

EXECUTIVE SUMMARY

a better way to work wales



AN EDUCATIONAL RESOURCE PACK
FOR USE IN SCHOOLS IN WALES



helping to equip young people
for the world of work

EXECUTIVE SUMMARY

a better way to work wales

acknowledgements

The materials were originally written by Julia Fiehn and Andrew Miller, Centre for Education and Industry, University of Warwick and have since been edited by Professor Andrew Miller, Director of Active Learning Research Associates Ltd.

The TUC would like to acknowledge contribution from the trade unions, schools, colleges, teachers and students who helped with the production of the first edition of this pack.

Wales TUC would particularly like to thank the Department for Children, Education, Lifelong Learning and Skills (DCELLS, Welsh Assembly Government) and Robert Goddard (Youth Organiser, Wales TUC) for their assistance with this revised edition for use in Wales.

© Trades Union Congress 1997, 2001, 2003, 2006, 2009.

Copyright is lifted on student materials only. These may be photocopied for use in schools, colleges, youth clubs and other educational institutions for the purpose of education and training.



ministerial foreword

I am pleased to support this educational resource pack and I hope you find it useful. It makes an important contribution to ensuring that all young learners are equipped with the skills and information needed to participate fully in the work environment.

The Welsh Assembly Government has adopted the UN Convention on the Rights of the Child as the basis of all its work for children and young people. The Assembly's broad approach to education and lifelong learning is set within this rights-based context where all children and young people should have the opportunity to reach their full potential.

We are committed to ensuring that all learners receive a balanced education that will equip our young people with the skills they need for life in the twenty first century. To support this, the school curriculum in Wales secures a sound basis for effective teaching and learning and takes forward our commitment in *One Wales: A progressive agenda for the government of Wales* to develop a distinctive programme for all learners that is appropriate for Wales.

Schools and other learning providers have a central role in equipping young people with the skills they will need to manage their working life in a future that is likely to contain many changes. The activities in this resource cover important issues about working life, including rights and responsibilities in the workplace, and provide young people with essential information and skills they will need when they enter the world of work.

A handwritten signature in black ink that reads "Jane Hutt". The signature is written in a cursive, flowing style.

Jane Hutt AM
Minister for Children, Education, Lifelong Learning and Skills

EXECUTIVE SUMMARY

a better way to work wales



a message from the Wales TUC

It gives me great pleasure to introduce **a better way to work wales** – a teaching resource for use in Welsh Schools to help equip young people for the world of work.

With employment of growing importance to young people and with many young people coming into contact with the world of work whilst still at school, it is vital that they have a clear understanding of their rights and responsibilities in the workplace.

However rights and responsibilities at work is only the start – young people need to understand the role of employees as good citizens with a sense of social responsibility. This responsibility is at the core of our trade union values: living in a fair and just society at home and abroad, working in healthy and safe workplaces and equal access to training, development and reward.

The materials in this pack will also help young people to understand that a collaborative approach to work not only helps to improve performance but also creates a better environment for all.

This pack helps bring to life the many issues that young people need to know about before venturing in to the workplace and how trade unions are there to offer them support. With the assistance of the Welsh Assembly Government we have ensured that this version of the pack meets the aims of 'Careers and the world of work: a framework for 11 to 19 year olds in Wales' and helps to develop the skills, knowledge and understanding associated with Personal and Social (PSE) Education at Key Stage 4.

I hope you find this pack useful.

A handwritten signature in black ink that reads "Martin Mansfield". The signature is written in a cursive style with a small arrow pointing to the right at the end.

Martin Mansfield
General Secretary

about the materials

a better way to work wales is a set of educational materials which is designed to help young people to prepare for the world of work. The materials fit with the aims of the framework for careers and the world of work for 11 to 19 year olds, the 14–19 Learning Pathways Learning Core and the requirements of the Welsh Baccalaureate core. Some of the activities are suitable for use with young people attending youth clubs and work-based training centres. They will also help schools to meet the statutory requirement to provide a programme of work-related learning for all students in Key Stage 4.

The first edition of the pack was developed by the TUC, working in collaboration with affiliated trade unions. Specialist trade union staff were consulted about particular activities and information for the pack was provided by the TUC and trade union information centres. The materials were trialled and tested through a series of focus groups in England and Wales. Since the pack was first published, it has been distributed and widely used across England with an adapted version produced for Scotland and now this edition for Wales.

This edition takes into account the most recent changes in employment legislation and the case study material and examples have been updated to reflect new developments in the workplace.

The materials consist of activities that cover important issues about working life and people in the workplace. The activities do not deal comprehensively with these issues in textbook fashion: they have been chosen to fill gaps in materials currently available to schools and colleges. Several of the activities offer a trade union perspective, but the authors have tried to ensure that the issues are treated in a balanced way and that they follow the former National Consumer Council guidelines for industry-sponsored materials*.

*At the time of publication the new consumer watchdog, Consumer Focus, was unable to confirm whether the guidelines have been adopted by the new organisation

EXECUTIVE SUMMARY

a better way to work wales

the aims of careers education and guidance

a better way to work wales supports the broad aims of careers education and guidance for 14 to 19 year olds in Wales as identified in Careers and the world of work: a framework for 11 to 19 year olds in Wales (DCELLS 2008).

