



**BLESSED
TRINITY
RC COLLEGE**

Future Successes Programme

September 2017 - July 2019



A guide for Employers & Parents/Carers

The Future Successes Programme

Here at Blessed Trinity we are committed to ensuring each and every pupil reaches their full potential. As part of this commitment we help personalise learning for our pupils which meets their individual learning requirements achieved through the Future Successes Programme. This is a bespoke learning programme which is personalised to suit each individual pupil whose learning needs are not met by the traditional academic route. The programme allows pupils to embark on a practical and theoretical learning journey whereby they can sample different learning environments, gain employability skills and acquire hands-on experience which will help them make more informed career choices.

Aims of the Programme

- Greater chance of achievement in their core subjects.
- Increased knowledge and skills of their career choice.
- Gain employability skills including interpersonal and communication skills.
- Greater chance of employability, further education and apprenticeship opportunities.

What does it involve?

- One day of work placement fortnightly.
- One day at college working towards a Level 1 qualification.
- ASDAN qualifications that explicitly grow skills for learning, skills for employment and skills for life.
- Completion of GCSEs in English, Maths, Science and RE.

TYPICAL TIMETABLE			
Week A		Week B	
Monday	School	Monday	School
Tuesday	College	Tuesday	College
Wednesday	Work	Wednesday	School
Thursday	School	Thursday	School
Friday	School	Friday	School



The selection process

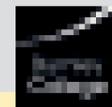
- Pupils are identified by their year leader, the pastoral and achievement team.
- A strong determining factor in the selection process is pupils' English and Maths levels.
- Consultation with parents/carers takes place.

As the programme is bespoke it means that more pupils are successful in reaching their future goals.

In the previous years we have had 100% transition from school to full time employability, training and further education.

Developing pupils' employability skills is more important than ever before, especially in today's economic climate, and understanding the needs of employers is critical to building their confidence and experience. Blessed Trinity offers this unique programme which maximises their academic and employability chances.

Burnley College Expectations



Pearson
Entry Level
Extended
Certificate in
Vocational
Studies

The qualification is designed for pupils over the age of 14 working at or above entry level 3. It provides an introduction to a range of vocational sectors. Pupils are able to choose units from a variety of different vocational areas. The main purpose of this qualification is to aid progression to the next level and will also support pupils who need to explore a broader range of sectors before deciding on a chosen career path.

Mandatory units:

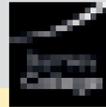
- Self-assessment
- Career progression

Sample of optional units:

- Communication between children aged 0-3 and adults
- Respecting children
- Creative activities for children and adults
- Health Needs
- Serving food and drink
- Basic food preparation
- Basic cooking
- Working as part of a group
- Public service group project
- Introduction to hair and beauty
- Using the internet
- Digital lifestyle
- Desktop publishing
- Taking part in sport
- Produce a timber product
- Developing home improvement skills

Maths and English also be embedded into the assignment briefs

Burnley College Expectations



In College and when on College-related activities, I Will:

- Treat fellow students with courtesy and respect.
- Treat staff with courtesy and respect.
- Follow instructions from staff.
- Dress appropriately.
- Treat equipment and the College environment with respect and care.
- Come prepared to work with all necessary equipment.
- Display my ID card at all times.
- Attend all my classes.
- Be punctual.
- Hand in all work on time.
- Follow College guidelines to maintain a safe and healthy environment.
- Obey College network regulations.

On College premises I Will Not:

- Distract others or be disruptive.
- Eat or drink outside designated areas.
- Damage property.
- Use inappropriate or offensive language or behaviour.
- Be untidy.
- Use a mobile phone in classrooms, the ALZ or in any other learning situations without a tutor's permission.
- Wear hats, hoodies, etc.

I Will Not:

- Smoke anywhere except in designated smoking shelters.
- Encourage intruders onto College premises.

Blessed Trinity Expectations

At BTRCC we have clear expectations both for in class and out of class.

In Class Expectations:

1. We arrive on time.
2. We speak appropriately.
3. We follow instructions without argument and delay.
4. We treat others with respect.
5. We try our best.

