

St Augustine's Catholic High School and Sixth Form

SCHOOL CAREERS STRATEGY AND ACTION PLAN

**SEPTEMBER 2022
to
AUGUST 2024**

V6 – Updated 01.12.22

Approved at Full Governing Body: 14.12.22



St Augustine's Catholic High School and Sixth Form is an active member of the Worcestershire Careers Hub and supports the development of Worcestershire's Future Workforce through the Worcestershire Enterprise Adviser Network As Lead School





St Augustine's Catholic High School and Sixth Form

CAREERS STRATEGY

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St Augustine's Catholic High School and Sixth Form

CAREERS STRATEGY

Purpose and aims

St Augustine's Catholic High School and Sixth Form is fully committed to ensuring that all of our students acquire the skills, knowledge and attitudes to manage their learning and career progression.

St Augustine's Catholic High School and Sixth Form 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 St Augustine's Catholic High School and Sixth Form 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 new careers strategy. 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.

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.

The strategy includes measures to further develop and improve the current provision on offer to students and will ensure that St Augustine's Catholic High School and Sixth Form will meet the requirement to meet the eight "Gatsby Benchmarks", set out within the Department for Education's careers.



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 through to year 13 as part of the mandatory requirements set by Department for Education and contained within the Gatsby Benchmarks.

In addition, with the development of our cooperative relationship with our MAC High schools; Trinity Catholic high School and St Benedict's Catholic High School we have formed a consortium for careers education within our respective Sixth Forms With the aim of providing a programme of tailored experiences to support progression along designated destination pathways.

Background Information



The Careers and Enterprise Company was set up in 2015 to transform careers and enterprise provision in schools and colleges across England.

The Careers and Enterprise Company had an initial remit to improve employer engagement, through the creation of the Enterprise Adviser Network and support schools to increase the delivery of activities which would help them build long lasting employer relationships (Gatsby Benchmarks 5 and 6).

Worcestershire's Enterprise Adviser Network

The Worcestershire Local Enterprise Partnership (WLEP) and Worcestershire County Council, through their contract with the Careers and Enterprise Company, has been delivering the Worcestershire Enterprise Adviser Network (WEAN) since January 2017 and has placed business leaders within schools to support them with the facilitation of careers related activity and support their achievement of Benchmarks 5 and 6..

Worcestershire was one of the first LEP areas in England to be awarded a central contract with the Careers and Enterprise Company and has been seen as an influential area as the Enterprise Adviser networks were being developed across England.

The WLEP has been leading the way nationally regarding network performance since the delivery of this initiative began and was delighted to become the first LEP area in the country to secure 100% participation from their education establishments. (50x)

The WLEP was also instrumental in demonstrating the need for total inclusion. The WEAN was one of the first areas in the country to also ensure that ALL of our Special Schools and PRU's were allowed to participate within the initiative.

To date Worcestershire has recruited 70+ Enterprise Advisers and assigned each of them to schools participating within the initiative.



In September 2017, due to the success of the WEAN, the WLEP were given permission to develop and deliver a Middle School Pilot and work with 15 schools covering Wychavon, Redditch and Bromsgrove.



The Careers Strategy



**Careers strategy:
making the most of
everyone's skills and
talents**

December 2017

In December 2017 the governments Department for Education launched the latest version of their "Careers Strategy". This new strategy places the Careers and Enterprise Company at the heart of driving forward careers provision for young people. Their enhanced role is to act as a catalyst in the fragmented landscape of careers and enterprise, supporting programmes that work, filling gaps in provision and ensuring coverage across the entire country.

This new strategy adopted the Gatsby Benchmarks, which were originally developed by the Gatsby Foundation in 2014 by the Gatsby Charitable Foundation. These benchmarks were based on international research and helped identify best practice and guidance for education establishments in order for them to deliver high quality careers guidance to young people across England. These benchmarks have also formally been adopted by OFSTED and will now form part of their school inspection process.

