

# WHY WE'RE THE RIGHT CHOICE



The  
Manchester  
College®  
be amazing



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# PRINCIPAL'S WELCOME

I'm delighted your young person is considering The Manchester College for the next stage of their journey to a successful and rewarding career.

The education sector has been significantly disrupted over the last 18 months as a result of the Covid-19 pandemic. Staff, students and their families have all played an important part in helping to bring the pandemic under control. At the time of writing, the end of lockdown is in sight and we are increasingly hopeful we will be able to return to something approaching 'normal' for the next academic year.

As your young person starts to think about life after school, I want to reassure you that, regardless of where they are on their journey, we will be beside them every step of the way, helping them to set and achieve their aspirations.

Our diverse programme of high quality, career-focussed courses and vibrant enrichment programme aims to provide students with varied opportunities to catch-up on some of the time lost to the pandemic. This not only helps prepare them for a rewarding career in the future, but also ensures they have a great student experience at the college.

The standards we set will be high, but we provide all the help they need to meet and exceed them, giving them the knowledge and skills to fulfil their full potential. We will also work to equip them with the professional standards and personal values that are essential for a successful career.

I'm confident that by embracing our study programmes and our learning environment, which are all rated 'Good' by Ofsted, and focusing on their ambitions, your young person will be well placed to achieve their goals and really make the most of their time with us.

One thing we are incredibly proud of is our partnership programme with local, regional and national employers. These not only help to establish our course requirements and curriculum, but also ensure our students gain first-hand experience and a practical understanding of industry through work placements and internships. By working closely with industry, we are able to ensure our students develop the skills employers need from the next generation of industry leaders.

This practical, industry-focused approach is why more of our students progress to university, work or further study than any other institution in the region. Take a look at our student case studies and news stories on our website and social media channels to see for yourself the successes our students achieve.

Ultimately, our goal is simple – to help our students achieve their potential and equip them with the technical and professional skills they'll need for a successful future career. We are a diverse and incredibly inclusive learning community and our students come from lots of different backgrounds and starting points, which is something we respect and celebrate.

We would love for your young person to join us. Ultimately, we believe that if you work hard, you can accomplish anything – and we are dedicated to helping our students achieve this.

I wish them every success for the rest of their education and hope to welcome to them to the College in person in the not-too-distant future.

**LISA O'LOUGHLIN**



## ABOUT THE MANCHESTER COLLEGE

As your young person approaches the end of their secondary education, they face the exciting – but understandably quite daunting – question of what to do next. From T Levels to Level 3 BTECs, apprenticeships, employment and everything in between, there are a multitude of options open to them.

We fully understand that making this decision isn't always easy. The chances are, they want to end up with a rewarding and fulfilling career, but they may not know the best route to get there. This is where we come in.

As they begin the next stage of their journey, they can be reassured that if they choose The Manchester College, they'll be coming to a college that is not only top ranked in Greater Manchester for student achievement, but which is also a diverse, fun and exciting place to learn and give themselves the best chance of progressing into a successful career.

So, why choose The Manchester College? What makes us the best place to equip your young person with the technical and professional skills they'll need for that exciting career?

# 10

## TOP 10 REASONS TO CHOOSE THE MANCHESTER COLLEGE

1. Number 1 college in Greater Manchester for student achievement for two years running, due to the amazing results our students achieve
2. Number 1 FE college in the UK for student achievement in basic English and maths
3. One of top 20 colleges nationally for student achievement.
4. More students go straight to university, work or further study from here than any other college in Greater Manchester
5. 90% of our students complete a work placement in exciting business environments, providing invaluable experience to add to their CV
6. 9/10 employers tell us our students are ready for the workplace
7. 1,000+ industry partnerships maintained by our tutors, meaning we have partner employers in every subject area.
8. Modern campus and industry-standard facilities, thanks to our on-going investment programme
9. Nobody is left behind and we are committed to aspiration for all. From the first day with us to the last, our students receive everything they need to unleash their full potential
10. Direct progression from our courses to our higher education partner - UCEN Manchester.

