

Careers Education and Guidance Policy

Introduction

Mill Hill Education Group (the 'Group') is the trading name of The Mill Hill School Foundation. It is a group of independent mainstream Schools which together educate girls and boys aged 6 months to 18 years. It currently comprises:

Pre-Prep/Prep

Grimsdell*
Lyonsdown*
St Joseph's in The Park*
Keble Prep*
Belmont

Pre-Prep/Prep/to GCSE

Abbot's Hill*
Kingshott*

Senior Schools (Day and Boarding)

Mill Hill School
Mill Hill International
Cobham Hall

* denotes school with EYFS pupils

This Policy covers all of the Group's Schools.

Mill Hill Education Group believes that high quality careers education and guidance is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. The Group aims to develop each pupil's full potential and prepare them for their future lives as happy and successful adults. We see it as our responsibility to secure independent careers guidance for our pupils. We want to support our young people so that they are inspired and motivated to fulfil their potential.

The landscape of career choices is complex and constantly changing and in response the school provides dedicated careers support to ensure accurate and timely information; career advice and guidance; closer links with employers as well as training where necessary for teachers and pastoral staff.

Every effort is made to consciously work to ensure equality in the advice and guidance that is provided to ensure that children from all backgrounds and diversity groups consider the widest possible range of careers.

Background

The Careers Education, Information and Guidance (CEIG) provided by the Group's Schools complies with statutory requirements for maintained schools in the UK at Part 1 (Quality of Education Provided), paragraph 2 (Curriculum) of the Education (Independent School Standards) (England) Regulations which states that pupils receiving secondary education will have access to accurate, up-to-date careers guidance that-

- (i) is presented in an impartial manner;
- (ii) enables them to make informed choices about a broad range of career options; and
- (iii) helps to encourage them to fulfil their potential.

Advice is therefore provided for pupils at every level of the Group schools, with full CEIG being delivered in Y7-13 as part of the PSHEE curriculum (at Cobham Hall this is known as The Perspectives Programme), with ongoing support provided by the pupils' tutors and teachers.

Quality and Consistency

Our careers programme is built around this vision and is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

The 2023 ISI Inspection Framework puts an increased focus on careers guidance as part of Section 4: Pupils' social and economic well-being, and contribution to society. The ISI Handbook states:

"During inspections, inspectors will be required to have discussions with pupils and leaders and will scrutinise records and documents to consider the impact of leaders' decision making regarding the school's impartial careers' guidance. While there is no preferred method for careers guidance, inspectors will be interested to hear from leaders whether they engage with the Gatsby principles."

The Group seeks to implement the eight **Gatsby benchmarks of Good Careers Guidance** <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>.

These are:

- A stable careers' programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance
- Access to Higher Education advice as appropriate, including competitive and overseas admissions

The CEIG provision also complies with the 'Careers Guidance and Access for Education and Training Providers', Jan 2023 – created by the Department for Education.

Implementation

Careers Education and Guidance is provided for pupils at every level of the Group schools, with careers education being delivered as described below. Effort is made to consciously work to prevent all forms of stereotyping in the advice and guidance they provide to ensure that girls and boys from all backgrounds and diversity groups consider the widest possible range of careers, including those which are often portrayed as primarily for one or other of the sexes. Careers guidance is presented in an impartial way that shows no bias or favouritism towards a particular education or work option.

Careers guidance should enable pupils to:

- 'know themselves' and how their strengths, weaknesses and interests relate to the world of work
- learn about different careers and opportunities
- obtain individual guidance
- have some work experience (where possible)
- gain information about training, education and occupations beyond school.

At Mill Hill Education Group, this is done by providing:

- a stable and comprehensive programme of careers input throughout a child's Group journey. This predominantly focuses on a bespoke spiral careers curriculum delivered in formally registered lessons through the PSHE/Perspectives Programme.
- a subject-specific taught and co-curricular programme that recognises where subject-specific information and guidance can positively influence a pupil's careers learning journey. We recognise that staff, within each curriculum area, have a wealth of knowledge and expertise and we encourage them to integrate careers linked learning opportunities within lessons and, where teachers have specific industry expertise, through 1-1 consultation.
- at the appropriate time, individual advice and guidance may be provided by a trained, contracted careers' adviser.
- dedicated support during options choices and following progress examination and mock results.
- information on the labour market, careers, apprenticeships, college and university admissions.
- careers events and drop-down days allowing pupils to explore their skills, interests and aptitudes in more depth.
- access to employers to find out more about the world of work and particular career areas and job sectors.
- access to further education, apprenticeship and training providers.
- use of Unifrog online careers package that allows pupils to explore their career options and help with researching relevant courses and pathways (to commence in 2025 at Kingshott).
- support and help with applications to employment, college and university.
- support and help with psychometric testing, online application forms and interviews.
- bespoke support for pupils at key transition points, who may be considering alternative pathways
- opportunities for work shadowing during the School term and for work experience outside the School term
- individual tailored access to the Elders network (Cobham Hall) and access to the [Old Millhillians' alumni network](#) (Mill Hill schools') who provide an extensive range of careers talks, events, interviews and guidance as appropriate.

