

Wiltshire College and University Centre (WCUC) Careers Related Learning (CRL) Programme 2025-2026*

Vision:	Every young person should receive CEIAG that leads the way in best practice, enabling them to live their best lives with as much control of their potential as possible. Missed opportunities and wasted years should be minimised, and equality upheld.
Objective One:	All students will have a clear understanding of potential pathways, the strengths and challenges of those pathways, and how to access those pathways.
Objective Two:	All students will take ownership of their CRL by developing a portfolio of study and resources, including an individual action plan.
Objective Three:	All students will, through their time at WCUC, develop the knowledge and resilience to effectively manage the potential challenges of employment.
*The activities listed in this document are not exhaustive; this is a working document, and changes will be made throughout the academic year to better reflect the timings and content of the CRL Programme 2025-2026.	

Key	
CRL Lesson	
Separately Timetabled Event	
Seminar/Talk	
Themed Week	
Individual Support	
Level 3	<i>Italic Red Text</i>
HE Learners	<u>Underlined Text</u>
HN Learners	Bold Text

Whole Year		
Activity	Description	Benchmarks/Outcome
Qualified Careers Advisor appointments available at each campus for 1-1 guidance	A qualified careers advisor is available at each campus, with drop-in sessions and bookable appointments available.	<ul style="list-style-type: none"> Benchmark 2, 3, 8 Students will take greater ownership of their career development with tailored support Students will receive tailored advice with regards to LMI and pathways options suitable to them
<i>UCAS Guidance Appointments</i>	<i>A qualified careers advisor is available at each campus to give tailored advice regarding the UCAS application process.</i>	<ul style="list-style-type: none"> <i>Benchmark 3, 8</i> <i>Students who have chosen a HE pathway are given guidance regarding the UCAS application process, enabling them to achieve their ambitions</i>
<i>University Guidance</i>	<i>A qualified careers advisor is available at each campus to give tailored advice and support students in researching universities, finding suitable courses, and understanding application deadlines and processes.</i>	<ul style="list-style-type: none"> <i>Benchmark 3, 8</i> <i>Students who are interested in a HE pathway are given guidance regarding its suitability for them</i> <i>Students will understand the HE pathways available to them and/or relevant to their chosen career</i>
Work Experience Placements	All students will complete meaningful work experience with an employer relevant to their chosen subject; 30 hours minimum for non-technical subjects, 60 hours minimum for technical subjects, and 315 hours for T-Level subjects.	<ul style="list-style-type: none"> Benchmark 2, 6 Students will attain meaningful experience of the workplace Students will have a greater understanding of, and will develop, soft skills required for career
Integrated Employer Encounters	Students will encounter at least two employers during their chosen course consisting of; employer(s), employee(s), or self-employed. Efforts will be made to present students with employers who have faced a challenge within their industry or career background, to establish values of resilience and overcoming difficulty. These may take the form of guest speaking, workshops, co-teaching, or (in rare instances) mentoring.	<ul style="list-style-type: none"> Benchmark 2, 3, 7 Students will have meaningful encounters with employers Through integration in the curriculum, students will regard CRL as an integral part of their development Students will improve their aspirations and resilience through encountering role models Students will have increased understanding of soft skills required for career Students will have a greater awareness of pathways into different careers
Integrated HE Encounters	Students will encounter at least two HE providers during their chosen course consisting of; universities, colleges, or other types of HE providers. These may take the form of guest speaking, workshops, co-teaching.	<ul style="list-style-type: none"> Benchmark 2, 3, 7 Students will have meaningful encounters with HE providers Through integration in the curriculum, students will regard CRL as an integral part of their development Students will have increased awareness and understanding of HE pathways
Integrated Apprenticeship Encounters	Students will encounter at least one apprenticeship provider during their chosen course, regardless of subject choice and level.	<ul style="list-style-type: none"> Benchmark 2, 3, 7 Students will have meaningful encounters with HE providers Through integration in the curriculum, students will regard CRL as an integral part of their development Students will have increased awareness and understanding of apprenticeship pathways
EHCP Appointments	Students with an EHCP are organised into RAG-rated lists by inclusion coordinators, and are provided with 1-1 IAG by a qualified careers advisor.	<ul style="list-style-type: none"> Benchmark 2, 3, 8 Students will take greater ownership of their career development with tailored support Students will receive tailored advice with regards to LMI and pathways options suitable to them Students with additional obstacles to their career attainment will receive targeted support to ensure barriers are minimized and aspirations are maintained
Skills for Interviews	Students within Pathways receive dedicated learning for interview skills, building up to skill assessment interviews.	<ul style="list-style-type: none"> Benchmark 1, 2, 3 Students will develop skills and understanding directly linked to employability Students will be supported to build the skills necessary for achieving their potential and contributing to the wider community
SEND Careers Fairs	HN learners are invited to attend specialist SEND careers fairs within Wiltshire.	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 HN students will have meaningful encounters with a range of employers, HE and FE providers, and apprenticeship providers tailored to their needs HN students will develop a greater understanding of the local pathways and support available to them HN students will improve their networking skills
Careers in The Curriculum	All subject leaders will link SOW learning to CRL outcomes and make these clear to students, fostering an alignment between education and employment requirements. Where possible, subject leaders will include direct CRL teaching within their SOW's.	<ul style="list-style-type: none"> Benchmark 3, 4 Through integration in the curriculum, students will regard CRL as an integral part of their development Students will be able to link their subject learning to career skills and pathways Students will understand the relevance of skills taught in-subject and their use in the workplace
Experiences of The Workplace	Alongside WEX, all subject leaders will arrange for students to attend workplace visits <i>where and when possible</i> .	<ul style="list-style-type: none"> Benchmark 2, 6 Students will attain meaningful experience of the workplace Students will be able to link their subject learning to examples of places of work
Readily Accessible Resources	CEIAG/CRL resources will be clearly signposted and available on an updated Careers page on the WCUC website, on the student 'common room' (SharePoint), within each Careers office, and in each campus Learning Resource Centre. These include resources tailored towards apprentices and <u>HE students</u> .	<ul style="list-style-type: none"> Benchmark 1, 2, 3 Students will be able to independently access resources that enable them to increase their knowledge of LMI and career skills Through providing a means of independent career study, students will take a greater ownership of their career development Students can independently contribute to their ePortfolios