Whatever your young person's career ambitions, we passionately believe that education and training are the foundations for a better, brighter future. We work with all our students to help them make the right choices to give themselves the best possible chance of success.

# PROGRAMMES OF STUDY

To ensure your young person develops the knowledge and skills to excel in their chosen career, we will put together a full programme of study. This will include their core qualification, together with other elements that will be important in preparing them for the future.

## THIS WILL INCLUDE:

- Enrichment
- Support
- Employability skills
- English – if they don't already have a GCSE grade 9-4 or Functional Skill Level 2
- Maths – if they don't already have a GCSE grade 9-4 or Functional Skill Level 2

Depending on the skills and qualifications they have already gained, we have a number of different options available to help them take the next step towards employment or further study. These include:

- Entry level qualifications
- Level 2 and 3 diplomas
- Extended diplomas
- T Levels



# T LEVELS EXPLAINED

T Levels are exciting new qualifications that combine classroom learning with an industry placement.

They are a two-year technical programme that provides 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. After completing the course, students can progress directly into work or further study.

From September 2022, we will be offering 15 T Levels in six subject areas in our Industry Excellence Academy:

<b>Business and Administration</b>	Management and Administration
<b>Construction</b>	Design, Surveying and Planning for Construction
	On-site Construction (Carpentry & Joinery)
	Building Services Engineering for Construction (Electrical Installation)
<b>Digital</b>	Digital Production, Design and Development in partnership with Silverchip
	Digital Business Services in partnership with Lloyds Banking Group
	Digital Support Services in partnership with IDT
<b>Education and Childcare</b>	Education and Childcare (Early Years Educator)

## Engineering and Manufacturing

Maintenance Installation and Repair

Engineering Manufacturing Processing and Control

Design and Development for Engineering and Manufacturing

## Health and Healthcare Science

Health (Assisting Adult Nursing)

Health (Care of Children and Young People)

Healthcare Science (Assisting Healthcare Science)

Science (Laboratory Sciences)

## THERE ARE TWO ENTRY PATHWAYS TO STUDY FOR A T LEVEL:

### 1. DIRECT ENTRY

Students who achieve the required entry criteria can apply for direct entry to the T Level of their choice for September 2022. They will also benefit from access to our Summer School.

### 2. TRANSITION YEAR

If students don't meet the requirements for direct entry, they can join one of the one-year Transition Programmes in our Industry Excellence Academy in September 2022 at Level 2. They will also benefit from access to our Summer School. Once they have completed the Transition Programme, they can progress directly to the corresponding T Level in September 2023.

To find out more, visit our Industry Excellence Academy website [industry-excellence.tmc.ac.uk/t-levels](https://industry-excellence.tmc.ac.uk/t-levels)



## DEVELOPING THE NEXT GENERATION OF

# INDUSTRY EXCELLENCE

To support our Vision 2025 strategy, in summer 2020 we reshaped our curriculum offer into two clear strands. This saw us launch our Industry Excellence Academies and Centre's of Excellence, an aspirational new offer that aligns with our 'aspiration for all' ethos and provide two clear routes for our students to 'become the next generation of industry excellence' depending on their starting point following GCSEs.



## IN ONE OF THE COLLEGE'S CENTRES OF EXCELLENCE STUDENTS WILL:

- achieve a qualification ranging from Entry Level and Level 3 awards through to Extended Diplomas
- obtain a Grade 4 GCSE or functional skills in English or maths, which they will study alongside their course if they do not have this qualification when they join us
- complete work placement with one or more than one employer - depending on their level of study
- receive dedicated 'employability' sessions that will equip them with the skills they need to thrive in the workplace.



