

STUDENT HANDBOOK

2023/24

The background of the cover is a photograph of the Manchester College City Campus building. The building features a modern design with a large glass facade and a brick upper section. A prominent green, stylized hexagonal logo is visible on the left side of the glass facade. The text 'The Manchester College' is displayed in a large, white, serif font on the right side of the glass facade. A green diagonal banner is positioned in the top right corner, containing the title 'STUDENT HANDBOOK' and the year '2023/24'.

The
Manchester
College

City Campus

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The
Manchester
College
be amazing

WELCOME TO THE MANCHESTER COLLEGE

We are so pleased that you have chosen to study with us.

This handbook will provide key information to help you to settle in to college life and to support you throughout your studies. Please familiarise yourself with the content and revisit your handbook regularly.

We hope that you enjoy your time with us, develop the skills, knowledge and behaviours you need for your next steps, form lasting friendships and positive working relationships, make the most of the opportunities you are offered and be proud to be a student at The Manchester College.





HIGH EXPECTATIONS

The Deal

The Deal represents the professional standards and behaviours that students and staff at The Manchester College commit to. They're here to help you thrive in your time at the college. There are seven areas The Deal covers and all of them are important to the culture of our college, including being...

- **Respectful**
- **Collaborative**
- **Proactive**
- **Committed**
- **Responsible**
- **Ambitious**
- **Professional**



Throughout the year, you'll have the opportunity to develop these skills and qualities in each aspect of your programme which will also prepare you for your future employment opportunities.

Your teachers, achievement tutors and support staff can recognise how you've met The Deal behaviours through the college's recognition portal so make sure you check your emails regularly.



RESPECTFUL

- Be inclusive and kind
- Show appreciation
- Be honest



COLLABORATIVE

- Share ideas
- Show understanding
- Work together



PROFESSIONAL

- Be here and be ready
- Wear your ID
- Be employable



PROACTIVE

- Solve problems
- Get involved
- See it, say it, sort it



AMBITIOUS

- Be determined
- Aim high
- Be proud



COMMITTED

- Finish what you start
- Dig deep and try hard
- Hit your deadlines



RESPONSIBLE

- Take ownership
- Have a can do attitude
- Lead by example



#TOGETHER WE CAN

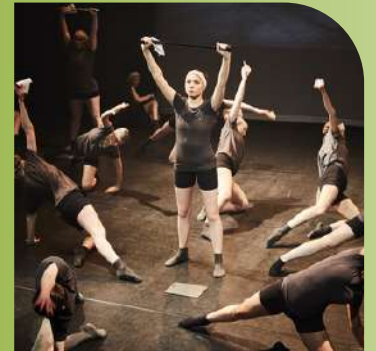
HIGH EXPECTATIONS

So, the expectations that we set you will be high as we want to create an environment where you are challenged to attend and engage in all your classes, submit all work required by the deadlines and that all our behaviour mirrors the professionalism you will find in the workplace or at university. This includes always wearing your ID badge (without exception).

You would be expected to attend work every day, so we expect you to attend College for every class and tutorial and arrive on time. You can't vape at work, so you can't do this at College.

All the professional standards and behaviours we expect from students are set out in The Deal. We've created them based on student feedback and the expectations of employers for the workplace. The Deal covers seven areas and all of them are important to the culture of our College. The Deal is embedded in everything you do in College, and you will be expected to follow these high standards throughout your time with us.

Across our College community we want to maintain a positive and aspirational culture that will give you the best chance to succeed - and this is only done when we all work together to make college enjoyable. As part of this we'll provide you with all the support you need to thrive and we give our students lots of opportunities to have their say on how we can make College life even better.



YOUR COLLEGE ID AND LANYARD

We want to ensure that our college campus is safe and that you feel safe and part of the college community.

You will be given a college ID card and Lanyard when you enrol. It is part of the college uniform Policy and something that you must wear when at college – including in lessons and when you have free time. If staff can't see it, they will ask you to have it visible.

We understand that you may forget to bring it from time-to-time – you will be asked to report to reception to obtain a temporary card or even be asked to go home if you repeatedly forget to bring it with you.

We take safety and welfare of staff and students very seriously. If you don't wear your ID and Lanyard – you may be excluded from the college.



Forgotten it?

You must sign in at reception and you be given a temporary wrist band.

3rd time forgotten you will not be able to access the campus unless you return home to obtain it or you buy a new ID Card.

