



The
Manchester
College®
be amazing



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 offer an exciting range of industry relevant vocational courses - including T Levels from 2021 - and through our partner organisations, Total People and UCEN Manchester, we offer a range of apprenticeships and higher education courses. We pride ourselves on giving young people the individual support required to help them succeed on their journey to an amazing career, alongside fantastic facilities and the great atmosphere of a large college.

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.

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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, 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.

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 advisor service. Get in touch to find out how we can work together on your student's amazing journeys!

We look forward to hearing from you.

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 Schools 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.

School Leaver

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

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.

CV Writing / Interview Skills

2 3 4 5 6 8

Audience	Suitable for Years 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 self-presentation.

Preparation Sessions

(Organised by the college)

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 / College Campus

Organised for students prior to their Interviews to help them prepare. The aim of the session is to start to get students thinking about how their interview will go, what they can expect and how to get the best out of the

experience. We will help students develop their answers to the types of questions they will face in an interview and provide them with preparation resources to take away from the session.

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 / College Campus

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, the team are available to support as volunteers.

Labour Market Information (LMI) Session

4 5 7 8

Audience	Suitable for Years 9–11, class room size
Duration	1 hour
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.

Making the most of your GCSE Revision

(Helpful Hints and Tips)

1 2 3 4 8

Audience	Suitable for Years 10–11, classroom size
Duration	40 minutes - 1 hour
Location	School / Sixth Form

Helps students to understand why GCSE's are important whilst providing handy hints and tips on how to revise and prepare effectively for examinations. During the session students will identify their own learning style and start to create their own revision timetable to help build their confidence to get most out of their exams.

The Buzz Quiz

Career planning for the future

3 4 7 8

Audience	Suitable for Years 10–11, classroom size
Duration	40 minutes - 1 hour
Location	School / Sixth Form

Help students begin to understand how their hobbies, interests and characteristics can help them with planning their future career. During the session students will create a mind map of their hobbies, interests and personality traits and look for links to potential career opportunities. Students will then take the online Buzz Personality quiz to discover their strengths and have the opportunity to research careers that are most suited to their personality.

Be the Boss

Exploring the differences between skills and experience

3 5 6 7

Audience	Suitable for Years 10–11, classroom size
Duration	2 hours / Full day
Location	School / Sixth Form

Students will take on the role of boss of a company. Each group are given information about three potential candidates' qualifications, skills and experience. They will then decide as a group who will be the best candidate to offer the position for the job they have advertised.

This session gives students the chance to become aware of how your qualifications, skills and experience are all important when applying for jobs.

Pre-options session

1 3 4 7

Audience	Suitable for Years 8–9, classroom size
Duration	1 hour
Location	School

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.

IAG career pathways event

2 4 5 6 7

Audience	Suitable for Years 9–11, Full Year Group
Duration	2 hours / 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.

Campus tour 4 6 7

Audience	Suitable for Years 10–13, Individual students or groups
Duration	Tours usually last approx. 1 hour
Location	College Campus

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.

Curriculum-specific taster sessions

4 6 7

Audience	Suitable for Years 10–13, Classroom size
Duration	Half day
Location	College Campus

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 7 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.

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

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.

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

Parent & Carers Engagement Session 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.



"I would just like to say how much we appreciate the work The Schools Liaison Team do with our students. The sessions were professional, informative and challenging.

I know that the students have learned such a lot about the skills they need for transition.

Thank you for your enthusiasm and positive approach - it has been great working with you on this project."

Jeanette Howe

Careers Coaching Coordinator

Prestwich Arts College

"I just wanted to send out a huge thank you to the School Liaison Team, for the tremendous support they offered our young people.

Between them they interviewed 40 Hulme Hall Year 11 students and were able to give them all individualised written feedback regarding strengths and weaknesses and future / next steps.

I know that some of our students were very nervous but both of your colleagues were warm, welcoming and professional and made our candidates feel very much at ease.

We truly do appreciate the time and ongoing support that The Manchester College provides us with and the career guidance and advice offered to our school leavers."

Jackie Smith

Assistant Headteacher

Denton Community College





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.



THE MANCHESTER COLLEGE CALENDAR 2019/20

JULY

New Student Welcome Day
Monday 6 July
9.30am - 2.30pm
(By invitation)

Open Event
Monday 6 July
2pm - 4.30pm
All Campuses

JULY

Year 10 Careers Taster Event
Tuesday 7 July
9.30am-1.30pm
(See below for info)

AUGUST

GCSE Results Day
Thursday 20 August

Enrolment Commences
Thursday 20 August
All Campuses

SAVE THE DATE YEAR 10 CAREERS TASTER EVENT TUESDAY 7 JULY 2020

We are delighted to confirm that we will be hosting another Year 10 Careers Taster Event across our campuses on Tuesday 7 July 2020 and we would like to invite your Year 10 pupils to attend.

