

MAKE IT THIS TIME

It's your time to
upskill or retrain

19+ Adult courses
starting in January 2023



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Important information about this brochure and changes to course and facilities information. Please read this carefully.

The information given in this brochure is intended as a general guide to The Manchester College, its courses and facilities. All the information contained in this brochure was believed to be correct and accurate at the time of it going to print. The brochure does not form part of a contract. It is therefore important that you check tmc.ac.uk for updates, or contact The Manchester College using the contact details contained within this document. The Manchester College is the No.1 College in Greater Manchester for Achievement. This is based on the last published 2018/19 Government NARTs data.



A VERY WARM WELCOME TO THE MANCHESTER COLLEGE

I'm delighted that you are considering joining us this January as you embark on the next stage of your journey – be that in your education or taking a leap forward in your career.

Here at The Manchester College we are passionate about helping you achieve your aspirational goals and get the career you want.

Whether you're thinking about retraining, looking for a new opportunity or challenge, or simply want to upskill to help you take your career to the next level, we can provide you with a programme of study that is focused on your future employability and developing the technical and professional skills you will need to succeed.

Our Centre of Excellence for Adult Education offers programmes of study in a range of subject areas, from Entry Level up to Level 6, as well as Access to Higher Education diplomas, each designed to respond flexibly to the needs of employers and learners.

Everything we do, from the courses we offer, the advice and support we provide and the work placements we will help you to secure, is about preparing you for industry and helping you to take the steps you need to secure a job in your dream career – or progress further in it.

Regardless of your current academic level, your age or where you study, our dedicated Student Careers Service team will be on hand every step of the way to support you with careers guidance and opportunities.

Ultimately, our mission is to help every student achieve their full potential. Whatever your circumstances and ambition we have opportunities to fit around your life and the support you need to succeed.

Finally, I'd like to encourage you to get in touch with us for help and information, wherever you are in your working life and whatever you've been doing before. A very important part of our mission is to inspire people from all backgrounds and give them the best chance of enjoying a prosperous future working in industry.

We can't wait to meet you and welcome you to the number one College for student achievement in Greater Manchester.



Michael Walsh
Vice Principal,
The Manchester College

HOW TO APPLY

Visit our website

Whether you want to apply to a course starting in January or any of our courses starting in early 2023, start by visiting **tmc.ac.uk**

Find your course

Browse our range of courses starting from January 2023 and select the course you'd like to study.

Apply online

Tap 'Apply Now' and follow the application process.

You will be asked to create an account using an active email address and to set-up a password. Once you have an account you will be able to track your application and subsequently enrol.

Receive your offer

Once you have applied, and depending on the requirements of the course, you will receive a conditional offer of a place at the College via the applicant portal.

This means that you've got a place on the course with us, if you have the qualifications or experience we've asked for.

Enrolment

Once you've submitted your application online and have accepted your offer, you will need to follow the steps in the Apply Portal to get ready for enrolment.

To finalise your enrolment you will need to visit us on campus, you can book an appointment online to visit us at the campus you plan to study at on any Monday from 9 to 30 January, 10am - 2pm, to complete your enrolment in person. You can also walk in without an appointment but this will take you longer to enrol.

Please visit tmc.ac.uk/enrol for the latest information about enrolling.

SUPPORT



Student Careers

Our dedicated Student Careers team provide specialist support, advice and guidance on a wide range of issues, concerns and worries.

At The Manchester College, it doesn't matter what course you're studying, which campus you're at, or how old you are, we are here to help you realise your potential.

Each member of the team is a trained, accredited professional that can provide advice on personal, financial and wellbeing issues or offer guidance on how to reach your future goals and career aspirations.

You can book in for a one-to-one appointment at your main reception, where you'll meet with one of our qualified advisors in a safe and welcoming environment. They'll listen to your concerns, give you the advice you need and produce a clear action plan for you to keep and follow.

Student Support

Our Student Support team ensure that you receive the support you need to overcome any challenges and barriers to achieving your goals.

With this support, you will have everything you need to achieve the highest possible grades and reach your aspirations.

Our teaching staff will be your first point of contact throughout your course, however, should you need extra help or more personal support, there are dedicated Student Mentors and Student Experience Safeguarding Practitioners (SESPs) here to help you.

If required, you can also access our in-house Counselling Team or refer directly to PAM Assist, our external partner who offer 24/7 support for students aged 19+.