Lost it?

You will need to purchase a new ID card.

ATTENDANCE



Attendance and punctuality are integral and fundamental to your learning. The core expectation for all students is:

- 100% attendance
- 100% punctuality

Students with consistent attendance and punctuality issues are considered to be at risk of failing to achieve and will be subject to our Fitness to Study process or our Student Disciplinary Process.

If you are unable to attend, you must contact your teacher as soon as is possible. It is your responsibility to catch up on any work that you miss.



PROGRAMME OF STUDY

Our programme of study is made up of the following components designed to help you become work ready, develop your wider skills and prepare you for your future career:

- Core qualification e.g. BTEC, a technical course or T Levels
- Support including tutorials
- English and maths (depending on prior qualifications)
- Employability including work experience and employability skills
- Enrichment activities, trips, student ambassadors and student council and competitions
- Directed and independent study
- Careers Information, Advice and Guidance (including progression routes)



TERM DATES 2023-24

AS/A2 Exam Results Day: Thursday 17 August 2023

GCSE Exam Results Day: Thursday 24 August 2023

Autumn Term

- Autumn term begins (16-18): Monday 11 September 2023
- Autumn term begins (Adult): Monday 18 September 2023
- Autumn half term: Monday 23 October – Friday 27 October 2023
- Autumn term ends: Thursday 14 December 2023
- Christmas holiday: Monday 18 December – Tuesday 2 January 2024

Spring Term

- Spring term begins: Wednesday 3 January 2024
- Term ends: Wednesday 14 February 2024
- Spring half term: Monday 19 February to Friday 23 February 2024
- Spring term ends: Wednesday 27 March 2024
- Easter holiday: Friday 29 March – Friday 12 April 2024

Summer Term

- Summer term begins: Monday 15 April 2024
- Summer half term: Monday 27 May – Friday 31 May 2024
- Term ends on or before: Friday 5 July 2024



SUPPORT

Your Achievement Tutor

You will meet your achievement tutor during your induction week. Your achievement tutor will meet with you to review your academic progress and support you to achieve.

Your achievement tutor will monitor your attendance and punctuality and make sure you are meeting the college target of 100% attendance.



All full-time 16-18 students will engage in an initial review and will have a minimum of three progress reviews per academic year, with the conversation and outcomes recorded by their achievement tutor.

SUPPORTED LEARNING

Welcome from the Supported Learning Team!

We take pride in being a fully inclusive college and our programmes of study are achievable for all. Our Supported Learning Team provide additional learning support for students on vocational and technical programmes, making our courses as accessible as possible for everyone.

If you have a Special Educational Need or Disability (SEND), you can access support from the Neurodiversity Team. We offer study hubs to support you to develop your literacy and numeracy skills. If you have an Education and Health Care plan (EHCP), you may be supported by a SEND Support Practitioner (SSP) to provide in class support or keyworking.

Our Accessibility Hub provides support, advice and training for staff and students on a range of accessibility functions and access to assistive technology.

We are committed to supporting aspirational outcomes and removing barriers to learning. We aim to provide an inclusive, supportive learning environment for all to help you to achieve your full potential.

If you have any questions about the support available to you, please contact the Additional Learning Support Manager on your campus.

To contact the Accessibility Hub, click [here](#) or scan the QR code:



SUPPORTED LEARNING CONTACTS

Andy Armstrong
armstronga@tmc.ac.uk
Openshaw Campus

Jenny Barnard
jbarnard@tmc.ac.uk
City Campus Manchester

Jennifer Colville
jcolville@tmc.ac.uk
Wythenshawe Campus

Aliya Khan
akhan@tmc.ac.uk
Harpurhey and
Shena Simon Campuses



To contact the
Neurodiversity Team,
please contact
Tracey Melling
TMelling@tmc.ac.uk

[click here](#)

or scan this QR code:





Wythenshawe Campus

PERSONAL DEVELOPMENT



Your personal development is an important part of your education. You will attend tutorials to help develop your knowledge and understanding of the following:

Safeguarding

Safeguarding means protecting you from harm. Your safety is our highest priority. In these sessions we will discuss how you can stay safe in college, online, and in the workplace. You will develop your knowledge and understanding of important topics such as gun and knife crime and look at personal safety and the safety and of those around you.