		<ul style="list-style-type: none"> Parents/carers/guardians and students will be able to access short-term LMI via the job board Students will be able to apply for relevant roles using the job board Adult learners and apprentices will be able to access the same subject CRL as full-time learners for independent study (improved availability of resources)
Information for Parents and Employers.	Information explaining the WCUC CRL programme specific to parents/guardians/carers and employers will be clearly signposted and available on the Careers page of the WCUC website.	<ul style="list-style-type: none"> Benchmark 1 Increased employer engagement through ease of access. Increased parental/guardian/carer engagement through ease of access.
Engaging Parents	Monthly Careers, PSD, and WEX focused newsletter sent to parents and carers. LMI updates included, alongside significant LMI reports bi-yearly (Winter and Summer) with feedback request.	<ul style="list-style-type: none"> Benchmark 1, 2 Increased parental/guardian/carer engagement through informing them of upcoming and completed events. Potential increased support from the local community. Parents/carers/guardians are more capable of encouraging students to use LMI.
Feedback Collection	<ul style="list-style-type: none"> Employers at Events: Email addresses of employers attending careers events (ie careers fairs) used to share Microsoft Forms feedback request. Employers Supporting WEX: Feedback collected following placements using Grofar platform. Students at Events: Students emailed feedback form after major events (ie careers fairs, Ashton Gate). Students Receiving Embedded CRL: Link to feedback form shared with faculties; to email to students after delivering embedded CRL. Staff: Bi-Yearly feedback form emailed (Winter and Summer). Parents: Bi-Yearly feedback form emailed (Winter and Summer). Link in monthly newsletter. 	<ul style="list-style-type: none"> Benchmark 1 Feedback used to evaluate and iterate the CRL programme.
CPD for Staff	<p>All staff involved in the delivery of subject CRL will receive CPD for how to effectively deliver their content.</p> <p>All staff will receive CPD focused on CEIAG theory and best practice (including the UCAS process) throughout the year, primarily during staff development days, but also on a more ad-hoc basis where suitable.</p> <p>ITT staff will receive CPD focused on how to support students to engage with the CEIAG support available.</p>	<ul style="list-style-type: none"> Benchmark 3, 4 The effectiveness of subject CRL is maximised All staff understand and are able to support CEIAG best practice
Alumni Engagement	Attempts will be made to involve WCUC alumni in all themed weeks and Careers events.	<ul style="list-style-type: none"> Benchmark 2, 3, 4 Students will have positive encounters with role models Students will be able to use alumni as a source of LMI

