



# ENRICHMENT AND DEVELOPMENT POLICY

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## INTRODUCTION

ELATT is committed to enabling all students to be successful in their learning and to achieve beyond their expectations.

We categorise the support we offer in addition to teaching, learning and assessment into four areas:

1. Curricula-based support
2. Employability
3. Extra-curricular activities
4. Personal support

## CURRICULA-BASED SUPPORT

The main elements of curricular-based support are tutorial and employability (including in-work) support.

### **Tutorial support**

Tutorial support is our method of providing vocational, course-specific and personal support to each student. The purpose of this policy is to ensure that all students regardless of age, disability, gender reassignment, race, religion or belief, pregnancy or maternity, marriage or civil partnership, sex or sexual orientation receive the individual pastoral and academic support required to enable them to achieve their learning goals.

## Policy

It is the policy of ELATT that:

1. Every student will have a named Course Tutor who will be responsible for ensuring their progress in learning. This will include the monitoring of attendance, performance and progress through the setting and reviewing of challenging targets, as well as an assessment of any barriers to learning.
2. All students will receive one-to-one tutorials in which they are supported on their course through individualised target-setting. Individual tutorials will take place at least:
  - 2 times per course for courses of less than 12 weeks.
  - 3 times per course for 12-24 week courses.
  - 4 times per course for courses over 24 weeks.

Individual tutorials will incorporate learning conversations around the monitoring of academic progress and the identification of any support needs. Individual tutorials will be recorded on the ILP.

3. Personal Tutors will signpost students to pastoral support services to enable them to access support to ensure academic progress and achievement. These may include (but not limited to):
  - Learning or personal mentor support
  - Counselling/mental health support
  - Health and wellbeing support
  - Impartial information, advice and guidance
  - Financial advice and support
  - Financial support with childcare and travel
  - Learning support: dyslexia, support for a learning disability, sensory support
  - Referral to external support agencies

### REFERRAL TO EXTERNAL AGENCIES

- ELATT recognises it can best support sensory support, dyslexia and learning disability through partnership with specialist agencies.

### HOW OUR PRACTITIONERS REFER

- ELATT does not keep an A-Z of services. Instead we direct tutors and students towards Local Authority Community Directories which provide the most up to date and comprehensive directory of support services in the borough.

4. All Course Tutors will ensure students have access to an Induction programme which will help them to:
  - Feel safe, respected and valued in our learning environment
  - Settle into their learning programme
  - Confirm that they have chosen the right course for them
  - Understand the academic and pastoral support available to them
  - Understand what is expected of them as a student
  - Understand the opportunities they have to have their say and give feedback

#### **Associated policies and documents**

- Safeguarding Policies
  1. [Adults Safeguarding Protection Policy](#)
  2. [Children and Young People Safeguarding Protection Policy](#)
  3. [Safeguarding Reporting Procedure](#)
  4. [Prevent Policy](#)
  5. [Harmful Sexual Behaviour Policy](#)
- [ELATT Code of Conduct Policy](#)
- [Attendance and Punctuality Policy](#)

## **EMPLOYABILITY (INCLUDING IN-WORK SUPPORT)**

One-to-one and small group employability support is essential for students to assess personal strengths, improvement areas and opportunities, and to develop a personal action plan to improve career prospects. ELATT also understands that students' chances of gaining employment are higher when they have support with job searching and making applications. ELATT will encourage students to volunteer and gain work experience where possible to increase chances of gaining employment in the future.

The purpose of this policy is to ensure that all students regardless of age, disability, gender reassignment, race, religion or belief, pregnancy or maternity, marriage or civil partnership, sex or sexual orientation receive the individual and small group support required to enable them to achieve their future career aspirations.

### **Policy**

It is the policy of ELATT that:

1. Every Sixth Form student will have at least one individual meeting with a tutor or advisor to get advice with personal career goals. Every Adult (Vocational / Life Skills) student will be offered at least one individual meeting with a tutor or advisor for guidance related to their personal careers goals.
2. We will communicate opportunities for volunteering and work experience to every student via their class tutor, our student newsletter, course Whatsapp groups and our virtual learning environment.

