



The  
Manchester  
College®  
be amazing

# GO FURTHER

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Issue 05 | Winter 2022/23

Adult Education at The Manchester College



# MAKE IT THIS TIME

It's your time to  
upskill or retrain

Start a course this January at  
The Manchester College



Apply and enrol now  
[www.tmc.ac.uk/jan-starts-adult/](http://www.tmc.ac.uk/jan-starts-adult/)

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# HELLO,

Hello and welcome to our latest edition of Go Further, the termly magazine from The Manchester College.

If you are starting the new year with a desire to take the next step in your career or retrain for a new challenge, in this edition you'll find all the information and advice you need to make it work for you.

From Entry Level courses right up to Level 6 degrees, our Centre of Excellence for Adult Education has something for everyone. This means you'll find lots of opportunities to upskill in your chosen field or retrain for a new career, regardless of your current academic level or your goal in returning to education.


As well as a range of courses to choose from, our campuses are located in the north, east and south of Manchester, conveniently situated on public transport routes, so you'll have easy access to state-of-the-art facilities no matter where you are travelling from.

Everyone's priorities and circumstances are different. When you choose to return to education to develop your career, upskill, retrain or to simply take up a new challenge, we know you may need the flexibility and support to enable you to achieve a balance between your academic and personal life. You can be certain that our team are fully committed to helping you every step of the way to achieve your aspirational goal.

We know that these are challenging times, and finances are a priority for us all at the moment. No doubt this will play a major part in your decision, however there are lots of options available to support you. Our knowledgeable and experienced Student Careers Service advisors are here to guide you, and you can hear more from them in this edition as they run through funding and finance options and money saving tips.

Whatever your circumstances and ambition we have the opportunities to fit around your life and the support you need to succeed. We're here to help you reach your full potential and make your dream possible. I hope to see you soon.



Warm regards,  
  
**Michael Walsh**  
Vice Principal

# MAKE IT THIS TIME

Starting from January 2023 we've got a range of courses perfect for you. Whether you're looking for a fresh start, you're chasing a promotion, or have been dreaming of an entirely different career – we've got something for everyone.

The start of a new year is always a great time to make the change you've always wanted and plan for the future you want to build. There's never a better time to get your career plans on track, and with our dedicated Student Careers team on hand, you'll have all the support you need to get to where you want to be.

Explore what we have to offer with a range of subject areas including:

- Access to Higher Education in Business
- Access to Higher Education in Nursing and Midwifery
- Business and Professional
- Childhood Studies
- Computing and Digital
- ESOL, English and Maths
- Foundation Learning
- Hair and Beauty
- Health and Social Care
- Hospitality and Catering
- Logistics
- Music
- Performing Arts
- Teacher Education
- Visual Arts

 For more information visit [www.tmc.ac.uk/jan-starts-adult/](http://www.tmc.ac.uk/jan-starts-adult/)

Visit our Centre of Excellence for Adult Education page to find out more about the support available that could help you to fund your studies. See page 8 for further advice and support.





# OUR CAMPUSES

Over the last few years we have redeveloped our campuses in the east, north and south of Manchester, and built a brand-new campus in the city centre.

We're providing our adult learners with access to industry-standard facilities, in an environment that matches what you'd expect to see in the workplace, ensuring you are gaining the skills you need to start a new career or move forward in your current one.



### City Campus Manchester

Our amazing, new state-of-the-art campus in Manchester city centre opened its doors in September. Situated in the very heart of the city centre, opposite the AO Arena, the campus is easily accessible from across the whole of Greater Manchester.

City Campus Manchester offers you an industry-standard experience, whether that's using the latest high-spec cyber-security lab and gaming technology, DJ classroom, 3D Modelling, fashion and pattern cutting workshops, the performance theatre at the heart of the campus or doing on-the-job training as you run our 40-seat restaurant.

Whatever your course, you'll be studying in facilities and using equipment that is equivalent to what you'll find in the workplace, with amenities that provide you with an environment to thrive in and feel fully supported to achieve your aspirational goals.



### Openshaw Campus

Situated in the east of the city, close to the Etihad Stadium, our Openshaw Campus was refurbished in 2021. From a state-of-the-art mock hospital ward complete with industry-standard equipment to a fully-equipped mock nursery/early years setting, automotive facilities that replicate what you'd find in the workplace, an outdoor 3G multi-sports pitch with spectator seating and a huge college gym, our amazing industry-standard facilities provide a great environment for you to upskill or prepare for your future career.

### Citylabs

The Manchester College's Centre of Excellence for Medical Sciences, at the Citylabs laboratory complex in the heart of Manchester's Knowledge Quarter, is home to our School of Medicine, Health Sciences and Medical Engineering. Courses at the Centre of Excellence are Access to Higher Education Diplomas for adult students (aged 19+) and will prepare you to apply for medicine, dentistry, pharmacy, health and medical engineering subjects at degree level.