## IN ONE OF THE INDUSTRY EXCELLENCE ACADEMIES STUDENTS WILL RECEIVE:

- all the benefits that come from a course that is supported by an employer partner, co-developed and co-delivered with them
- either a Level 2 or Level 3 qualification
- an industry placement with an employer of at least 15 days
- sessions delivered by industry experts
- visits from guest speakers that are at the forefront of their sector
- industry standard 'live briefs'
- a dedicated Employability and Partnership Coordinator
- 'employability' sessions to develop their skills and knowledge





# GETTING TO OUR CAMPUSES

From September 2022, we will have industry-standard facilities across Manchester. All our campuses will be easily accessible via public transport, making our courses accessible to everyone, no matter where they live.

All young people aged 16-18 who live in Greater Manchester are entitled to free bus travel across the region seven days a week. More details on this can be found at [ourpass.co.uk](https://ourpass.co.uk)

Transport for Greater Manchester has a route planner where students can plan their journeys to and from our campuses. Most of our campuses also have secure bike storage and shower facilities for students who choose to cycle.



## OPENSHAW

Our Openshaw campus is to the east of the city centre, on Ashton Old Road. It's easy to get to via public transport, with many bus routes stopping directly outside the campus, including the 219 bus running regularly from Manchester Piccadilly station. Ashbury's train station and the Etihad Campus Metrolink station are only a 10-minute walk away.

## CITY CAMPUS MANCHESTER

Our City Campus Manchester is located in the heart of the city centre on Great Ducie Street, just across the road from the AO Arena (formerly MEN Arena). It is close to all major transport hubs, including Manchester Victoria, Shudehill station, Piccadilly bus and train stations and major bus and Metrolink routes into the city centre from across the region.



## HARPURHEY

Located in the north-east of the city, our Harpurhey campus is on Rochdale Road. Public transport links are good, with a number of main bus stops on Rochdale Road and neighbouring Moston Lane.



## SHENA SIMON

Our Shena Simon campus is on Whitworth Street in the heart of Manchester, only five minutes' walk from Piccadilly train and bus stations.



## WYTHENSHAW

Based in the south of the city, our Wythenshawe campus is on Brownley Road. There are a number of bus stops nearby and Benchill Metrolink station is on the doorstep.



# OUR INDUSTRY STANDARD FACILITIES

We're investing £140m in cutting edge new facilities to give students the best possible chance to prepare for a future career.

## OPENSHAW

New investments at our Openshaw campus will see students benefit from a range of refurbished facilities to provide a great student experience. These include an improved library with spaces for quiet study and group study pods, as well as access to IT facilities, a brand new coffee shop serving Starbucks coffee, a refectory serving hot and cold food, and a new grab-and-go bar in the main atrium.

### HOME TO:

#### INDUSTRY EXCELLENCE ACADEMY FOR CONSTRUCTION AND ENGINEERING:

- Purpose-built practical areas for plumbing, electrical, carpentry, joinery, brickwork and plastering
- Multi-skills area for joint projects
- Electrical testing area, work bays for electrical, carpentry and joinery and break out teaching areas
- Cutting-edge BIM suites for learning the very latest design techniques
- Immersive tech lab where students can use virtual reality to learn skills such as welding

#### INDUSTRY EXCELLENCE ACADEMY FOR CHILDHOOD STUDIES:

- Fully-equipped mock-nursery/early years setting with outdoor play area
- Fully-equipped baby room
- State-of-the art sensory room



#### INDUSTRY EXCELLENCE ACADEMY FOR HEALTH AND SOCIAL CARE:

- State-of-the-art mock hospital ward, complete with complete with industry standard hospital beds, screens, chairs, bedside tables, PPE equipment, blood pressure monitors, a nursing station with computer, hand washing facilities, toilet and ceiling hoist
- Infectious disease area which will contain a hospital bed and associated PPE resources to facilitate barrier nursing
- Care Suite with a lounge area, bedroom, kitchen and bathroom fully fitted with assistive and adaptable fixed equipment (bed/bath), plus additional equipment such as ceiling hoist

