



**Worcestershire Careers Hub  
Member School**



# **Blessed Edward Oldcorne Catholic College**

## **SCHOOL CAREERS STRATEGY AND ACTION PLAN**

**SEPTEMBER 2023  
to  
AUGUST 2024**

# Our Vision

*To consistently support and engage every individual student to understand and develop their own future pathway, and to confidently raise and achieve their aspirations in an increasingly competitive and ever-changing world.*

**Blessed Edward Oldcorne is  
an active member of the  
Worcestershire Careers Hub  
and supports the development  
of Worcestershire's Future  
Workforce through the  
Worcestershire  
Enterprise Adviser Network**



# **BLESSED EDWARD OLDCORNE CAREERS STRATEGY**

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## INTRODUCTION

There has never been a time when careers guidance has been as important for young people as it is today. At Blessed Edward Oldcorne Catholic College, we have a vital role to play in preparing our pupils for the next stage of their education or training and beyond. Our pupils will be embarking upon a career pathway, which is more challenging and complex than that faced by previous generations. Global opportunities and increasing technological advances will result in young people having several careers during their working life and potentially working in a career that does not currently exist.

With the greater choices of education, training and employment, our aim is to prepare pupils for these ever-changing opportunities, responsibilities, and experiences and to equip them with the skills to manage the choices, changes and transitions ahead of them.

We have a whole school approach to careers education. This allows pupils to access the necessary information to help them make informed decisions about their futures. Our careers programme throughout the year supports our careers education curriculum and in line with the most recent careers guidance strategy (Last updated January 2023). Careers Education at Blessed Edward Oldcorne Catholic College is not just a stand-alone strand; it is thoroughly integrated into every area of the school and woven into the school curriculum.

# **Blessed Edward Oldcorne Catholic College CAREERS STRATEGY**

## **Purpose and aims**

Blessed Edward Oldcorne Catholic College is fully committed to ensuring that all of our students acquire the skills, knowledge and attitudes to manage their learning and career progression.

Blessed Edward Oldcorne Catholic College has already established a range of effective careers guidance activities which we hope will guide support our students to achieve positive destinations such as A 'levels, Higher Education, Apprenticeships, Technical routes or Employment.

This careers strategy sets out Blessed Edward Oldcorne Catholic College's key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our students. The aim is to ensure that students are fully prepared for and informed effectively about their next steps and can therefore aspire to achieve their full potential. We want to ensure that our students have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

The school will collaborate throughout this strategy with a range of external agencies to help us ensure we will meet all of the mandatory requirements contained within the Department for Education's careers strategy (July 2021). These partnerships will include working alongside The Careers and Enterprise Company (CEC), The Worcestershire Local Enterprise Partnership (WLEP), Worcestershire County Council (WCC), Further Education (FE) and Higher Education (HE) providers, Worcestershire Apprenticeships (WA) and a wide range of local employers.

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High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways which will enable them to achieve their goals.

This strategy outlines our whole school approach to delivering careers guidance to all of our students throughout their journey through education. Careers activity will therefore take place across years 7-11 as part of the mandatory requirements set by the Department for Education and contained within the Gatsby Benchmarks.

### **Strategic Careers Leader**

As set out within the Department for Education's Careers Strategy Blessed Edward Oldcorne Catholic College is required to have a designated member of our Senior Leadership Team named as our schools Strategic Careers Lead.

The Strategic Careers Lead will have the responsibility to make sure that we as a school meet our mandatory requirements and continue to work towards achieving all eight of the Gatsby Benchmark.

Cheryl Corbin has agreed to undertake this role.

Cheryl Corbin will provide both the Headteacher and the board of governors with regular updates on our progress and will work closely with the Worcestershire LEP delivery team, our assigned Enterprise Adviser and local employers to ensure we deliver this strategy.

### **Our Careers Team**

Cheryl Corbin will lead our team which will include the following staff members:

Jane Holland  
Rosie Burton

**Blessed Edward Oldcorne Catholic College**

**Our Enterprise Adviser/s**

Through the Worcestershire LEPs Enterprise Adviser Network Blessed Edward Oldcorne Catholic College are delighted to have been assigned our own designated enterprise adviser.