The Eight Gatsby Benchmarks of Good Career Guidance are:

- 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) Experience of workplaces
- 7) Encounters with further higher education
- 8) Personal guidance



Careers Hubs

Since October 2015, the Gatsby Charitable Foundation, in partnership with the Careers and Enterprise Company, has also been running a Careers Hub pilot in the North East Local Enterprise Partnership area. This Careers Hub pilot was put in place to build on the support provided through the Enterprise Adviser Networks to achieve benchmarks 5 and 6 and support schools / colleges to achieve all eight of the Gatsby Benchmarks.

Following the conclusion of this pilot the Department for Education's Careers Strategy has requested that the Careers and Enterprise Company scale up this model by establishing 20 more Careers Hubs across the country, based on the North East Pilot model.

What is a Careers Hub?

A Careers Hub is a group of between 20 and 40 secondary schools / colleges / SEN Schools located in the same geographical area, working with universities, other education and training providers, employers and career guidance professionals to ensure that ALL the Gatsby Benchmarks are delivered in each school and college within the Hub and that careers outcomes are improved for all young people. Schools and colleges within the Hub should have a shared vision of how they will work together to improve outcomes for the young people in their area.

Worcestershire Careers Hub

In July 2018 the Worcestershire LEP, in partnership with Worcestershire County Council were successful in their bid for Worcestershire to be awarded "Careers Hub" status by the Careers and Enterprise Company.

The Worcestershire LEP will develop a careers Hub which will contain the maximum number of 40 educational establishments. The "Hub" delivery team over the next 2 years will work with member schools to ensure not only are they meeting the mandatory requirements set out within the Department for Education's Careers Strategy, achieve all eight of the Gatsby Benchmarks but will ensure that Worcestershire students will receive an increased number of employer encounters and activities which will in turn prepare them for the world of work.

The delivery team will continue to build on the success of our showcase careers event the Worcestershire Skills Show, support the promotion of the apprenticeship agenda working with our partner Worcestershire Apprenticeships, and ensure that ALL schools provide students with the opportunity to meet with FE / HE providers and universities to ensure they can continue to make informed choices about which educational and vocational pathways are open to them.



Work will also continue to expand the range of information available to students, parents, employers and teachers through the "Skills4Worcestershire" careers signposting website.



Strategic Careers Leader

As set out within the Department for Education's Careers Strategy St Augustine's Catholic High School and Sixth Form is required to have a designated member of our Senior Leadership Team named as our school's Strategic Careers Lead.

The Strategic Careers Lead will have the responsibility to make sure that we as a school meet our mandatory requirements and work towards achieving all eight of the Gatsby Benchmarks by August 2020. We have achieved this aim and continue to uphold the highest standards ongoing.

Louise Threadgold has agreed to undertake this role.

Louise Threadgold will provide (via her SLT Link) 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

Louise Threadgold will lead our team which will include the following staff members:

- Careers Lead: Clare Taman
- SLT Careers Link: Damon Gariff
- Governor: Roger Harrison
- Consortium Careers lead: Carol Anne Klatt
- Oxbridge – Louise Threadgold (STA)

In addition, all staff are supported to contribute to the careers and guidance programme through their roles as tutors and subject teachers.



Our Enterprise Adviser

Through the Worcestershire LEPs Enterprise Adviser Network St Augustine's Catholic High School and Sixth Form are delighted to have been assigned our own designated enterprise adviser.

Laura Keys, owner/director of The Trinity Group Recruitment will be supporting our careers team to assist us to facilitate careers related activity which will Once we have received our designated advisor details will be inserted here.