### Harpurhey Campus

Situated in north Manchester, our Harpurhey Campus is made up of a bright modern building and the restored Grade II listed Harpurhey Baths. In 2022 we opened our Centre of Excellence for Hospitality and Catering at the campus with two state-of-the-art kitchens and a refectory run by our hospitality students. These amazing facilities added to the industry-standard environment at our campus, making it the perfect place for you to upskill or prepare for your future career.

### Shena Simon Campus

Our Shena Simon Campus is located in the heart of Manchester close to Piccadilly Gardens. As the home for our Centre of Excellence for Business, this city centre location puts you on the doorstep of Greater Manchester's business hub, close to both our current employer partners and potential future employers, providing you with the perfect opportunity to gain an authentic experience of the business world while studying.

### Wythenshawe Campus

Our south Manchester campus has been recently redeveloped with a new Centre of Excellence for Hair and Beauty and Centre of Excellence for Theatrical and Media Make-up. Our fantastic new industry-standard facilities include a state-of-the-art hair and beauty salon.





# FINANCE SUPPORT

The 19+ Access to Industry Award is made up of three different elements: tuition and exam fees, travel awards and childcare. The elements you can apply for will depend on your circumstances and the course you are studying.

## Course Fees

Tuition fee support is available for courses up to and including Level 2 and learners aged 19-23 who already have a full Level 3 qualification. You may also be able to apply for our 19+ Access to Industry Award to cover some or all of the cost of your course and exam fees.

## TMC Go

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 via a smartphone on campus.



Depending on your personal circumstances and income, TMC Go 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.

If you are on a low income and studying on a substantial programme of 10 hours or more per week you can apply for support with the cost of travel. Any student who lives outside the GM area or is studying under the 10-hour threshold and needs travel support must submit in writing to the Bursary Team explaining why they should be considered for travel support. This will be looked at by the Bursary Appeals Panel and a decision reached.

*Note: Payments and support may stop if attendance falls below College expectations.*

## Childcare

The maximum childcare funding available will be as follows.

- For children aged up to 2 years old:**
- You will be expected to pay 5% of the nursery fee directly to the provider
  - The College will pay your childcare provider a maximum of £150.00 per week.
- For children aged from 2 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 £150.00 per week, per child
  - You will be expected to pay 5% of the nursery fee directly to the provider.

Where you have children both under and over 2 years of age, the maximum that the College will pay is £300 per week.

Any childcare costs incurred before you have official written confirmation from the College that childcare funding has been agreed and you have returned the signed contract, will remain the learner's liability to pay the nursery provider.

## 19-24 Unwaged Learners

In some circumstances, for a Level 1 or Level 2 programme of study, a learner aged 19 – 24, unwaged, may be eligible for support should a signed declaration from parents/guardian be in place, confirming that they do not financially support the learner for educational purposes (eligibility criteria apply).

## Are you eligible for the Access to Industry Award?

You may be eligible if your household income is less than £25,000, and you must have lived in the UK for at least three years.

# Other funding options

## Advanced Learner Loan

If you're aged 19 or over and you're starting a Level 3 or Level 4 course with us, you can take advantage of this loan which can be used to pay some or all of the tuition fees for your course.

## Free Courses for Jobs

If you are aged 19 or over and want to apply for your first Level 3 qualification, or earn less than £18,525 or are unemployed regardless of whether or not you already have a Level 3 qualification, you could study for free.

## Greater Manchester Skills Fund

If you're aged over 19 and this is your first or second Level 3 qualification you could study for free, with a range of courses to choose from that will allow you to develop new skills.

Find out more about the different options available to you at [tmc.ac.uk/funding](https://tmc.ac.uk/funding).

- Travel is also available for Level 3 learners who are on a low income/benefit regardless of age, but are dependent on the number of weekly hours of your course and your attendance.
- For childcare support, your childcare provider must be registered with Ofsted, and you'll be expected to pay 5% of the cost yourself.

## How do I apply?

Application for the 19+ Access to Industry Award will be discussed at the point of enrolment and you will be asked for evidence of income by showing either a P60 or wage slips. You may also be asked for evidence of residency by showing passports/visas etc.

If you wish to appeal a decision, you will need to put this in writing outlining why you feel the decision was incorrect and send to the Bursary Team within 10 days of the decision date. It will then go to an appeal panel and you will be informed of the outcome within 10 days.





# MEET THE TUTOR



**Irena Basudev**  
English for  
Speakers of Other  
Languages (ESOL)  
Wythenshawe  
Campus

**Tell us a about your experience in the industry and education**

I am a teacher of English as a Modern Foreign Language. I started my teaching career first in Belarus, then in Poland and now I teach at The Manchester College.

