

Scalloway Junior High School

Enterprise in Education Policy

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ENTERPRISE IN EDUCATION

1. RATIONALE

- 1.1 Scalloway JHS recognises the importance of providing pupils with the best possible experience of Enterprise in Education so that they can make a full contribution to an enterprising successful Shetland as employees, employers and entrepreneurs.

The school recognises that developing pupils' awareness, knowledge and skills in work-related learning are crucial steps in a lifelong process of personal development.

- 1.2 Enterprise In Education, is central to the school's approach to supporting pupils to develop the four capacities as outlined in a Curriculum for Excellence. Enterprise in Education will help our pupils to:

- make successful transitions in to the world of work
- see clear purpose in school as a relevant preparation for their future lives
- develop knowledge, understanding, skills and attitudes which will enhance not only employability but their contribution to the community
- develop enterprising skills applicable to their life and work and with a positive 'can do, will do' approach through learning and teaching across the whole curriculum
- experience enterprising approaches to teaching and learning
- make connections between different parts of the curriculum
- recognise that school is a stage in a process of lifelong learning.
- develop the confidence and skills to respond flexibly to the changing economic circumstances of the future

(Adapted from - Douglas A Osler, HM Senior Chief Inspector of Schools
Foreword - Education for Work in Schools-

A report by HM Inspector of Schools 2000/ Introduction - Quality Indicators in Enterprise
in Education - A guide to school self-evaluation by HMIE 2004)

2 AIMS

2.1 Scalloway JHS's Enterprise in Education programme aims to enable our pupils to

- see a clear purpose in their learning as a relevant preparation for their future lives as citizens and employers/employees
- gain an insight into patterns of local and national business and employment opportunities
- understand the relationships between their learning experiences, attainment and work related experiences
- become motivated towards achieving the highest possible levels of attainment
- develop their core skills in communication, numeracy, problem solving and working with others
- develop their confidence and skills, including those of enterprise and entrepreneurship, and to allow them to contribute effectively in the changing economic circumstances of the future

2.2 Specific Objectives

The Enterprise in Education programme sets out

- to develop pupils' self-awareness, self-esteem and interpersonal skills and a positive attitude to their learning, life and work
- to provide direct experience of the world of work including health and safety, and working discipline
- to develop an awareness of the values, attitudes and skills deemed as important by employers and employees, including entrepreneurial awareness
- to improve pupil's awareness of employment and the local/national economy through appropriate Career Education
- to encourage pupils' to reflect on issues such as gender, ability and disability in employment through appropriate Career Education
- to raise awareness of particular career areas such as aquaculture, engineering, renewable energy, tourism and retail which are important to the local economy

- to provide vocational experiences related to particular job sectors where appropriate
- to develop the core skills of communication, working with others and problem solving in workplace situations
- to build links with employers and employees to the mutual benefit of the school and local business

3. Implementation Procedures

Scalloway JHS has appointed an Enterprise in Education School Co-ordinator who will be the main point of contact for all aspects of the Enterprise in Education agenda within the school. The Coordinator will also advise and support the cluster primary schools.

The Shetland Education Service has appointed an Enterprise Coordinator at local authority level. This person will be the main point of contact for the school coordinators for every cluster and the lead person in developing Enterprise in Education across Shetland's schools.

All school co-ordinators will have regular meetings with the local authority support officer to consider the implications of Enterprise in Education, implement new initiatives within the ASG and share good practice. Minutes and appropriate information/newsletters from the above are available to Scalloway JHS staff.

4. Leadership and Management

4.1 Leadership and Management of Enterprise in Education

While the Enterprise In Education School Coordinator has responsibility for the development of a coherent and progressive programme through P1 to S4 and for the monitoring and evaluation of the activities, successful Enterprise in Education development is dependant on the commitment and enthusiasm of all staff. In many activities the role of subject departments and the classroom teacher is crucial.

The coordinator also has responsibility for identifying the development priorities and improvement objectives and drawing up appropriate Action Plans, taking into account the Education Department Plan and Determined to Succeed Plan.

The coordinator advises on the allocation of funding devolved through the Determined to Succeed budget and also advises and supports staff making bids to the central challenge fund operated by a sub-group led by the local authority coordinator.

4.2 Meetings

The Enterprise in Education School Coordinator is a member of the Senior Management team. Enterprise in Education is a regular agenda item at senior staff meetings which are held weekly. Minutes are available to all staff.

Enterprise in Education is also a regular item at whole staff meetings. The agenda, set by the Head Teacher, is circulated in advance and school staff have the opportunity to raise additional items for inclusion in the agenda. Minutes of these meetings are available to all staff.

4.3 Monitoring and Evaluation

The Enterprise In Education School Coordinator is responsible for the overall monitoring of the programme of Enterprise in Education activities and for overseeing the evaluation of individual events and the programme as a whole.

The Principal Teachers of Pupil Support play an important role in monitoring the experience of the individual pupils within their caseload and ensuring that pupils appropriately record attainments and achievements in Enterprise In Education. Pupils are encouraged to keep an individual record of participation and achievements within their Progress File and Statement of Achievement.

Brief evaluations of activities from pupils, teachers and business/partner agency people involved in events should be gathered and good practice shared. The Enterprise in Education School Coordinator evaluates the programme on a regular basis using the LTS document 'Determined to Succeed Enterprise in Education: A National Framework' and HMIE Quality Indicators in Enterprise in Education to ensure that each individual receives a balanced experience over their time in Scalloway JHS.

4.4 Resources

The Enterprise in Education School Coordinator is given appropriate time allocation to support them.

The school coordinator also advises on allocation of funding for activities and resources and assists with bids to both school and central funds for Enterprise in Education.