Careers information is available both in the library and in digital format via Unifrog, a platform which provides access to information on applications to Higher Education, apprenticeships, universities, the labour market, career pathways and UCAS applications.

For specific information regarding the Careers provision by Key Stage, please see Appendices 1 and 2.

Work Experience and Shadowing (Senior Schools)

The Group recognises the importance of creating opportunities for students to learn about, through and for the world of work. Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

The terms at Group Schools are relatively short in comparison to other mainstream providers. This means that work experience opportunities are encouraged to take place outside term-time.

How is Work Experience arranged?

At Cobham Hall, Year 10 have school (via Medway Education Business Partnership) or Parent-organised work experience during the last week of the academic year.

Across the Group, Year 11 (if over the age of 16) and Year 12 pupils are encouraged to arrange work experience for themselves for the summer holidays, based at home. To be meaningful, this work experience should be for at least one week and for two weeks if possible and is by definition unpaid.

In some schools, it may be possible for the school to help a pupil find work experience if they are having difficulties sourcing their own.

Pupils are encouraged to record their work experience placement in the tool provided (the Unifrog placements tool at Mill Hill School, the MEBP Booklet at Cobham Hall), which then enables the school to contact potential providers with further information.

Parents will be advised of the requirements and processes for work experience placements.

Work Shadowing at Mill Hill School

Mill Hill School is committed to developing a formal work shadowing programme that takes place at an identified point in the academic year. The Work shadowing takes the form of pupils spending a day in an approved work setting. They should principally be involved in the observation of work, rather than the work itself.

Careers and SEND Provision (All)

Every pupil with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate. Pupils can self-refer and form tutors are also able to raise concerns. If current provision cannot fully address a pupil's additional need, advice will be sought from the National Careers Service.

The Head of Learning Support will liaise with the Careers or Higher Education Coordinator and will meet with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process and at other key transition points. Help with applications and support at open days is provided by the Department.

Safeguarding (All)

Our Safeguarding and Protecting the Welfare of Pupils, and the Visiting Speakers policies outline the Group's procedure for checking the identity and suitability of visitors. Careers education and training providers will be permitted into the Schools in line with these policies and must adhere to the procedures contained therein during their time on school premises.

Monitoring, Recording and Evaluation

The Schools will evaluate the effectiveness of the Careers Education and Guidance programme at regular intervals by reference to the Learning Outcomes defined in the Gatsby benchmarks and by consultation with the staff responsible for delivery of this aspect of the curriculum.

Built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as Employability and Careers Days. Pupils develop a profile on Unifrog through which their activities and skills' development can be recorded and monitored by staff including form tutors, senior teachers, Housemasters/mistresses and the University and Careers Co-ordinators. All participants in the programme complete surveys following key events including pupils, parents and employers. Leavers' destination information is also analysed, including where a pupil has not successfully transitioned to the next stage in their learning. Annual pupil and parent voice surveys monitor the effectiveness of the careers programme and responses are used to inform next steps.

Regular updates regarding the Careers Education and Guidance Programme will be reported to Governors via the Education Committee of the Court of Governors.

Review

This Review: December 2024

Next Review: December 2026

This policy has been approved by the Executive Team on 19th December 2024.

Appendix 1 – Careers Provision by Key Stage

Key Stage 1 Provision

At Grimsdell the children are exposed to career related learning in that they have access to activities designed to give them a wide range of experiences and exposure to education, transitions and the world of work. Children are given the opportunity to meet and explore careers of the future through our Creative Curriculum and the Votes for Schools programme. We encourage our parent body to share their careers through talks and presentations to the children ensuring that aspirations and attitudes are suitably explored.

At Lyonsdown, the children are exposed to career related learning in that they have access to activities designed to give them a wide range of experiences and exposure to education, transitions and the world of work. Children are given the opportunity to meet and explore careers of the future through our Creative Curriculum and the Votes for Schools programme. We encourage our parent body to share their careers through talks and presentations to the children ensuring that aspirations and attitudes are suitably explored. On International Women's Day, children listen to women, both parents and outside speakers, talking about their careers.

At Keble Prep, the children are exposed to career related learning in that they have access to activities designed to give them a wide range of experiences and exposure to education, transitions and the world of work. Children are given the opportunity to meet and explore careers of the future through our innovative Curriculum. We encourage our parent body to share their careers through talks and presentations to the children ensuring that aspirations and attitudes are suitably explored. Throughout the school year, On children listen to both parents and outside speakers, talking about their careers, i.e. Black History Month, Religious Celebrations and International Women's Day.