Term One		
Activity	Description	Benchmarks/Outcome
PSD	Equality and Diversity focused tutorial session.	<ul style="list-style-type: none"> Benchmark 3 Students will be prepared to identify and challenge prejudice in the workplace
PSD	UCAS Briefing	<ul style="list-style-type: none"> Benchmark 3 Students will understand and be prepared to readily engage with the UCAS process.
Careers Support Plans	Students within Pathways and Skills for Life given access to careers advisor drop-ins to support the development of ambitions and related SMART plans. The first session will be during week one, with a follow-up at six weeks to check progress and adjust SMART plans as necessary.	<ul style="list-style-type: none"> Benchmark 2, 3, 8 Students will take greater ownership of their career development with tailored support Students will set achievable short-term ambitions linking their learning to career
Pathways/Skills for Life Career Sessions	Learners are introduced to a range of different careers at an early stage of their programme, supporting learners to make an informed decision early on utilising tools such as skills assessments.	<ul style="list-style-type: none"> Benchmark 2, 3, 4 Giving learners support in raising awareness to realistic and real-world outcomes Encourages goal-setting and personalised plans for ways in which learners can achieve their desired outcomes, promoting self-awareness and motivation.
<i>UCAS Drop-In Appointments</i>	<i>A qualified careers advisor is available at each campus to give tailored advice regarding the UCAS application process.</i>	<ul style="list-style-type: none"> Benchmark 3, 8 Students who have chosen a HE pathway are given guidance regarding the UCAS application process, enabling them to achieve their ambitions
<i>UCAS Launch Event</i>	<i>Event hosted at each campus to raise awareness of the beginning of the UCAS process for students.</i>	<ul style="list-style-type: none"> Benchmark 3 All students will be aware of the beginning of the UCAS process and the steps they need to take to begin it. Students will have the opportunity to collect and use guidance resources tailored to the UCAS process.
SWAPs	A controlled referral process to support students who are unsure about their current choice of course, up to six weeks into beginning their course.	<ul style="list-style-type: none"> Benchmark 3 Students who are not satisfied with their current choice of course are given guidance and encouragement for choosing an alternative pathway.
Residential and LAC Appointments	Residential students are provided with 1-1 IAG by a qualified careers advisor.	<ul style="list-style-type: none"> Benchmark 2, 3, 8 Students will take greater ownership of their career development with tailored support Students will receive tailored advice with regards to LMI and pathways options suitable to them Students with additional obstacles to their career attainment will receive targeted support to ensure barriers are minimized and aspirations are maintained.
Residential CRL (HE Options)	Evening enrichment activity	<ul style="list-style-type: none"> Benchmark 3, 4 Students will link their studies to HE options Students will have a great awareness and understanding of HE
Aspirations Week; 6th October-10 th October	Employers from lesser known and obscure careers are invited into WCUC to provide students with encounters that widen their perspective of possibilities.	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 Students will have a greater understanding of pathways related to their chosen subject.
PSD	Aspirations Week Briefing	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 Students will have a greater understanding of how to access Aspirations Week provision, increasing engagement
UK University Search; 8 th October	Students are given the opportunity to attend an apprenticeship and HE-themed exhibition in order 'to engage with each region's	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 Students will improve their networking skills Students will take improved ownership of their career development