Funding

Depending on your course, age and income there are funding options available for most students.

See pages 8-11 for more information about the funding and financial support available to you.

If you have any questions or concerns about finance and funding, then please do not hesitate to get in touch with our Student Careers team by calling **03333 222 444** or emailing **careers&welfare@tmc.ac.uk**, who'll be able to help you understand all your available options.



19+ FUNDING AND SUPPORT

If you're over the age of 19, some tuition and exam fees may apply, however, there are a number of opportunities to help you reduce or eliminate costs.

The funding you can claim will depend on your personal circumstances and the course you are studying.

Free Courses for Jobs

As part of the government's Lifetime Skills Guarantee, Free Courses for Jobs (formally the National Skills Fund) has been made available to help adults access free qualifications regardless of your financial circumstances. In addition to this, Greater Manchester Combined Authority have introduced the Greater Manchester (GM) Skills Fund to extend the offer of free qualifications available to adults.

The qualifications have been carefully selected to help you improve your job prospects. They have good wage outcomes and address skill needs in the economy, delivering a wide range of skills in many jobs and sectors.

Am I eligible?

To be eligible for a fully-funded course, you must meet the following eligibility criteria.

Greater Manchester Skills Fund:

- You are aged 19 or over
- This is your first or second Level 3 qualification or equivalent

Free Courses for Jobs:

- You are aged 19 or over

AND

- This is your first Level 3 qualification

OR

- You are unemployed or earn less than £18,525 a year

Advanced Learner Loan

If you're going to be 19 or above at the time you start a Level 3 or Level 4 course with us, you could take advantage of an Advanced Learner Loan, available from the UK government. This loan can be used to pay some or all of your tuition fees.

Am I eligible?

The Advanced Learner Loan is available for those over 19 years old, studying a Level 3 or Level 4 course in further education and training. You'll need to have been resident in the UK for the last three years to be eligible.

The minimum loan amount you can take is £300 and the maximum is the full cost of your tuition fees.

How do I apply?

Once you have been accepted onto your course, you'll receive a letter telling you what to do, together with the amount you need to apply for and any reference numbers needed for the application. The process is simple; there is no means testing or credit rating check.

You apply online and then you don't need to do anything – your tuition fees are paid automatically.

The loan will only apply for tuition fees. You may be eligible for your exam fees to be remitted under welfare benefits or low income.



Repayments

You will start repaying your loan (plus interest) after you have finished your course and you are earning more than £524 per week, £2,274 per month or £27,295 per year.

Repayments are either taken directly out of your salary by your employer or you can make them yourself as part of your Self Assessment tax return.

Your repayments will be 9% of any income you earn over £524 per week, £2,274 per month or £27,295 per year and will stop if your income drops below this amount.

If you wish to take an Advanced Learner Loan out for an Access to Higher Education (HE) diploma, when you progress on to a university-level course that's eligible for student finance, the Advanced Learner Loan for the Access to HE course will be written off, meaning you won't have to repay it.

19+ FUNDING AND SUPPORT

Access to Industry Award

If you’re aged 19 or over, finances don’t need to be a barrier to returning to education and achieving your personal and career goals.

As well as supporting you with accessing funding for your course, we’re also here to help you access support for things such as travel and childcare amongst others.

➔ TMC Go

Our travel support will not only help you with getting to and from College, it can also provide you with a way to explore all the great places in Greater Manchester.

We’ve been working with Transport for Greater Manchester (TfGM) to incorporate your bus pass with your College ID and if eligible, you will be able to load a travel pass onto it every 28 days.

You will be able to load your travel pass onto your College ID using your smart phone or tablet. If you misplace or lose your card, there will be a £2 administration charge for a replacement.

🔗 Breaking Barriers

We understand that some students may need extra support while studying. We have some very limited funds available for the most vulnerable students. Our aim is to help you remove barriers to your learning. Speak with a Student Careers advisor for more information.

👶 Childcare

Get support with childcare whilst you study. The maximum childcare funding available will be as follows:

For children aged up to two years old:

- You will be expected to pay 5% of the nursery place directly to the provider.
- The College will pay your childcare provider a maximum of £150 per week.

For children aged two years and under 11 years:

- The College will support any additional childcare hours above the Nursery Education Grant hours voucher up to a maximum of £150 per week, per child.
- You will be expected to pay 5% of the nursery place directly to the provider.

