65 & 66

Skills for Work Rural Skills Implementation Guide
Skills for Work – Partnership Agreement with Employers (Template)

Inverness College – Partnership Agreements
North Highland College – Partnership Agreements