**How and why did you get into teaching?**

It was my form teacher back in school who inspired me to become a teacher. She wrote in my reference letter that my vocation was to lead other people. I decided to become a teacher of modern foreign languages and expand my knowledge about the world around us. I graduated from Minsk State Pedagogical Institute of Foreign Languages (Belarus) as a teacher of English and German languages.

**Tell us why you're so passionate about your subject area?**

I feel passionate about my subject because I feel through learning languages, people learn about culture and the history of the wider world; and in doing so become more tolerant and more inclusive. It broadens people's horizons and exposes them to different cultures and traditions.

I teach English to asylum seekers and refugees that have come to this country. The more I do it the more passionate I am about my role in helping or changing those people's lives.

**What is the best piece of advice you can give to students who are considering returning to education?**

Bring your passion and personality to the table. Lead by example and make the learning process the best experience you can. You can make a huge difference in many people's lives.

**Why should adult learners choose to study at The Manchester College?**

There is good variety of courses for adults. The tutors are experienced and dedicated. The College provides state-of-art-facilities, so come and enrol and be amazing with us. We can help you make this work!



# HOW TO GET ACCESS TO HIGHER EDUCATION

At The Manchester College we offer learners the opportunity to study a one-year programme across a number of subjects that will help them get into university. We know investing in your education is the best investment you can make for yourself and if you want to upskill or reskill in order to climb the career ladder, we can help make it work!

An Access to Higher Education (HE) Diploma is a qualification designed specifically for adults returning to education who would like to go on to study at university (Higher Education).

There are a range of reasons that students may choose to study an Access to HE diploma: whether it's lacking formal qualifications needed for university entry, wanting to develop their knowledge and confidence after being out of education for a while, or they may be considering on a career change that requires a fresh start.

The Access to HE Diploma is equivalent to studying three A Levels and supports students in developing the academic knowledge and skills required to begin their journey into Higher Education. It is important to note that an Access to HE Diploma can be a challenging and intense course but students who are motivated, with a positive attitude to learning will ultimately achieve their goals.

During the course, you can work towards this qualification in your own time, with a flexible approach to studying. You will get support from your Assessor when you need it alongside classes, and you'll have access to a library of learning support materials and an electronic portfolio.

When applying to university, we will support you with completing your UCAS application, personal statement and we will provide you with an academic reference.

**You can study a number of Access to HE courses in subject area's including:**

- Business and Professional
- Construction and Engineering
- Computing and Digital
- ESOL, English and Maths
- Health and Social Care
- Humanities and Social Sciences
- Science and Medical
- Teacher Education
- Travel, Tourism and Aviation

It is important to note that successfully completing your Access to HE Diploma does not guarantee you a place at university. While most universities accept Access to Higher Education Diplomas, it is your own responsibility to check that your UCAS application meets the current entry requirements for your university course choices.





# Adult Open Event



**15 June  
2023  
5pm - 7pm**

**REGISTER SOON**



tmc.ac.uk

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# STUDENT SPOTLIGHT

We met with Emran Khan Tasawar and Nira Aktar, two students currently studying a Level 3 Diploma in Health and Social Care based at our Openshaw campus. We discussed their reasons for returning to adult education and how they are finding their course at The Manchester College.

## Why did you choose this course?

**Emran:** For context, I'm 21 and I really want to be a pharmacist. I went to secondary school in Spain, so my qualifications are a little different. In order to get into university, I chose to study a Diploma – that way I'll have up to date knowledge and the UCAS points in order to meet the academic criteria here.

**Nira:** I went to another college in Greater Manchester to study Business, after college I had a change of heart and wanted to go into nursing, at 19 I decided to come back to college so I can become a nurse.

## What have you enjoyed most about your course?

**Emran:** We get such a rounded experience of the Health and Social Care sector. As a pharmacist I might only see and experience once side of the industry, but the course really enlightens you on a deeper level to the reality of caring for people. It's made me appreciate the practice even more.

## Why did you choose The Manchester College?

**Nira:** It honestly has the best facilities; I didn't find any other college offering adult courses like it. They have industry standard health suites with real hospital beds, I didn't expect to get so hands-on, but I've learnt real, practical skills. We turn down beds and because they have the robot dummies, we can practise skills as if they were real patients. They talk, have a pulse and are soft to touch so you can practise sourcing veins and taking temperatures.

## What are your plans for after the course?

**Emran:** We both want to go to university together. We will likely have to study different courses but plan to stay in Manchester. With the Diploma in our pocket, we won't have any issues getting into university.

