



Millfield School

Name of Policy: Careers Education, Information, Advice and Guidance Policy

1. Aims and Learning Objectives

Millfield School seeks to prepare all our young people for lifelong success.

Careers Education, Information, Advice and Guidance (CEIAG) at Millfield School will be tailored to individual needs and will be aimed at widening students' horizons, challenging stereotypes, removing barriers and raising aspirations to provide students with the necessary knowledge and skills to make transitions that allow for successful future employment outcomes. We are committed to working towards all the Gatsby benchmarks so that every student can have the right information, right skills, and right experiences to become a self-assured young person, building a rewarding career.

2. Policy Scope

This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three and Four.

The policy also applies to Year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11, the policy is still applicable.

This policy has been developed in accordance with the Department for Education statutory guidance Careers Guidance and Access for Education and Training Providers (updated June 2026) and is informed by the Gatsby Benchmarks of Good Career Guidance.

Millfield School is committed to delivering a careers programme that aligns with all eight Gatsby Benchmarks of Good Career Guidance and supports continuous improvement through the Compass+ evaluation framework and Careers Hub support.

This policy covers the legal duty of schools to ensure that a range of education and training providers can access students in Year 7 to Year 13 (in our case Year 11) for the purpose of informing them about approved technical education qualifications or apprenticeships.

This policy refers to events and opportunities in both Key Stages and in all years and these events will impact upon all students at the school.

All members of staff at Millfield School are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Advisor. It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities

available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

3. Objectives:

The objectives of the Careers Education, Information, Advice and Guidance policy are as follows: (Gatsby Benchmarks)

1. A stable career programme
2. Learning for career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal Career Guidance

4. School Responsibilities

The school has a series of statutory duties:

- All registered students at the school receive independent careers guidance in Years 7 to 11
- The careers guidance students receive is represented in an impartial manner, showing no bias towards a particular institution, education or work option.
- The guidance covers a range of education or training options.
- We aim to provide guidance in the best interests of the pupil.

There is an opportunity for education and training providers to access students in Year 7 – Year 11 in order to inform them about approved technical qualifications or apprenticeships, in line with the Baker Clause.

The school has a policy setting out the manner in which providers will be given access to students. This policy and these arrangements are published on the school website. (See Provider Access Policy).

The school will base its careers provision around the Gatsby Benchmarks. Millfield School believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens students' horizons, challenges stereotypes and raises aspirations. It provides students with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The school will continuously review and evaluate its CEIAG programme to ensure it meets the needs of all students and aligns with statutory guidance and the Gatsby Benchmarks.

All students in Years 7 to 11 will participate in at least one meaningful encounter with an employer each academic year, enabling them to develop their understanding of careers, employment opportunities and the skills valued in the workplace.

In addition, in line with the Provider Access Legislation, students will receive a minimum of four encounters with approved providers of technical education qualifications and apprenticeships, including:

Two encounters during Years 8 and 9

Two encounters during Years 10 and 11

These opportunities will be supplemented through careers fairs, assemblies, employer engagement activities, National Careers Week, National Apprenticeship Week and other CEIAG events, and will be delivered in accordance with the school's Provider Access Policy.

5. Governor Responsibilities

The governing body will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- based on the eight Gatsby Benchmarks
- meeting the school's legal requirements

The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access students in Years 7 – 11.

There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement.

6. Monitoring, Evaluation and Review

The Headteacher will ensure that the work of the Careers Advisor and CEIAG events are supported and monitored by a member of the Senior Leadership Team (Senior Assistant Headteacher), who has an overview of CEIAG work and reports regularly back to the team.

The effectiveness of this policy will be measured in a variety of ways:

- Feedback from stakeholders through mechanisms such as provider and student surveys.
- Feedback from external visitors to the school such as the Lancashire Careers Hub and Ofsted.
- Review of Compass Plus.

7. Careers Leader: Mr T Grayston

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The Careers Leader has strategic responsibility for the planning, implementation, monitoring and evaluation of the school's careers programme.

Reviewed by TGN July 2026