	top Employers, Colleges, Universities, and Training Providers in a face-to-face, interactive environment’.	
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Term Two		
Activity	Description	Benchmarks/Outcome
STEM Week; 24 th November-28 th November	Linked to STEM Day (8 th November), employers and providers visit WCUC to deliver a carousel of STEM-focused activities to students.	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 Students will be more aware of the career opportunities related to STEM and the skills they require Students will encounter positive role models from within STEM
PSD	STEM Week Briefing	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 Students will have a greater understanding of how to access STEM Week provision, increasing engagement
Residential CRL (STEM Week)	Evening enrichment activity	<ul style="list-style-type: none"> Benchmark 3, 4 Students will link their studies to STEM options Students will have a great awareness and understanding of STEM careers
PSD	Employment (CVs, Cover Letters, Job Searches)	<ul style="list-style-type: none"> Benchmark 3, 4 Students will have developed key skills and understanding of processes required for employment
<i>UCAS Drop-In Appointments</i>	<i>A qualified careers advisor is available at each campus to give tailored advice regarding the UCAS application process.</i>	<ul style="list-style-type: none"> <i>Benchmark 3, 8</i> <i>Students who have chosen a HE pathway are given guidance regarding the UCAS application process, enabling them to achieve their ambitions</i>
Future Steps	Pathways/Skills for Life students will be able to understand their desired outcome, creating an action plan in how to get there using project feedback, along with key skills in CV and application form writing .	<ul style="list-style-type: none"> Benchmarks 3, 4 Building upon skills, knowledge and behaviours from the unit, students will be able to use key experiences in the development of beginning to write a CV. Students will understand key strengths and areas for development based on feedback. The creation of an action plan will allow students to develop areas needed in order to reach their destination, such as further work experience, understanding additional qualifications, and how they go about reaching that destination.

Term Three		
Activity	Description	Benchmarks/Outcome
PSD	Progression Month and WEX briefings	
PSD	Employability Workshops	
PSD	Soft Skills/Networking/Personal Statements Workshops	
Apprenticeships Week; 9 th February-13 th February	Themed activities throughout to raise awareness of and understanding of apprenticeships as a future pathway; training provider visits, alumni seminars, pathway seminars, skills workshops, and application-how-to-workshops are examples of some of the activities that <i>may</i> take place.	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 Students will have increased awareness and understanding of apprenticeships as a viable pathway for all Students will have meaningful encounters with apprenticeship providers Students will have improved understanding of the different apprenticeship pathways available
PSD	Apprenticeships Week focused tutorial session.	<ul style="list-style-type: none"> Benchmark 3 Students will have increased awareness and understanding of apprenticeships as a viable pathway for all

		<ul style="list-style-type: none"> Students will have improved understanding of the different apprenticeship pathways available
Residential CRL (Apprenticeships Week)	Evening enrichment activity	<ul style="list-style-type: none"> Benchmark 3, 4 Students will link their studies to apprenticeship options Students will have a great awareness and understanding of apprenticeships
<i>UCAS Drop-In Appointments</i>	<i>A qualified careers advisor is available at each campus to give tailored advice regarding the UCAS application process.</i>	<ul style="list-style-type: none"> <i>Benchmark 3, 8</i> <i>Students who have chosen a HE pathway are given guidance regarding the UCAS application process, enabling them to achieve their ambitions</i>
Progression Appointments	Students <i>may be referred</i> to 1-1 appointments to provide guidance to their academic progress in relation to future pathways.	<ul style="list-style-type: none"> Benchmark 3, 8 Students will take greater ownership of their career development with tailored support Students will develop an action plan for improving their career development

