



HARTPURY

EDUCATION INFORMATION ADVICE AND GUIDANCE POLICY

Introduction

This Policy sets out Hartpury's arrangements for providing accurate and impartial education information, advice and guidance to existing and potential stakeholders about the courses, qualifications, progression routes and support services we offer.

Purpose

To provide Information, Advice and Guidance services to current and previous Hartpury students

Scope

To provide Information, Advice and Guidance to the following

- Enquirers, prospective students and the local community who do not yet study with Hartpury but are considering us as a study option.
- Current students who are enrolled on a course of study at Hartpury.
- Completed or completing students who require support in progressing their training or career, as well as being offered inclusion with Hartpury Alumni
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Objectives

To provide accurate and impartial Information, Advice and Guidance to all current students and potential stakeholders.

IAG service expectations and opportunities

To provide a service that conforms to national standards and benchmarks including the Matrix Standard, Gatsby Career Benchmarks for our provision and guidance provided by the Department for Education and Competition and Markets Authority ensuring EIAG is at all times;

- Accessible and Visible
- Professional and Knowledgeable
- Impartial
- Responsive to individual learners needs

- Friendly and welcoming
- Ensuring the safeguarding and wellbeing of potential and current students.

To provide a number of opportunities, which is part of a Hartpury student journey, offering appropriate and timely IAG for all students. Delivered by Hartpury staff and where required referral to external resources or stakeholders.

Where external speakers or visitors are utilised to support EIAG, there are Hartpury operating procedures in place to support these activities.

Student entitlement to Education Information Advice and Guidance

All students are entitled:

- To find out about applied general education qualifications and apprenticeship opportunities, as part of an impartial and unbiased careers programme that provides information on the full range of education and training options available at each transition point.
- To hear from a range of local and national providers about the opportunities they offer, including technical education and apprenticeships – through options events, workshops, group discussions and taster events.
- To understand how to make applications for the full range of academic / applied general courses and employment.
- To receive support in the discovery of potential employment pathways or opportunities post study.
- To have signposting towards potential funding options to access education both from local Hartpury bursaries, local, national or government supported pathways.
- To have timely IAG support automatically for students wishing to transfer or withdraw from any courses at Hartpury.

What do we expect from students?

For Hartpury to provide the highest quality EIAG, we require;

- As much relevant information as possible, so that a fullest response to an enquiry can be given
- In the event of any concerns or queries an application, an enquiry, a course or progress, contact must be made as soon as possible in the first instance to tutors, which will enable swift resolution to any issues.

Reference to Other Policies

Safeguarding Policy

Equality, Diversity and Inclusion

As with all Hartpury policies and procedures, due care has been taken to ensure that this policy is appropriate to all members of staff regardless of their age, disability, ethnicity, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and transgender status.

The policy will be applied fairly and consistently whilst upholding Hartpury's commitment to providing equality to all. If any employee feels that this or any other policy does not meet this aim, please contact the HR Department.

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the

workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

We aim to treat all our students in accordance with the Equality Act 2010; specific opportunities are made available to EHCP (Education Health Care Plan) students in connection with our Careers, Learning Support and Wellbeing services.

At Hartpury we tailor specific careers programmes to meet the differentiated course offerings for students. More details of these can be found within our ICE Portal.

Approval and Review Cycle

Date Last Approved	July 2019
Policy Owner	Head of Innovation, Careers and Enterprise
Approving Committee	QueSt
Status	Approved
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