## Would you recommend The Manchester College?

**Emran:** Yes, we've both got friends who have started courses here since we joined, mine are studying Childhood Studies and Nira's friends are studying Sport and they love it too. I think it's the standard of facilities mixed with the welcoming atmosphere – if you're ever sat alone tutors or student support always come over for chat or to check in, it's really nice.

**Nira:** There is a genuine care about your wellbeing, the Student Support Services are great, from financial support to just caring if you are doing okay.



If you want to pursue a career in Health and Social Care, we offer courses from Level 1 to Level 3, see page 20 for details.



# GUIDANCE FROM OUR STUDENT SUPPORT SERVICES

Our Student Careers Service offers everything from financial support to career guidance.

We understand that finances are a challenge for many families at the moment. With the festive season just behind us, we've reached out to our support teams for information and advice based on the guidance they offer our students when it comes to budgeting.

Being aware of your finances and your spending limit is key for anyone needing to look after their money. Here are our top five pieces of advice:

## Plan:

Planning is essential if you have a limited budget. We all have expected costs – such as rent, utilities and food – which you can plan ahead for, but you also need to be prepared for the unexpected too. To do all this, you'll need to budget your outgoing costs, and save money where you can. A small amount each week will soon add up.

Have you checked that you are receiving any benefits that you may be entitled to? It is estimated that £10 billion per year goes unclaimed in benefits in the UK. Using income maximisation calculators can help to determine if there's any financial support you may be entitled to.

Visit: <https://www.entitledto.co.uk/>  
or <https://benefits-calculator.turn2us.org.uk/>

## Shop around:

Don't stick to just one place, take the time to look for bargains. Local markets can be a big money saver for fruits and vegetables, and you are supporting local small businesses.

Don't forget when you are a student, you have access to Totem, the NUS discount card. These can be used at a large range of stores and can save you money on the cost of higher marked up products like clothes and hygiene products.

About Totum: <https://www.totum.com/about>



## Don't ignore problems:

According to The Money Charity, 50% of students say that fears over their finances could affect their studies. If anything is bothering you, even if it's the smallest thing, we can help you recognise any real problems and make a realistic budgeting plan. Using credit to pay credit can result in more problems and ignoring letters and demands for payment will not make the problem go away. You may need to speak to your creditors to come up with a solution.

## Don't worry about the cost of education:

We understand that the cost of studying as an adult can put some people off coming to college. What a lot of people don't realise, is it doesn't have to cost as much as you might expect. There are a range of funding options now available and the vast majority mean our students don't need to pay for their courses! This can range from your Level 2/3 entitlement, Free Courses for Jobs, the Greater Manchester Skills Fund, College funding and the Advanced Learner Loan.

## For more information on fees and funding go to:

<https://www.tmc.ac.uk/study-with-us/fees-finance-funding/>

## We also produce a range of information on organisations which can help support you with money worries:

<https://www.tmc.ac.uk/student-life/support/useful-contacts/>

Information provided by Stephen Brobbin, Head of Department for Student Careers Service.



# OUR COURSES

The following pages list the adult courses we offer in 2023, 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	Duration	Campus	Start date
ACCESS TO HE					
Business	3	Access to HE Diploma	1 year	Shena Simon	January September
Business (Pre-Access)	2	Pre Access Certificates	1 year	Shena Simon	September
Careers in Social and Community Work	3	Access to HE Diploma	1 year	Openshaw	September
Combined and Medical Science	3	Access to HE Diploma	1 year	CityLabs	September
Computing and Digital	3	Access to HE Diploma	1 year	Shena Simon CityLabs	September
Engineering	3	Access to HE Diploma	1 year	CityLabs	September
English, Writing and Media	3	Access to HE Diploma	1 day	Shena Simon	September
Environmental Science	3	Access to HE Diploma	1 year	Shena Simon CityLabs	September
Health and Physiotherapy	3	Access to HE Diploma	1 day	Openshaw	September
Health and Social Care Professions (Pre-Access)	2	Pre Access Certificates	1 year	Openshaw	September
History and Archaeology	3	Access to HE Diploma	1 year	Shena Simon	September
Hospitality, Leisure and Tourism	3	Access to HE Diploma	1 year	Shena Simon	September
Humanities	3	Access to HE Diploma	1 day	Shena Simon	September
Law, Politics and Crime	3	Access to HE Diploma	1 day	Shena Simon	September
Medicine	3	Access to HE Diploma	1 year	CityLabs	September
Nursing and Midwifery	3	Access to HE Diploma	1 year	Openshaw External	January September
Professions in Education	3	Access to HE Diploma	1 year	Shena Simon	September
Radiography; Orthotics and Prosthetics	3	Access to HE Diploma	1 year	CityLabs	September
Skills for Further Learning and Employment in Humanities (Pre-Access)	2	Extended Certificate	1 year	Shena Simon	September
Skills for Further Learning and Employment in Science and Engineering (Pre-Access)	2	Extended Certificate	1 year	CityLabs	September
Social Science	3	Access to HE Diploma	1 year	Openshaw	September
Veterinary Science and Zoology	3	Access to HE Diploma	1 year	CityLabs	September