Ruth Dawson- Jones will be supporting our careers team to assist us to facilitate careers related activity.

May we introduce Ruth;



<b>Enterprise Adviser Name:</b>	<b>Ruth Dawson-Jones</b>
<b>Employer Name:</b>	<b>Processio Solutions Ltd</b>
<b>Job Title:</b>	<b>Director</b>
<b>Assigned School:</b>	<b>Blessed Edward Oldcorne Catholic College</b>

Hi there, I am Ruth Dawson-Jones. I currently run my own business supporting small companies to improve how they work and make things better of the people who work there. I also have a brand called “Get Ruthless,” which provides personal career support to professionals. I set up my own business as I wanted to be able to see the difference I was making to people with the training and changes I delivered. Being your own boss is great but can also be extremely demanding work and you need to be motivated and focused to be successful.

I chose to study a Managerial and Administrative Studies degree, including a qualifying Law degree when I left school as I really did not know what I wanted to do. I knew I wanted to keep my options as open as possible and hoped some part of the course would “speak” to me. I completed a placement year with Midlands Electricity as part of the course and went to work for them as a Graduate Trainee after graduation. After a brief time in the legal department, I moved into HR managing a small team. Since then, I have worked as a HR generalist and specialist as well as working on improvement projects, including IT system changes, and delivering training.



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I have since worked in a large care organisation, a construction and transport company, a small insurance company and for Sanctuary Group, the largest UK provider of Housing and support. In my last employed role, I worked for Serco, who deliver outsourced public services globally across Health, Defence, Citizen Services, Justice, Immigration and Transport.

As well as being an Enterprise Advisor, I have volunteered in many capacities over the years and am a true believer that we all have our part to play in supporting our communities however we can. I was elected as a Parish Councillor for Crowle in 2019 and am learning a lot about how local services we can all take for granted work and are funded. I also have roles on charity committees, providing my expertise, energy, and passion to help them raise funds and support those who need help.

In my spare time I enjoy playing on my Xbox, crochet, cake decorating, reading, and taking part in amateur theatre productions, both on and off stage.

### **Our current provision**

The current careers program is delivered through a combination of methods under the umbrella of 'Personal Development':

- Through tutor time daily. Tutors have a structured half termly programme of discussion topics and circle time information on employability, paths and Labour Market Information for example;
- Dedicated weekly Personal Development Education lessons with embedded careers lessons
- Personal Development days for each year group that includes careers related learning;
- Weekly assemblies from the Senior Leadership Team including topics on vocation and aspiration;
- Through departments in lessons and visits;
- Ambition fortnight / weeks;
- Visits from Post 16 providers including; school sixth forms, sixth form colleges and further education colleges
- Visits from employees and employers;
- 1:1 sessions;
- Taster days;
- Workshops that are provider or subject specific;
- Visits to universities;
- Seminars;
- EBACC subjects careers related activity for year 9
- A careers fayre

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Students are currently receiving the following careers related support or participating within the activities listed below during their journey through school:

### **Year 7**

Ambition week careers in the curriculum

PDE day activities

Guess who activity

Studying; online presence, enterprise skills, range of careers and qualities needed for these careers, career aspiration, ethical and unethical businesses and opportunity / challenge.

### **Year 8**

Big Bang trip

Careers Fayre

Ambition week careers in the curriculum

Young enterprise day

PDE day activities

Studying; choices and decision making, personal strengths, challenging careers expectations, links between values and career choices, limiting choices, respecting difference, discrimination and equality.

### **Year 9**

MFL dedicated careers events

Humanities dedicated careers events

ICT and computing fayre

Options talks and sessions

Options evening with providers and careers advice with parents

Apprenticeships week activities

Work experience mornings virtual

Careers Fayre

Skills show for selected students

Ambition week careers in the curriculum

PDE day activities

Dragons Den activities from Inspirational learning

Tutor sessions on work experience with led sessions from careers staff

Parents evenings and assemblies on work experience

Studying; skills for employability, acting on feedback, transferrable skills, types of employment and pathways, managing feelings in employment, skills for decision making and goal setting as part of the options process.