Equality, Diversity and Inclusion

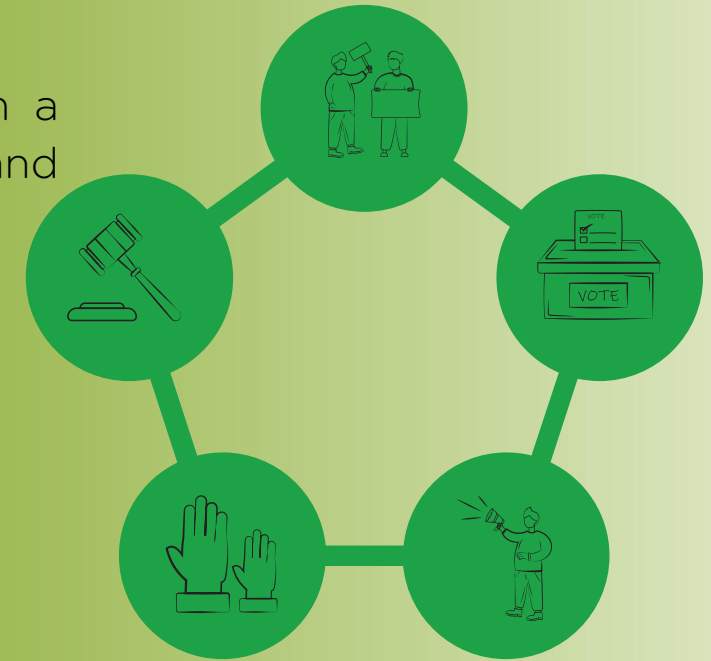
Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and talents. Diversity is about what makes each of us unique and includes our backgrounds, personality, life experiences and beliefs, all of the things that make us who we are. Inclusion is to include all people. It is about giving equal access and opportunities and getting rid of discrimination and intolerance. We will discuss the importance of working, living and learning in an inclusive and multi-cultural society.

PERSONAL DEVELOPMENT

British Values

Fundamental British Values underpin what it is to be a citizen in a modern and diverse Great Britain valuing our community and celebrating diversity of the UK. These values are:

- Democracy
- Rule of Law
- Respect
- Tolerance
- Individual Liberty



Radicalisation and Prevent

Radicalisation is when an individual or group adopt extreme political, social, or religious views that can lead to violence. Prevent is about stopping people from being radicalised and becoming terrorists or supporting terrorism. Sessions will explore potential signs that a person may be being radicalised and how you can protect yourself and others around you from harmful content.



TUTORIALS

Mental health and wellbeing

Mental health is a state of mental well-being that enables people to cope with the stresses of life, realise their abilities, learn well and work well, and contribute to their community. Sessions will include topics such as how to live a healthy, balanced lifestyle, how to stay physically healthy, how to have healthy relationships and how to cope with stressful situations and how to prepare well for study and exams.

As well as tutorials, you can access Life Skills sessions on themes covering everything from communication in the workplace, money management and applying for university.



ENRICHMENT

We want your time at TMC to be enjoyable and for you to feel part of our college community. This includes taking part on extra-curricular enrichment. The information below gives you an overview of activities that are available to you as part of your study programme with TMC.

Core Entitlement (Cross-College Coordination)	Campus Local Offer (Student Led)	Prevention and Education - linked to PD Framework (Pastoral Team)
First Aid Awareness	Clubs and Societies	Staying Safe
British Sign Language (Communicating with the deaf community)	Day-time and extra-curricular opportunities	British Values
Driver Awareness and Road Safety	Awareness Days	Emotional Health and Wellbeing
Money Matters	Volunteering	Online Safety
The Duke of Edinburgh's Award (DofE)	Enterprise	My Culture My Community



Look out for enrichment programme displayed at the Student Support Information Hubs on your campus. You can also access them by visiting the [Student Hub](#).



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Charlton Street
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CHORLTON
STREET

Shena Simon Campus

STAYING SAFE



We want you to feel safe when you're at college and we understand that sometimes situations happen that affect how safe you feel. As a student at TMC you have access to the Student Support Team based on every campus. Look out for the Student Support Hub logo or ask at reception.

You will be able to access information and support focused on keeping you safe and also enabling you to access a wide range of support and guidance. The topics and support include:

- Emotional health and wellbeing (looking after your mental health)
- Sex and relationships
- Keeping safe online

You can access support at any time by speaking to you teachers or by visiting the team on campus. Look out for support pages via the [Student Hub](#).