AUTOMOTIVE					
ATA Body/Paint/Met Pre-test	2	Personal and Professional Development	1 day / half day	Openshaw	April May
ATA Body/Paint/Met Referral	2	Personal and Professional Development	1 day	Openshaw	May June
ATA Light Vehicle	1	Personal and Professional Development	1 day	Openshaw	January - July
ATA Refrigerant Handler	2	Personal and Professional Development	1 day	Openshaw	August
ATA Senior MET*	3	Personal and Professional Development	1 day 2 days	Openshaw	April May
ATA Senior Panel*	3	Personal and Professional Development	1 day	Openshaw	April May
Auto-Electrical and Mobile Electrical	2	Diploma	1 year	Openshaw	September
Auto-Electrical and Mobile Electrical	2	Diploma	6 weeks	Openshaw	April June
Auto-Electrical	3	Diploma	6 weeks	Openshaw	August
Auto-Electrical and Mobile Electrical Principles	3	Diploma	1 year	Openshaw	September
Basic Vehicle Checks	Entry	Personal and Professional Development	1 day	Openshaw	December June
Electric/Hybrid Vehicle Routine Maintenance Activities	2	Award	1 week	Openshaw	August
Light Vehicle Maintenance and Repair Principles	3	Diploma	1 year	Openshaw	September
Paint Technician	-	Personal and Professional Development	1 day	Openshaw	June August
Panel Technician*	2	Personal and Professional Development	2 days	Openshaw	August
Refrigerant Handler	-	Personal and Professional Development	1 day	External	April
Resistance Spot Welding	2	Personal and Professional Development	1 day	Openshaw	June
Senior Paint	3	Personal and Professional Development	1 day	Openshaw	April May
Senior Panel Technician	3	Personal and Professional Development	2/3 days	Openshaw	April May June
Vehicle Accident Repair	1	Diploma	1 year	Openshaw	September
Vehicle Accident Body Repair	2	Diploma	1 year	Openshaw	September
Vehicle Accident Body Repair Principles	3	Diploma	1 year	Openshaw	September
Vehicle Fitting Principles	2	Diploma	1 year	Openshaw	September
BUSINESS AND PROFESSIONAL					
AAT	2	Certificate	1 year	Shena Simon	February September
ACCA Applied Skills	6	Personal and Professional Development	2 year	Shena Simon	September
Accounting	2	Foundation Certificate	24 weeks	Shena Simon	September
Accounting	3	Advanced Diploma	1 year	Shena Simon	September
Accounting	4	Professional Diploma	54 weeks	Shena Simon	September
Accounting Book Keeping	1	Award	12 weeks	Shena Simon	September January April
Business Administration	2	Certificate	1 year	Shena Simon	September
Business	1	BTEC Introductory Award	16 weeks	Shena Simon	January September
Conveyancing Law and Practice	4	Diploma	2 years	Shena Simon	September
Conveyancing Law and Practice	6	Diploma	2 years	Shena Simon	September
ILM Leadership and Management	5	Certificate	18 weeks	Shena Simon	February September
ILM Leadership And Management Skills	3	Certifcate	12 weeks	Shena Simon	February September
Legal Studies	2	Award	17 weeks	Shena Simon	September February
NALPS Paralegal Practice	3	Diploma	1 year	Shena Simon	September
NALPS Paralegal Studies	4	Diploma	2 years	Shena Simon	September
Starting a Small Business	2	Personal and Professional Development	12 weeks	Shena Simon	September January April

\* Must have relevant employment



CHILDHOOD STUDIES					
Caring for Children	1	Diploma	1 year	Harpurhey Wythenshawe	September
Childcare and Education	3	Diploma	2 years	Openshaw	September
Early Years Practitioner	2	Diploma	1 year	Openshaw	September
Emergency First Aid in the Workplace	3	Award	1 week	Harpurhey Openshaw Wythenshawe	September
Emergency Paediatric First Aid	3	Award	1 day	Harpurhey Openshaw Wythenshawe	September
Preparing to Work in Schools	1	Award	10 weeks	Harpurhey Wythenshawe	September January April
Supporting Teaching and Learning	2	Certificate	1 year	Harpurhey Openshaw Wythenshawe	September
Supporting Teaching and Learning	3	Diploma	1 year	Openshaw Wythenshawe	September