May we introduce our Careers Enterprise Adviser Laura Keys

"I was brought up and educated in Kings Heath, Birmingham and spent weekends and holidays working in a spectrum of part-time roles (some worse than others) including washing up in a pub, serving customers in the jewellery quarter, pulling pints in various Birmingham bars and my favourite position of welcoming flights in at Birmingham Airport. After completing a degree in Accounting and Management from Cardiff University I was lucky enough to be accepted on to an Internship Programme, and was sent off to work in Toronto, Canada for 7 months for the Careers Centre of a University. Once I'd completed that I worked my way around Australia for a few months (terrible temp jobs and a short stint on a farm) before arriving back home in the Midlands. I was then accepted on to a graduate training scheme for Robert Half (a large US owned Recruitment Agency specialising in Finance placements) where I spent 14 years working my way up to a Regional Senior Manager position. In 2020 I took the somewhat risky decision to wave goodbye to the security of a good job and set up my own Consultancy. I now own and run Trinity House Group along with two other business partners and we focus on placing Senior Finance Executives into fantastic businesses in the Midlands. We work with local brands such as Halfords and Tarmac, right down to smaller owner managed businesses"

Current position

Students are currently receiving the following careers related support or participating within the activities listed below during their journey through school. With the onset of COVID 19, many of these activities moved to VIRTUAL provision, the aim of 2022 and beyond is to move as many things as possible back to live, face to face events.

Year 8

- Academic Pathways Information
- Worcs Skills Show Invite
- Raising Aspiration Peer Support
- Option Subjects Information Presentations
- Option Subject Taster Sessions
- Transition Days



Year 9

- Audit of Knowledge
- STEM Club
- Buzz I Could
- Pixl Futures
- NHS Futures Competition
- Mentoring
- Careers Club
- Mission Month activities
- Open Doors / Industry Visits
- Worcestershire Careers Fair
- Duke of Edinburgh Bronze

Year 10

- Individual Careers Meeting
- Mentoring
- Careers Club
- Pixl Futures
- Buzz I Could
- Unifrog Activities PSHE
- Careers Appreciation Week
- Mock Interviews
- Interview Skills
- World Skills Show NEC
- Work Experience
- Mission Month activities
- Duke of Edinburgh Bronze/Silver

Year 11

- Mission Month activities
- World Skills Show NEC
- 6th form Peer Subject Mentoring
- 6th Form Open Evening
- 6th Form Application Support
- Individual Careers Meetings
- Unifrog Activities PSHE
- Subject Taster Days
- Apprenticeship Workshops
- Application Station
- Post 16 Transition Taster Days



- Results Day guidance interviews
- Professional Speakers

Year 12 /13

Within Curriculum:

- VESPA Mindsets programme
- Professional Speakers
- Professional Mentors – ARCUS/ATT/Thorlux
- Christ College Cambridge Consortium
- NCS
- Unifrog
- Enrichment Programme
- Giving Back/ Volunteering
- Pixl Oracy Project
- Barclays Life Skills
- Young Enterprise

Beyond the curriculum:

- Duke of Edinburgh Silver/Gold
- Individual Careers Meetings

Decision Making Workshops

- STEM Workshops
- UCAS Conference
- University Open Days
- Work Experience
- Accountancy/Finance Placements.
- Aspire Employability Masterclass
- Careers Focus Fortnight
- Mock SLT Interviews
- Apprenticeship Application Station
- Personal Statement and initial UCAS Support

Teaching staff contribute to the delivery of careers guidance through:

Audit of Careers links within revised Curriculum Plan documents.

Mapping of careers education opportunities via horizontal whole school curriculum experiences.

Calendared targeted employer visits during classroom lessons.

Exploration and explicit promotion of career paths forged from specific subjects.

Infographics, Careers boards, LMI and key opportunities, highlighted on Careers noticeboards.

Subject specific careers posters outside teaching rooms.

Local Employers contribute to the delivery of careers guidance through:



Workplace visits / work experience / assemblies / careers fairs / mock interviews / careers fortnight / curriculum learning / mentoring / careers talks

Parents contribute to the delivery of careers guidance through:

Support to arrange work experience / parents employer participation / alumni / Post 16 options evening / LMI briefing embedded in curriculum evenings / careers talks
Networking Parental involvement through use of our social media. LinkedIn; Twitter; Instagram and School Websites.