### **Year 10**

ICT and computing fayre

Year 10 careers day

Careers fayre

Ambition event at WSFC

Taster days and WSFC and HOW

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Work experience

Ambition week careers in the curriculum

PDE day activities

Studying; opportunities in learning and work, challenge and diversity, responsible behaviour in the workplace, fraud, saving borrowing linked to wages, post 16 career pathways, university and apprenticeships, pathways into work and business, opportunities, discrimination in the workplace and health and safety in the workplace.

### **Year 11**

Expectations evening

Ambition fortnight

PDE day activities

ICT and computing fayre

Dedicated tutor time tracking destinations and support

Parents evening with providers

Ambition event at WSFC

Studying; payslips, budgeting, transition post 16, CVs and personal statements, using feedback constructively, interview technique, maximising employability and what makes me employable.

All staff have a duty to play their part in students' progress through the careers curriculum, for example:

- Form tutors monitoring the progress of their tutee's career aspirations;
- Subject teachers linking their curriculum subject to careers and ensuring students realise what skills their subject is promoting, as well as the opportunities a qualification in a subject can provide;
- Providing references for an application;
- Monitoring progress and conducting one to one interviews to ensure students are on track and assisting them with post-16 pathway;
- Members of the Senior Leadership team ensuring a whole-college focus on careers education and supporting CIAG development and
- Coordinating CPD to ensure all relevant staff are trained appropriately with regards to careers

### **Partnership Arrangements and Employer Contacts**

Blessed Edward Oldcorne Catholic College has strong links with:

- Worcestershire Careers Hub.
- Worcestershire Local Enterprise Partnership
- Further Education providers
- The local business community
- Alumni and Parents

## **Objectives for 2023 to 2024**

### **Gatsby Benchmarks**

In line with the Department for Education's careers strategy, Blessed Edward Oldcorne Catholic College aims to fulfill the eight expectations set out within the 'Gatsby Benchmarks' which provide a framework to ensure that the school has formed a careers programme which falls in line with legal requirements. The following eight benchmarks are at the core of good careers and enterprise provision:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

### **1. A Stable Careers Programme**

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of pupils.
- To enable pupils to have an understanding of the full range of opportunities available to them, the skills that are valued within the workplace and to have first-hand experience of a work environment.
- To develop and publish a careers programme that will raise the aspirations of all pupils regardless of academic ability and is tailored to meet their individual needs wherever possible.
- To ensure our Careers Strategy is fully supported by the Senior Leadership team within school and is approved by the board of governors
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- To regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by pupils, teachers, employers and where appropriate parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Compass Careers Dashboard tools.

## **2. Learning from Career and Labour Market Information**

- To encourage and increase the use of online careers tools and packages across all year groups. Working with our own careers team, key partners, stakeholders, local and national professional bodies.
- To utilise and then support the development of labour market information to ensure staff and pupils are informed in their decisions and the advice being given. Work with the Worcestershire LEP and the Careers and Enterprise Company to help establish key priority areas which need to be developed.
- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information. To investigate careers and opportunities in learning, work and apprenticeships and how these meet the local and national priorities.

## **3. Addressing the Needs of the Pupil**

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To develop accurate tracking systems to ensure pupils are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps
- To ensure that a programme of activity takes place which raises the aspirations of all pupils and challenges stereotypical thinking in terms of equality and gender.
- To ensure that pupils with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the pupils own aspirations, abilities and needs.

## **4. Linking Curriculum Learning to Careers**

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract pupils towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school. e.g. Young Enterprise and Code Clubs.
- To ensure that careers related activities are built in throughout the school year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and PHSE lessons.

## **5. Encounters with Employers and Employees**

- To ensure that pupils receive at least ONE meaningful encounter with an employer during every year they are at school.

