



HARTPURY

Careers Education Information Advice & Guidance Policy

Approval & Review Cycle		
Policy Owner/Reviewer	Head of Employability, Skills and Careers	July 2026
Approved By	SMT	August 2026
Interim-Review	No	-
Next Review Date		July 2027

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.

CEIAG Service Expectations And Opportunities

To provide a service that conforms to Ofsted, national standards and benchmarks including the CDI, Matrix Standard, Gatsby Career Benchmarks, Graduate Futures Institution 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.

Hartpury demonstrates its commitment to equity through:

- Targeted careers guidance and employability support for students identified as disadvantaged, vulnerable or at risk of becoming NEET.
- Additional careers and progression support for students with SEND, high needs, EHCPs or learning support requirements.
- Reasonable adjustments to careers activities, appointments, employer engagement opportunities and work placements.
- Monitoring participation and progression outcomes to identify and address any gaps between different student groups.
- Provision of flexible delivery methods, including face-to-face, online and accessible formats.
- Signposting and support to access financial assistance, bursaries, travel support and other progression-related funding opportunities.

- Ensuring employer engagement, placement and enrichment opportunities are promoted fairly and made accessible to all students.

Student Entitlement To CEIAG

Equity in CEIAG Delivery

Hartpury will actively promote equity in the planning, delivery and evaluation of CEIAG services by:

- Assessing barriers to participation and progression experienced by different student groups.
- Using student data, feedback and destination information to identify underrepresented groups and implement improvement actions.
- Ensuring careers guidance and employability support are tailored where required to meet individual needs.
- Working collaboratively with curriculum teams, Learning Support, Safeguarding and Wellbeing services to provide integrated support for students facing barriers to progression.
- Monitoring access to careers activities, work placements, employer encounters and progression opportunities to ensure fair participation.
- Reporting trends, challenges and improvement actions through established quality assurance and self-assessment processes.

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.
- To receive careers and employability support that is tailored to individual circumstances, recognising that some students may require additional support, guidance or reasonable adjustments to achieve their progression goals.
- All students to receive life long careers support inline with CEIAG principles.
- Students who withdraw from their studies will be offered CEIAG to assist them with their next steps and support future aspirations.

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

Freedom Of Speech

As part of this policy, Hartpury reaffirms its commitment to the principles of freedom of speech and academic freedom, in accordance with the Higher Education (Freedom of Speech) Act 2023 and guidance from the Office for Students (OfS). Hartpury will take all reasonably practicable steps to secure the right to express lawful views and engage in open debate without fear of censorship or institutional discipline for staff, students, and visiting speakers. In addition, this policy prohibits the use of non-disclosure agreements (NDAs) in any situation that would prevent staff from speaking out about misconduct, harassment, or other matters of public interest.

Equality, Diversity and Inclusion

Equity

Hartpury recognises that equality and equity are different. Equality means providing the same opportunities to all individuals, whereas equity means recognising that some individuals or groups may face additional barriers and therefore may require tailored support, reasonable adjustments, targeted interventions or additional resources to achieve comparable outcomes. To Within Careers Education, Information, Advice and Guidance (CEIAG), Hartpury is committed to ensuring that all students can access and benefit from careers, employability and progression opportunities regardless of their background, personal circumstances or protected characteristics.

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. If any employee or student feels that this or any other policy does not meet this aim, please contact the HR Department (staff) or an academic tutor (student).

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter, holds the Student Minds University Mental Health accreditation and has signed the AoC Mental 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.