#### CENTRE OF EXCELLENCE FOR SPORT:

- Fully-equipped sports centre
- 30-station gym and a strength and conditioning room
- Aerobic and dance studio
- Six court multi-discipline sports hall with viewing gallery
- Media suite with match-analysis capability and live video link to the sports hall
- Dedicated classrooms and two IT rooms
- From Spring 2022, a full-sized, floodlit 3G full multi-sport pitch with home and away team changing rooms, direct access to the pitch and a seated spectator space



# CITY CAMPUS MANCHESTER

Situated in the very heart of Manchester city centre, our City Campus not only offers exceptional study facilities, it is also fully equipped to ensure students have everything they need for an amazing student experience.

The building is designed to provide students with plenty of welcoming and easily accessible spaces, with a large communal courtyard to meet friends, socialise and get the most out of their time at college.

Facilities include a coffee shop serving Starbucks coffee, a restaurant staffed by students from our Industry Excellence Academy for Hospitality and Catering, a refectory serving hot and cold food, including a pizzeria and a grab-and-go service, a stunning roof top terrace, a library with both quiet and group study spaces, and banks of self-service laptops that you can borrow to use throughout the building.

There are also dedicated spaces for our outstanding Student Services, Careers and Welfare, and Student Support teams.

## HOME TO:

### INDUSTRY EXCELLENCE ACADEMY FOR COMPUTING AND DIGITAL:

- Cutting-edge IT suites
- Maintenance labs fully equipped with the latest high spec kit
- 'Click Studio' where students can collaborate with employers and complete live briefs for charities, as well as a computer repair service run by students

### INDUSTRY EXCELLENCE ACADEMY FOR CREATIVE AND DIGITAL MEDIA

- TV studio with production gantry
- Radio and sound studios
- Editing suites with the latest Apple Mac technology
- Infinity green wall for adding a touch of Hollywood to productions
- Two high-tech game design and production suites
- 'Click Studio' where students can collaborate with employers and complete live briefs for charities, as well as a computer repair service run by students

### INDUSTRY EXCELLENCE ACADEMY FOR HOSPITALITY AND CATERING:

- 40-seat restaurant and bar with external street-level access, run by students and with a live stream of the kitchen into the restaurant
- Training kitchen and bakery
- Recording facility for Chefs' Forum masterclasses, with live TV streaming and recording
- Chocolate workstation with window overlooking the restaurant

### INDUSTRY EXCELLENCE ACADEMY FOR MUSIC:

- Two state-of-the art band teaching rooms with three adjoining practice rooms
- DJ classroom with four booths
- Three control rooms with mixing desks
- Two live rooms.

### CENTRE OF EXCELLENCE FOR PERFORMING ARTS:

- Five double height multi-purpose rehearsal dance and performance studios with semi-sprung floor
- Double height performance assessment studio with semi-sprung floor and stunning views over the city
- Single ensemble room and a 1-2-1 singing room
- Two professional-standard theatres. These include the 180-capacity Jewel Box, fully equipped to industry standard, where students perform their showcases to a live audience
- Both theatres are served by a large scene dock, a fully equipped machine workshop for set building and design, and a wardrobe area with a costume design and build workshop

### CENTRE OF EXCELLENCE FOR VISUAL ARTS:

- Jewellery studio with two brazen hearths, fume cupboard, laser cutter, polisher and plastics room
- Ceramics studio with potter's wheel, cold store and two kilns
- Textile print studio
- Print making studio with hot plate, screen print tables, and storeroom with exposure unit and drying cabinet
- Garment construction studio with sewing machines, eyelet and fusing presses
- 3D workshop with various saws and cutting machinery
- Fashion and pattern cutting workshop
- Art studio with a double-height space for displaying work
- Dedicated photography studio





## SHENA SIMON

From September 2021, our Shena Simon campus will be home to our refurbished Industry Excellence Academy for Business and Professional that provides students with modern teaching spaces and an authentic working environment.

