



Work Related Learning

Vision

Work related learning within the Post 14 pathway provides meaningful opportunities for students to develop employability skills, independence, confidence and preparation for adulthood. Through a combination of enterprise projects, community-based experiences and employer partnerships, students will gain practical workplace skills in real-world settings.

Aims

Students will:

- Develop communication and interpersonal skills.
- Build confidence and independence.
- Understand workplace expectations and routines.
- Explore different career sectors and employment opportunities.
- Develop transferable employability skills including teamwork, problem-solving and time management.
- Engage with local employers and community organisations.
- Contribute positively to their local community through enterprise and volunteering opportunities



Enterprise

Enterprise projects provide students with opportunities to apply learning from across the curriculum in meaningful, real-world contexts while developing employability and Preparation for Adulthood skills.

Term and Project	Aim	Skills Developed	Curriculum Links
Autumn 1: Halloween Boxes	Students design, produce, market and sell Halloween-themed gift boxes.	• Product design • Budgeting and costing • Packaging and presentation • Customer service • Marketing and advertising • Teamwork	• English: Advertising, product descriptions, customer communication • Maths: Budgeting, pricing, profit and loss, money skills • ICT/Computing: Digital posters, marketing materials, spreadsheets • Art & Design: Product design, packaging, branding • PSHE: Teamwork, communication, workplace expectations • Preparation for Adulthood: Employability and independence • Functional Skills: Reading instructions and handling transactions
Autumn 2: Christmas Enterprise	Students create and sell Christmas products such as hampers, decorations, gift bags and personalised items.	• Production line working • Quality control • Stock management • Customer orders • Retail skills	• English: Taking orders, communication, product descriptions • Maths: Stock control, budgeting, pricing and profits • ICT/Computing: Promotional materials and record keeping • Art & Design: Designing festive products and displays • PSHE: Customer service and teamwork



			● Preparation for Adulthood: Understanding retail environments ● Functional Skills: Organisation and problem solving
Spring 1: Valentine's and Wellbeing Gifts	Students produce: ● Valentine's gifts ● Friendship packs ● Wellbeing hampers	● Customer-focused design ● Creativity ● Communication ● Team working	● English: Writing messages and promotional materials ● Maths: Costing products and recording sales ● Art & Design: Designing products for a target audience ● PSHE: Relationships, wellbeing and social skills ● ICT/Computing: Digital advertising and sales records ● Preparation for Adulthood: Workplace communication skills ● Functional Skills: Teamwork and organisation
Spring 2: Easter Enterprise	Students create: ● Easter gift boxes ● Seasonal crafts ● Easter-themed fundraising products	● Planning and organisation ● Production scheduling ● Financial literacy ● Customer engagement	● English: Advertising and customer communication ● Maths: Pricing, budgeting and profit calculations ● Art & Design: Product creation and presentation ● ICT/Computing: Digital marketing and sales tracking ● PSHE: Community engagement and teamwork



			● Preparation for Adulthood: Employability and independence ● Functional Skills: Planning and problem solving
Summer 1: Gardening and Outdoor Enterprise	Products may include: ● Plants ● Herb pots ● Garden decorations ● Recycled planters	● Horticulture ● Environmental awareness ● Manual handling ● Responsibility	● Science: Plant growth, life cycles and sustainability ● Maths: Measuring, recording and budgeting ● English: Instructions, care guides and promotional writing ● Art & Design: Designing planters and garden products ● Geography: Environmental awareness and conservation ● PSHE: Responsibility and community participation ● Preparation for Adulthood: Vocational horticulture skills ● Functional Skills: Following instructions and organisation
Summer 2: Summer Celebration and Leavers' Enterprise	Students create: ● End-of-year gifts ● Refreshment stalls ● Event planning products	● Event management ● Hospitality ● Customer service ● Teamwork	● English: Invitations, event promotion and communication ● Maths: Budgeting, stock control and sales calculations ● Food Technology: Food preparation and hygiene ● ICT/Computing: Event materials and digital promotion



			• Art & Design: Decorations and presentation • PSHE: Leadership, teamwork and transition planning • Preparation for Adulthood: Employability and independence • Functional Skills: Time management and customer service
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Employer and Community Partnerships

Employer	Activities	Skills Developed
AkzoNobel	• Workplace visits • Health and safety awareness • Manufacturing and production experiences • Sustainability projects • Employer talks and career pathways	• Following instructions • Working safely • Understanding manufacturing processes • Teamwork and communication
The Alnwick Garden	• Gardening and horticulture tasks • Visitor engagement opportunities • Grounds maintenance • Seasonal projects • Café and hospitality awareness	• Horticultural skills • Customer service • Responsibility • Teamwork • Environmental awareness



Northumberlandia	• Conservation projects • Site maintenance support • Environmental volunteering • Visitor experience activities	• Outdoor working skills • Communication • Teamwork • Physical wellbeing • Environmental stewardship
Asda	• Stock replenishment • Product facing and merchandising • Customer service support • Warehouse and stockroom tasks • Health and safety awareness	• Retail skills • Customer service • Time management • Teamwork • Organisation and attention to detail •
NCEA Castle School – School Office Placement	• Filing and organising documents • Photocopying and laminating • Delivering messages around school • Data entry and administrative support • Preparing resources for staff	• Organisation • Communication • Confidentiality and professionalism • ICT skills • Following instructions • Workplace independence
NCEA Castle School – Care Taker	• Basic maintenance tasks • Grounds and outdoor upkeep • Equipment checks • Setting up rooms and resources • Supporting site improvement projects	• Practical problem solving • Responsibility • Teamwork • Health and safety awareness • Following routines and instructions
NCEA Castle School – Kitchen	• Preparing ingredients for meals and snacks • Food preparation under supervision	• Food preparation skills • Following instructions and recipes • Time management



