



MILLFIELD

CAREERS PROGRAMME

THIS POLICY APPLIES TO MILLFIELD.

Millfield's Career Programme



A calendar of key monthly events
from Year 9 to Upper Sixth

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School Policy on Careers Guidance

Millfield provides a comprehensive programme of careers and higher education advice and guidance, starting at Millfield Prep School and continuing through Year 9 to the Upper Sixth form in the senior school. This handbook gives an overview of the main elements of this programme.

We make use of external and impartial professional agencies, such as Inspiring Futures and Cambridge Occupational Analysts, as well as a mix of outside speakers, parents and Old Millfieldians. Pupils receive guidance through a variety of methods, including 1:1 meetings with careers staff, presentations from universities, employers and alumni, careers fairs, the UCAS Convention, in PSHEE sessions, assemblies, via careers profiling and guidance interviews as well as their regular discussions with group tutors, house masters and mistresses.

An important focus of the department is on helping pupils to make sensible subject choices for GCSE, A level, higher education and careers, and we facilitate this by making pupils aware of their abilities and interests so that they can build on this awareness and make informed choices about their future which are in line with their potential.

YEAR 9

October

- Year 9 parent and group tutor meetings (Careers staff present)

November

- Overseas University Fair (at Millfield)

February

- Presentations made to all Year 9 boarding and day houses on career choices.
- Presentation to parents on GCSE options

March

- Year 9 complete 'Which Way Now' booklets
- Registration with Fast Tomato, a career guidance platform
- Millfield Careers Fair (universities, employers and gap year companies)
- Year 9 parent and subject tutor meetings (Careers staff present)

YEAR 10

October

- Year 10 parent and group tutor meetings (Careers staff present)

November

- Overseas University Fair (at Millfield)

March

- Presentation: 'GCSEs—do they really matter?'
- Pupils update careers preferences on Fast Tomato (the careers guidance platform)
- Millfield Careers Fair (universities, employers and gap year companies)
- Year 10 parent and subject tutor meetings (Careers staff present)

June

- Presentation: 'What to expect from Careers after Year 10'
- University visit (for interested pupils)

YEAR 11

October

- Presentation: Introduction to Futurewise psychological profiling assessments
- Futurewise New Generation profiling takes place
- University visit (for interested pupils)
- Question & answer panel for Year 11 parents on the transition to Lower Sixth

November

- Overseas University Fair (at Millfield)

January

- Futurewise pre-interview reports e-mailed to pupils and parents
- Futurewise 1:1 careers interviews

February

- Year 11 parent and subject tutor meetings (Careers staff present)
- Futurewise final reports e-mailed to pupils and parents
- Year 11 trip to the University of Oxford

March

- Presentation: work experience
- Millfield Careers Fair (universities, employers and gap year companies)



LOWER SIXTH

September

- Lower Sixth parents' advice day (Careers staff present)
- Presentation: 'Beyond Millfield – how to prepare'
- Futurewise 1:1 careers interviews offered to new Lower Sixth pupils
- Lower Sixth pupils register for SAT lessons

October

- SAT maths and English lessons commence
- Lower Sixth parent and group tutor meetings (Careers staff present)

November

- Lower Sixth parents presentation 'Higher Education and Careers Guidance'
- Lower Sixth parent and subject tutor meetings (Careers staff present)
- Overseas University Fair (at Millfield)

January

- All Lower Sixth tutor groups attend careers seminars from January onwards
- Presentation: 'Preparation for University' (UCAS, Oxbridge & North America)
- Oxbridge and North American applicants meetings
- Seminars on how to write a CV and covering letter
- Opportunities to attend university open days and taster days from January onwards
- Cambridge Occupational Analysts (COA) Centigrade assessments commence

February

- Centigrade reports issued, with presentation on how to interpret the data
- Oxbridge seminars commence

March

- Scholastic Aptitude Test (SAT) at Millfield (for applicants to American universities)
- Millfield Careers Fair (universities, employers and gap year companies)
- Oxbridge Student Conference for interested Lower Sixth pupils
- Presentation by What Uni on researching universities and courses
- UCAS Higher Education Exhibition in Exeter

May

- Scholastic Aptitude Test (SAT) at Millfield (for applicants to American universities)
- Presentation: 'Alternatives to Higher Education'

June (post exams)

- Old Millfieldian Careers Convention (a choice of seminars led by OMIs from different industries)
- Presentation: 'How to write a personal statement'
- University presentation: 'How to make your choices'
- Presentation: 'How to complete your UCAS registration'; pupils then register with UCAS

UPPER SIXTH

September

- Upper Sixth parents advice day (Careers staff present)
- Upper Sixth course UCAS predictions are finalised
- Presentation by university graduates: 'Universities Uncovered'
- Deadline for Oxbridge, medicine, dentistry, veterinary science, music college and conservatoire applications

October

- Scholastic Aptitude Test (SAT) at Millfield (for applicants to American universities)
- University-led workshop: 'Writing the personal statement'
- Upper Sixth parents and subject tutor meetings (Careers staff present)

November

- Deadline for all other UCAS applications
- Interview practice sessions commence
- Overseas University Fair (at Millfield)

December

- Scholastic Aptitude Test (SAT) at Millfield (for applicants to American universities)
- Oxbridge interviews commence

January

- Round-up of university offers and predicted grades
- Presentation: 'Replying to UCAS offers'
- Scholastic Aptitude Test (SAT) at Millfield (for applicants to American universities)
- Careers 1:1 meetings for those not applying to university
- Deadline for art foundation course applications

March

- 'Where are we now?' Review of courses, UCAS Extra and deferring offers
- Scholastic Aptitude Test (SAT) at Millfield (for applicants to American universities)
- Millfield Careers Fair (universities, employers and gap year companies)

May

- Scholastic Aptitude Test (SAT) at Millfield (for applicants to American universities)
- Presentation: 'A level results day, Clearing and Adjustment'

August

- Results day support available and ongoing advice on Clearing and post-results applications.

Other supportive presentations, talks and seminars from selected universities, academics and employers are held at different stages throughout the year.

For example, representatives from the Armed Forces visit each term to meet interested pupils.

Additional information can be found on the Careers pages of the Millfield Parent Portal and the Pupil Xtranet, including handbooks for UCAS, Oxbridge and North American applications, and links to useful websites.

Millfield Careers & Higher Education staff include:

James Brittain	brittain.j@millfieldschool.com	Head of Careers & Higher Education
Emily Harmes	harmes.e@millfieldschool.com	Deputy Head of Careers
Abbie Pringle	pringle.a@millfieldschool.com	Tutor i/c top university applications
Linda Nixon	nixon.l@millfieldschool.com	Tutor i/c North American applications
Ruth Landrigan	landrigan.r@millfieldschool.com	North American application support
Jay Hicks-Keeley	hicks-keeley.j@millfieldschool.com	Careers Office Manager

geographer sportsperson
psychologist
translator
programmer economist
engineer chemist
biologist journalist
dancer doctor physicist
swimmer
artist actor musician
lawyer athlete veterinarian
teacher historian entrepreneur
designer
mathematician philosopher
architect

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