It is really important that you feel safe at college. If at any time you feel unsafe or worried, please speak to any TMC staff member - identified by the staff lanyard.

PASTORAL SUPPORT OFFICERS

Sometimes things happen that affect your time at college. The Student Support Hub offers direct access to advice and guidance for a range of issues, both personal and college related.

TMC has a dedicated Pastoral Support Hub based on every campus, here you will have access to friendly and knowledgeable Pastoral Support Officers.

You can visit the team during the day on campus or visit the [Student Hub](#) online to access a variety of information, guidance and links.

Look out for the pastoral team on tour around the campuses and make sure you stop and ask them if you have any concerns.



LIBRARIES

Your library is here to help you get the most from your studies by offering you a range of support and services. You'll find libraries on all campuses. Our library support and services include:

Resources

Such as ebooks, journals, textbooks and databases are available to support your course. The library team will be happy to show you how to access all the resources you need.

Basic IT support

Assistance with logging in, changing your password, help using Teams, Excel, Word, and much more.

Subject guides

There is a subject guide for every course which recommends online resources to support your subject.

Access to study spaces

Access to spaces including PCs, laptops, printing and printing top-ups. There are laptops available to loan in all our libraries.

Study skills help

We can support you online and face-to-face on topics such as essay writing, referencing and research skills.



CAREERS AND WELFARE SERVICE

The Student Careers and Welfare Service offers impartial careers education, information, advice, and guidance (CEIAG) to potential, existing and progressing students within The Manchester College.

Do you need help exploring career and progression options? Are you unsure of your next steps or long terms goals? Or do you just have no idea where to start, when looking for a future job or career? Whatever you need, our Careers and Welfare Team can help.

All of our advisors are highly qualified, Matrix-accredited professionals, which means they've received the best training to help you find your perfect career and plan how to get there. You'll also find a whole host of useful information in our dedicated careers section, where you'll be able to browse different career opportunities, find out the jobs that are most in-demand, and learn what qualifications you may need to get you there.



For full details go to

Careers and Welfare at The Manchester
College | tmc.ac.uk

MONEY MATTERS

Money matters can be a big concern but you don't need to worry. Our expert team can advise you on all kinds of financial issues, helping you to budget, plan ahead and get the support to help you afford your time at college.

Our Careers & Welfare team can help you understand any costs associated with college and discuss any finance or funding opportunities available to you. We can also give you advice and guidance on budgeting, dealing with debt and general money-saving tips.

All our advisors are fully supportive and will not judge you at all, no matter what your circumstances might be. They are experienced in money matters and trained to help with sensitive issues such as financial hardship.

Our team can help you with a range of welfare support and connect you to an organisation who can help further. Just speak to reception at your campus, email careers&welfare@tmc.ac.uk, or call the Careers & Welfare team on 03333 222 444.





Harpurhey Campus

TRANSPORT

Our Pass

If you're aged 16 or 17 on 31st August 2023 and live in Greater Manchester then you will be eligible for Our Pass which grants you free bus travel across Greater Manchester. For a one-off £10 fee, members can travel on most local buses, any day of the week, for free. Members can also get half-price off-peak 1 day and weekend travelcards on Metrolink. Membership unlocks exclusive offers and experiences: discounts, special offers, free tickets, swimming and leisure passes, merchandise, taster sessions and much more.

If you're aged 18-21, live in Greater Manchester and were previously in the care system (for example, foster care or residential care), you may qualify for free travel on buses in Greater Manchester and be able to benefit from membership of Our Pass Exclusives. You will need to apply for a get me there photocard and pay a £10 administration fee for the card itself. This is also a smart card and it will have a travelcard loaded, giving you free travel on most Greater Manchester buses up to your 21st birthday.

To apply you will need:

1. An email address
2. A passport style photo to upload
3. Proof of your date of birth
4. Proof that you live in Greater Manchester
5. A way to pay

For more information on these and to apply, go to ourpass.co.uk



TRANSPORT

TMC Go

If you are aged 16-18 and are not eligible for Our Pass or live outside the Greater Manchester travel area there is support available through TMC Go. TMC Go will operate on your college ID badge as a travel pass on bus transport only. If journey by bus isn't feasible you can put an appeal in to have your support adjusted to tram or train. This is assessed on an individual case by case basis.