The event will give your pupils an opportunity to experience a variety of occupational pathways which may be of interest to them and help support your pupils in making decisions about their future choices and career options.

If you are interested in your pupils attending or have any further questions please contact your school liaison adviser directly, email SLT@tmc.ac.uk or call 0161 674 3496

OUR LOCATIONS



- 1 **Harpurhey Campus** Rochdale Road, Harpurhey, Manchester M9 4AF
- 2 **Shena Simon Campus** Whitworth Street, Manchester M1 3HB
- 3 **Nicholls Campus** Hyde Road, Ardwick, Manchester M12 6BA
- 4 **Openshaw Campus** Ashton Old Road, Openshaw, Manchester M11 2NP
- 5 **The Manchester School of Building** Welcomb Street, Openshaw, Manchester M11 2NP
- 6 **Northenden Campus** Sale Road, Northenden, Manchester M23 0DD
- 7 **Wythenshawe Campus** Brownley Road, Wythenshawe, Manchester M22 9TG
- 8 **Brand New - City Centre Campus** *Coming soon*

WHERE CAN I STUDY?

	Harpurhey	Nicholls	Northenden	Openshaw	Shena Simon	The Manchester School of Building - Welcomb St	Wythenshawe
Animal Care			●				
Automotive				●			●
Business and Professional	●	●	●	●			
Computing and IT	●	●	●	●			
Construction				●		●	●
Creative and Digital Media			●	●	●		
Design and Visual Arts			●	●	●		
Engineering				●			
ESOL	●				●		
Hair, Beauty and Retail	●		●				
Childcare Studies	●		●	●			
Health, Care and Wellbeing	●	●	●	●			
Hospitality and Catering				●			●
Logistics							●
Performing Arts and Music					●		
Public Services		●	●				
Science					●		
Sport		●					
Theatrical and Media Make-up	●		●				
Travel, Tourism and Aviation	●						●
Supported Learning			●	●			

FIND YOUR FUTURE

STUDY YOUR DEGREE WITH US

Upon completing your Level 3 qualification at The Manchester College, our students are able to progress onto degree level study with our Higher Education partner, UCEN Manchester.

UCEN Manchester delivers degree-level courses and is committed to providing our students with the skills, knowledge and success to ensure you find your future with a brilliant career.

At UCEN Manchester, we're a close-knit community of students and staff focused on helping our students achieve. We do this with our:

- Exceptional teaching and learning, recognised by our Teaching Excellence Framework (TEF) Silver status
- Small class sizes create personal working relationships between tutors and students
- Students' Union providing fantastic opportunities to meet new people, get involved with campaigns and events and aims to make your time with us even more enjoyable
- Close industry relationships ensure we deliver the best industry knowledge in courses shaped by experts
- Great graduate outcomes: 95 per cent of our students go on to work or further study within six months of graduating UCEN Manchester*.

We offer degree programmes in the following areas:

The Arden School of Theatre
Business and Management
Computing
Construction and The Built Environment
Creative Arts and Digital Media
Criminology and Social Justice
Health and Care Professions
Make-up Artistry and Special Effects
The Manchester Film School
Sport and Exercise Science
Teacher Education
Performing Arts and Music
Access to Higher Education
Higher Level Professional Qualifications

UCEN
MANCHESTER
FIND YOUR FUTURE



Join us at **ucenmcr**

*2017 Destinations of Leavers of Higher Education (DLHE) data



TOTAL PEOPLE
LEADERS IN LEARNING®

CONNECTING YOU TO APPRENTICESHIPS

An apprenticeship is a fantastic way to begin a rewarding career that allows learners to work, earn and learn – all at the same time.

Total People is one of the largest work-based learning providers in the North West.

Part of the LTE Group – the same group as The Manchester College – Total People works in partnership with the College to offer apprenticeships to young people who may be looking for an alternative to college or who may want to progress onto an apprenticeship after their college studies.

Total People are rated 'Good' by Ofsted and have been delivering apprenticeships ranging from Level 1 to Level 5 since 2001. Supporting around 6,000 apprentice learners each year, Total People works in partnership with 2,000 employers, covering Manchester, Greater Manchester, Cheshire and Warrington, Lancashire, Staffordshire, Shropshire, Derbyshire and North Wales.

Is an apprenticeship for me?

If you're aged 16+ you can apply for an apprenticeship. It does include applying for a real job and there is lots of choice with companies of all shapes and sizes hiring apprentices regularly.

Apprenticeships are an excellent way to get into work, gain real experience and work towards a recognised qualification.

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

Managing your time is important as an apprentice, as you need to complete 20% "off-the-job" training, where you may be attending workshops, completing assignments and recording evidence of your progress in a portfolio.

Total People Connect

Total People Connect is a quick and simple way for you to find an apprenticeship. It is a service that connects learners with actively recruiting apprenticeship employers so you can be matched with an apprenticeship that suits your individual needs.



Register your interest with Total People Connect by visiting:
totalpeople.co.uk/connect-apprentices

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.