Out of Class Expectations:

1. We follow instructions without argument and delay.
2. We speak appropriately to everybody.
3. We walk on the left on corridors and stairwells.
4. We respect our school property.
5. We put our litter in the bin.

Employability skills

The students will be studying an Edexcel award at Entry level in Personal Social Development.

The course is designed to enhance learners' life and work skills in a range of context. The following units are taught:

- Working as part of a group
- Managing social relationships

We will then choose from the following units. The first two are mandatory.

- Planning an Enterprise Activity
- Running an Enterprise Activity
- Healthy Living
- Preparation for Work
- Managing own Money

In the afternoon the pupils will choose from the following three areas.

Engineering - students will be introduced to the world of engineering, considering health and safety / use of hand tools and basic welding techniques.

Construction - students will be introduced to the world of construction, considering health and safety / use of tools whilst experiencing practical workshops within the construction industry.

Care - students will be introduced to the work of care, considering health and safety / exploring the care sector / caring for children / caring for the elderly and may include parenting skills.





What is work placement?

A work placement is where the pupil will get the opportunity to work with an employer over the next two years. This time will be used to find out more about industry and the workplace. Pupils will work alongside specialists as they go about their daily tasks and learn disciplines of the workplace, such as attendance, time keeping, regulations and the importance of teamwork. The pupil will be placed in an area they are interested in and would hope to gain employment in. Pupils will learn new skills by participating in tasks and duties and develop

social relationships at work. Pupils will discover the expectations that managers have of employees and that employees have of their colleagues. Pupils are able to see what employers are looking for in potential employees. Pupils will also be able to link their College course to the world of work. Most importantly, pupils will learn and use a range of transferable skills, personal qualities and competencies that will contribute towards their future employability.

These key skills are;

- **Communication, listening, speaking clearly:** asking questions and responding to written material.
- **Application of Number:** using numbers, collecting and recording data, interpreting and presenting data.
- **Information Technology:** using a fax machine, using computers to search, select, explore and prepare information, processing, developing and presenting relevant information.
- **Working with others:** getting along with others, working in a team, taking responsibility and working co-operatively with colleagues.
- **Improving own learning and performance:** target setting, action planning, managing time, learning from others, working to a planned programme, developing confidence, reviewing and evaluating progress.
- **Problem Solving:** recognising and describing problems, seeking the right information, making decisions, selecting and carrying out appropriate solutions.
- Pupils will need to complete their work placement booklet and evidence with examples of where they have used each one of these skills.

Aims of work placement

Firstly, we would like to thank you for offering a work placement to our pupil. The aim of the Future Successes Programme is to allow our pupils to have opportunities which will help connect their learning with the world of work. This will enable them to grow in confidence and have an increased chance of employability when they leave school. Here is a list of some traits of a successful placement which will help the pupils get the most out of their time whilst working at your business.

Benefits of a work placement

29% of employers say that experience is critical when recruiting young people and a further 45% say it is significant. The majority of employers think young people are well-prepared for work but when they don't, this is down to the lack of experience. Lack of experience is also the number one reason that employers turn young job applicants down. So, for employers, experience is clearly vital.

It's all about organising and giving tasks to the pupils which are within the pupil's abilities. As an employer you want them to leave with a sense of achievement and insight into the world of work.

"Learning in the workplace allows young people to develop "hard" skills on modern equipment, and "soft" skills, such as teamwork, communication and negotiation, through real-world experience. Hands-on workplace training can also help to motivate disengaged youth to stay in or re-engage with the education system and makes transition from education in the labour market smoother."