As well as TMC Go and Our Pass there are several other city-wide initiatives to help you get across Manchester using public transport at either a discounted price or for free. Free buses run around the city every 10-15 minutes on weekdays and every 15-20 minutes on weekends.



Choosing a combined train and tram ticket allows you to travel free on Metrolink trams in Zone 1 if you have bought a rail ticket for travel from any Greater Manchester station to a city zone station -just request a Metrolink add-on free of charge when purchasing your rail ticket.

Save 1/3 on rail tickets when you purchase a yearly railcard (£30 for a year), a Student Railcard (16-25) or railcards for Veterans and Disabled Persons.

How to apply

Go to the APPLY portal at tmc.ac.uk and complete the application. You will need to upload evidence to support the application. The Manchester College offers a range of financial support through the Access to Industry fund which you can apply for on the same application. This includes Free College Meals, essential course kits and additional support for the most vulnerable students. You may also need a valid UK bank account as occasionally we may make payments to your bank account.

Please note: For financial support we will only communicate via your college email so its vital you know your details and you are checking this on a regular basis.



City Campus

We are really looking forward to working with you throughout your time at our College to ensure 'your voice' is heard and listened to. As a student, you're able to provide a unique perspective on college life and it's really important to me and the team that you get as many opportunities as possible to share your feedback - we'll use this information to make changes that will benefit you and future students.

In order to make a real difference, we need to work together and that's why I'm delighted to let you know about all the different ways that you can get involved, develop your skills and have 'your say'.

These include:

- Joining our campus and College student leadership teams
- Becoming a Student Ambassador, Study Programme Representative or Peer Mentor
- Taking part in our My Voice survey, which runs three times a year
- Attending student engagement events and participating in student focus groups

continued on the next page





- Expressing your thoughts and ideas through creative channels, such as drawing
- Taking part in informal events in our College's cafes – chat with staff over a drink
- Enjoying lunch with our College's Principal
- Taking part in other student engagement activities.

You can apply for one of the student voice roles above, by completing a short application form and let us know what skills and qualities you can bring to the role – apply now by following the link:

[Click here to apply](#)



If you want to get involved in any of the activities listed above or have some ideas that you believe could improve certain things at our College, please do not hesitate to get in touch with the team:

studentvoice@tmc.ac.uk



Centre of Excellence for Medical Sciences: City Labs Campus

SKILLS DEVELOPMENT AND WORK EXPERIENCE

Work experience is a key part of the study programme and a crucial way of developing transferable employability skills. The development of these skills is high on the governments agenda and is needed by employers and universities across the UK. This will complement the academic and technical knowledge that you gain on your chosen course.

You will have an employability hour on your timetable, where you and your teacher can begin to assess your skill-based strengths whilst also identifying areas of development. Our termly skills scan assessments have been designed with employers so you can be confident that you will develop the employability skills required in today's industries.

Through work experience you can start to understand how the industries works and test out job roles to support your career planning. As part of your studies you will develop skills outside of your usual comfort zone and gain job references to support future opportunities and progression. You will be expected to engage with employers through work experience such as:

- Encounters / work related activity including group trips to an employer, guest speakers, masterclasses, volunteering and more!
- An external work placement from Level 1 onwards
- If you are studying a T Level, an external industry placement with an employer from a relevant industry for a minimum of 315 hours (45 - 50 days).

The College works with hundreds of employers and you will be able to explore what opportunities are available on the Grofar app in your weekly employability hour and outside of lessons. In addition to your employability hour, our Employability and Partnerships Team can help you find a suitable work experience or placement. You can contact them via WorkExperience@tmc.ac.uk.

DEVELOPING WIDER SKILLS AND PREPARING FOR ADULTHOOD

We want you to have more than just a qualification!

During your time at The Manchester College, we want to support you to develop a range of skills and not just pass your qualification. This includes preparing for your future and:

- Developing skills for employment
- Developing independence Skills
- Being an active member of your community
- Leading a healthy lifestyle



This journey is very individual to you and can include working on a range of skills including working on:

- Confidence and self esteem
- Following instructions
- Communication skills
- Social skills
- Asking for help and knowing where to find support
- Budgeting skills
- Presentation skills



You may have specific targets that will help you to develop these skills – if there is something specific that you would like to work on, please talk to your teacher, Achievement Tutor or SEND Support Practitioner. These are all important skills that will help to have a positive future!



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