

SUPPORT FOR SCHOOLS



OUR SCHOOL AND SIXTH FORM LIAISON OFFER



WELCOME

The Manchester College is one of the largest and most diverse further education colleges in the UK.

We pride ourselves on offering students a high quality technical education that focuses on equipping them with all the skills they will need to become the next generation of industry leaders. We provide a wide range of industry relevant courses including BTECS and T Levels.

We pride ourselves on giving young people the individual support required to help them set and achieve their aspirational goals and equip them with the skills they will need for a successful and rewarding career. We do this in facilities that are industry standard, mirroring what they will see in the world of work and making sure they have both a great learning and student experience.

The Manchester College has a highly dedicated School Liaison Team who work in partnership with schools, sixth forms, academies, information advice and guidance providers and other services to encourage and inform the young people of Manchester and beyond about their future choices.

Being such a large team, they are able to work with a wide cohort of schools, sixth forms and other educational facilities across the whole region.

This brochure outlines the services we provide.

CONTENTS

The School Liaison Team	4
We are Industry Excellence	6
What we offer	8
Meeting your Gatsby benchmarks	8
Activities	9
The Manchester College calendar 2021/22	15
Special Educational Needs and Disability (SEND) Transition Team	16
Our locations	18
Where can I study?	19
UCEN Manchester	20
Total People	21



THE SCHOOL LIAISON TEAM

As a large college, we have a fantastic pool of talent to draw on. Our School Liaison Team come from a range of diverse backgrounds, meaning that every member of the team has something different to offer. Between us, we have experience of vocational and technical higher education and apprenticeship pathways, and individual skills such as music and teaching.

We harness every bit of our knowledge to enhance our service to schools and their pupils and parents.

As a team, we are Matrix accredited. This means that we have been recognised for offering high quality advice and guidance to students considering their future. Our team either have or are working towards a Level 3 qualification in Information, Advice and Guidance (IAG).

We have been recognised for our 'Outstanding Team Contribution for All Round Excellence' at our College awards. We are experts in further education and offer innovative solutions to ensuring young people receive the best possible advice about their education and career options.

We are committed to meeting the Gatsby Benchmarks which is part of the Government's Careers Strategy and forms the framework for best practice careers guidance.

We are happy to work with any school or sixth form in any capacity including assemblies, parents' evenings and career conventions.

We offer a dedicated Matrix accredited adviser service. Get in touch to find out how we can work together on your supporting your pupils to make the best possible choices about their post-16 training and education.

We look forward to hearing from you.

WE ARE INDUSTRY EXCELLENCE



CENTRES OF EXCELLENCE

In one of The Manchester College's 18 Centres of Excellence, covering everything from Animal Care to Applied Science, students obtain qualifications ranging from Entry Level Certificates through to Extended Diplomas.



Depending on their level of study students will also complete work experience with an employer and receive dedicated 'employability' sessions that will equip them with the skills they need to be 'work ready' and the qualifications they need to take the next steps towards an amazing career.

Students will also have the opportunity to progress into an Industry Excellence Academy if they obtain the necessary entry requirements during their time in one of our Centre's of Excellence.

INDUSTRY EXCELLENCE ACADEMIES

In our unique Industry Excellence Academy, students benefit from a programme of study that has been co-developed with one of our industry partners. This input not only helps to ensure that our courses are aligned with current industry skills demands but also means that students will benefit from a range of industry level activities and lessons.



This includes sessions delivered by industry experts, visits from guest speakers that are at the forefront of their sector and receiving industry standard 'live briefs' that will require students to work on the types of projects they would be completing in the workplace.

In our Industry Excellence Academy, students complete either a Level 2 or Level 3 qualification and a placement with an industry employer of at least 15 days.

T LEVELS

In September 2021 we extended our offer in our Industry Excellence Academy to include T Levels an exciting new qualification that combines classroom learning with an industry placement.



T Levels are a two-year technical programme that provide students with a high-quality alternative to A Levels. They have been developed in collaboration with employers, and combine theory, practical and classroom learning with a minimum 45 day industry placement.

From September 2022 The Manchester College will be offering the following T Levels in our Industry Excellence Academy in six subject areas, with a total of fifteen courses to choose from:



Business and Administration
- NEW



Engineering and Manufacturing
- NEW



Education and Childcare



Digital



Health and Healthcare Science



Construction

If students don't meet the entry requirements for a T Level they can join a one-year Transition Programme within our Industry Excellence Academy in September 2022 at Level 2 following completion of our Summer School. On successful completion of all aspects of the Transition Programme students can progress directly to the corresponding T Level in September 2023.