Term Four		
Activity	Description	Benchmarks/Outcome
Careers Fair (Salisbury); 4th March	A wide variety of employers and training providers attend each campus, engaging face-to-face with students.	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 Students will have meaningful encounters with a range of employers, HE and FE providers, and apprenticeship providers Students will develop a greater understanding of the local pathways available to them Students will improve their networking skills
Careers Fair (Chippenham); 11 th March	A wide variety of employers and training providers attend each campus, engaging face-to-face with students.	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 Students will have meaningful encounters with a range of employers, HE and FE providers, and apprenticeship providers Students will develop a greater understanding of the local pathways available to them Students will improve their networking skills
Careers Fair (Trowbridge); 18th March	A wide variety of employers and training providers attend each campus, engaging face-to-face with students.	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 Students will have meaningful encounters with a range of employers, HE and FE providers, and apprenticeship providers Students will develop a greater understanding of the local pathways available to them Students will improve their networking skills
Careers Fair (Lackham); 25 th March	A wide variety of employers and training providers attend each campus, engaging face-to-face with students.	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 Students will have meaningful encounters with a range of employers, HE and FE providers, and apprenticeship providers Students will develop a greater understanding of the local pathways available to them Students will improve their networking skills

Term Five		
Activity	Description	Benchmarks/Outcome
Future Ready Week: HE and Employability; 20 th -24 th April	Themed activities throughout to raise aspirations and awareness of different employment pathways, as well as to increase student preparedness for career; mock interviews, CV workshops, soft skills seminars, networking workshops, self-employment	<ul style="list-style-type: none"> Benchmark 2, 3, 4, 5, 7 Students will have increased awareness and understanding of employment pathways Students will have a stronger understanding of key skills used for joining the workforce Students will have meaningful encounters with employers

	<p>seminars, and student projects are examples of some of the activities that <i>may</i> take place.</p> <p>A sub-theme of Employability Week is Future Ready, in which students will receive workshops focused on; the expansion of the green and digital skills sectors, as well as managing the risks of automation.</p>	
PSD	Future Ready Week Briefing	<ul style="list-style-type: none"> Benchmark 2, 3, 5, 7 Students will have a greater understanding of how to access Future Ready Week provision, increasing engagement
Residential CRL (Future Ready Week)	Evening enrichment activity	<ul style="list-style-type: none"> Benchmark 3, 4 Students will link their studies to options in expanding work sectors (ie green skills) Students will have a great awareness and understanding of expanding work sectors
HE Advice Drop-Ins; 29 th April, 20 th May	Qualified careers advisors provide IAG to internal HE students, supporting them to choose their next steps after their studies.	<ul style="list-style-type: none"> Benchmark 3, 8 HE students are provided with a dedicated forum that supports them to plan their next steps following graduating

Term Six		
Activity	Description	Benchmarks/Outcome
HE Advice Drop-Ins; 24th June	Qualified careers advisors provide IAG to internal HE students, supporting them to choose their next steps after their studies.	<ul style="list-style-type: none"> Benchmark 3, 8 HE students are provided with a dedicated forum that supports them to plan their next steps following graduating
UCAS Seminar	Seminar for level 3 year 1 students, giving an overview of the UCAS process for applying to HE pathways.	<ul style="list-style-type: none"> Benchmark 3 Target students made more aware of UCAS processes and needs; understand how to apply to HE Target students understand the support available to them from WIN. Target group students are encouraged to consider a wider array of pathway options
UCAS Clearing Support; Term Six-14 th August	Following initial post 16 results and HE provider acceptances of applications, students who have chosen a HE pathway but who haven't been accepted by their chosen provider will be given extra support with applying for university 'clearance' spaces.	<ul style="list-style-type: none"> Benchmark 3, 8 Students who have chosen a HE pathway, but who have not been accepted by their chosen HE provider(s), will understand the alternative pathways available to them, including alternative HE providers Students who choose to apply to an alternative HE provider will be guided through the process of doing so