COMPUTING AND DIGITAL					
Business Processes	3	BTEC Award	14 weeks	City Campus	September, February
CCNA Instructor Training	-	Personal and Professional Development	12 weeks	City Campus	September
CCNA/CCENT - Introduction to Networks	-	Personal and Professional Development	14 weeks	City Campus	September
CCNA/CCENT - Scaling Networks	-	Personal and Professional Development	14 weeks	City Campus	September
CISCO Network Security	-	Personal and Professional Development	10 weeks	City Campus	September, February
Cloud Services	3	Award	15 weeks	City Campus	September February
Coding Practices	3	Certificate	30 weeks	City Campus	September
Computing Principles	3	Diploma	1 year	City Campus	September
Cyber Security Practices	3	Certificate	24 weeks	City Campus	September
Essential Digital Skills	1	Essential Digital Skills	12 weeks	City Campus	September January April
HTML and CSS for Beginners	-	Personal and Professional Development	10 weeks	City Campus	October
Introduction to Project Management	-	Personal and Professional Development	10 weeks	City Campus	April
Network and Architecture	3	Award	12 weeks	City Campus	September January April
Network Engineering	3	Diploma	1 year	Openshaw	September
Oracle SQL	-	Personal and Professional Development	10 weeks	City Campus	October
Principles of Coding	3	BTEC Award	14 weeks	City Campus	September February
Programming With C#	-	Personal and Professional Development	10 weeks	City Campus	September January April
Python for Beginners	1	Personal and Professional Development	8 weeks	Openshaw	October
Technical Certificate in IT Support	2	BTEC Technical Certificate	24 weeks 1 year	Openshaw St John's	September

CONSTRUCTION AND ENGINEERING					
2D CAD - Advanced	-	Personal and Professional Development	3 days	Openshaw	April May
2D CAD - Beginners	-	Personal and Professional Development	3 days	Openshaw	April May
2D CAD - Intermediate	-	Personal and Professional Development	2 days	Openshaw	April May
3D and 2D CAD for Beginners - FCR	FCR	Certificate	3 days	Openshaw	February

Intermediate 3D CAD with an introduction to 3D Printing	FCR	Certificate	3 days	Openshaw	May
BPEC Solar Thermal Systems	-	Personal and Professional Development	1 week	Openshaw	August
BPEC Water Regulations	1	Personal and Professional Development	1 year	Openshaw	August
Carpentry and Joinery	1 - 3	Diploma	1 year	Openshaw	September November
Domestic Hot Water Vent and Unvent	-	Personal and Professional Development	1 day	Openshaw	August
Electrical Installation	2 - 3	Advanced Technical Diploma	1 year	Openshaw	September
Legionella's Training	-	Personal and Professional Development	1 week	Openshaw	August
National Foundation Diploma in Construction and the Built Environment	3	Diploma	1 year	Wythenshawe	September
Plumbing	2 - 3	Technical Certificate	1 year	Openshaw Wythenshawe	September
Rain Water Harvesting	-	Personal and Professional Development	1 day	Wythenshawe	August

\*Free to plumbers or those who are employed and have a Greater Manchester postcode as part of the GM Skills for Growth Programme.

CREATIVE AND DIGITAL MEDIA					
Creative Media Skills	2	Certificate	34 weeks	City Campus	September
An Introduction to Photoshop	-	Personal and Professional Development	8 weeks	City Campus	September January
An Introduction to DSLR Photography	-	Personal and Professional Development	6 weeks	City Campus	September
Photoshop for Photographers	-	Personal and Professional Development	8 weeks	City Campus	September

ENGLISH AND MATHS					
Functional English	E1 1 2	Personal and Professional Development	Minimum 24 weeks	Shena Simon	January
Functional Maths	E3 1 2	Personal and Professional Development	Minimum 24 weeks	Shena Simon	January
GCSE English Language	GCSE	Personal and Professional Development	1 year	Shena Simon	September
GCSE Mathematics	GCSE	Personal and Professional Development	1 year	Shena Simon	September

ESOL					
ESOL for Beginners	Pre-Entry	Preparation for work and life	Minimum 24 weeks	Openshaw Harpurhey Wythenshawe Shena Simon (from January)	January
ESOL Elementary	E1	Preparation for work and life	Minimum 24 weeks	Openshaw Harpurhey Wythenshawe Shena Simon (from January)	January
ESOL Pre-Intermediate	E2	Preparation for work and life	Minimum 24 weeks	Openshaw Harpurhey Wythenshawe Shena Simon (from January)	January
ESOL Intermediate	E3	Preparation for work and life	Minimum 24 weeks	Openshaw Harpurhey Wythenshawe Shena Simon (from January)	January
ESOL Advanced	1	Preparation for work and life	Minimum 24 weeks	Openshaw Harpurhey Wythenshawe Shena Simon (from January)	January