WHAT WE OFFER

We can provide a large range of activities at your school, sixth form or here at the College. Depending on group size, preferred location and time of year, activities can be tailored to your needs. Listed are the range of activities we currently offer. They are designed to help your students as they make important decisions about their future and can also help your school or sixth form achieve some of the key Gatsby Benchmark outcomes.

MEETING YOUR GATSBY BENCHMARKS

The Manchester College School Liaison Team can help schools meet their obligations around the provision of Careers Education, Information, Advice & Guidance (CEIAG). Our Activities are mapped on to Gatsby benchmarks - as highlighted in the brochure.

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

ACTIVITIES

PRESENTATIONS

1 2 7 8

Audience	Suitable for Years 9–13, classroom size to full year group
Duration	10 – 60 minutes
Location	School / Sixth Form

These sessions offer students a deeper look into post – 16 options, higher education (HE) and apprenticeships.

Main College Presentation (perfect for Year 11s)

A careers-orientated presentation providing your pupils with information about post-16 options and pathways available to them.

These presentations focus vocational courses, T Levels and apprenticeships, while showcasing the excellent facilities, support and additional opportunities we offer.

Introduction to Higher Education presentation

1 2 7 8

Focus on the different higher study levels available through our partner organisation UCEN Manchester, the differences between studying HE in FE and at more traditional universities, and the courses available. The session encourages students to start researching UCAS to find the most suitable course for them.

Apprenticeships

1 2 3 8

A guide to apprenticeships – together with our partner organisation Total People we can offer an in-depth view of apprenticeships, how to find vacancies and the application process. Question and answer sessions can take place during or at the end of the presentation.

APPLICATION WORKSHOPS

2 7 8

Audience	Suitable for Years 11–13, classroom size
Duration	1 hour
Location	School / Sixth Form

School Leaver

Provides handy tips about application form etiquette and helps students to promote themselves effectively when submitting their college applications.

Higher Education / University

UCAS Application Workshops Supports students aiming to progress into HE. This interactive session demonstrates how to use UCAS to research universities and courses and how to apply to university through UCAS. We will also focus on how to write a personal statement, encouraging students to identify their skills and apply these to their future studies.

UNDERSTANDING T LEVELS

1 2 3 4 7 8

Audience	Year 10 - 11
Duration	30 minutes - 1 hour
Location	School / Sixth Form

Understand what T Levels and Transition to T Level programmes are and how this brand new qualifications can be a stepping stone into your pupils' dream career with our Introduction to T Levels classroom session. The session explores what T Levels are, how they are so unique, progression routes and so much more. We can adapt the content and duration of this presentation to suit classroom delivery or assemblies.

CV WRITING

2 3 4 5 6 8

Audience	Suitable for Years 10,11-13, classroom size
Duration	1 hour
Location	School / Sixth Form

Students will benefit from the experience of the School Liaison Team, who speak to employees and read CVs on a daily basis. Attendees will learn how to evaluate their skills and achievements and use this information effectively to write a CV. In addition, the workshop will give an overview of the job search process, including using the CV as part of interview preparation, cover letter writing and selfpresentation

INTERVIEW SKILLS

2 3 4 5 6 7 8

Audience	Suitable for Years 10 - 13, classroom size to full year group
Duration	Part / Full day
Location	School / Sixth Form

This session has been designed to help students prepare for their interviews whether that be their first part time job or college interview. This session gives students tips, dos and donts on how to conduct themselves during an interview. This will also include a role play and an example of a good and bad interview.

MOCK INTERVIEWS

(Organised by the college)

1 3 5 6 8

Audience	Suitable for Years 10 - 13, classroom size to full year group
Duration	Part / Full day
Location	School / Sixth Form

Prior to the Mock Interviews:

- the college will provide a list of jobs/ careers that the students can apply for
- the students will then complete a cover letter and CV
- they will then receive a letter to say that their application has been successful, and when their interview will take place

During this time, we will source interviewers and provide them with interview packs which will include:

- an interview schedule
- a list of questions
- a feedback form for each



STUDENT MOCK INTERVIEW SUPPORT

If you arrange your own mock interviews, our team are available to support as volunteers.