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- To increase the number of activities which are conducted within school with the support of local employers.
- To ensure that pupils have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- To develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- To create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.
- The school will also encourage pupils and parents to attend careers events such as the Worcestershire Skills Show held annually in March and the Worcestershire Apprenticeship show held annually in October.

### **6. Experiences of the Workplace**

- To ensure that pupils receive at least ONE meaningful experience of the workplace by the end of year 11
- To increase the number of employer workplace visits which will take place to enable pupils to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors based in Worcestershire.
- To strengthen our links with local employers and support our Enterprise Adviser to facilitate careers related activity within school

### **7. Encounters with Further and Higher Education**

- To ensure all / overwhelming majority of pupils receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- To ensure all / overwhelming majority of pupils has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Worcestershire Apprenticeships activity offer.
- To ensure all / overwhelming majority of pupils have experienced meaningful encounters with universities.

### **8. Personal Guidance**

- Ensure all / overwhelming majority of pupils have had an interview with a professional and impartial careers adviser by the end of year 11

### **Promotion of Careers related activities**

Blessed Edward Oldcorne Catholic College will encourage the promotion of ALL careers related activity which takes place within the school through the creation of case studies and will share this activity through our school social media channels.

This careers strategy document along with any case studies documents that are created will be placed on the school's website. These will also be shared with the

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Worcestershire LEP to be used to promote best practice across ALL careers hub member schools.

This promotion will enable us, and our partner organisations, to be able to capture the evidence we are required to provide both OFSTED and the Careers and Enterprise Company (and demonstrate that the activity taking place within our school) meets the requirements set out within the Department of Education's Careers strategy.

**Action plan 2023/24**

<b>Year Group</b>	<b>Activity Description</b>	<b>Date</b>	<b>Covering Benchmark</b>
7-11	Use PDE days off timetable to deliver some of our careers related that has been on stand alone days. Working more closely with staff within PDE	Ongoing	1,2,3,4,5,7
10	Continue our work on aiming for all of year 10 to go out on work experience in February	Ongoing up to February	6
NA	Governor training on careers	November	1

**Spring Term 2024**

11	Work with the group who are applying for Apprenticeships together rather than separately	January onwards 2024	3, 8
NA	Staff training and CPD on careers	January onwards 2024	1, 4

**Summer Term 2024**

11	Alumni work to develop stronger links with our Alumni	From May 2024	3,4

## **Careers Programme and Provider Access Policy**

### **Introduction**

This policy statement sets out the arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Blessed Edward Oldcorne Catholic College is committed to providing a personalised education package for all our pupils, and this is reflected by our careers programme. Pupils will access different elements of the programme at different stages of their education whilst the focus will always be on preparing them for their future pathways, considering their own preferences. Our Careers Action Plan outlines our generic careers offer from **Year 7 to Year 11**. For some pupils, a more personalised offer will be in place.

Our focus links directly to the requirements of the '*Gatsby Good Career Guidance*' report (2014) which became the basis for the statutory '*Career's guidance and access for education and training providers*' (2018).

### **Pupil entitlement**

The statutory guidance is relevant to 'all pupils in years 7-11 and we will also consider young people's developmental ages when preparing appropriate careers activities at Blessed Edward Oldcorne Catholic College ensuring that our pupils receive a careers programme which offers them opportunities to:

- find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- understand how to make applications for the full range of academic and technical courses.

### **School's Careers Leader**

Parents, teachers and employers may gain further information about our careers programme by contacting:

Cheryl Corbin  
Assistant Headteacher  
01905 352615  
ccorbin@blessededward.co.uk

### **Measuring and Assessment of the impact of the careers programme on pupils.**



Evaluation of our careers programme is designed to enable us to examine what we do, consider how we can improve it and provide stakeholders with a summary of this. This will include gathering information from the pupils about how they feel about their experiences in relation to the careers programme.

