

<i>Policy to be reviewed every two years by PDC (Website)</i>	<i>March 2026</i>
<i>Policy to be reviewed</i>	<i>March 2028</i>

BOWER GROVE SCHOOL

CAREERS EDUCATION, WORK EXPERIENCE, TRAVEL TRAINING & PROGRESS FILE POLICY

Policy Statement

Bower Grove School is committed to providing a high quality, progressive Careers Education, Information, Advice and Guidance (CEIAG) programme which prepares pupils for adulthood, lifelong learning and the world of work. Our provision supports pupils and parents/carers to develop the knowledge, skills and confidence required to make informed choices about their futures and to transition successfully into post16 education, training or employment.

This policy outlines our approach to **Careers Education, Work Experience (WEX), Travel Training, and Year 11 Progress Files.**

Aims

Our Careers Education programme aims to:

- Develop pupils' understanding of the world of work, post-16 pathways and opportunities.
- Build essential employability, independence and personal development skills.
- Enable pupils to make informed, realistic decisions about their future.
- Provide personalised support aligned to individual needs, strengths and aspirations.
- Ensure statutory requirements for careers education, including Gatsby Benchmarks and independent careers guidance, are met.
- Strengthen partnerships with parents/carers, employers, colleges, and external agencies.

Implementation of Careers Education (PD and Aspire Curriculum)

Careers Education is delivered through:

Curriculum Delivery

- Careers is embedded across the **Personal Development (PD)** curriculum from Primary through to Secondary.
- Additional timetabled **Aspire lessons** run in Year 9 and Year 10 to deliver progressively more targeted careers learning.
- Teaching includes:
 - World of work knowledge.
 - Key employability skills.
 - Decision making and critical thinking.
 - Understanding workplace expectations.
 - Safe and ethical practice in the workplace.

Independent Advice & Guidance (IAG)

- Every pupil receives a 1:1 IAG meeting in **Year 10** with an independent Careers Advisor and our Transition Coordinator, actively attended and engaged with by parents/carers.
- Advice is personalised, impartial and includes guidance on post-16 options, interests, strengths, and support needs.
- All information is recorded on a Post-16 Destination Tracker (from Year 9 through to two years post16) and is used to support transition and inform WEX.

Careers Events

- An annual Careers Fair is held for **secondary pupils**, enabling pupils to explore a wide range of post-16 providers and vocational opportunities, as well as local and national employers. Parents/Carers are invited to attend as part of Parents Evening.
- Additional guidance and support from our Transition Co-Ordinator is embedded into **EHCP Annual Reviews** for all pupils from Year 9 to Year 11 (across all 3 pathways), to ensure post-16 planning is meaningful, timely and successful. Parents/Carers are actively involved in the meetings and ongoing process.

Travel Training

Travel Training supports pupils to develop independence and confidence when travelling locally or to educational/work settings.

Internal Travel Training

- Led by the SMSC Team and tailored to individual needs.
- Focuses on local route planning, safety, communication, and confidence building.
- Progress is recorded and monitored to identify skills achieved and areas requiring further support.

Partnership with Kent County Council

- Pupils may be referred to KCC's Travel Training programme where appropriate.
- Joint working ensures pupils are supported to travel independently to college or other post-16 settings from their home.

Work Experience (WEX)

Pupils in Upper Secondary have **two opportunities** to complete Work Experience: once in **Year 10** and once in **Year 11**. WEX is organised by our SMSC Assistant, in collaboration with parents/carers.

Aims

Work Experience allows pupils to:

- Apply skills learned through PD and Aspire lessons.
- Build confidence, independence and workplace awareness.
- Explore interests and potential career pathways.

Strengthen employability skills, communication, teamwork and problem solving skills.

Placement Process

- Pupils identify interests and explore options with support from the SMSC Team.
- Parents/carers are guided through the placement process and are encouraged to take responsibility for identifying suitable placements.

Pupils not yet ready for an external placement access an **in-school placement**, with the aim of progressing to an external one.

Preparation & Support

- Pupils receive structured preparation within **PD and Aspire** lessons including:
 - Health & Safety in the workplace
 - Expectations and responsibilities
 - Confidence building tasks
- Pre-placement visits, informal interviews, and internal travel training support familiarisation and reduce anxiety for pupils.
- Staff maintain contact with pupils, stakeholders and where necessary, parents/carers throughout the placement.

