



APPENDIX 1: DEVELOPING the CENTRALITY of TRUST AT LFATSF

This paper is all about the importance of Trust in the workplace. When you read about the centrality of Trust at Landau Forte, you will find Trustees from the Landau Forte Charitable Trust, who have significant leadership and employment roles have given their thoughts about Trust in a few sentences.

“ Trust is of course a two-way street where we have trust in the actions and words of others and they in turn can have that same confidence in our deeds.

Trust deliberately is founded not on any spoken or written agreements but relies exclusively on acknowledgement of a basic set of values comprising decency and concern for others.

Trust fundamentally implies honesty to the point where you can implicitly rely on another's actions without having to question their integrity or entertain a moments doubt as to their reliability ”

Martin Landau, Founding Sponsor and Trustee of the Landau Forte Charitable Trust.

At the Landau Forte Academy Tamworth Sixth Form, we place a lot of emphasis on the importance of Trust in the workplace. Trust is a crucial employability skill. In most settings in the adult world, employees are trusted by employers. Employees are trusted to undertake the tasks they have been assigned, without being constantly watched. More often than not employees are left to work on their projects alone and ask for help when needed. Although, we can all expect our work to be monitored and checked upon.

When individuals are Trusted, those in charge will normally be clear about their expectations and objectives. Trust is rarely given on the premise of ‘Go and sort that out and don’t make a mess of it’

For example, if a student is given a laptop with access to the internet, it would be normal for the student to be spoken with about e-safety and the rules of safely using the Internet beforehand. It would be an abuse of Trust, if a student was then found to be accessing inappropriate websites.

In the media, we have read that technicians have been trusted to calibrate the emission outputs of car engines to the specification during the manufacturing process. To discover that emission outputs had been adjusted, in the factory workshop, outside of specification would be an abuse of Trust.

“Trust is hard to earn, easy to lose, but a cornerstone of good relationships.”

Sir Roger Carr, Chairman of British Aerospace, Vice Chairman of the BBC and Trustee of the Landau Forte Charitable Trust

There are many examples in our lives when employees are trusted with the very simple of actions, which could be seen as the cornerstone of good relationships:-

- a) I have to be in work by 08:30, there is no one checking my time of arrival or departure. I must turn up to work on time and not be late
- b) I have twenty minutes for morning break and 40 minutes for lunch – no one checks when I start break or finish my lunch.
- c) My team leader has given me two weeks to write a project report and hand it in – I have been allowed to work on the project report at home
- d) My parents have gone away for the weekend, and I have promised there will be no parties in the house.
- e) I have been given a laptop as a Christmas present, I use it for my studies in my bedroom. I have agreed not to play games on it other than at the weekend.

With the Landau Forte Sixth Form setting, we want to provide opportunities to demonstrate the use of Trust.

How a student manages their working day?

LFATSF does not require students to be in the academy from 08:30 to 17:00 each work day. Students are required to be in school for their timetabled lessons. We encourage all students when present in the academy to complete at least one hour of independent study on site. We trust students to be punctual and to attend all lessons.

No one student's study habits are the same. Some students study better at home, others in the library. We trust students to undertake independent learning for at least two hours per day.

'Successful people in any walk of life demonstrate initiative, which goes hand in hand with Trust.
"I have something I want to try and am motivated that you Trust me to carry it out"

*Mike Davies, OBE, formerly Chairman of the Royal Mint, Chair of the Manchester Airports Group
and currently Chair of the Landau Forte Charitable Trust.*

Students and Non Qualification Activity

Every student is required to complete a non-qualification activity that enhances their wider learning experiences and prepares them for the next stage in their work studies. Students are trusted to search, choose their NQA and agree this with their personal tutor. Students are also trusted to complete their NQA on a regular basis and complete their reflective journal or equivalent.

In exercising Trust, Landau Forte Sixth Form will be kept informed what each student is doing. Where there is a perceived or actual breakdown in Trust, the Sixth Form considers it their responsibility to intervene to ensure that the Trust relationship can be restored.

Promotion of Trust as a soft employability skill

Sixth Form staff will use every opportunity to talk about Trust with students – in lessons, in corridor conversations, in independent study sessions, in assemblies and in the restaurant. We will share our material about Trust with learners and their parents, as well as on our website.

My grandfather Charles, Lord Forte, always said that it took a lifetime to build up a good reputation and only a momentary inattention to lose it. What he meant, of course, was how important it is to show that you are always worthy of another's trust, and that trust once lost is almost impossible to regain, so to nurture it with great care.

Alex Polizzi, Broadcaster and Film Maker, Trustee of Landau Forte Charitable Trust

APPENDIX 2: Non Qualification Activity at

Landau Forte Academy Tamworth Sixth Form

The aim of non-qualification activity is to improve every students' employability skills. We want to enable students to participate in other activities of value which do not necessarily lead to qualifications, but which enable them to progress. This is particularly important for all students. Vocational students can enhance their employability skills and A Level students can be prepared for the next stage in their studies - e.g. adjusting to an environment where a student has to write effective notes in a University lecture theatre of 50 people rather than a class of 10 A Level students.

One principle for LFATSF in its planning for Study Programmes is to ensure that the rounded development of young people is retained through volunteering and non-qualification activities. Non-qualification activity may include other planned and organised activity such as tutorials, work to develop study, leadership team-work or self-management skills and activities such as volunteering. These are hours of fundable activity that are not qualification based. These hours are also known as planned employability, enrichment and pastoral hours (NQA).

There are many activities that are defined as NQA and are recorded by LFATSF. This includes hours where students are doing activities that

- do not count towards a substantial qualification
- are for informal certificates or other non-qualification activity
- are for tutorial purposes
- are spent on work experience and other work-related activities
- are spent on enrichment, volunteering and/or community activities organised by or on behalf of the institution

Examples of activity that could count towards NQA provided they meet the criteria above are

- tutorials and any one to one sessions such as to plan study or revision
- mentoring and coaching
- revision hours, structured revision, exam test papers
- informal certificates such as citizenship awards or Duke of Edinburgh Award
- work experience and work related activity such as preparing CVs and practising interview skills and techniques
- field work or a piece of work such as a survey/research which is integral to the study programme, such as a field trip with a task attached
- completing applications such as for jobs or university where a tutor is supporting and helping the student
- employer visits arranged by the institution
- university visits arranged by the institution
- volunteering activities and community activities
- any activities that offer enrichment to the student and that are relevant to their study programme such as personal and social development

The Landau Forte Academy Tamworth Sixth Form places great emphasis on Trust as an employability skill and as a skill to be used with Non Qualification Activities. Whilst there is appropriate monitoring and tracking by LFATSF staff, students are trusted to choose their NQA and agree it with their Personal Tutor. Students are also trusted to engage regularly with their NQA and to complete their relevant reflective journal. Senior staff are trusted to check the quality of the NQA experience for ten students every month and to complete a monitoring feedback form.