



HARTPURY
C O L L E G E

**Hartpury College Admissions Operating
Procedure
2025 Entry**

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1 Admissions Statement and Principles

- 1.1 Hartpury's mission is to be a specialist provider delivering relevant, effective and high-quality education and training for employment in sport, equine, animal and agricultural industries; locally, regionally, nationally and internationally.
- 1.2 The Hartpury admissions process aims to follow the principles of transparency, fairness and consistency. Hartpury has put in place arrangements for regularly monitoring and reporting on the admissions process. This may include collecting and analysing reports, analysis of data and statistics on applications, offers and acceptances, where available, to ensure fair and consistent application of the Admissions Operating Procedure across Hartpury; and reflection on how internal and external developments have impacted upon the admissions process. We will review our Admissions Operating Procedure annually in the light of experience, research and best practice.

2 Roles and Responsibilities

- 2.1 Overall responsibility for College admissions lies with the Deputy Principal of Further Education. Responsibility for the management of processing and managing applications and communication with applicants resides with the Head of Admissions and members of the Admissions Team. College Heads of Department are responsible for the provision of information about the course and managing fair and transparent interviews. Heads of Department and Course Tutors will also be responsible for agreeing the specific criteria by which applications are assessed and admissions decisions will be made.
- 2.2 All staff involved in the admissions process will have been adequately trained to undertake their roles.

3 Information for Applicants and Entry Requirements

- 3.1 When applicants are considering applying to study a course we want them to be sure that they make choices that will be right for them. We provide information on our website that is

intended to provide a clear, accurate and comprehensive description of our courses and the services and facilities that we offer.

- 3.2 We welcome applications from the UK and any part of the world. We express entry requirements in terms of UK GCSEs. If students are applying from outside the UK and/or with non-UK qualifications we will use established services to calculate equivalencies to relevant UK qualifications.
- 3.3 We will consider applications from UK applicants who have studied qualifications other than GCSEs on a case-by-case basis however we do not consider these to be a direct equivalent to GCSEs. Alternative qualifications include (but are not limited to):
- Functional Skills
 - Essential Skills
 - Diplomas
 - International Baccalaureate Middle Years Programme Certificate (MYP)
 - Welsh Baccalaureates
 - Certificates of Steiner Education
- 3.4 In order for a qualification to be considered towards the entry criteria for a course it would need to be fully externally assessed and verified by the relevant awarding body. We are not able to consider qualification that are internally assessed or verified by the applicant's school or college.
- 3.5 Through our website, we intend to provide information about:
- the courses that we offer;
 - the content and structure of individual courses;
 - entry criteria and skills requirements for individual courses;
 - clear guidance about how to apply for individual courses;
 - likely additional costs or unusual requirements of specific courses (e.g. relating to work or study placements, field trips, materials, or equipment);
 - the services and facilities which we offer to students.
- 3.6 We will hold regular open days at which prospective students will:
- have the chance to view our campus;

- learn about student life at Hartpury;
- learn about the admissions process for Hartpury courses;
- learn about the services and facilities available on campus.

3.6.1 Information about these events and how to book places on them is provided on our website.

4. Application

4.1 Application Phases

4.1.1 The main application cycle will run from 21st September 2024 until 20th June 2025.

4.1.2 Where courses are filled before the end of the main application cycle waiting lists will be opened for those courses.

4.1.3 Applications received after 20th June 2025 but before 11th August 2025 will still be considered where places are available on the course being applied for.

4.1.4 Applications received after 11th August 2025 may still be considered where places are available on the course being applied for but will not be processed until after enrolment has been completed for applicants holding confirmed places.

4.2 Applying

4.2.1 Applications for all courses are made online, through our website.

4.2.2 We receive more applications than places available for the majority of our courses. We strongly encourage applicants to apply early as possible however early application is not a guarantee that an applicant will receive an offer.

4.2.3 Applicants to Hartpury College can only apply for one course at a time. We will consider requests from applicants to change the course that they are applying for at any stage of the application process subject to the availability of spaces on the course the applicant wishes to change to.