Successful placements will implement the following:

- 1 More than admin:** Tea making and administration are both important, and we have all done them. Though we understand that this is where the pupils will start from at some point we hope the pupil will be involved with day to day tasks in your business.
- 2 Variety:** A work placement where the pupil is able to see a variety of tasks across the business will not only enhance their knowledge of what the business involves, it will also allow pupils to gain a different skill set.
- 3 Teamwork:** A pupil who is asked to work alongside people to perform different tasks will improve in confidence as well as build on their communication and social skills.
- 4 What it's like to be the boss:** Even the most democratic businesses have bosses. Allow the pupil to spend time with the boss if possible, witness how hard it is to strategically manage the day to day operations and how difficult decisions are made. This will help with their development and leadership skills.
- 5 Customers:** This is the most valuable, and there is nothing quite like meeting customers and seeing first-hand what they expect, dealing with money and any queries they have. This will also develop their communication and problem solving skills.
- 6 The bigger picture:** Help the pupil to understand that your business is just one element of a network that includes suppliers, the local community and the national economy.
- 7 Careers advice:** Once you've had a chance to get to know our pupil and are familiar with their skills and strengths, help them achieve their ambition by sharing your experience and advice.

Should you have any queries or concerns please call the school on 01282 506200 and ask for Miss Parveen or Miss Hart

These are the skills that employers look for in employees:

- Personal presentation
- Enthusiasm and initiative
- Communication and literacy
- Time management and organisation
- Numeracy
- Integrity (honesty)
- Problem solving and creativity
- Teamwork
- Negotiation and decision making
- IT

These skills are outlined in the pupil work placement log and there is space provided for the pupils to provide examples of where they have demonstrated each skill. We will help the pupils fill these in and would be grateful if you could encourage them to fill the examples in as they are going along.

Our pupils are fully prepared and matched to a suitable placement. Expectations of work placements are discussed with each pupil to help them become successful.

*“Love God,
serve others,
work hard,
value all”*



Paperwork and legal requirements

Chances are you are reading this booklet because you, as the employer, have passed the risk assessment procedure and are ready to take on our pupil. Nonetheless, here is some important information. Every business that offers employment and work placement to pupils must comply with a few rules and make sure they're properly insured. In order to make sure our pupils are safe and you, the employer, is also protected we use MPLOY Solutions that carry out a range of risk assessments on Blessed Trinity's behalf. In terms of the Health and Safety visits, they are all completed by NEBOSH qualified H&S Assessors and

their assessments run in line with the Health and Safety Procurement Standards 1-10 so including (but not an exhaustive list) the management of H&S in the workplace, H&S policies, risk assessments, first aid, fire/emergency procedures and supervision arrangements. A risk assessment is then compiled between the Assessor and the employer to cover all prohibitions and work tasks. This is then sent to the school and agreed by both the parent and the pupil. MPLOY will also ask to see an employer's liability insurance before they can pass the placement as suitable and safe for young people aged under 18.

Criminal record checks

The Disclosure and Barring Service (DBS) is responsible for processing requests for criminal record checks in England and Wales. The equivalent body in Scotland is Disclosure Scotland and in Northern Ireland is Access NI. Their purpose is to prevent unsuitable people from working with vulnerable groups, including children.

There is no legal requirement to do a criminal record check on any adult working with young people on work placement. However, in the interest of safeguarding young people, the Department of Children, Schools

and Families issued guidance in 2010. The guidance suggested that there are only limited placements which would require a criminal record check to be done. In the vast majority placements, the employer will not have regular unsupervised access to the pupil and it is not recommended that checks are done in such cases. However, if we at Blessed Trinity think it's necessary we will carry out requests. If the parent/carer or the employer requests a DBS to be carried out, please speak with Miss Parveen and this can be arranged.

Data Sharing

There will be occasions whereby it is necessary to share data with external agencies such as colleges and the employers.

Pupil induction checklist, to be completed by the employer at the start of the placement.

- | | | | | | |
|-----------------------------------|--------------------------|--|--------------------------|--|--------------------------|
| Welcome to the company | <input type="checkbox"/> | Leave procedure | <input type="checkbox"/> | First aid area | <input type="checkbox"/> |
| Contact name and number exchanged | <input type="checkbox"/> | Sickness notification procedure | <input type="checkbox"/> | Fire evacuation procedure | <input type="checkbox"/> |
| Hours of work | <input type="checkbox"/> | Location of toilets, canteen/ kitchen and cloak room | <input type="checkbox"/> | Information on company rules, security, confidentiality, use of resources and uniform. | <input type="checkbox"/> |
| Lunch break times | <input type="checkbox"/> | | | | |

Signature of Employer _____ Date _____

Signature of Pupil _____ Date _____

Signature of Parent _____ Date _____

Read our FAQs

How long will the pupil work in my business?