Health & Safety

- All placements undergo required health and safety checks and risk assessments prior to approval (see WEX H&S checklist appendix below).
- Documentation is available on request.

Transport is arranged where pupils cannot travel independently.

Monitoring & Recording

- A WEX Tracker records interests, placements, checks, pre-visits and evaluations.
- Pupils track their progress using a **Work Experience Diary**, which is reviewed afterwards within PD and Aspire lessons.

Partnerships

We work collaboratively with:

- Local colleges and post- to date information and access to a wide range of opportunities.

Assessment & Monitoring

Careers provision is monitored using:

- **Curriculum assessment** within PD (recorded on Arbor), analysed through Pupil Progress Meetings with the Senior Leadership Team.
- **Future Skills Questionnaires** (Years 8–10) to inform curriculum planning.
- A **Post-16 Destination Tracker** updated from Year 9 through to two years post-16.
- Formal **Compass+** evaluation of the Careers Programme against the **Gatsby Benchmarks** three times annually, with outcomes shared with SLT and Governors.

Year 11 Progress Files

The Progress File is a formal record of achievement presented to Year 11 pupils when they leave Bower Grove School.

Aims

- To provide a professional, accessible summary of a pupil's strengths, achievements and experiences.
- To support transitions into college, training or employment.
- To meet expectations from colleges and careers professionals regarding the information required at Upper Secondary transition.

Content

Progress Files follow a consistent structure:

1. About the School
2. Curriculum Vitae
3. Personal Statement
4. School Statement & Attendance
5. Work Experience Profile
6. Personal Achievements

Process

- Progress Files are prepared throughout Year 10 and Year 11.
- The final document is presented at the Year 11 leavers' assembly (or at an alternative leavers event for early leavers).
- Our Transition Co-Ordinator is responsible for overseeing completion of all Progress Files.

Related Policies / Documents

Bower Grove Careers Education, Information and Guidance Programme

Bower Grove Careers Journey Flowchart

Policy 95 – Access Policy Statement

SMSC Policy

WEX H&S Checklist:



Health and Safety Checklist – Work Experience
Bower Grove School

HEALTH AND SAFETY CHECKLIST

Bower Grove School has a duty of care to ensure, so far as is reasonably practicable, the Health and Safety of our pupils whilst on placement. We ask for your assistance in meeting this obligation by signing this checklist.

Placement Provider Details	
Pupil Name	
Name of Placement Provider & Address	
Telephone	
Email	
Point of Contact	
Type of business	
What type of stakeholders visits your site?	
What would the typical roles and responsibilities of the pupil?	

Health and Safety Checklist	
<i>Please provide details for each section. If no to any of the following, please give the reason.</i>	
Should the pupil be expected to work with machinery, equipment or substances hazardous to health, please confirm that safety precautions will have first been taken.	<i>Please tick each bullet point or n/a if this doesn't apply to your company</i>
<ul style="list-style-type: none"> Your company has first aid facilities Training will be available Your company has protective clothing (PPE) and this will be provided? 	
What hours will the student be working?	
What arrangements will be in place for lunch?	
Will the student be given an induction on their first day?	
What is the dress code for this placement?	
Will pupils be provided with adequate supervision?	
Insurance – do you hold: <ul style="list-style-type: none"> Employers' Liability Insurance Public Liability Insurance 	<i>If yes, please email us a copy to the email address at the bottom of the checklist</i>

<ul style="list-style-type: none"> Will your insurance cover any liabilities incurred by the placement pupil? 	
Have you carried out risk assessments of your work practices to identify possible risks, whether to your own employees or to others within your organisation?	If yes, please email us copies of the Risk Assessments to the email address at the bottom of the check list
Are risk assessments kept under regular review?	
Will you report to Bower Grove School all accidents however minor involving pupils?	

HEALTH AND SAFETY CONTACT AT YOUR ORGANISATION	
Name of Contact:	
Position:	
Telephone:	
Email:	

The above statements are true to the best of my knowledge and belief.

Signed..... Print Name.....

Position..... Date.....

Please return the signed checklist to:

Miss E McGuinness – SMSC Assistant
Bower Grove School, Fant Lane, Maidstone, Kent, ME16 8NL
emcguinness@bower-grove.kent.sch.uk