The campus's city centre location places students on the doorstep of Greater Manchester's dynamic business hub, giving them an unrivalled opportunity to gain first-hand experience of the business world while they study. Students studying here benefit from their proximity to both our current employer partners and potential future employers, improving accessibility to work experience and industry placements.

There are also a range of first-class facilities that help provide a great student experience. This includes a refectory serving hot and cold food, a spacious open plan library with access to IT facilities, and plenty of spaces for students to catch-up with friends.



## HARPURHEY

Located to the north-east of the city centre, our Harpurhey campus is home to:

- Centre of Excellence for Business and Professional
- Centre of Excellence for Computing and Digital
- Centre of Excellence for Hair and Beauty
- Industry Excellence Academy for Theatrical and Media Make-up

It will also be home to our Centre of Excellence for Hospitality and Catering from September 2021, with new facilities including two state-of-the-art kitchens equipped with induction hobs and a bakery area. The refectory at Harpurhey will serve hot and cold food and be run by our hospitality and catering students. To support this, we have adapted the refectory space to enable 'live' in-service tutor support and mentoring. Students will also have the opportunity to run pop-up restaurants.

For students in our Centre of Excellence for Hair and Beauty, we have an established, fully equipped hair and beauty salon fitted out to professional standards.

In addition, the Harpurhey campus boasts a range of refurbished facilities designed to deliver an unforgettable student experience. As well as the new refectory, this includes a refurbished open plan library with state-of-the-art IT facilities.







## WYTHENSHAW

Based in the south of the city, our Wythenshawe campus is where our Centres of Excellence for Automotive, Construction, Hospitality and Catering, and Travel Tourism, and Aviation are based. It will also be home to our Centres of Excellence for Animal Care and Hair and Beauty from September 2022.

For animal care, new facilities will include bespoke reptile and small animal care rooms; fantastic outdoor animal pens; a modern dog grooming facility and an industry-standard food preparation area.

Students in our Centre of Excellence for Hair and Beauty will benefit from the latest facilities, including a fully equipped hair and beauty salon fitted out to professional standards.

In addition, our Wythenshawe campus also has a range of modern facilities and outdoor spaces designed to enrich and support the student experience. On the lower level, there is a large open plan library with study spaces and access to first-class IT facilities, a coffee shop serving Starbucks coffee and a refectory that offers hot and cold food. Complementing this, the top floor houses a restaurant run by students from our Industry Excellence Academy for Hospitality and Catering, which is open for student bookings two days a week.



# STUDENT SUPPORT

## ASPIRATION FOR ALL

We are proud to be independently ranked as the number 1 College in Greater Manchester for student achievement, based on the positive outcomes that our students achieve. We believe it accurately reflects our commitment to ensuring every student has the best possible opportunity to reach their potential, regardless of their starting point and the journey they take.

When your young person enrolls on a course with us, they know they'll receive all the help and support they need to achieve their ambitions. Equally, it means they are committing to working towards their goals and learning the skills they'll need for a successful career. To help them make the most of their journey, we provide specialist advice, guidance and support at every stage, on everything from welfare and wellbeing to careers guidance and progression advice. This starts with the tailored support that our Schools Liaison Team provide before your young person even leaves school, including access to a wide range of initiatives. More information can be found on the website: [tmc.ac.uk/schools](https://tmc.ac.uk/schools).







## CAREERS AND WELFARE

Our Careers and Welfare team and Student Experience team are here to help, from the moment your young person considers The Manchester College until the day they get their qualification... and beyond.

Once enrolled with us, they have access to tailored workshops and one-to-one appointments throughout the college year.

The Careers and Welfare team can help them choose the right courses for their plans, guide them through career options and offer workshops on relevant topics like job applications, CV writing, job interviews, employment information and using social media to find work. The team can also help to remove any financial barriers to their learning.

## The Manchester College | Student Services

Our Support and Experience team ensures our students receive all the support they need to overcome any barriers to achieving their goals and aspirations

Each student is assigned an Achievement Tutor who will focus on their attendance, progress, aspirations and supporting their learning and personal development

If they need any extra help or more personal support, there is also a dedicated Student Mentor here to help.