LABOUR MARKET INFORMATION (LMI) SESSION

4 5 7 8

Audience	Suitable for Years 10 - 13, classroom size to full year group
Duration	Part / Full day
Location	School / Sixth Form

Helps students to understand the labour market and changing world of work. It focuses on future demand for jobs and skills to enhance employability success and when choosing their next steps.

The understanding and application of LMI is central to ensuring that young people are equipped with the information needed to make well-informed realistic decisions.

PRE-OPTIONS SESSION

1 3 4 7

Audience	Suitable for Years 10 - 13, classroom size to full year group
Duration	Part / Full day
Location	School / Sixth Form

Helps students understand the importance of their GCSEs and future options decisions. It helps them recognise and enhance their softer skills and understand how all this relates to employability success.

An ideal addition to your PSHE/ Citizenship syllabus.



Thank you to your colleagues for running the virtual session. It went down really well with our students. The feedback was overwhelmingly extremely positive from each year group. Please share with your colleagues and say a big 'thank you'.

Mary Henshaw, St Damians RC High School





IAG CAREER PATHWAYS EVENT

2 4 5 6 7

Audience	Suitable for Years 10 - 13, classroom size to full year group
Duration	Part / Full day
Location	School / Sixth Form

A hands-on activity in which students explore a variety of industries through 'have a-go' activities and have the opportunity to speak to our industry experienced tutors.

This can be held in your school, however, you can bring your pupils to a College campus of your choice if you prefer.

Enquire now about being the first to tour our brand new City Campus Manchester, opening Summer 2022 next door to the AO Arena.

GREEN SKILLS

2 4 6 8

Audience	Year 8 - 11
Duration	30 minutes – 1 hour
Location	School / Sixth Form

Helps students understand the importance of going green in their day to day lives. During the session, students will identify what they are currently doing to go green and other ways they can help the environment. School Liaison Co-ordinators will also discuss future career prospects in the green sector and how being green can link to any job directly or indirectly.

IMPORTANCE OF USING EMAIL

2 3 5 7 8

Audience	Year 10 - 11
Duration	30 minutes
Location	School / Sixth Form

Students will benefit from expert advice from the School Liaison Team and why they need to understand the importance of having an email. This session will focus on why they should have a professional email address, how to set one up and recognise the potential threats in their emails.

PERSONAL BRANDING

2 3 5 7 8

Audience	Year 10 - 11
Duration	30 minutes - 1 hour
Location	School / Sixth Form

This session focuses on how to help students understand what their personal brand is and its importance. We will give students hints and tips on body language, the importance of first impressions and working on their personal brand.

COLLEGE LIFE

1 3 4 7 8

Audience	Year 10 - 11
Duration	45 minutes – 1 hour
Location	School / Sixth Form

Helps students with their transition from GCSE to post 16 studies. Students will benefit from impartial advice from the School Liaison Team on which route of study to take whether that be a technical study programme (BTEC), T Level, Apprenticeship or A Levels. The session will also inform students about what to expect when they are at college such as timetable, enrichment and hints and tips on how to prepare for college.

CAMPUS TOURS

4 6 7

Audience	Suitable for Years 10 - 13, classroom size to full year group
Duration	Part / Full day
Location	School / Sixth Form

Through campus tours, students can experience The Manchester College learning environments, look at the facilities available and take part in activities to familiarise themselves with what the College can offer. Tours can be tailored for FE and HE campuses and courses.



Your sessions are fantastic and offer an impartial look at post-16 options whilst also weaving in a suitable amount of how The Manchester College can meet their needs. I work with a lot of colleges, but I am always super impressed at TMC's sessions!

Liam Wright, St Thomas More RC College





CURRICULUM-SPECIFIC TASTER SESSIONS

4 6 7

Audience	Suitable for Years 10 - 13, classroom size to full year group
Duration	Part / Full day
Location	School / Sixth Form

Allows students to gain first-hand experience of studying at college and at degree level in a variety of industry areas. Sessions give an insight into the different learning styles at The Manchester College. Industry-specific sessions help students when choosing their next steps.

CAREERS, WELFARE AND EMPLOYABILITY SESSIONS

4 6 8

Our team of professional careers advisors can offer one-to-one or group support to students who are researching their post-16, HE, employment and apprenticeship options or need additional guidance when completing their CVs and applications. If you are interested in additional support for your students, we can arrange for one of our careers advisors to come into school or sixth form to speak with your students.