These are to help learners to:

- » explore the attitudes and values required for employability and lifelong learning
- » plan and manage their pathway through the range of opportunities in learning and work
- » make effective career choices
- » become entrepreneurial
- » flourish in a variety of work settings
- » become motivated, set long term goals and overcome barriers
- » see the relevance of their studies to their life and work
- » develop Key Skills and other skills required by employers
- » prepare for the challenges, choices and responsibilities of work and adult life.

personal and social education (PSE) at key stage 4

The activities in a better way to work wales also help to develop skills, knowledge and understanding associated with PSE at Key Stage 4.

A key aim of the Personal and social education framework for 7 to 19 year olds in Wales (DCELLS 2008) is to prepare learners for the challenges, choices and responsibilities of work and adult life.

The 'Preparing for lifelong learning' theme provides the main contexts for equipping learners for educational and life choices.

Learners can be helped to improve their learning and to develop their potential and capabilities in the world of lifelong learning. This includes developing personal management and basic practical skills needed for daily life. Learners need help to develop effective learning skills and insight into their own learning processes. They need support in developing skills of self-analysis, reflecting on progress, identifying strengths and weaknesses and setting targets for improvement. There is the need to motivate learners towards an enthusiasm for and commitment to lifelong learning. Learners also need to appreciate the difference between paid and unpaid work and to recognise the importance of acquiring the new skills essential in a competitive and rapidly changing world of work.

EXECUTIVE SUMMARY

a better way to work wales

At Key Stage 4 the PSE framework in Wales provides opportunities for learners to understand:

- » the principles of the Universal Declaration of Human Rights
- » the opportunities for young people to participate in decision-making, both locally and nationally
- » local and global contemporary issues and events
- » the relevant opportunities available to them in education and training
- » their rights as consumers and their responsibilities in terms of managing a budget
- » how to take personal responsibility for changing their own lifestyle as a response to local and global issues
- » the interdependence of global economic systems and the effects of human development on natural systems
- » the tensions between economic growth, sustainable development and basic human needs, e.g. the causes of inequality within and between societies.

[a better way to work wales](#) also provides a context for the PSE related skills that learners should be given opportunities to develop at Key Stage 4. They are:

- » use prior knowledge to explain links between cause and effect, and make predictions
- » analyse information and ideas in order to assess bias, reliability and validity
- » take different perspectives into account when making informed decisions and choices effectively
- » listen perceptively in a range of situations, and respond appropriately
- » communicate personal feelings and views effectively in a wide range of situations through a range of appropriate methods
- » appreciate, reflect on and critically evaluate other points of view
- » work both independently and cooperatively to plan and complete a range of tasks
- » reflect on the roles played in group situations, including leadership
- » evaluate and access a range of local and national sources of information, support and advice confidently.

EXECUTIVE SUMMARY

a better way to work wales

careers and the world of work (CWW)

From July 2008 schools in Wales are required to offer a programme of work-related education to all young people aged 11 to 19 years old. Careers and the world of work: a framework for 11 to 19-year-olds in Wales (DCELLS 2008) brings together and revises the previous frameworks for work-related education, and careers education and guidance. Learning providers should base their provision on the revised framework which seeks to move the focus more firmly towards ensuring that young people are ready to take their place in a rapidly changing world of work within the global economy.

[a better way to work wales](#) helps schools and other learning providers to deliver the elements set out in the CWW framework:

- » Personal achievement
- » Seeking information
- » Understanding the world of work
- » Guidance
- » Making and implementing decisions.

work experience and training provision

A period of work experience is now embedded into the Key Stage 4 curriculum in most schools. 97% of young people have some kind of work experience during years 10 and 11, even if it only lasts one week. Increasingly, for young people following vocational courses, work experience takes the form of extended periods of time either at the workplace or with training providers, including colleges. The Young Apprenticeship programme provides a strong vocational focus including around 50 days of work experience on employers' premises. The specialised Diplomas, to be steadily introduced from 2008, will involve at least one week of work experience at levels 1, 2 and 3.

Although some young people have part-time and Saturday jobs, at the age of 15, many have little experience of the working world, and are lacking in confidence about their work experience. Schools offer programmes of varying length to help prepare the young people for their first taste of work. [a better way to work wales](#) provides tasks and activities which teachers can use in work experience preparation to increase students' knowledge and skills and to develop their confidence. The materials can be used selectively in all these vocational and work-experience contexts.

content of the units

a better way to work wales has five units.

Unit 1: **TRADE UNIONS AT WORK**

Unit 2: **RIGHTS AND RESPONSIBILITIES AT WORK**

Unit 3: **EQUALITY AND HUMAN RIGHTS AT WORK**

Unit 4: **HEALTH AND SAFETY**

Unit 5: **THE FUTURE OF WORK**

Each unit has the same structure, consisting of:

Group Leaders' Notes which describe the content of the unit and the learning outcomes for students. Background information gives additional support for teachers.