It is our aim to provide pupils with both experiences of the workplace and / or encounters with employers. These encounters and experiences will take place as part of curriculum lessons / workplace visits / assemblies / attending Careers Fairs and Events.

## **Application for Provider Access**

### **Introduction**

This document sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **Pupil entitlement**

All pupils in years 7-11 are entitled:

- 📖 to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- 🗣️ to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- 📄 to understand how to make applications for the full range of academic and technical courses.

## **Management of provider access requests**

### **Procedure**

A provider wishing to request access should contact Cheryl Corbin

Telephone: 01905 352615

Email: [ccorbin@blessededward.co.uk](mailto:ccorbin@blessededward.co.uk)

## **Opportunities for access**

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Charter which can be seen on the school website.

Please speak to Cheryl Corbin to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Cheryl Corbin or a member of their team.

All requests will be given due consideration by **Blessed Edward Oldcorne Catholic College** and requests will be refused if:

- They impinge on pupils' preparation for public or internal exams
- They clash with other school events such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parents' communication events etc.
- The school is unable to provide staff to support the presentation or talk due to previous commitments
- Rooming for the talk or event is unable to be found due to timetabling clashes

Providers are welcome to leave a copy of their prospectus or other relevant course literature so that they can be displayed in the Careers Section of the school library.

## **Feedback**

**Blessed Edward Oldcorne Catholic College** welcomes parental and employer participation within our careers related activities. Should you wish to support our activity or provide feedback on our Careers Strategy then please contact our Strategic Careers lead directly.

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The provider access legislation is new guidance that came into force from January 2023. It is a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

The updated provider access legislation (PAL) specifies schools must provide at least six encounters for all their students:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend

In the context of the provider access legislation, a provider is an organisation that offers approved technical education qualifications or their representative, for example an FE college or training provider.

A provider, to whom access is given, must deliver an encounter that includes the following:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- Information about the careers to which those technical education qualifications or apprenticeships might lead
- A description of what learning or training with the provider is like
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

The full statutory guidance from DfE can be found here [Careers guidance and access for education and training providers – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/careers-guidance-and-access-for-education-and-training-providers).

### **Useful links / Resources**

## Blessed Edward Oldcorne Catholic College

The Careers and Enterprise Company Resource Directory	<a href="https://resources.careersandenterprise.co.uk/">https://resources.careersandenterprise.co.uk/</a>
Gatsby Foundation	<a href="http://www.gatsby.org.uk/education/focus-areas/good-career-guidance">http://www.gatsby.org.uk/education/focus-areas/good-career-guidance</a>
Post 16 Skills Plan	<a href="https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education">https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education</a>
Skills For Worcestershire	<a href="http://www.skills4worcestershire.co.uk/">http://www.skills4worcestershire.co.uk/</a>
Government Careers Strategy December 2017	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf</a>
Government Careers Guidance and Access for Education and Training Providers (Jan 2023 update)	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1127489/Careers_guidance_and_access_for_education_and_training_providers_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1127489/Careers_guidance_and_access_for_education_and_training_providers_.pdf</a>
National Careers Service	<a href="https://nationalcareersservice.direct.gov.uk/">https://nationalcareersservice.direct.gov.uk/</a>
UCAS (Universities and Colleges Admissions Service)	<a href="https://www.ucas.com/">https://www.ucas.com/</a>
Worcestershire Local Enterprise Partnership	<a href="http://www.wlep.co.uk/">http://www.wlep.co.uk/</a>
Worcestershire Apprenticeships	<a href="http://worcsapprenticeships.org.uk/">http://worcsapprenticeships.org.uk/</a>
HOW College	<a href="http://www.howcollege.ac.uk/">http://www.howcollege.ac.uk/</a>
Kidderminster College	<a href="http://kidderminster.ac.uk/">http://kidderminster.ac.uk/</a>
Warwickshire College Group	<a href="https://wcg.ac.uk/page/1/home">https://wcg.ac.uk/page/1/home</a>
Worcester University	<a href="https://www.worcester.ac.uk/">https://www.worcester.ac.uk/</a>