

3. Audit of key stage 4 work-related learning: management and coordination audit

Completed by _____ Date _____

| Features | Questions | Current position | Proposed action plan | By whom? | By when? |
|---|--|------------------|----------------------|----------|----------|
| 1. Senior manager with responsibility for oversight of WRL requirement for all pupils | Is there a list of WRL responsibilities? Does the senior manager line manage the WRL coordinator? Is there a working group of staff with related roles to advise and support WRL? | | | | |
| 2. The WRL coordinator | Does one member of staff (or a team) have responsibility for coordinating WRL across the curriculum? Is there a list of their roles and responsibilities? | | | | |
| 3. Staff INSET | Have the WRL coordinator and senior manager had sufficient training? What training would be useful for other staff in addressing the new requirement? | | | | |
| 4. Audit of WRL | Has a curriculum audit been conducted across all subjects to match against the WRL framework and minimum provision? Are there sufficient WRL opportunities for students not taking a vocational or work-related subject? | | | | |

| Features | Questions | Current position | Proposed action plan | By whom? | By when? |
|--|--|------------------|----------------------|----------|----------|
| 5. Work experience | Has work experience preparation and debriefing been reviewed to see how it could make a greater contribution to the WRL programme and the rest of the curriculum? | | | | |
| 5. Review and update of the WRL policy statement | Does the statement say how all pupils will receive their programme of learning for, through and about work? Does the statement define what is meant by skills for enterprise and employability? | | | | |
| 6. School development plan | Has provision been made for WRL in the school development plan? | | | | |

| Features | Questions | Current position | Proposed action plan | By whom? | By when? |
|--|--|------------------|----------------------|----------|----------|
| 7. Partnership liaison | <p>Has the school talked to local business link providers about the services they provide that can help to meet the WRL requirement?</p> <p>Have members of staff talked to or visited key business and community partners?</p> <p>Have parents been informed about the WRL requirement and their support requested?</p> | | | | |
| 8. Collaboration with other schools, training providers and colleges | <p>Has the school considered how links with other education and training providers and schools might help to pool WRL resources and offer WRL provision?</p> | | | | |
| 9. Recognising student learning | <p>Has the school considered ways in which WRL might be recorded and recognised, for instance in the Progress File?</p> | | | | |

| Features | Questions | Current position | Proposed action plan | By whom? | By when? |
|------------------------|---|------------------|----------------------|----------|----------|
| 10. Student engagement | <p>Have students been involved in discussing what WRL programmes might best meet their needs?</p> <p>Have students been interviewed to assess how they receive and make sense of the current WRL programme?</p> | | | | |
| 11. | | | | | |
| 12. | | | | | |