## PROGRESSION TO HIGHER EDUCATION

We are committed to helping our students take the next steps towards their ambitions, including choosing a higher education (HE) provider

Our Careers and Welfare team can help students choose the right course and place of study, whether with our partner HE organisation UCEN Manchester or another university

All applications for full-time places are through UCAS, where our Careers and Welfare team can also help with applications and personal statements.

# STUDENT EXPERIENCE

At The Manchester College, we passionately believe you are more likely to achieve your potential if you enjoy your life as a student.

That's why we're committed to creating an environment students feel comfortable in, and to providing a range of extra opportunities designed to make their time with us as enjoyable and fulfilling as possible.

This not only includes some fantastic benefits, but also fun and engaging activities to help students develop some of the skills that employers and universities look for.



## EXTRA OPPORTUNITIES INCLUDE:

- Enrichment activities covering everything from sports to volunteering; clubs and societies to short courses
- Access to therapies in our beauty studios, performances in our theatres, meals in our training restaurants and much more
- Use of our sports pitches and our on-site gyms
- Support for students who want to participate in the Duke of Edinburgh Award
- Fantastic discounts in high street stores and restaurants with the TOTUM card
- Exciting and interesting trips linked to your course
- The chance to enhance their CV by becoming a Student Ambassador, helping out at events and talking to potential students and visitors to the college
- The opportunity to join the Student's Union and represent the views of fellow students and plan activities
- Free tea and toast available before 8.45am
- Annual Student Excellence awards where we celebrate student successes
- Free Office 365, providing free access to Microsoft services
- Financial support for buying any professional kit required for their course
- Student and industry mentors to help their career, professional and social development





## ACCESSING FURTHER EDUCATION

At The Manchester College, we believe in giving everyone the opportunity to realise their dreams and have a rewarding career, regardless of their individual circumstances. With this in mind, we provide a range of financial support to those who need it.

## THE STUDENTS' UNION

The Students' Union (SU) enables students to make their voices and opinions heard around the College. It is a community run for students, by students. It runs regular activities, societies and campaigns, and communicates students' views and ideas about what matters to them. Students can get involved in a number of ways and there are dedicated SU areas and spaces on each campus. To learn more, email the SU at [SU@ucenmanchester.ac.uk](mailto:SU@ucenmanchester.ac.uk)



## STUDY PROGRAMME AWARD

Our Study Programme Award (SPA) offers financial support to help eligible students to overcome any financial barriers to their studies. To qualify, students must:

- Have excellent attendance
- Put 100% into their work and behaviour
- Be positive, inclusive and kind, aim high and hit their deadlines

Qualifying students receive their SPA support every week they are in college or off-site as part of their studies, such as a work experience placement.

The SPA is made up of:

### GO EAT

We are providing £15 per week to qualifying students via their ID badge. We understand a healthy balanced diet is particularly important as your child is developing and growing. We want to ensure they don't skip lunch as this will provide healthy growth and development and help with concentration, essential for study. Our refectory works hard providing them with a wide selection, catering to all tastes and religious considerations, so your child is able to work hard and achieve their goals.

### GO EXPLORE

For most students aged 16 to 18 they can travel to college and explore Greater Manchester with OurPass. For

students who are not eligible for OurPass, The Manchester College will give them the same opportunities with an ITSO card which doubles as the college ID, not only to come to a fantastic college but to be able to explore all the great places in Greater Manchester. Explore Greater Manchester - Visit Manchester

### KIT UP

Depending on the course, we will provide up to £75 towards essential kits, so your child is able to achieve and move into their chosen career path.

### Worried about the financial side?

We understand that finance and funding can be confusing, so for more information, please drop into reception at your nearest campus or call 03333 222 444 and ask to speak to the Careers and Welfare team.