4.3 Initial review

4.3.1 The Admissions Team will review any new applications in accordance with entry criteria.

When assessing an application, the Admissions Team will consider the following:

- Whether spaces are available on the course;

- Whether the applicant's potential is such that it is likely they would be successful on the course.

4.3.2 Where the Admissions Team feel that an applicant has applied for a course that may not be suited to them they will contact the applicant to discuss the choice of course and potential alternatives before proceeding with the application.

4.3.3 An applicant will only be rejected at the initial review stage where they are unable to meet the entry requirements for the course they are applying for and no suitable alternative course is available.

4.4 Progress Reports/References

4.4.1 If the application is suitable to progress to the next stage the Admissions Team will request that the applicant provides a copy of their most recent School/Progress Report showing predicted grades where exams are being taken. Once we have received this, we will invite the student to attend an interview.

4.4.2 Progress reports should be from the current or previous academic term and should include:

- Predictions of examination results or the grades that the applicant is currently working at,
- An indication of the student's attitude to learning,
- Details of the applicant's attendance,
- An overall assessment of the applicant, in particular their suitability for the course of study,
- Extenuating circumstances if predicted exam results are considered as a poor guide to ability.

4.5 Applicants unable to provide a suitable progress report

4.5.1 If an applicant is not able to provide a suitable School/Progress Report we may accept a reference in lieu.

4.5.2 For applicants in full-time education their referee should be an academic referee from their current school or college and the reference should include the same information we would look to from a progress report.

4.5.3 For applicants not in full-time education their referee should be someone who can comment on their suitability for the course being applied for.

4.5.4 We are not able to accept references from referees who are related to the applicant.

4.5.5 The Admissions team will send requests for references to the applicant's nominated referee however it is the responsibility of the applicant to ensure that they provide a suitable report or reference and Hartpury do not accept responsibility for delays in applications due to reports or references not being received.

4.6 Riding assessments

4.6.1 Students applying for certain equine courses will be asked to provide evidence of riding ability. Where this is the case, the applicant will be invited to attend a riding assessment on the Hartpury Campus.

4.7 Applicants who have been excluded or suspended from school

4.7.1 Applicants who have been excluded or suspended during their secondary education are required to disclose this as part of the process of submitting their school/progress report.

4.7.2 Where an application has been declared by an applicant the Admissions team will request a reference before proceeding with the application.

4.7.3 Applicants who have been excluded or suspended during their secondary education will not be ineligible to apply to Hartpury College however before a decision is made as to whether they will be made an offer we will consider:

- the number of times the applicant has been excluded/suspended;
- the nature of the exclusion;
- any other disciplinary sanctions on the applicant's record; and
- the applicant's behaviour since the exclusion.

5 Interviews

- 5.1 If the application is suitable to progress to the interview stage the applicant will be invited to book an interview slot.
- 5.2 Interviews will be held by telephone or Microsoft Teams, if appropriate.
- 5.3 The invitation to book an interview will be sent by email to the email address on the application. including details on how to the interview can be booked.
- 5.4 The purpose of the interview is to further assess the applicant's suitability for the course. In doing so we will be considering the following:
- academic ability,
 - aptitude and attitude to learning,
 - suitability for the course and study at Hartpury.
- 5.5 A member of the teaching staff from the relevant course team will conduct the interview. Notes will be taken during the interview and used later to ensure fair decision making. Parents/guardians may listen in to the interview but will not be permitted to prompt the applicant or respond to questions on the applicant's behalf.
- 5.6 For those students intending to join one of our elite sports academies, performance at academy assessment days will form part of the consideration for suitability to study at Hartpury.
- 5.7 Following interview, we may require additional information about the applicant, or further academic/personal references. In such cases this may delay the decision-making process.

5.8 A Level interviews

5.8.1 Applicants for A Levels may not be required to undertake an interview where their application and progress report/reference provides sufficient information to confirm that they are suitable to receive an offer.

5.8.2 In order to help assess their suitability for the course A Level applicants will be asked to write a short personal statement as part of the application process.

5.8.3 In order to be made an offer to study A Levels without undertaking an interview an applicant will be expected to:

- have predicted grades that meet or exceed the entry requirements for the subjects that they are applying to study;
- have a minimum of 95% attendance;
- have no exclusions or suspensions in their secondary education; and
- demonstrate a positive attitude to learning.