At Kingshott, this early stage, the focus is on fostering self-awareness, confidence, and the ability to build positive relationships. Through engaging and age-appropriate activities, children learn about different jobs and the basic skills needed for various roles. Kingshott students also start to recognise their own strengths and interests. By introducing these topics in a fun and accessible way, children are encouraged to think about what they might like to do when they grow up, setting a foundation for future career exploration.

At St Joseph's In The Park, we are dedicated to providing age-appropriate careers education that inspires ambition and broadens horizons across all key stages.

- Early Years & Key Stage 1 (KS1):
Our youngest pupils begin to learn about careers through engaging and exploratory activities, including:
 - Topic Work and PSHE Lessons: Children discover the roles people play in their community, helping them understand the world of work in an age-appropriate way.
 - Role Play: Both in the classroom and within the Early Years setting, role play fosters creativity and introduces pupils to various professions in a fun, hands-on manner.
 - Drama Workshops: These sessions bring careers to life through storytelling and performance, encouraging curiosity and engagement.

Key Stage 2 Provision

At Belmont children are given opportunities to learn about careers through the tutor system, PSHE, assemblies, chapels and various speakers. The future skills carousel is designed to develop core skills that will help students in the world of work. In the senior school students take part in a KidsMBA programme and also a careers afternoon where they listen to a range of professional speak about a variety of careers.

At Lyonsdown, children are given opportunities to learn about careers through form times, PSHE, assemblies and various speakers. On International Women's Day, children listen to women, both parents and outside speakers, talking about their careers.

At Keble Prep children are given opportunities to learn about careers through the form tutor pastoral time, PSHE, assemblies and various speakers from Industry. The future skills and well-being carousel is designed to develop core skills that will help students in the world of work.

At Abbot's Hill, we aim to promote potential career pathways through several different ways. This may be done through external visitor and parents from our Abbot's Hill community talking to students e.g. architects, aerospace engineers, STEM ambassadors, West End actors, explorers, scientists, judges and pilots. Our speakers come in to school for assemblies and workshops, with some joining virtually in the classroom. In addition, at the end of term Speech Day, visiting speakers share aspirational topics and explain their career journeys, challenges and successes. All these events are memorable and inspirational for our pupils, enabling them to experience possible career options for themselves.

At Kingshott, the curriculum focuses on helping students develop a strong sense of self-awareness, resilience, and the ability to form positive relationships. Through a variety of interactive lessons and activities, children explore different career options and begin to understand the skills and attributes required for various professions. They engage in discussions about personal strengths and interests, laying the groundwork for future career planning. By integrating these subjects into the curriculum, students are equipped with the essential knowledge and skills to navigate their personal and professional lives effectively.

At St Joseph's In The Park, older pupils are encouraged to deepen their understanding of careers through:

- PSHE Lessons: A focus on self-awareness, decision-making, and exploring different career paths.
- Assemblies: Inspiring talks and discussions that highlight a wide range of professions and values such as perseverance and adaptability.
- Guest Speakers: Professionals from various fields share their experiences, providing first-hand insights into career journeys and opportunities.

Key Stage 3 Provision

In the senior school at Keble, the pupils are involved in a careers day where they listen to a range of professional speak about a variety of careers and what skills and needed to qualify for their positions.

- Martlet Programme for every pupil exploring the world of careers
- Bespoke Careers lessons in a six-week block delivered through the PSHE programme and research using careers software through Unifrog
- Opportunities for work shadowing
- Options advice for making informed choices for Key Stage 4
- Careers events to provide links to future employers
- Opportunities to engage early with university admissions, including international applications

At Abbot's Hill School:

Enterprise and charity challenges and initiatives

PDE unit of study 'Dreams and Goals' in Years 7-9

Options guidance for making choices for further education and career aspirations

Career research using Unifrog
Careers focused day in Summer Term
Pathways Fair to research post 16 options
For implementation 2024-25 and beyond: visiting speakers to address students on a wide range of subject and career options

At Kingshott School, students benefit from a comprehensive work experience program designed to prepare them for future careers. Throughout the year, they are exposed to a variety of external speakers who provide valuable insights and expertise in their respective fields. As part of the PSHEE curriculum, students complete a dedicated careers section, allowing them to reflect on their strengths and explore potential career paths. Additionally, starting in September 2025, when our oldest cohort reaches Year 10, we will introduce Unifrog, a platform that will further support students in making informed decisions about their career aspirations and educational pathways.