HAIR AND BEAUTY					
Barbering	2	Diploma	1 year	Harpurhey Wythenshawe	September
Barbering	3	Diploma	1 year	Wythenshawe	September
Beauty Specialist Techniques	2	Certificate	34 weeks	Harpurhey Wythenshawe	September
Beauty Therapy	2	Diploma	1 year	Harpurhey Wythenshawe	September
Cutting Men's Hair	2	Award	10 weeks	Wythenshawe	January
Face and Body - Electrical route with Massage	3	Diploma	1 year	Harpurhey Wythenshawe	September
Gel Polish	-	Personal and Professional Development	2 Evenings	Harpurhey	January
Hairdressing	2	Diploma	1 year	Harpurhey Wythenshawe	September
Nail Technology	3	Diploma	1 year	Harpurhey Wythenshawe	September
Photographic Make-up and Dressing Hair	2	Award	10 weeks	Wythenshawe	January
Swedish Massage	3	Certificate	34 weeks	Harpurhey Wythenshawe	September
Women's Hairdressing	2	Diploma	1 year	Harpurhey Wythenshawe	September
Women's Hairdressing	3	Diploma	1 year	Harpurhey Wythenshawe	September

HEALTH AND SOCIAL CARE					
Counselling Concepts	2	Award	10 weeks	Shena Simon	September April
Counselling Skills	3	Certificate	1 year	Shena Simon	September
Health and Social Care	1	Introductory Certificate	18 weeks	Harpurhey, Openshaw, Wythenshawe	September
Health and Social Care	1	Introductory Diploma	1 year 18 weeks	Harpurhey, Openshaw, Wythenshawe	September
Health and Social Care	1	Introductory Award	7 weeks	Harpurhey, Openshaw, Wythenshawe	September
Health and Social Care	2	Certificate	24 weeks	Harpurhey, Openshaw, Wythenshawe	September
Health and Social Care	2	Extended Certificate	1 year 36 weeks	Harpurhey, Openshaw, Wythenshawe	September
Health and Social Care	2	Technical Diploma	1 year	Openshaw	September
Health and Social Care	3	Diploma	1 year 720 Guided Learning Hours	Harpurhey, Openshaw, Wythenshawe	September

HOSPITALITY AND CATERING					
Bakery and Patisserie	2	Diploma	1 year	Harpurhey	September
Cakes, Bakes and Treats	-	Personal and Professional Development	6 weeks	City Campus Harpurhey	February May
Cake Decoration (Basic)	-	Personal and Professional Development	10 weeks	City Campus Harpurhey	October
Cake Decoration (Intermediate)	-	Personal and Professional Development	10 weeks	City Campus Harpurhey	April October
Chocolate	2	Personal and Professional Development	3 weeks	City Campus	October
Culinary Skills	1	Certificate	26 weeks	Harpurhey Wythenshawe	September
Culinary Skills	2	Diploma	1 year	Harpurhey Wythenshawe	September
Patisserie and Confectionery	3	Certificate	1 year	City Campus	September
Professional Food and Beverage Service	2	Diploma	1 year	City Campus	September
Professional Cookery	3	Diploma	36 weeks	City Campus	September
Professional Patisserie and Confectionery	3	Diploma	1 year	Harpurhey Wythenshawe	September

\*\* Campus locations are subject to change

LOGISTICS					
CPC 1 Day Training: 7 Hours	-	Personal and Professional Development	1 day	Wythenshawe	Various
Hackney and Private Hire Licence	-	Entry 3 Certificate and Level 1 Diploma	7 weeks	Wythenshawe	Various
Rigid Cat C (Inc Test)	-	Entry Certificate and Diploma	6 weeks	Wythenshawe	Various
FLT Refresher Course	-	Entry 3 Certificate	3 days	Wythenshawe	Various
Skills, Further Learning, Employment and Professional Development: FLT	E3 Cert, L1 Dip	Entry Certificate and Diploma	2 weeks	Wythenshawe	Various
Skills, Further Learning, Employment and Professional Development: LGV	E3 Cert, L1 Dip	Entry Certificate and Diploma	3 weeks	Wythenshawe	Various
Skills, Further Learning, Employment and Professional Development: Taxi	E3 Cert, L1 Dip	Entry Certificate and Diploma	7 weeks	Wythenshawe	Various
Taxi Knowledge	1	Personal and Professional Development	7 weeks	Wythenshawe	Various