Our Objectives for 2022 to 2024

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 students. We take great pride that we are one of very few schools with a dedicated independent careers advisor.
- To enable students 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 students regardless of academic ability and is tailored to meet their individual needs wherever possible.
- Ensure our Careers Strategy is fully supported by the Senior Leadership team within schools 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.
- Regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by students, 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 Tracker tools.
- Encourage parental and Alumni involvement with the creation of a whole school LinkedIn page and a careers specific Twitter site.

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 students 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 ad 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 students 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. Through the use of Unifrog and Compass +
- Ensure that a programme of activity takes place from yr 9 onward underpinned by the tools within UNIFROG with the intention of raising the aspirations of all students and challenging stereotypical thinking in terms of equality and gender.
- To ensure that students 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.
- Adaption of current Aspire to Achieve programme for focused groups of students with specific focused needs. To eliminate NEET and light the flame to learning and engagement through career aspiration.
- 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 students 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 can link the content of curriculum with careers, even in lessons which are not specifically occupation led. This will be through whole school CPD sessions. Subject specialist staff can be powerful role models to attract students 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, Code Clubs, NHS Futures.
- To ensure that careers related activity 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 students receive at least ONE meaningful encounter with an employer during every year they are at school.
- Increase the number of activities which are conducted within school with the support of local employers.
- To ensure that students 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.
- 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.
- 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 students 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 students receive at least ONE meaningful experience of the workplace by the end of year 11
- To ensure that students receive at least ONE further meaningful experience of the workplace during years 12 and 13.
- To increase the number of employer workplace visits which will take place to enable students 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

- Ensure all / overwhelming majority of students receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- Ensure all / overwhelming majority of students has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Worcestershire Apprenticeships activity offer.
- Ensure all / overwhelming majority of students have experienced meaningful encounters with universities by attending at least one Open Day event,
- Ensure our most able students engage with the Christ College Cambridge Consortium programme leading to Open Day attendance in June.
- To ensure this aim we have initiated a focus regional POST 16 evening to ensure all parents and student in the area have meaningful encounters and opportunities to engage with and understand changing POST 16 provision.
- This continues to evolve with the developments and focus of our Careers Consortium group.

8. Personal Guidance

- Ensure all students have had an interview with a professional and impartial careers adviser by the end of year 11.
- Ensure all Year 11 students have a personal interview with a member of SLT to discuss proposed Post 16 pathway.
- Ensure the overwhelming majority of students has had at least TWO interviews with a professional careers adviser by the end of year 13.

Specific Aims for each year group

Year 9

- Introduction to Careers at Saints, explain the different aspects of Careers, what they are and what they involve.
- To ensure students are aware of careers year group TEAMS on Microsoft TEAMS
- Introduction to UNIFROG for Careers
- Light the spark – introduction to careers thinking – Buzz icould
- Targeted one to one careers interviews with Ronnie, SEN students
- Raising aspirations with Trips, speakers and activities
 - World Skills show – runs in November full year involvement
 - Careers fair involvement – live or virtual
 - Speakers – and use of AIM HIGHER
 - Duke of Edinburgh for all year 9 students
- Personal finance skills
- Enterprise and Employability skills – link to business dept



- Enterprise activity sessions/club with Business dept
- Equality, diversity and stereotyping in the work place
- Job families information
- Weekly career focus – linked to subject – on TEAMS
- CW once a term – FOCUS: LMI; Career Pathways; Careers/subject links; Sixth form
- YE Learn to Earn (£ support required)

Year 10

- Targeted one to one careers interviews with Ronnie, SEN students
- Raising aspirations – Worcester skills show trip
- Career pathways – apprenticeships focus
- AIM Higher - university talks
- Intro to work skills – CV, letter of application, Social media for careers progression – utilising careers enterprise engagement
- Work Experience – Live or Virtual
- LMI information shared
- Money skills workshops (NATWEST or Barclays)
- Virtual FE/HE taster days/talks
- OPEN Doors Visits with focused Aspire to Achieve group
- Careers Focused CW
- Raising Aspirations and mentoring with Worcester University Ambassadors / Exeter/ Loughborough
- Information about Open Days and experiences highlighted via TEAMS/Twitter/LinkedIn
- Inspirational speakers