By the end of Key Stage 3, all pupils will have:

- A better understanding of their strengths, achievements and weaknesses in addition to support in evaluating how these might inform future choices in learning and work.
- A better understanding of the full range of 14-19 opportunities for progression.
- An understanding of some key qualities, attitudes and skills needed for employability.
- Received appropriate advice and guidance on Key Stage 4 options.
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 options.
- Applied their careers research to help make informed choices for Key Stage 4 options.
- Exposure to the world of work through having undertaken a work shadowing experience

Key Stage 4 Provision

- Further opportunities for work shadowing in the Remove Year
- Guidance on arranging personal work experience placements outside term time
- Access to school events, some employer specific, some more general in scope, to provide access to potential future employers and to receive guidance on developing effective skills and competencies
- Access to Unifrog and online career exploration and research.
- Careers interview for all Year 11 pupils.
- Support for pupils who may not be able or may not wish to continue in the School's Sixth Form on considering alternative pathways.
- Access to talks and events arranged through the School's careers provision and through the Old Millhillians' dedicated careers programme.
- Post 16 Options Evening, Taster Day and individual subject-specific guidance with a subject specialist.
- Close monitoring of vulnerable pupils with appropriate support with making a successful transition into the pupil's next stage of learning.

At Abbot's Hill School:

- Enterprise and charity challenges and initiatives

- PDE unit 'Dreams and Goals' in Years 10 and 11 which explores job applications, CVs and careers research
- Guidance for making decisions for post 16 education, including 1:1 meetings with Head of Pathways, practice interviews and careers talks
- Bespoke references in support of Sixth Form and College applications
- Pathways Fair to research post 16 options
- Work Experience for one week in Summer Term of Year 10
- Careers focused day in Summer Term (Years 7-10)
- For implementation 2024-25 and beyond: visiting speakers to address students on a wide range of subject and career options

By the end of Key Stage 4, all pupils will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used Unifrog to investigate and explore future choices and progression routes.
- Pupils are aware as necessary of all the pathways open to them after GCSEs.
- Been given guidance to help identify a range of post-16 options; careers advice and
- Useful support networks to help pupils plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview. This includes provision for scholarship applications.
- Experienced the 'World of Work' through a work shadowing placement.
- Been given direct access to employers, colleges and training providers.
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves.

Key Stage 5 Provision

- Access to Unifrog and online career exploration and research.
- A series of fortnightly Careers Talks are delivered by industry professionals.
- UCAS preparation tutorials and seminars.
- Pupil-arranged visits to University Open Days
- Bespoke support for pupils accessing competitive admissions (e.g. Oxbridge, Medical)
- Bespoke support for pupils seeking to make overseas applications
- Interviews with Careers Adviser as and when requested
- Access to Employer Mentors through the Old Millhillians' alumni network.
- Employer visits during the school timetable.
- Further opportunities for work shadowing in the Lower Sixth Year
- Guidance on arranging personal work experience placements outside term time
- Subject-specific careers-focused events (e.g. French work experience placement, visits to key employers such as BMW in Business)
- Access to MOOCs and the opportunity to develop research skills through the Extended Project Qualification

By the end of Key Stage 5 all pupils will have:

- Enhanced their self-knowledge, career management and employability skills.

- Used Unifrog and other sites (e.g. Unistats) to investigate and explore future choices and progression routes.
- Received personalised guidance through the UCAS application procedure, including competitive admissions.
- Been given direct access to employers, universities and training providers
- Been given guidance to help identify a range of Post-18 options.
- Been provided with the resources to develop their CVs, personal statements as well as interview preparation. All pupils are encouraged to have developed their LinkedIn profile before they depart the Upper sixth
- received appropriate guidance on alternative pathways to university, such as degree and city apprenticeships.
- entitlement to life membership of the Old Millhillians Society on payment of the one-off membership fee

Appendix 2: Key Stages and Pupil Ages, by Group School

Stage of Education	School Years	Pupil Ages	Schools										
			Abbot's Hill	Grimsdell	Belmont	MHS	Lyonsdown	St J's in the P	Keble Prep	Kingshott	MHI	Cobham Hall	
Early Years			Abbot's Hill >6months										
EYFS	Nursery/ Pre-Prep	6 months+											
	Nursery/ Pre-Prep	Ages 3 - 4			Grimsdell >age 3			Lyonsdown >age 3	St J's in P >age 3	Keble Prep >age 3	Kingshott >age 3		
EYFS	Reception	Ages 4 - 5											
Prep, Primary /Junior													
Key Stage 1	1, 2	Ages 5 - 7			to age 7								
Key Stage 2	3, 4, 5, 6	Ages 7 - 11				Belmont >age 7		to age 11	to age 11				
Secondary / Senior													
Key Stage 3	7, 8, 9	Ages 11 - 14				to age 13	MHS >age 13			to age 13	to age 13 : 14 in 2025	MHI >age 13	Cobham Hall >age 11
Key Stage 4 (GCSE)	10, 11	Ages 14 - 16		to age 16									
Sixth Form / College													
Key Stage 5 (A-level)	12, 13	Ages 16 - 18				to age 18					to age 18	to age 18	