MUSIC					
DJ Experiences	-	Personal and Professional Development	2 weeks	City Campus	September onwards
Music Production	1	Award	16 weeks	City Campus	January
Music Production	2	Certificate	14 weeks	City Campus	January
Music Technology and Production	3	Diploma	1 year	City Campus	September
Turntablism (Scratch Techniques)	-	Personal and Professional Development	2 weeks	City Campus	September onwards

PERFORMING ARTS					
Acting	2	Award	20 weeks (Part-time evenings)	City Campus	September February

SPORT					
Gym Instructing and Personal Training	3	Diploma	26 weeks	Openshaw	September
Instructing Circuit Sessions	2	Award	2 weeks	Openshaw	May
Personal Training	3	Diploma	14 weeks	Openshaw	May

SUPPORTED LEARNING					
Supporting Learners with Dyslexia	3	Award	10 weeks	Openshaw	November

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

THEATRICAL AND MEDIA MAKE UP					
Diploma in Theatrical Special Effects and Hair and Media Make up	3	Diploma	1 year	Harpurhey Wythenshawe	September
Hair and Media Make-up	2	Diploma	1 year	Harpurhey Wythenshawe	September



TRAVEL, TOURISM AND AVIATION					
Air Cabin Crew	2	Certificate	1 year	Harpurhey Wythenshawe	September
Aviation Operations	3	Diploma	1 year	Wythenshawe	September
Cabin Crew	2	Diploma	1 year	Harpurhey Wythenshawe	September
Travel and Tourism	2	Certificate	1 year	Harpurhey Wythenshawe	November
Travel and Tourism	1	Diploma	1 year	Harpurhey Wythenshawe	September
Travel and Tourism	3	Diploma	1 year	Harpurhey Wythenshawe	September
VISUAL ARTS					
Art and Design - Photography	2	Diploma	1 year	City Campus	September
Art and Design	3	Foundation Diploma	1 year 2 years (part-time)	City Campus	September
Fashion and Textiles/Pattern Cutting and Construction	1	Award	16 weeks 1 year	City Campus	February
Fashion and Textiles/Pattern Cutting and Construction	2	Certificate	16 weeks 1 year	City Campus	September
Fashion and Textiles/Pattern Cutting and Construction	3	Certificate	16 weeks 1 year	City Campus	September
Introduction to Etching and Printmaking	-	Personal and Professional Development	10 weeks	City Campus	October



# FIND YOUR COURSE AND APPLY ONLINE

To apply to The Manchester College, you will need to use our online application portal:  
**apply.tmc.ac.uk.**

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

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.

You can also update your details and let the College know if you wish to accept or decline your offer of a place within the portal.

# ADULT COURSE LOCATIONS FROM JANUARY

Following an upgraded to our campuses throughout 2022 our course locations will be as per the table below from January 2023.

COURSES	CITY CAMPUS MANCHESTER	CITY LABS	HARPURHEY	OPENSHAW	SHENA SIMON	WYTHENSHAWE
Access to HE		•		•	•	
Automotive				•		•
Business and Professional					•	
Childhood Studies			•	•		•
Computing and Digital	•					
Construction				•		•
Creative and Digital	•					
English and Maths					•	•
ESOL			•	•	•	•
Hair and Beauty			•			•
Health and Social Care			•	•		•
Hospitality and Catering	•		•			•
Logistics						•
Music	•					
Performing Arts	•					
Sport and Public Services				•		
Supported Learning				•		
Teacher Education*						
Travel and Tourism			•			•
Visual Arts	•					

\*These programmes can be started at any time throughout the year and can be studied at a campus convenient to you depending on capacity and availability.



Find out more here





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- 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)

Chartered Management Institute

### 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

Accredited

### 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](mailto:enquiries@mollearn.com) 🌐 [www.mollearn.com](http://www.mollearn.com)

# LEAD THE FUTURE WITH A TOTAL PEOPLE APPRENTICESHIP

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

Our apprenticeships range from Level 2 to Level 5 and beyond, giving you the opportunity to eventually complete a degree level apprenticeship, fully funded and without any associated student debt.

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- |                             |                        |
|-----------------------------|------------------------|
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| Business and Administration | Hair and Barbering     |
| Commercial Vehicle          | Health and Social Care |
| Construction                | Hospitality            |
| Customer Service            | Human Resources        |
| Dental Nursing              | Management             |
| Education and Childcare     | Pharmacy               |
| Electrical                  | Property               |
| Project Management          |                        |

## GET IN TOUCH

Find out more about our apprenticeships or register with us at [totalpeople.co.uk](http://totalpeople.co.uk) or by calling **03333 222 666**





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We're born and bred in Manchester and for more than three decades we have delivered first class degree-level courses. Back then we were part of The Manchester College, but in 2018 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.

## 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

**Courses available to start this September, apply now:**



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*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.*

*All information in this brochure was correct at the time of print.*