The pupil will undertake their placement for the whole academic year.

What can I do for the pupils to get the most out of their time at placement?

Ensure you have gone through the induction with the pupil; check the pupil is filling their work placement log as they're going along. The log asks for skills learned whilst at work by providing examples. If the pupil hasn't given examples please create opportunities which will allow them to provide examples.

What if the pupil has an accident or falls ill at work?

Contact the school and we will make the necessary arrangement. Do not let the pupil walk home without contacting the school.

What should I do if the pupil fails to attend work?

Contact the school to inform them of this. This will be reflected as absent in their attendance register.

What do I do if the pupil does something inappropriate at work?

If there are any behavioural/conduct issues you should report them to the school. Incidents will be treated very seriously and could result in the removal of the pupil from your business. If a pupil needs to be removed from site then you need to call the school and the necessary arrangements will be made.

What if a pupil is inappropriately dressed?

If you have any problems with the pupil's clothes please contact the school. As prevention is better than cure, please do explain your business's dress code to the pupil before they start. There are some instances where we help the pupil purchase the clothing they may need for work such as formal wear or safety clothing.

Who is legally responsible for the pupil whilst they are on work experience?

You will be responsible for the pupil while they are at work. You are not responsible for them whilst they are travelling to and from work as this is deemed to be their personal time. A full risk assessment and copies of your Employer's Liability Insurance will have been seen by MPLOY Solutions who carry out the risk assessments on our behalf.

What do I do if the pupil comes to work late?

Please inform the school and remind the pupil about the importance of punctuality. Pupil punctuality and attendance at work is marked the same as it would if they were in school. This will reflect in their attendance figures at the end of the year.

What do I do if the pupil requests to leave work early?

Do not let any pupil leave before or after the agreed time. This time will have already been shared with the parent/carer and the school will be aware. Any other time must be agreed with the school first.

Is the pupil allowed to go off the premises for their lunch?

Only if this has been agreed by the school and the parent has given consent. As a general rule the answer is no because at school the pupils remain on school premises. However, we understand that work is different and pupils may want to go out for their lunch.

How will I know the pupil is learning and developing?

Each pupil has been given a work placement log book and each pupil will be completing a project whilst at work. The work placement log book checks pupils are developing their skills and are asked to provide examples. The project they will undertake whilst at work.

The aim of this project is to:

- develop transferable and core skills to apply in a future workplace, apprenticeship or further study.
- become inquisitive and independent learners.
- experience new areas and methods of study, including how to plan and review their progress.
- if needed, use ICT and appropriate technologies with assurance.

How to help support your child's achievement on the programme

- 1 Help the pupil understand the goodwill of employers offering placement opportunities. Motivate and enthuse the pupil about this exciting opportunity and how it can lead to paid work or an apprenticeship.
- 2 Advise the school of any health matters or issues which could affect the pupil at work or any concerns you may have.
- 3 Discuss with the pupil the implications of the job they choose and the expectations of the job. Pupils need to go in with a realistic idea of what they will be allowed to do whilst first starting off.
- 4 Sign and return the paperwork promptly, especially any consent forms and the home school agreement. This prevents any delays getting started.
- 5 We will prepare the pupil for the pre-placement interview, it would be helpful if you could do the same as this will build the pupil's confidence.
- 6 Ensure the pupil attends the placement and they are on time. Attendance at work is part of school attendance and will affect the pupil's attendance record. If any absence is unexplained both at school and work, this will be marked as unauthorised.
- 7 Inform the school of any difficulties experienced during work placement. Share any concerns the pupil is having straight away. We want the pupil to get the best experience possible on the Future Successes Programme.
- 8 Discuss the placement with the pupil every time they have been to work. Encourage them to keep up to date with their work placement booklet and the project they will be completing at work.
- 9 Encourage the pupil to have a positive attitude, promote reliance in the pupil and commitment, even if it isn't what the pupil expected.
- 10 Ensure the pupil fully understands what the programme consists of and the expectations around it.



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