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### **Monitoring and review**

The effectiveness of the Employability support provision will be monitored by:

- Student feedback
- Regular analysis volunteering rates and job success rates.

### **KEEPING STUDENTS INFORMED OF JOB OPPORTUNITIES**

Colleagues keep each other informed of job vacancies through the staff intranet, Yammer, Job Vacancies Board.

We then keep students informed through the course tutor – in class or through messaging.



## **EXTRA-CURRICULAR ACTIVITIES**

### **Strategic objectives**

ELATT will:

- Ensure every student has the opportunity to engage in high quality enrichment activities
- Be student and community led; informed by the curriculum; and inclusive
- Be in-line with our Equality and Diversity Calendar, part of our Redefining Difference E&D Strategy
- Be focused on providing activities that are engaging and support students' core aims
- Encourage students to give attention to their health and well-being through participation in enrichment activities
- Provide curriculum led enrichment activities that will enhance students' subject knowledge and/or vocational skills
- Provide opportunities for students to contribute to their local communities
- Raise aspirations and foster personal development towards increased employability and progression
- Enrich the local community through activities that help diverse community groups build relationships and work together through community activities

**Extra-curricular activities can include any activity that meets these objectives, such as**

- Community Engagement Activities
- Volunteering Activities
- Jobsearch Clubs
- Corporate Engagement Events
- Conversation Clubs
- Health Champions Mentoring
- Awareness Weeks/ Months Events

### **Policy**



It is the policy of ELATT that:

1. Students will have the opportunity to participate in extra-curricular activities throughout their time at ELATT, with at least one activity per term in Sixth Form, one activity on most courses for Adult Vocational students, and
2. Wherever possible, tutors will organise one enrichment, community volunteering or engagement activity per course. The activity should be student-led, based on the curriculum and also based on students' personal goals
3. Activities will be publicised on ELATT's noticeboards, through course tutors, by VLE and by class email and Whatsapp groups.

### **Measuring Impact and Outcomes**

- Through core measures of impact: retention and achievement, progression
- MILES Assessments, measuring soft skills and progress against personal goals
- Attendance on enrichment activities
- Student Satisfaction for all workshops, trips and activities evaluated with online questionnaires. Specific evaluation of events and activities

## **PERSONAL SUPPORT**

### **Financial, Debt and Welfare Advice**

ELATT recognises that financial issues represent a significant barrier to learning, whether it be students who are unable to afford their courses or personal financial circumstances that create a barrier to attendance and completing their courses. At ELATT we have been able to continuously source funding for free courses and we have also been able to support students with childcare and travel costs.

Along with our commitment to taking a holistic view of the student to ensure academic and personal progress, we also offer FCA regulated finance advice for our students.

The purpose of this policy is to ensure that all students regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation are able to access financial advice if they need it to address barriers to learning and personal/family well-being.

### **Policy**

1. All students will be informed of this service during the induction programme at the beginning of their term. Students may access this financial support via their course tutor as soon as their course begins.
2. Through a meeting with our financial advisor, the advisor will create a plan of action together with the student and will support the student to address action points such as completing forms/letter for DWP appeals, support representing them with council service and budgeting to enable the student to be financially independent once again.
3. In severe hardship cases, the financial advisor will assess whether the student is eligible for a payment (either to the student or directly to a creditor) from ELATT's Emergency Hardship Fund.

Please see ELATT's Student Support Funds Policy for more information on the financial support we provide our students.

### **Monitoring and review**

The effectiveness of the Enrichment and Development Policy will be monitored by:

- Student feedback
- Consultation with students as part of our Observation of Teaching and Learning process
- Regular analysis of the impact of academic and pastoral support
- Inclusion of effectiveness of course tutor and enrichment support in all course team reviews and self-assessment reports, particularly in relation to its impact on retention and success.