The College will pay a maximum of £300 per week.

You will be liable to pay the nursery provider any childcare costs incurred before you have official written confirmation from the College that states the childcare funding has been agreed and you have returned the signed contract.

📦 Course Fees

If you fall under any of the following categories, we may be able to remit your course fees:

Aged between 19-23 and studying your first full Level 2 or 3 course

If you don’t already have a full Level 2 or 3 qualification.

Aged between 19-23 and claiming welfare benefits

If you are studying a course up to Level 2 and receiving Income Support, JSA, ESA (WRA), Universal Credits (because you are unemployed).

Aged between 19-23 and looking for employment

If you are studying a course up to Level 2 and receiving ESA, Universal Credits (Low income) - the course must have progression to employment.

Aged 19+ and working on a low income

If you are studying a course up to Level 2 and you earn less than the income threshold (GM residents is £18,135 annual gross salary and non-GM residents is £17,004).

If you are aged 19+ and studying a Level 3 course

If you are studying an eligible Level 3 course you may be eligible for government funding through the Free Courses for Jobs scheme. Alternatively, if you do not fit any of the above, you may have to make an application to the Adult Learner Loan to pay for the course fees.

📋 Eligibility

To be eligible for the 19+ Access to Industry Award, students must meet the eligibility criteria:

- Enrolled to a The Manchester College course
- Eligible for Education and Skills Funding Agency (ESFA) funding or in receipt of an Advanced Learner Loan
- Have a good attendance pattern in line with the College expectations
- Meet the minimum criteria relating to household income (under £25,000).

For more information about 19+ Adult funding and our Access to Industry Award, please contact the team: careers&welfare@tmc.ac.uk



WHERE TO STUDY



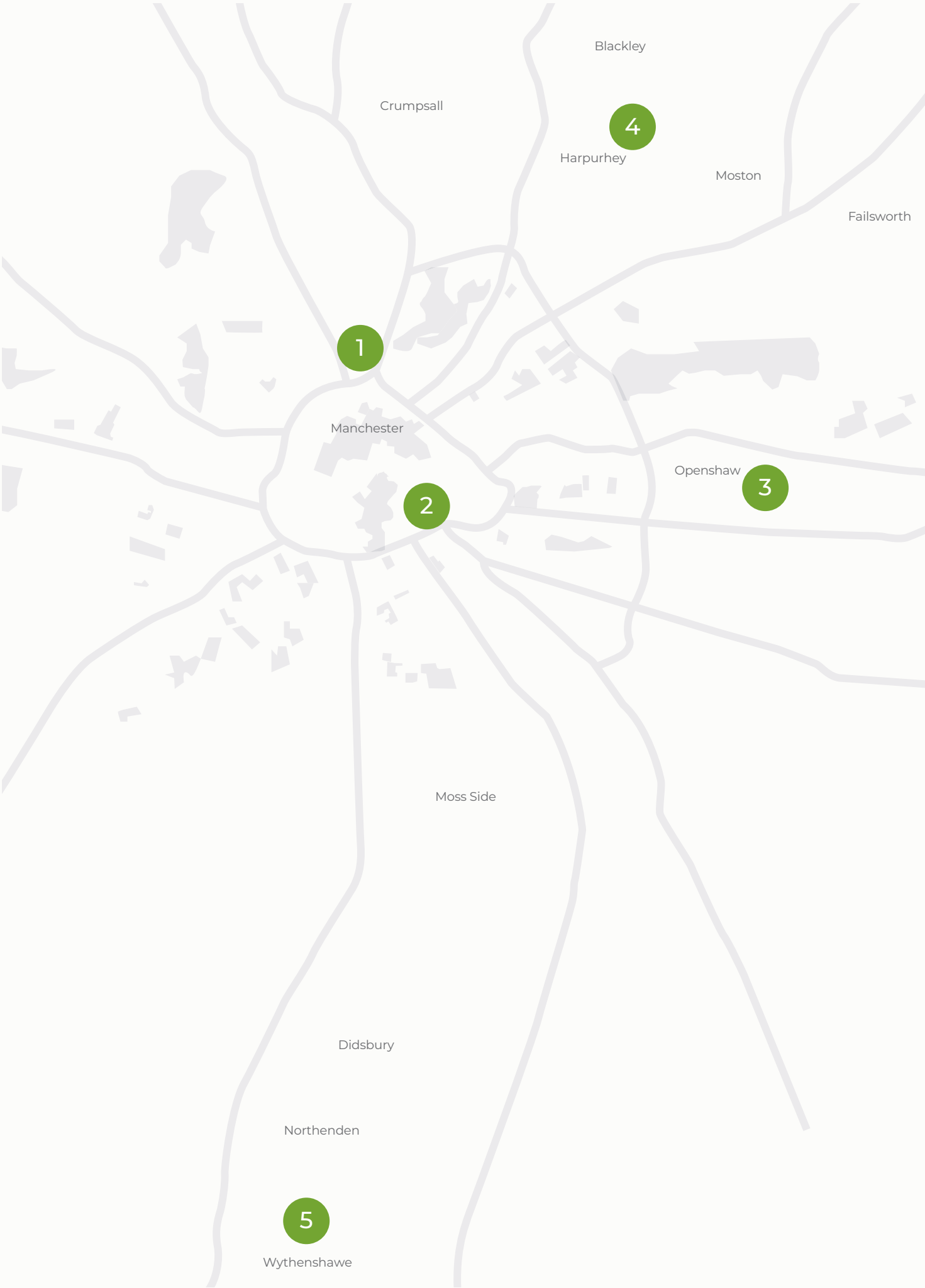
01. City Campus Manchester
60 Great Ducie Street,
Manchester M3 1PT