PARENT & CARERS ENGAGEMENT

2

Audience	Parents and Carers
Duration	approx. 30 minutes
Location	School / Sixth Form

Provides your pupil's parents/carers with key up to date information relating to post-16 choices and information on career pathways to help them support their child with the transition from school to college. By working with parents and carers we believe this joined up approach will help your pupils to enjoy, achieve and thrive at College.

We aim to provide parents advice and guidance on the range of progression pathways, available at The Manchester College, along with our partners Total People, who offer a wide range of apprenticeships, and UCEN Manchester, our Higher Education organisation.

At the Manchester College we are committed to working together with parents and carers to support all our students on their journey to amazing.

GM HIGHER

7

The Manchester College is proud to be working as part of the GM Higher programme, a collaborative network of

Higher Education providers across Greater Manchester to provide high quality, impartial, advice and guidance regarding progression routes into HE.

GM Higher can fund a number of bespoke activities, events and workshops to help inspire your pupils to access higher education. The partnership is part of the National Networks for Collaborative Outreach (NNCO) scheme, which will deliver a nationally coordinated approach to working in schools, colleges and universities to help people access HE.

The aim of GM Higher is to increase awareness and raise aspirations amongst talented learners in Greater Manchester.

Please visit www.gmhigher.ac.uk

ACTIVITIES FOR TEACHERS AND CAREERS ADVISORS

We can deliver training sessions for teachers and careers advisors who help students considering their next steps. FE sessions cover the college application process, explain the new T Level qualifications and provide an overview of The Manchester College. These sessions include an insight into Total People's apprenticeship provision and the support available to students considering us as one of their options. HE sessions cover the UCAS application process and student finance, advising students on writing a personal statement, the importance of the academic reference and how references are used in decision-making.

EVENTS AT YOUR SCHOOL OR SIXTH FORM

We can attend events at your school or sixth form, for example hosting information stands at parents' evenings and careers fairs. We offer information, advice and guidance to students and parents who would like to know more about college, university and apprenticeships and what we can offer at The Manchester College. UCEN Manchester also attend UCAS conventions across the UK. If you would like to find out more about The Manchester College, UCEN Manchester or Total People, or invite us to your events, please contact the School Liaison Team.

BESPOKE EVENTS

Do you have an idea for an event?

Would you like to modify one of the above events, or do you want us to create an entirely new session? Bespoke events can be focused on employability, post-16 options, HE, apprenticeships or specific subjects. Please speak to a member of the School Liaison Team to discuss any requests. As well as the events and sessions we can attend, create and run, we can also provide you with regularly updated application, enrolment and destination data.



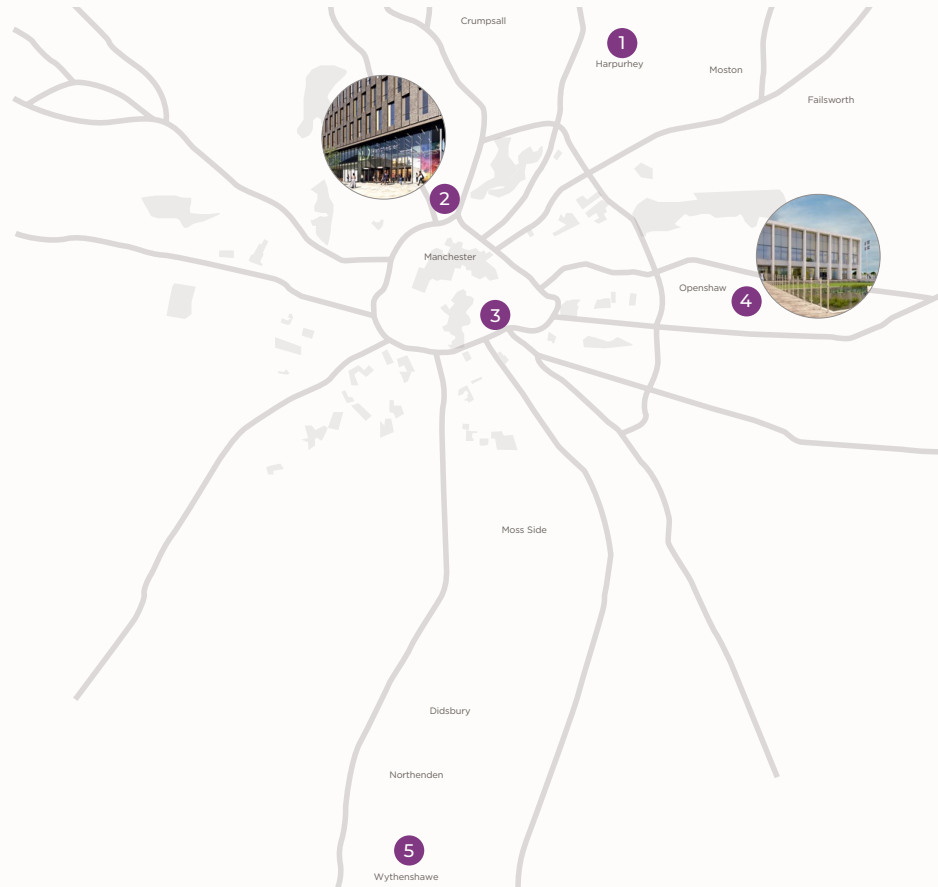
SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) TRANSITION TEAM