An Introductory Activity which introduces the topic or theme of the unit and links with CWW and PSE.

A Work Experience Preparation Activity which links directly to work experience and can form part of a preparation programme.

Case Studies which raise issues about the topic drawn from real examples, and encourage students to discuss the impact of the topic on workers. One case study is linked to Applied GCSEs.

An Assignment which involves students in workplace investigations and allows them to gather evidence of key skills achievement.

Briefing Notes for Trade Unionists and Other Visitors, which provide background information on how trade unionists and other visitors, such as employers and careers advisers, can support teachers in the classroom.

A Simulation, which provides a longer and more stretching activity to engage students' interest. The simulation includes guidance on involving a trade union visitor in debriefing the activity.

EXECUTIVE SUMMARY

a better way to work wales

The five simulations are:

Living Wage, a networking simulation in which students work in role groups sending and receiving messages with other groups about the issue of low wages among security and contract cleaning staff. Issues raised include the 'living wage' (as opposed to the Minimum Wage), competitive tendering, union recognition and the impact of unsocial hours/low wages on family life.

Bullying, a four-person role-play set in the context of the catering industry. Workplace bullying is a current issue in the world of work which is particularly relevant to the experience of students in schools.

Select Few, in which students become members of a selection panel choosing between candidates for a variety of jobs in a retail setting. The simulation raises many equal opportunities issues.

Goodlife Superstore, in which students take on the roles of members of a health and safety committee at a superstore. A number of current issues must be confronted including stress, workplace violence and repetitive strain injury.

Nothing Ruled In, Nothing Ruled Out, in which students take on roles of management and staff at a local authority which is seeking to introduce new 'flexible' ways of working. They learn about the pros and cons of changing work practices.

using a better way to work wales

The pack is designed as a flexible resource which can be used in a variety of ways.

a) Industry, Enterprise or Careers and the World of Work events

Individual activities from the five sections could be used with groups of students on industry or enterprise 'days'. During such an event, schools and colleges often invite people from the local community to work with groups of students to help them understand various aspects of the world of work and the local community. The simulations are also tailor-made for off-timetable, special events of this kind.

b) CCW and PSE programmes in schools

The relevant parts of the CCW and PSE frameworks are included at the beginning of this guidance. The activities are designed to fit into a lesson time of approximately 45 minutes. If longer slots are available, the simulations can add depth to students' understanding of the issues and help them to develop appropriate skills. Increasingly learners are expected to have a voice in the institutions which they attend. The learner voice is important in improving pedagogy and aspects of administration and management. The materials in [a better way to work wales](#) can help prepare learners to exercise their 'voice'.

c) Post-16 CCW and PSE programmes in schools, colleges and training organisations

Providers of post 16 education and training are encouraged to provide opportunities for CCW and PSE as part of the 14–19 years old Learning Core entitlement. CCW and PSE are also requirements of the Welsh Baccalaureate core.

d) Work Experience preparation

The materials have been particularly designed to use in preparation for work experience. Each section includes an activity which can be used to raise the issues with students before they go on work experience; there is also an assignment which students could carry out while on their placement.

e) Vocational courses

NVQs, Applied GCSEs, GCEs in vocational subjects and other vocationally relevant qualifications are becoming more and more common in the Key Stage 4 curriculum and are provided by both schools, colleges and work based training providers. All vocational courses should prepare students for the world of work. Indeed, some students on these courses will undertake extended work experience as an integral part of the programme. The activities and simulations in the set of materials can be used to introduce students to the various work-related issues they will need to examine.

EXECUTIVE SUMMARY

a better way to work wales

resources and contacts

Wales TUC and individual trade unions are happy to send out further information on the issues covered by this pack. Wales TUC has a website which provides up to date information, at www.wtuc.org.uk and contact details for Wales TUC-affiliated unions can be obtained from

**Wales TUC, Transport House, 1 Cathedral Road, Cardiff, CF11 9SD.
Tel: 020 2034 7010; Fax: 020 2022 1940.**

Many of the activities in this pack would benefit from the involvement of trade unionists. Trade unions have a wealth of information that can enrich discussions about the world of work. Please contact Wales TUC using the details above if you would like the involvement of a local trade unionist in the delivery of sessions included in this pack.

A number of free leaflets on workers' rights are available from the 'Know Your Rights' line on 0870 600 4882. They can also be accessed through the TUC website. These include:

Facing Redundancy

Coping with the Economic Downturn

Maternity leave and pay

Paternity leave and pay

Adoption leave and pay

Flexible working time for parents

Time off for families

Time's up for long hours

Paid holiday and rest breaks at work

Working in the UK: rights for migrant workers (available in English, Czech, Estonian, Hungarian, Latvian, Lithuanian, Polish, Russian, Slovak, French and Spanish)

Young people at work

Agency workers have rights too!

You're not alone: trade union representation at work

Your rights as a home worker

Privacy at work

More useful information on rights at work can be found at the TUC Worksmart website (www.worksmart.org.uk). A free booklet, *Unions at work: a guide to modern trade unionism and the TUC* is also available from the TUC.