



HE Careers and Graduate Progression Policy 2025-2027

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. POLICY STATEMENT

1.1. Askham Bryan College is committed to raising aspirations, equipping its higher education (HE) students with the necessary skills, attributes and confidence to successfully progress in their chosen careers. This will be supported through:

- Embedding industry skills and graduate attributes into programmes of study;
- Facilitating industry links/employer engagement;
- Providing industry specific guidance and networking opportunities;
- Providing access to careers information, advice and guidance.

2. PURPOSE

2.1. Askham Bryan College is committed to ensuring consistency of careers support and guidance to all students studying higher education at the College.

2.2. The College aims to:

- Provide an accessible Careers Service for all students on Higher Education programmes.
- Clearly communicate to students what support they can expect and where to access that support and guidance.
- Engage with industry to help provide a work-ready curriculum offer.
- Evolve its careers support and guidance by understanding its graduate's progression to employment.
- Meet the requirements of the Office for Students (OfS) regulatory framework in facilitating positive student outcomes.

2.3. The Careers Service aims to:

- Effectively promote the careers service for all HE students.
- Help prepare students and recent alumni in job market navigation (e.g. CV's covering letters, applications, interview techniques)
- To develop College-wide ethos to promote graduate opportunities.
- To nurture and motivate students to actively seek opportunities for further study,

training and/or employment regionally, nationally and internationally, including post-graduate study.

- To provide careers advice and guidance that is personalised, impartial and independent, that takes a customer-centered approach to ensure that the best interests of the student are met.
- Work in collaboration with relevant curriculum teams to understand their careers service needs.

3. SCOPE AND LIMITATIONS

3.1. This policy applies to all students enrolled on programmes of Higher Education at Askham Bryan College, across all campuses.

4. RESPONSIBILITIES

4.1. Relevant Curriculum Heads of Department (those with HE within their provision) and Careers Service Manager will have overall responsibility for ensuring compliance with this policy. They will be assisted by careers advisors, course managers and curriculum team leaders to ensure compliance with this policy.

4.2. The **Askham Bryan College Careers Service** will:

- Employ qualified and suitably experienced careers advisers.
- Ensure implementation of this policy at the College.

4.3. The **Higher Education Careers Adviser** will:

- Work with the Higher Education Course Managers to ensure they understand the service offer and make service refinements as required.
- Advertise job opportunities via the relevant VLE/intranet.
- Provide enrichment activities throughout the academic calendar that raises aspiration and awareness of opportunities for further study, gap year and employment.
- Provide careers advice and guidance to students, which support with career decision making, including to recent alumni (upon request).
- Promote future completion of the Graduate Outcomes survey to those students are due to graduate.
- Support in the monitoring of graduate outcomes for HE students.
- Consult with students to understand their careers support needs.

4.4. **Higher Education Course Managers** will:

- Work with the Higher Education Careers Adviser to refine and tailor the service and sign-post the careers service to all HE students through group tutorials and academic appraisals.
- Liaise with the Higher Education Careers Adviser to promote, co-ordinate and advertise careers and progression-related activities.
- Promote the future completion of the Graduate Outcomes survey to those students are due to graduate.
- Utilise 1:1 academic appraisal to encourage the development of industry relevant

skills.

- Record intended progression for students prior to their graduation/completion of programme.

5. MONITORING AND REVIEW

5.1. The Assistant Principal HE and Academic Registrar will maintain oversight of the effectiveness of these arrangements.

5.2. This policy and the implementation arrangements which underpin it will be reviewed every two years by HE Academic Board.

5.3. Measuring the effectiveness of the Higher Education Careers and Graduate Progression policy provides a gauge to whether the service is meeting the needs and supporting positive outcomes for students. The College will measure this through:

- Progression data for graduates and HE leavers from data collected through the Graduate Outcomes Survey.
- Regular review of policy and activity which takes account of changes in the labor market, needs of industry, including national and international opportunities.
- Consultations with students across relevant departments to understand their experiences, expectations and outcomes.

6. SUPPORTING/RELATED DOCUMENTS

- HE Work Placement Policy
- Veterinary Nursing Placement Policy

7. RELEVANT LEGISLATION

7.1 In all aspects of this policy the College will comply with the following legislation:

- Equality Act 2010
- The Data Protection Act 2018
- General Data Protection Regulations (GDPR)
- OfS Regulatory Framework

8. DOCUMENT HISTORY

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