The Manchester College now has a team of dedicated SEND Transition Officers to ensure the journey from school to college is a smooth and positive experience for learners with learning difficulties or disabilities. We now have four dedicated SEND Transition Officers. Their role is to work with you and any of your SEND students from Year 9 onwards who are interested in coming to study at The Manchester College.

They can help the student identify the areas they are interested in studying at the College and discuss the GCSEs and experience they will need. The team can also input into the learners Education and Health Care Plan in preparation for college. They can talk with learners, their parents, carers and other outside agencies about the support and help the College can offer.

Our SEND Transition Officers can arrange taster, orientation and familiarisation visits so that your students know where to come and what to expect and already know some of our staff in preparation for when they start on their journey to amazing at college.

OUR CAMPUSES

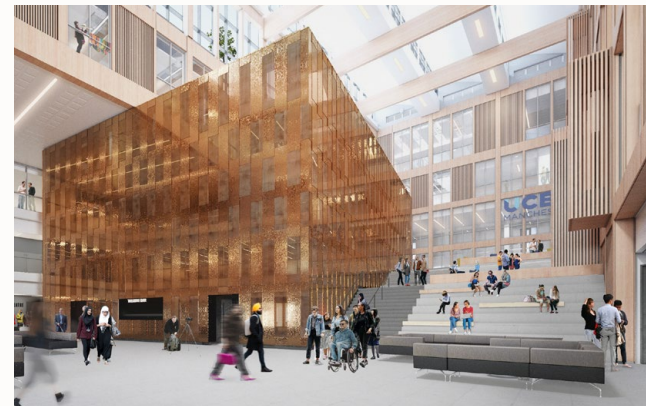


1. Harpurhey Campus
Rochdale Road,
Harpurhey
M9 4AF
2. **OPENING 2022**
City Campus Manchester
Great Ducie Street
Manchester
3. Shena Simon Campus
Whitworth Street,
M1 3HB
4. Openshaw Campus
Ashton Old Road,
Openshaw,
M11 2WH
5. Wythenshawe Campus
Brownley Road,
Wythenshawe,
M22 9TC

BUILDING EXCELLENCE



OPENSHAW



CITY CAMPUS MANCHESTER



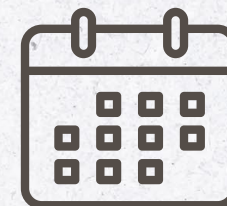
WHERE CAN I STUDY FROM SEPT 2022?

	City Campus Manchester	Shena Simon	Openshaw	Harpurhey	Wythenshawe
Animal care					● L1-L3
Automotive			● L1-L3		● L1-L2
Business and Professional		● L1-L3		● L1	● L1
Computing and Digital	● L1-L3			● L1	● L1
Construction and Engineering			● L1-L3		● Entry-L1
Creative and Digital Media	● L1-L3			● L1	
ESOL		Entry-L1		Entry-L1	Entry-L1
Hair and Beauty				● L1-L3	● L1-L3
Childcare Studies			● L1-L3	● L1	● L1
Health and Social Care			● L1-L3	● L1	● L1
Hospitality and Catering	● L3			● L1-L2	● L1-L2
Performing Arts	● L1-L3				
Music	● L1-L3				
Public Services			● L1-L3		
Science		● L2-L3			
Sport			● L1-L3		
Theatrical and Media Make-up				● L2-L3	● L2-L3
Travel and Tourism				● L1-L3	● L1-L3
Visual Arts	● L1-L3				
Supported Learning			Entry-L1		Entry-L1