5.8.4 Where all of the criteria above are met an applicant may still be required to undertake an interview if deemed necessary.

5.8.5 An applicant for A Levels will not be rejected before undertaking an interview unless their predicted grades are significantly below the entry requirements for the subjects that they are applying to study.

5.8.6 All International A Level applicants will be asked to undertake an interview as part of the application process.

6 Decisions

6.1 Following interview applicants will be notified by email if their application has been successful or unsuccessful, that it has been referred for further review, or that additional information/or further academic/personal references are required before we are able to make a decision regarding the application.

6.2 Referrals

6.2.1 Following interview applications may be referred to other areas within Hartpury before a decision is made regarding the application.

6.2.2 Areas to which an application may be referred to include (but are not limited to):

- The Course Leader/Head of Department for the relevant subject area
- Learning Support
- Wellbeing
- Safeguarding
- The Head of Admissions
- The Deputy Principal – Further Education

6.3 Decision Timescales

6.3.1 We aim to provide decisions regarding applications within 10 working days of the applicant's interview.

6.3.2 Where further information is required from the applicant (including any additional references) we aim to provide decisions within 10 working days of the information being received by Admissions.

6.3.3 Where an application is referred to another area we aim to provide decisions within 10 working days of the referral being completed.

6.4 Offers

6.4.1 Offers will be conditional on the applicant meeting the entry criteria for the course being offered. Where an applicant has already met the entry criteria in full and provided evidence of this an unconditional offer will be made.

6.5 Rejections

6.5.1 Where, following interview, an applicant is not considered suitable for the course they have applied for their application will be rejected.

6.5.2 Reasons for an applicant being considered not to be suitable for a course include (but are not limited to):

- Predicted/achieved grades not meeting the requirements for the course
- Concerns regarding the applicant's attitude to learning;

- Concerns regarding the applicant's attendance;
- Concerns regarding the applicant's behaviour;
- Concerns regarding the applicant's performance at interview.

6.5.3 Before an application is rejected solely based on the applicant's predicted/achieved grades not meeting the requirements we will consider whether any alternative courses with lower entry requirements are available and suitable for the applicant.

6.5.4 Before an application is rejected the applicant's file must be reviewed by the subject leader or head of department for the relevant course team and the decision must be approved by the Deputy Principal – Further Education.

6.5.5 If an application is rejected the applicant will be notified by email confirming the reasons why their application has been declined.

6.5.6 Where an application is rejected the applicant is eligible to re-apply in subsequent application cycles.

6.6 Applicant Days

6.3.1 During the application cycle academic areas will schedule Applicant Days for their subject areas. These days are held to help support applicants transitioning into life at Hartpury and will play no role in the selection process. After they have been made an offer information will be sent to applicants with details of when the Applicant Day(s) are taking place and how to make a booking.

6.6.2 Where an applicant is made an offer after the Applicant Day for their area has taken place, or the Applicant Day for their area is fully booked, the applicant will be sent any information provided at the Applicant Day via email.

7 Course capping and waiting lists

- 7.1 Once a course is predicted to meet its target recruitment numbers it may be capped. The decision to cap a course is the responsibility of the Deputy Principal-Further Education in conjunction with the College Executive.
- 7.2 Once a course has been capped any further applications for that course will be considered for a place on the waiting list. Waiting lists will not exceed 10% of the total recruitment target for the course.

8 Confirmation of places

- 8.1 Applicants holding conditional offers will be asked to provide confirmation of their examination results to the Admissions team once results have been published. Where results are not provided applicants may still be considered but we no longer guarantee that the place on the course will be held for the applicant.
- 8.2 Applicants who achieve the grades required by their conditional offer have their place confirmed and will be notified of this via email.
- 8.3 Where applicants are appealing against examination results or requesting a re-mark of one or more of their exam papers decisions will be made based on the grade that the applicant has been awarded at the time. Where grades are altered as a result of an appeal or re-mark the new grades will be taken into consideration provided they are communicated to the Admissions team according to the timescales above.
- 8.4 Where an applicant has not achieved the grades needed to meet the terms of their offer we will consider whether an alternative course can be offered instead however this is dependent on the availability of spaces on alternative courses and the applicant meeting the entry requirements for any available alternatives.