Year 11

- Intentions focus – next steps logging and appropriate support applied
- Reinforce Unifrog careers and online support
- One to one careers meetings for all
- Application station – drop in session for HOW and Apprenticeship applications
- Work skills – focused support for CV/Applications CV writing
 - Letters of application
 - Application to institutions
 - Interview techniques
- Application for Saints Sixth form
- Raising aspirations with use of trips/talks and CW
 - Aim Higher
- Links to world of work
 - Use of AT&T and other local businesses to give focused access and opportunities
 - CW talks
 - STEM girls day
 - Visits

Year 12 and 13



- Intentions focus – next steps logging and appropriate support applied
- Yr 12 focused one to one careers support; yr 13 one to one careers session for all.
- Reinforce Unifrog careers and online support
- Open Days
- Apprenticeship Talk and support
- Focus on information, online resources Where to get the information, websites and links on the student careers TEAMS. Use of UNIFROG MOOCS
- Support for work skills development
 - CV writing, Letters of Application and Interview Techniques
 - Mock interviews
- Work Experience Live or Virtual
- Making the most of your University Open Day
- Raising aspirations
 - Use of speakers
 - AIM Higher
 - University talks
 - Highlighting University opendays
- UCAS convention – Worcester University

Promotion of Careers related activities

Saint Augustine's 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 Twitter account and other social media channels.

This careers strategy document along with any case studies documents that are created will be placed on the schools website. These will also be shared with the 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 2022 to 2024

- Create a whole school Careers Strategy which is to be published on the school website and has gained approval from the schools Senior Management Team and the Board of Governors and is regularly reviewed and updated.

ONGOING
- Inform parents of the creation of the school's new careers strategy and inform them of its location on the school website January 2022, and update information annually

COMPLETE
- Complete the Compass Evaluation Tool and the Tracker tool on a regular basis as per the terms of our agreement in joining the Worcestershire Careers Hub.

ONGOING
- Maximise our Leadership CEC role – ensuring we engage with new CEC initiatives.

ONGOING
- Ensure we engage in succession planning with the training of additional staff to build our careers guidance capabilities – Carole Ann Klatt UNDERTAKING careers course through CEC with Warwick University

ONGOING
- Raise the profile of subject specific careers information with the appointment of Subject Pathway Leaders
 - ONGOING
- Ensure regular engagement with leaders from our full MAC to ensure joint commitment and engagement from MAC schools at all age groups

ONGOING
- Utilise our role as Lead school for the Worcestershire CEC to engage the local area in careers opportunities through the hosting of a Redditch POST 16 options evening.

INITIATED JAN 2020 AND ONGOING



Useful links / Resources

The Careers Enterprise Company	https://www.careersandenterprise.co.uk/
Gatsby Foundation	http://www.gatsby.org.uk/education/focus-areas/good-career-guidance
Post 16 Skills Plan	https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education
Department of Education Careers Strategy	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf
Skills For Worcestershire	http://www.skills4worcestershire.co.uk/
Government Careers Strategy December 2017	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf
National Careers Service	https://nationalcareersservice.direct.gov.uk/
UCAS (Universities and Colleges Admissions Service)	https://www.ucas.com/
Worcestershire Local Enterprise Partnership	http://www.wlep.co.uk/
Worcestershire Apprenticeships	http://worcsapprenticeships.org.uk/
Worcester 6 th Form College	http://www.wsfc.ac.uk/
HOW College	http://www.howcollege.ac.uk/
Kidderminster College	http://kidderminster.ac.uk/
Warwickshire College Group	https://wcg.ac.uk/page/1/home
Worcester University	https://www.worcester.ac.uk/