02. Shena Simon Campus
Whitworth Street,
Manchester M1 3HB

03. Openshaw Campus
Ashton Old Road,
Openshaw M11 2WH

04. Harpurhey Campus
Rochdale Road,
Harpurhey M9 4AF

05. Wythenshawe Campus
Brownley Road,
Wythenshawe M22 9TG



ADULT COURSES

The following pages list the adult courses we offer, their start dates and the campuses they are delivered at.

Entry requirements for your chosen course can be found at **tmc.ac.uk**.

Course Title	Level	Award	Length	Campus	Start date
ACCESS TO HE					
Business	3	Access to HE Diploma	1 year	Shena Simon	January
Nursing and Midwifery	3	Access to HE Diploma	1 year	External Buildings Distance Learning	January

AUTOMOTIVE					
Automotive Maintenance	1	Diploma	26 weeks	Openshaw	January

BUSINESS AND PROFESSIONAL					
AAT Bookkeeping	1	Award	12 weeks	Shena Simon	February
AAT Certificate in Accounting	2	Certificate	1 year	Shena Simon	February
Starting and Managing Your Own Business	2	N/A	12 weeks	Shena Simon	January
Institute of Leadership and Management	3	Certificate	12 weeks	Shena Simon	January
Institute of Leadership and Management	5	Certificate	18 weeks	Shena Simon	February

CHILDHOOD STUDIES					
Preparing to Work in Schools	1	Award	10 weeks	Harpurhey Wythenshawe	January

COMPUTING AND DIGITAL					
Principles of Coding	3	Award	12 weeks	City Campus Manchester	January

ENGLISH AND MATHS					
Functional English	E3 1 2	Personal and Professional Development	Minimum 16 weeks	Shena Simon	Starts available throughout the year; subject to initial assessment
Functional Maths	E3 1 2	Personal and Professional Development	Minimum 16 weeks	Shena Simon	Starts available throughout the year; subject to initial assessment

ESOL					
ESOL for Beginners	Pre- Entry	Preparation for work and life	Minimum 24 weeks	Harpurhey Openshaw Shena Simon Wythenshawe	January
ESOL Elementary	E1	Preparation for work and life	Minimum 24 weeks	Harpurhey Openshaw Shena Simon Wythenshawe	January
ESOL Pre-Intermediate	E2	Preparation for work and life	Minimum 24 weeks	Harpurhey Openshaw Shena Simon Wythenshawe	January
ESOL Intermediate	1	Preparation for work and life	Minimum 24 weeks	Harpurhey Openshaw Shena Simon Wythenshawe	January
ESOL Advanced	2	Preparation for work and life	Minimum 24 weeks	Harpurhey Openshaw Shena Simon Wythenshawe	January

FOUNDATION LEARNING					
NHS Sector Based Work Academy	1	Certificate	4 weeks	Shena Simon	January
Prince's Trust Team Programme	1	Certificate	12 weeks	Wythenshawe	January
Volition Volunteer Programme	1	Certificate	10 weeks	Manchester Cathedral	January