9 Transfers/Restarters

- 9.1 We are not able to consider requests from applicants to transfer from other schools/colleges partway through a course, or from applicants looking to study a course which is the same or similar to one that they have already completed.

10 Mature Applicants

- 10.1 We will consider applications from applicants who are over 18 for our Access to Higher Education Diploma programme. Applicants who are over 19 years of age may be required to fund the course fees and details are available from the admissions team.

11 Home-Schooled Applicants

- 11.1 We will consider applications from applicants who have been home-schooled for some or all of their secondary education.
- 11.2 Home-schooled applicants will not be expected to provide a school report but will be required to provide a suitable referee who can comment on their academic performance and suitability for the course (see 4.5, above).
- 11.3 Home-schooled applicants will need to have achieved or be studying towards the required qualifications for the course they are applying for.

12 Applicants from outside the UK

- 12.1 Applicants from outside the UK should apply through in the same manner as UK students. Specific information for international students can be found on our website. The Admissions Team has trained staff that will support international students.
- 12.2 When an application is received we will make an assessment of the applicant's fee paying status using the information provided in the application and ensure this is consistent with national guidance. If an applicant's fee status cannot be confirmed from the information in an application, we will contact the applicant to ask for more information.

- 12.2 Students for whom English is not a first language are expected to hold an IELTS (Academic) Test Certificate with an overall score of at least 5.5 overall. Alternative English Language Tests such as TOEFL and Cambridge Advanced English are also accepted. Further guidance and regulations for international student entry requirements can be found on our website.
- 12.3 Hartpury has signed agreements with selected Educational Agents in key recruitment countries. All appointed Educational Agents are briefed on Hartpury's expectations and are issued with a published guidance outlining Hartpury's admissions procedures. We regularly monitor and review arrangements with Educational Agents.
- 12.4 When considering an application, we will take into account whether or not a student is able to meet the necessary UK visa requirements, including their ability to fund their studies and their living expenses, in line with UK Visa and Immigration requirements. We reserve the right to reject an application in circumstances where these requirements cannot be met.
- 12.5 Applications from asylum seekers will be reviewed and managed on an individual basis.

13 Apprenticeships

- 13.1 Applicants for apprenticeship programmes are responsible for finding suitable employers with whom to complete their apprenticeship.
- 13.2 Employers will be subject to a site visit from the Apprenticeships team to ensure that the placement is suitable for the course being applied for and that all health and safety requirements are being met.
- 13.3 Due to the ongoing site visits involved in apprenticeship courses placements should be no more than 90 minutes travel time from Hartpury College.
- 13.4 We will consider applications for apprenticeship courses from applicants aged over 19 however employers will be required to pay an additional levy for students aged over 19 undertaking apprenticeships with them.

14 Deferred Applications

- 14.1 We will consider a request to defer an offer to the following academic year study in exceptional circumstances.
- 14.2 Decisions regarding whether a offer can be deferred will be made by the Deputy Principal – Further Education.

15 Course Changes and Closures

- 15.1 We endeavour to ensure that major changes or closures to courses will be kept to a minimum but occasionally unforeseen events may arise which mean that we need to change or close a course. We will at all times seek to ensure that we minimise the impact to potential and current students.

16 Equality and Diversity Policy

- 16.1 We are committed to achieving universal acceptance and application of a working and learning environment free from harassment, intimidation and unlawful discrimination. We are also committed to taking positive action to promote such equality and diversity of opportunity in relation to recruitment, promotion, training, learning, benefits, procedures and all terms and conditions of employment and all requirements that govern student regulations.
- 16.2 At Hartpury we are committed to valuing diversity and promoting equality. One of our Corporate Values is promoting respect for all and this means we treat all people with courtesy and respect, involve and listen to others and show consideration and empathy for their well-being. We value others for their contribution irrespective of personal differences and actively encourage diversity and inclusion and a positive learning environment.
- 16.3 Applicants are not discriminated against on grounds of race, ethnicity, nationality, gender, sexuality, religion, pregnancy/maternity, disability or age. All staff are trained in equality and diversity and it is the obligation of all staff involved in Admissions to ensure that our Admissions Service respects and acts in accordance with the Equality and Diversity Policy and Single Equality Scheme.

17 Disability/Learning Difficulty

- 17.1 Hartpury encourages participation in its learning programmes by all sections of the community and the industries we serve. We will, as a matter of policy, try to ensure that applicants with specific learning differences, developmental disorders and/or disabilities are able to follow a programme of study most suitable to his or her needs, with appropriate support. This support will be monitored, reviewed and adapted as appropriate.

- 17.2 We encourage applicants to declare their disability, learning difference or developmental disorder. On receiving this information applicants may be contacted by a member of the Learning Support
- 17.3 Applicants who are aware they have specific needs are strongly recommended to outline them at this stage so that they can be advised as to how to collate appropriate evidence. Hartpury will provide comprehensive advice and information as to what evidence is required to gain support.
- 17.4 Applications from applicants holding an Educational Health Care Plan (EHCP) will be referred to the Learning Support team who will process the application according to their procedures and confirm the application decision to the Admissions team.
- 17.5 Hartpury is committed, where reasonably possible, to meet the needs of all students in order that they can gain access to and make progress on, the course(s) of their choice. Where adjustments to the educational environment are required, we will make every effort to do so, provided this is achieved within resource constraints and deemed to be a reasonable adjustment under the Equality Act 2010. Where this is not possible, outside assistance may be sought to try and ensure barriers to entry are minimised.
- 17.6 Please refer to our website for further details of the support available.

18 Data Protection

- 18.1 We will handle data and information in a manner that ensures that we safeguard individuals and personal data. Information will always be managed in a manner that complies with the Hartpury Data Protection Policy. All staff involved in admissions will have received training that enables them to discharge their responsibilities in relation to data protection.
- 18.2 Further information on our Data Protection Policy can be found on the Hartpury website.

19 Fraudulent Applications

19.1 We are not prepared to admit applicants on the strength of information believed to be either fraudulent or plagiarised, and reserve the right to reject or cancel an application at any point under these circumstances.

19.2 We also reserve the right to:

- request additional information to verify an application;
- put the application process on hold whilst investigating the alleged fraudulent application and/or plagiarism;
- withdraw the application/place if it is proven, or we have reasonable belief, that the information provided is false, or if the applicant/student refuses to provide the requested information;
- terminate a student's registration if they are found at a later stage to have submitted a fraudulent application;

19.3 Applicants may be required to be able to present original academic and personal documentation at enrolment prior to the start of the programme of study.

All documentation is verified by admissions staff. If any information relevant to the application is found to be fraudulent, inconsistent with the application, or missing, the application will be deemed void and the offer of a place may be rescinded.

20 Criminal Convictions

20.1 We will use the information declared relating to criminal convictions to ensure we fulfil our responsibilities and obligations for the safeguarding of children, young people and adults with whom staff and students are in contact.

20.2 Applications are first given a preliminary check by the Admissions Team, to ensure that they meet entry requirements and other basic expectations for the programme. If the application is unsuccessful at this stage criminal conviction data is not considered.

20.3 If the applicant meets the basic academic requirements for the programme and a criminal conviction has been declared, the applicant will be required to provide written details of the nature of the offence(s), including dates, the sentence imposed and the name of the court,

with a copy of any conviction notices, and any information about whether conviction(s) are 'spent' and the appropriate date. This information is sent directly to the Head of Admissions (or nominee). The applicant may also be asked to give details of their Probation Officer and to give their consent for the Head of Admissions (or nominee) to contact him/her in order to obtain the Probation Officer's views as to the likely danger or otherwise of the applicant's behaviour to other students and staff. The applicant will generally be required to provide this information electronically; however, if the applicant is applying for a programme which requires the student to be interviewed in advance of an offer being made, they may be asked to bring the information to the interview.

- 20.4 When this information is received, the Head of Admissions (or nominee) will consider the information provided and will complete a risk assessment. In doing so, the Head of Admissions will refer to the Child Protection and Safeguarding Policy and Procedure. The Head of Admissions (or nominee) will consider whether to offer a place or whether the conviction is of sufficient seriousness to warrant convening the Sensitive Admissions Sub-Group to consider the matter further.
- 20.5 The Sensitive Admissions Sub-Group will always be convened to consider the following convictions:
- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
 - Offences listed in the Sex Offences Act 2003.
 - The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing, trafficking, possession or possession with intent to supply.
 - Offences involving firearms, knives and weapons.
 - Offences involving arson.
 - Offences listed in the Terrorism Act 2006.
- 20.6 The Head of Admissions (or nominee) will have discretion to convene the group for reasons not covered by this list where they determine that there are possible grounds for withholding the offer of a place. In all cases the confidentiality of the applicant will be maintained, and personal information will only be made available on a need to know basis.
- 20.7 When considering this matter, the opinion will be sought from the lead responsible for young person protection issues (or nominee) and the Course Leader (or nominee) where the

course is taught. The group shall consult with such other departments or persons as it may require (e.g. Accommodation Services/ Security/ Student Services) and will be convened to consider whether a place can be offered. The group will consider the information provided by the applicant and any further information made available by the applicant's Probation Officer. The group may at its absolute discretion request the applicant to meet with the group to make representations in person and present any further evidence (e.g. references). The group will take a reasonable view as to the risk which the applicant could pose to the institution, its members and visitors, and admission will only be refused if this risk is considered to be unacceptable.

- 20.8 If an applicant is found to have a relevant offence which was not declared at the point of application or at any stage throughout the application process, the application will be considered fraudulent and this could give grounds for rejecting the application or, if the applicant has become a registered student, then excluding the student.

21 Complaints and Appeals

21.1 Decision Appeals

- 21.1.1 Hartpury is firmly committed to the fair and professional handling of complaints. Applicants will be provided with feedback when decisions are made in relation to their application. If the applicant considers that decision has been unfair then they have the right to appeal the decisions.
- 21.1.2 Appeals must be made in writing to the Head of Admissions (headofadmissions@hartpury.ac.uk) stating that they wish to appeal the decision and the reasons why they consider the decision is unfair. If they have further information that they feel is relevant to the application, they can submit this with the appeal.
- 21.1.3 The Head of Admission will consider the appeal and if necessary, seek further information from the academic team that completed the interview. The Head of Admissions will endeavour to notify an appeal decision within 10 working days. However, first and foremost, they will seek to make a considered decision and therefore sometimes it can take longer than this period to make a full assessment.

21.1.4 The Head of Admissions will provide a response in writing confirming whether the appeal has been successful, or not.

21.1.5 If after this first appeal the applicant still feels that the decisions reached is unfair they have the right to make a final appeal to the Deputy Principal-Further Education (or their designate). Details of how to progress the appeal to this stage will be provided by the Head of Admissions along with their initial response.

21.2 Confirmation Appeals

21.2.1 There is no right to appeal for applicants who are not accepted onto courses having failed to meet the terms of their offer.

21.3 Waiting List Appeals

21.3.1 There is no right of appeal against decisions to offer an applicant a place on a waiting list

22 Complaints

22.1 If applicants feel that the admissions process has not been followed, they may complain using the Customer Complaints Procedure, a copy of which is available on the Hartpury website.

23 Feedback

23.1 Hartpury is committed to listening to feedback. Comments on this policy can be sent via email to headofadmissions@hartpury.ac.uk.

24 Threatening, Abusive or Violent Behaviour

24.1 We are committed to providing a professional and fair service to everyone we work with. In return we ask that applicants and those supporting them respect our staff. We will not tolerate threatening, abusive or violent behaviour in any form.

Appendix 1 – Contact information

Admissions 01452 702244 admissions@hartpury.ac.uk

International 01452 702344 international@hartpury.ac.uk

Accommodation 01452 702352 accommodation@hartpury.ac.uk

Transport 10452 702183 transport@hartpury.ac.uk

Finance 01452 702148 finance@hartpury.ac.uk

Learning Support 01452 702447 learningsupport@hartpury.ac.uk