

Joining Instructions

Public Services

Welcome to Wiltshire College and University Centre.

Please find below details of the course, related costs and items you may need to purchase ready for the start of term.

Resource Fee

You will need to pay your £25 non-refundable Resource Fee before coming to enrol. This can be paid via the [WCUC Online Shop](#). You will need to bring a copy of your receipt to enrolment as proof of purchase. If you cannot pay online, please pay by card on enrolment day.

Stationery

Students are required to provide their own personal stationery to include note pads, pens and pencils, poly-pockets and folders ready for the start of term. Students studying GCSE Maths as part of their study programme will also need a scientific calculator.

Students are welcome to use their own laptop/tablet during lessons.

Uniform

The wearing of uniform is **compulsory** and must be accompanied by your **college lanyard**.

Your uniform will consist of:

- One T-shirt
- One ¼-zip jumper or hoody

Public Services uniform will be issued within the first month of the course. At enrolment, students will have the opportunity to try on garments to ensure the correct sizes are ordered.

Equipment

When taking part in outdoor adventurous activities and expeditions, each student is required to have their own:

- Waterproof jacket and trousers
- Suitable walking boots with full ankle support

In addition, students will need access to a **sleeping bag** and a **large rucksack (approximately 65 litres)** for expeditions. For college-based activities and day visits, a standard day sack will be sufficient. All required equipment can be purchased from any outdoor equipment retailer.

Work Experience

Work experience is a mandatory component of your course. The required hours are as follows:

- **Level 3 (Year 1):** 60 hours
- **Level 3 (Year 2):** 30 hours

Students at all levels are expected to secure an **external work placement**. In addition, some work experience hours may be gained through activities involving external agencies visiting the college or through trips related to the Public Services sector.

Trips

All residential trips and out of classroom activities throughout the year are highly recommended and essential for students to achieve the best possible grade. Please note that there may be slight variations depending on course level and campus. All students are required to contribute **£350** towards these activities to support the completion of their course.

Activities and trips may include (but are not limited to): rock climbing, ski/snowboarding trips, New Forest expeditions, kayaking, indoor climbing, orienteering, and residential expeditions to Dartmoor, the Brecon Beacons, and Snowdonia. These residential visits may involve activities such as mountain walking, gorge walking, coasteering, and rock climbing. In addition, students may take part in a residential overnight visit to the Houses of Parliament in London.

Course Fees

You will need to pay **£350** to cover all trips, visits and uniform. Please pay this via the [WCUC Online Shop](https://www.wiltshire.ac.uk/online-shop/).

Though preferably paid in full at the start of term, this fee can be also paid in instalments (see instalment plan below).

Instalment plan:

- 30 September 2026: £100
- 30 October 2026: £100
- 30 November 2026: £100
- 30 January 2027: £50

Financial Support

We understand that we are in a financially challenging time, and the costs of attending college can put pressure on a lot of families. Bursary funding is designed to help students overcome the financial barriers to attend and participate on their chosen course. Information about the criteria for applying bursary funds can be found on our website – [Bursaries - Wiltshire College & University Centre](#). Attendance is key to success and will be monitored as part of this process.