	• Setting up serving areas • Washing and storing equipment • Cleaning workstations and maintaining hygiene standards • Stock checking and storing deliveries • Assisting with refreshments for school events	• Teamwork • Health and safety awareness • Food hygiene practices • Independence and responsibility • Customer service and hospitality skills
Greggs Bread Collection & Delivery Project	• Walking to collect bread donations from Greggs • Communicating with staff when collecting orders • Checking delivery notes and quantities • Counting and sorting loaves and bakery items • Delivering the correct number of loaves to each class • Recording deliveries and completing simple checklists • Following a delivery schedule and route around school	• Customer service and communication • Numeracy and counting skills • Organisation and planning • Time management • Responsibility and reliability • Independence • Problem solving • Community engagement • Teamwork
Future Focus Careers Event	• Welcoming employers and visitors to the event. • Preparing and serving tea, coffee, and biscuits. • Taking drink requests and communicating politely with guests.	• Communication and customer service skills. • Confidence when interacting with unfamiliar people. • Teamwork and cooperation with staff and peers.



	• Maintaining a clean and organised refreshment area. • Supporting the smooth running of the careers event.	• Independence and responsibility in a workplace-style setting. • Time management and organisation skills. • Following instructions and health & safety procedures. • Professional behaviour and workplace etiquette.
Volunteering - Ashington County Council litter picking	• Participating in community litter-picking sessions. • Collecting and safely disposing of litter in local public areas. • Using litter-picking equipment appropriately and safely. • Helping to keep local parks, streets, and green spaces clean and welcoming. • Working alongside council staff, volunteers, and community members.	• Community awareness and civic responsibility. • Teamwork and cooperation with others. • Health and safety awareness. • Reliability and commitment to volunteering activities. • Environmental awareness and understanding of sustainability. • Physical stamina and practical work skills. • Communication and social interaction skills. • Pride in contributing positively to the local community.



Work Experience Progression Model

	Focus	Opportunities	Key Skills Developed	Level of Support	Intended Outcomes
KS4 (Year 10 and 11) <i>Explore and Experience</i>	Developing awareness of the world of work Building confidence and communication skills Understanding workplace expectations Exploring different job roles and sectors	- Half-termly enterprise projects - Employer visits and talks - Workplace visits - Greggs Bread Collection & Delivery Project - In-school work experience: School Office School Kitchen Caretaker/Site Team - Community volunteering activities	- Following instructions - Communication - Teamwork - Time management - Responsibility - Basic problem solving - Health and safety awareness	- High levels of adult support and modelling - Structured tasks and routines - Regular reflection and feedback	Students can identify workplace expectations, complete simple work-related tasks and begin to recognise their strengths and interests.
Lower Post 16 (Year 12) <i>Develop and Apply</i>	Applying employability skills in real-life contexts Increasing independence and responsibility	- Leadership roles within enterprise projects - Extended in-school placements	- Customer service - Organisation - Workplace communication - Adaptability - Independence	- Moderate support - Increased expectations for independence	Students can work with increasing independence, complete tasks with reduced support and demonstrate an



	Exploring vocational interests	- Supported community volunteering - Employer engagement activities - Workplace visits linked to career interests - Small-group external placements	- Task completion - Professional behaviour	Supported decision-making and self-advocacy	understanding of workplace routines.
Upper Post 16 (Year 13) <i>Prepare and Transition</i>	Preparing for adulthood, employment and further education Developing independence within workplace settings Building transferable skills for future destinations	- External work placements - Employer partnerships: AkzoNobel Asda The Alnwick Garden Northumberlandia - Community-based projects - Supported internships (where appropriate) - Travel training linked to placements	- Independence - Professionalism - Customer service - Problem solving - Time management - Resilience - Workplace communication - Self-advocacy	- Reduced adult support - Increased responsibility for tasks and routines - Greater ownership of personal targets and goals	Students are prepared for: - Supported Internships - Volunteering opportunities - Further Education - Community participation - Employment pathways - Independent living outcomes



		Mentoring younger students in enterprise activities			
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Employability Skills Progression

Skill	KS4	Year 12	Year 13
Communication	Responds to questions and instructions	Initiates conversations and asks for support	Communicates confidently with employers and colleagues
Teamwork	Works alongside peers	Contributes to group tasks	Supports and mentor others
Independence	Completes tasks with support	Completes familiar tasks independently	Manages tasks and responsibilities independently
Organisation	Uses visual supports and reminders	Organises resources with minimal support	Plans and manages workload independently
Problem Solving	Identifies simple problems	Suggests solutions with support	Resolves workplace challenges appropriately
Time Management	Follows schedules	Manages time with reminders	Works to deadlines and prioritises tasks
Professionalism	Understands workplace expectations	Demonstrates workplace behaviours consistently	Maintains professional standards independently



Evidence of Progress

Students will build a portfolio including:

- Employer feedback
- Photographs of activities
- Enterprise project outcomes
- Skills assessments
- Student reflections
- ASDAN/Preparation for Adulthood evidence
- Work experience records and certificates

Intended Outcomes

By the time of leaving the Post 14 pathway, students will have experienced a range of workplace environments, developed key employability skills and built confidence in preparation for further education, supported internships, volunteering and future employment opportunities.