Cardiff Academy

POLICY /// ACADEMIC QUALITY AND STANDARDS

University Progression, Careers Guidance and References Policy

How Cardiff Academy advises and supports students to apply to and progress to university, manages progression agreements with partner universities, shares information with universities, writes references, and records student destinations.

REFERENCE	**CA-ACA-08**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Principal**	APPROVED BY	**Academic Board**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**Students, parents, personal tutors, university partnership leads, partner universities**	PUBLISHED	**Website (summary); Student Handbook; partner due-diligence pack**

RELATED POLICIES CA-ACA-01 Academic Regulations; CA-GOV-01 Governance (partnership governance); CA-GOV-11 Marketing and Provision of Information; CA-INF-01 Data Protection; CA-INF-02 Privacy Notice

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Purpose

Progression to a good UK university is the reason students choose Cardiff Academy. This policy sets out the support students receive, the standards we follow when working with universities, and how we make sure that information we give students and universities is accurate.

2 Progression agreements

- A **progression agreement** is a written agreement with a university setting out the programmes and grades our students need for an offer on specified degree courses, and the responsibilities of both parties. Agreements are signed by the CEO and recorded in the Partnership Register.

- Agreements cover, as a minimum: eligible programmes and pathways; entry requirements (overall mark, module or EAP requirements); application process and deadlines; data sharing; use of names and logos; reporting and review; notice of termination and arrangements for students already enrolled.
- A **partnership lead** is named for each university and meets the university at least annually to review applications, offers, conversion, student performance after progression, and any changes.
- We describe progression arrangements accurately. We do not describe a place as "guaranteed" unless the agreement guarantees it, and then we state the conditions.

3 Information, advice and guidance (IAG)

Each student receives:

- an individual **progression interview** in the first half-term to discuss goals, suitable universities and courses, entry requirements and the student's predicted performance
- a timetabled **university and careers programme** covering: the UK higher education system; choosing courses and universities; UCAS and direct applications; personal statements; interviews; Graduate route and careers (with accurate information, see CA-GOV-11); and transition to university life
- support from their personal tutor to complete applications and meet deadlines
- university visits and talks from partner universities
- impartial advice: students are free to apply to any university, not only partners. Advice is based on the student's interests and prospects, not on commission or partnership arrangements

4 Applications

- Students apply through UCAS or direct to universities, as each university requires. The Academy is a registered UCAS centre and supports students with their UCAS applications.
- **Predicted grades** are set by teachers based on evidence of current performance and progress, are realistic and are reviewed by the Director of Studies before submission. Predictions must never be inflated.
- Personal statements must be the student's own work. Staff advise but do not write statements. Guidance on use of AI follows CA-ACA-05.

5 Sharing information with universities

- With the student's knowledge (explained in the privacy notice), the Academy shares with universities to which the student has applied: confirmation of enrolment; predicted and final results; attendance; and confirmation of completion.
- Final results are released to universities only after the Assessment Board, using the agreed format and deadline. Where a partner requires provisional results before the Board, they are clearly labelled **provisional**.
- If a result changes after release (for example after an appeal), the Academy informs the university promptly.

- Where a student has an offer and the Academy becomes aware of proven serious academic misconduct, the Academy may inform the university as permitted by the agreement and CA-ACA-05.

6 References

- Academic references are written by the personal tutor or a teacher who knows the student, and checked by the Director of Studies.
- References are honest, accurate and fair, based on evidence. They do not include unsubstantiated opinion, and information about health, disability or other protected characteristics is included only with the student's consent.
- Students may see their references on request (subject to data protection exemptions).

7 Students who do not meet their offer

Students who do not meet the conditions of their offer receive advice on: asking the university to consider them; Clearing; alternative universities and courses; and reassessment under CA-ACA-01. Student visa holders receive advice about their immigration position.

8 Destination data

- The Academy records the destination of every student who completes a programme (university, course, whether a partner, whether the first choice) and, where possible, their performance in the first year at university.
- Data is analysed by programme, pathway and nationality, reported to the Academic Board, and used in Annual Monitoring Reports and in publicity in line with CA-GOV-11.

9 Review

The Principal reviews this policy annually and reviews each progression agreement before its renewal date.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 39 (good-quality careers advice); Standard 35 (pastoral and personal support)
British Council Accreditation UK criteria	M15 (advice on course choices); T18 (students guided to appropriate examinations and progression)
UKVI Student sponsor guidance	Academic progression on the Student route; CAS for degree study issued by the receiving university
University partner due diligence	Progression agreements; accurate data and references; timely confirmation of results; feedback on progressed students; protection of the partner's reputation

Legislation and statutory guidance	UK GDPR; Consumer Rights Act 2015 (accurate information about progression)

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	Brunel Progression agreement; Salesforce partner forms; University of Bolton referral partner application
1.0	October 2026	Principal	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		