- IEA = Industry Excellence Academy
- COE = Centre of Excellence

*What campus each course is based at may vary by level, exact details can be found on our website on course pages or by emailing enquiries@tmc.ac.uk

THE MANCHESTER COLLEGE CALENDAR 2021/22



14TH OCTOBER, 5PM - 7PM 16-18 SCHOOL LEAVER OPEN EVENING

Openshaw | Wythenshawe | Shena Simon | Harpurhey | Nicholls* | Northenden*

25TH NOVEMBER, 5PM - 7PM 16-18 SCHOOL LEAVER OPEN EVENING

Openshaw | Wythenshawe | Shena Simon | Harpurhey | Nicholls* | Northenden*

17TH FEBRUARY, 5PM - 7PM 16-18 SCHOOL LEAVER OPEN EVENING

Openshaw | Wythenshawe | Shena Simon | Harpurhey | Nicholls* | Northenden*

4TH JULY, 9:30AM - 1PM 16-18 NEW STUDENT WELCOME DAY

Invite only for all applicants

5TH JULY, 9AM - 3PM YEAR 10 TASTER DAY

Invite only

Nicholls and Northenden campuses will be used for Open events in 2021-22 only, check pg 19. for details of where subject will be from Sept 2022 onwards.

WHO ARE WE?

We're born and bred in Manchester and this year makes 30 years since some of our first degree-level courses began. Back then we were part of The Manchester College, but in 2017 we took a leap to become UCEN Manchester and create something new to provide an offer that was different: **the quality degree level education of a university with the personal support you'd find in a college.**

Our offer is about combining the best of academic and career-based learning through capped class sizes to ensure you're never lost in the crowd. You won't just learn the theory through writing essays, but spend time learning the hands-on, real-world skills you need to thrive in your career, having important, industry relevant conversations with your tutors and peers and learning in a setting that suits you.

And no matter your background (whether that's straight from college, returning as a parent, changing career or upskilling in your role) ensuring you're ready for a future career in industry is our number one aim.

To find out more about our sessions please email:
hefutures@ucenmanchester.ac.uk

We do that by:

- Employing tutors with current or previous industry experience and connections, so you know you're getting the skills from someone who's already done or is still doing it
- Offering courses with a clear employment outcome (you'll see most of them have a specific title) and a clear focus on preparing you to excel
- Keeping classes small so there's always room for you to ask questions, get answers and make close connections with your peers, tutors, support teams and importantly - industry
- Offering award winning support to our students

Our offer for schools includes:

- Subject masterclass
- How to apply through UCAS
- Writing personal statements
- Campus tours



Lead the Future with a Total People apprenticeship

If you want to work, earn and learn all at the same time, then an apprenticeship could be your perfect step towards a rewarding career!

We're a leading work-based learning provider and support around 6,000 learners each year.

As part of LTE Group, the same group as The Manchester College, we work in partnership with the College to offer apprenticeships to anyone looking for an alternative to college or wanting to progress after their studies.

Our dedicated recruitment service means we can match you to one of our many advertised apprenticeship vacancies across 18 different industry areas.

Rated 'Good' by Ofsted, we've been delivering apprenticeships since 2001 and work with 2,000 employers across Greater Manchester, the North West and beyond.

Is an apprenticeship for me?

Apprenticeships are an excellent way to gain real experience and work towards a recognised qualification. We deliver apprenticeships from Level 2 to Level 5 and you can apply if you're aged 16+.

Being an apprentice means you are:

- employed full-time in a real job
- learning industry skills "on-the-job"
- earning a wage
- supported by a learning coach.

We know that managing your time is important. As an apprentice, you'll need to complete 20% "off-the-job" training which could include attending workshops, completing assignments and recording your progress in a portfolio.

That's why we're here to support you every step of the way and to help you lead the future in your chosen career.

Find out more about our apprenticeships or register with us at www.totalpeople.co.uk or by calling **03333 222 666**.





CONTACT US

For any further information please contact the school liaison team on **0161 674 3496** or at **SchoolLiaison@tmc.ac.uk**

*The Manchester College is committed to equality of opportunity, non-discriminatory practices and supporting individual learners.
This information is also available in a range of formats, such as large print, on request.*