4.5 Staff Development

The school promotes the Excellence in Education through Business Links (EEBL) scheme. This scheme offers teachers opportunities to undergo placements in a suitable company, following a programme which meets a number of objectives. The actual time spent with an employer may be 2-3 days with some additional time allocated for preparation and follow-up activities.

The school's policy in this area is guided by the national guidelines, which encourage placements based on negotiated curricular objectives. With the full co-operation of Careers Scotland, participating teachers will be provided with guidance and support before, during and after their placement.

Scalloway JHS also offers reciprocal placements for employers who wish to spend some time in school.

The school also encourages all staff to take part in training related to all aspects of the Enterprise in Education agenda. CPD opportunities are listed in the 'CPD catalogue' and there are authority in-service days with related training topics on offer.

4.6 Consultation

The following people/groups/materials were consulted :

- Teaching staff, support staff, school board, pupil council, parents
- Shetland Enterprise in Education Coordinator
- Shetland Enterprise in Education School Coordinators
- Scottish Executive, HMIE and LTS publications

5.1 Appendix 1

The Programme of Study for Enterprise in Education in Scalloway JHS applies to all 'learners' in our school, and covers the following areas :

- enterprise activities, including social and community enterprises
- involvement in entrepreneurial experiences
- enterprise and creativity challenges including use of Tree of Knowledge pod with S1/S2
- opportunities linking citizenship, health and eco issues and enterprise eg Eco Schools
- visits to places of work including voluntary organizations
- visits to schools by employers/employees/voluntary/community organisations
- career education
- careers convention
- Courses at Shetland College and the North Atlantic Marine Centre
- Work Experience
- Industry focused events e.g. Skills City
- Subject based industry focused experiences e.g. CITB Bridge Building Competition
- partnerships with local businesses to support pupils and staff by providing appropriate expertise
- consideration of Excellence in Education through Business Links (EEBL) – teacher placements with employers – if appropriate

The Programme of Study offers opportunities for pupils to develop their knowledge of enterprise and develop associated skills. These are presented through the **'Enterprising Infants'** pack in P1-3 , **'Go for Enterprise'** pack in P4-7, **Up For Enterprise** pack in S1/S2 and the module programme for S3/S4.

Teachers are encouraged to increase the relevance of topics by taking pupils on visits to the workplace to see applications of the skills and practices being developed in the classroom. Teachers are also encouraged to arrange visits by employees and voluntary workers to talk to classes on work related issues e.g. careers, health and safety, charity organizations, equal opportunities, role of voluntary organizations etc.

Consideration is currently being given to the new Careers Scotland 'Career Box' to help develop an integrated and progressive career education programme in the school, based on the 'Framework' document.

In addition there are opportunities both within and out with the curriculum to become involved in activities that develop skills in enterprise and creativity. Pupils are encouraged to take responsibility for leading, managing and organising opportunities such as charity fund-raising, events for the elderly, school shows, musical evenings as well as school clubs. The focus on social and community enterprise develops the same skills in the young people as the more traditional enterprise activities.

5.2 Appendix 2

Career Education and Enterprise in Education

In Scalloway JHS we regard effective career education as having a major contribution in developing the generic skills, personal qualities and dispositions that are part of Enterprise in Education and is linked to education for personal development and citizenship.

Description

Career Education is provided for all pupils from P1-S4 as part of a co-ordinated programme of personal and social education. The current programme is being adapted in light of the new Career Box programme available from Careers Scotland. A key element in the Careers programme is pupil use of IT resources and databases - Career Box, Plan IT Plus, Kudos and Positive Steps to Recruitment.

There is also input from other sources. For example all subject departments complement the programme by providing relevant Careers Education relating to their subjects. Shetland College (a partner in the University of the Highlands and Islands); the North Atlantic Marine Centre, and Train Shetland also provide career related opportunities or information events as part of the school programme.

The school has a Partnership Agreement with Careers Scotland detailing the support to teachers, pupils and parents/carers from Careers Scotland and the Careers Adviser linked to the school. The role of the Careers Adviser is seen as integral both the delivery of relevant lessons and to individual support for pupils, particularly at times of transition.

The school Careers Library is well stocked with books, leaflets, hardware and software. Pupils access this through P.S.E., interviews with the Careers Adviser or can use the resources in their own time.

The school encourages S3/S4 pupils to attend the annual Shetland Careers Convention and all S2 pupils attend Skills City.

Management Responsibilities

Management of the Career Education aspects within the secondary personal and social education programme is devolved to Principal Teachers of Pupil Support.

The Principal Teachers of Pupil Support are also co-ordinate the Personal and Social Education programme and resources related to the careers input. They also co-ordinate all the procedures relating to college applications.

5.3 Appendix 3

Work Experience

Aims

Scalloway JHS promotes work experience as an educational experience for pupils for the following reasons

- to relate the curriculum to the world of work by providing pupils with opportunities to apply in a work environment the skills, competencies, knowledge and attitudes acquired through their studies
- to increase the motivation of pupils and bring a sense of purpose to their work in school
- to assist pupils gain experience, knowledge and understanding of the working world
- to encourage the personal development of pupils by raising their awareness of the social skills and personal qualities necessary for coping in an adult working environment
- to allow pupils an early opportunity to acquire occupational information which will assist decision-making in relation to career choice
- to provide an experience as part of an integrated work preparation course
- to foster co-operation with industry to improve understanding and to strengthen links

Description

Work experience is available to all S3 pupils in May. Pupils will normally be offered a five day work experience placement as part of an integrated work experience scheme. Work Experience is certificated and accredited through the SQA Work Experience Intermediate 1/ Access 3 Unit. In exceptional circumstances alternative arrangements may be made for individuals. These arrangements conform with the Education Authority's guidelines.