HAIR AND BEAUTY					
Swedish Massage	3	Certificate	18 weeks	Wythenshawe	January

HEALTH AND SOCIAL CARE					
Counselling Concepts	2	Award	10 weeks	Wythenshawe	January
Counselling Skills	3	Certificate	22 weeks	Shena Simon	January

LOGISTICS					
Forklift Truck Driver Training	1	Diploma	4/7 weeks	Wythenshawe	Various
LGV Driver Training	1	Diploma	4/7 weeks	Wythenshawe	Various
Taxi Knowledge	1	Diploma	7 weeks	Wythenshawe	Various

MUSIC					
Introduction to Music Technology and Production	1	Award	16 weeks	City Campus Manchester	January
Music Technology and Production	2	Certificate	16 weeks	City Campus Manchester	January

PERFORMING ARTS					
Performing and Production Arts	2	Award	20 weeks (Part-time evenings)	City Campus Manchester	February

TEACHER EDUCATION					
Assessing Competence in the Work Environment	3	Award	1 year	External	Various
Assessing Vocational Achievement	3	Certificate	1 year	External	Various
Assessing Vocationally Related Achievement	3	Award	1 year	External	Various
Education and Training	3	Award	12 weeks	Shena Simon	Various
Internal Quality Assurance of Assessment Process and Practice	4	Award	1 year	External	Various
Leading in Internal Quality Assurance of Assessment Processes and Practice	4	Certificate	1 year	External	Various
Teaching English	5	Diploma	1 year	Shena Simon	Various
Understanding the Internal Quality Assurance of Assessment Processes and Practice	4	Award	26 weeks	External	Various
Understanding the Principles and Practices of Assessment	3	Award	26 weeks	External	Various
Update for IQA Qualifications	4	Personal and Professional Development	1 day	Shena Simon	Various

VISUAL ARTS					
Award in Pattern Cutting and Garment Construction	-	Award	16 weeks	City Campus Manchester	February

ADVANCE YOUR CAREER

Take your career to the next level with our professional qualification partner, MOL.



Approved centre

Human Resources

CIPD Foundation Certificate in People Practice (Level 3)

CIPD Associate Diploma in People Management (Level 5)

CIPD Associate Diploma in Organisational Learning and Development (Level 5)

CIPD Advanced Diploma in Strategic People Management (Level 7)

CIPD Advanced Diploma in Strategic Learning and Development (Level 7)



Management and Leadership

CMI Level 3 Diploma Principles of Management and Leadership

CMI Level 5 Diploma in Management and Leadership



Property Agency

- Residential Lettings and Property Management
- Residential Inventory Management and Tenancy Deposits
- Real Property Auctioneering
- Sale of Residential Property
- Commercial Property Agency
- Property Agency in Scotland



Project Management

Level 4 Qualification on Project Management



Property Law

Short Course Conveyancing: An Introduction for Property Professionals



Digital Learning Design

Level 5 Professional Diploma in Digital Learning Design

FOR MORE INFORMATION, CONTACT OUR PROGRAMME ADVISORS ON:

 0333 242 9787
  enquiries@mollearn.com
 www.mollearn.com

LEARN DIFFERENT

EXPERIENCE DIFFERENT

BE DIFFERENT

PROGRESS TO A
DEGREE OR HIGHER
LEVEL COURSE WITH
OUR PARTNER UCEN
MANCHESTER.

BELIEVE IN DIFFERENT

DEGREES AND HIGHER
LEVEL COURSES
FULL-TIME, PART-TIME
OR A YEAR AT A TIME
UCENMANCHESTER.AC.UK

UCEN
MANCHESTER
FIND YOUR FUTURE

Build your confidence, skills, and qualifications a year at a time. At every step of the way, you can choose whether to continue your progress or take a break as it suits you with our range of one-year degree level courses.

If you continue to the next level you'll still earn a degree in three years but benefit from the peace of mind that if things change or you need a break, you can step away after a year and still hold an industry-recognised qualification.

So, whether you've just completed a Level 3 course at The Manchester College, or you're looking to take your existing skills to a higher level with a degree or degree level course, the supportive and practical environment at UCEN Manchester is the place to do it.

OUR APPROACH:

- 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 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.

WHAT YOU CAN STUDY:

Starting in January:

- Computing
- Construction and the Built Environment
- Counselling
- Healthcare Practice

Find out more and apply now:



