

CAREERS EDUCATION  
INFORMATION ADVICE  
& GUIDANCE POLICY



## **INTRODUCTION**

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

## **PURPOSE**

To provide CEIAG services to prospective, current, and previous Hartpury students.

## **SCOPE**

To provide CEIAG 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.

## **OBJECTIVES**

To provide accurate and impartial CEIAG to prospective, all current and past students.

## **EIAG SERVICE EXPECTATIONS AND OPPORTUNITIES**

To provide a service that conforms to Ofsted, national standards and benchmarks including the CDI, Matrix Standard, Gatsby Career Benchmarks, AGCAS Code of Ethics and the Baker Clause Legislation for our provision and guidance provided by the Department for Education and Competition and Markets Authority ensuring CEIAG 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.
- Ensure flexibility and consideration is taken to support Higher Needs Students.

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

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

## **STUDENT ENTITLEMENT TO CEIAG**

All students are entitled:

- To find out about applied general and higher education qualifications and alternatives such as apprenticeship opportunities, traineeships, higher technical qualifications, T-Levels and employment 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 have the opportunity to encounter 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 CEIAG 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 CEIAG, 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 DOCUMENTS**

- Hartpury Accountability Statement 2025-2026
- College Curriculum & Skills Plan
- Skills Policy
- Destination Report

## **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 and students 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.

Hartpury is committed towards promoting positive mental health and aims to create a culture of support where staff and students 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 Employability, Skills and Careers Portal and Moodle Pages.

<b>APPROVAL &amp; REVIEW CYCLE</b>		
Reviewed By	Head of Employability, Skills & Careers	July 2025
Approved By	Exec	July 2025
Interim-Review	No	-
Next Review Date		July 2026