You can also find more information, including terms and conditions and the full eligibility criteria, in the fees and funding section on our website, or download our SPA guidance booklet.

### SUPPORTED LEARNING

We pride ourselves on our commitment to being a fully inclusive college, and the fact our study programmes are accessible to all. Our Supported Learning programmes provide a variety of pathways with a personalised approach to meet individual learning needs, removing barriers to learning, building confidence for independence and adulthood and raising career aspirations and goals.





# PATHWAY OPTIONS

## ROUTES TO COMMUNITY LEARNING AND ROUTES TO LEARNING

Designed to help students build their confidence and independence by providing guidance and support to choose the right career progression pathway for achieving their goals.

## ROUTES TO SKILLS AND EMPLOYABILITY

Prepares students for progression onto technical and vocational programmes of study, or supported internship programmes.

## PRE-INTERNSHIP

Prepares students for making the transition from college to a Supported Internship. Building on their experience at college, this programme provides a taster of learning in the workplace.

## SUPPORTED INTERNSHIP

Through a number of private and public sector partnerships, students have access to a wide range of supported training opportunities in a variety of organisations. This approach is more experience based than many traditional college-based courses, as all the learning takes place within the workplace.

Our supported internship partners include Manchester University NHS Foundation Trust, Manchester Airport and Manchester City Council. In addition, from our base at MediaCityUK, students can work with a range of high profile employers including Peel Media, AC Hotels, Hotel Football and many more. We also have a new Digital and Creative Supported Internship, linking into opportunities in this rapidly growing sector of the economy.

As one of our Centres of Excellence, this exciting programme provides real opportunities to secure employment or voluntary work.

## ATTENDANCE AND SAFEGUARDING

All elements of their programme of study are important to your young person's future success. That's why we ask for your support in ensuring they attend college and work hard for all their classes. We expect students to be well prepared for lessons. This means they must be on time, appropriately dressed (wearing their ID badge, which we supply) prepared to study, and ready to take pride in their studies. We want our students to show good, respectful behaviour to both fellow students and staff, as we support them on their journey into the world of work.

We would like to remind you that students should not take holidays in term time. If it is unavoidable, written permission must be obtained from the Head of Curriculum. An absence of more than two weeks may mean students are unable to catch up and will be unable to complete their course. If your young person is going to be late or absent due to illness, you must report this via the attendance email or telephone contact. The message will then be passed on to tutors and registers will be marked accordingly.

## STUDENT SAFETY, SAFEGUARDING AND PREVENT

As a College, we are committed to safeguarding our students and strive to ensure support services are available when our students need them.

We will always act in the best interests of our students to keep them safe and to support them to make positive personal choices. We have specific 'prevent' duties which are in place to keep our students safe and within the law. We also ask all our students and staff to wear ID badges at all times on any of our campus sites. Anyone not wearing ID will be challenged. This is for their own safety and the safety of others.

# HOW TO APPLY

When your young person has decided upon the perfect course for helping them achieve their career aspirations they will need to apply to study with us.

We have different application methods and specialist admissions teams available to answer any of your young persons questions, depending on the type of course you're applying for.

When they've found the course they want to study, your young person can apply directly online from the course page or the 'apply now' portal on our homepage. If your young person still looking for options, remember they can search via passions, preferred subject area or course type.

If your young person need help with any part of their application process, our course enquiry team will be more than happy to help them with queries, questions and other formats of the application form.

Once we've received your young person's application, we'll aim to send confirmation within 48 hours. If they haven't heard from us after 7 days, it's best to get in touch.

**Contact our enquiries team**  
on 03333 222 4444 or email  
[enquiries@tmc.ac.uk](mailto:enquiries@tmc.ac.uk)

**KEEP UP TO DATE AT**  
[tmc.ac.uk/parents](https://tmc.ac.uk/parents)





[TMC.AC.UK](http://TMC.AC.UK)

The Manchester College is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

This information is also available in a range of formats, such as large print, on request.