



# CONNECT2COLLEGE



# WELCOME

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# MESSAGE FROM THE MANCHESTER COLLEGE PRINCIPAL LISA O'LOUGHLIN #WE'VEGOTYOU

**I know that during the last year, your experience of education has been far from normal and that your lives – like everyone else's – have been turned upside down by the Covid-19 pandemic. You have had to adapt to learning from home, been unable to participate in hobbies or see friends and have had to make great sacrifices to help protect our NHS, our communities and keep your loved ones safe.**

While you may have often felt that your sacrifices have not been recognised I want you to know that the part you have played in helping bring the pandemic under control has not gone unnoticed and that more people than you realise are proud of everything you have done.

At the time of writing the vaccination programme is progressing at pace, giving us all hope that you will be able to have something approaching a 'normal' final year of secondary school and that outside of education you will be able to get back to doing the things you love.

As you begin to think about life after school, I want to reassure you that regardless of where you are on your own journey to amazing, we've got you and will help you set and achieve aspirational goals. We offer a wide range of high quality technical, career focussed courses and you'll also benefit from a varied and vibrant enrichment programme that will provide you with opportunities to catch-up on some of the time lost to the pandemic.

The standards we set you will be high, but we will give you the help you need to meet and exceed them, ensuring that you fulfil your full potential. We will also work to instil in you the professional standards and values that will be essential for a successful career. By

embracing one of our programmes of study, the support and challenge of your teachers and the learning environment we provide,, all of which are rated 'Good' by Ofsted, I am confident that you will be able to achieve your goals and really make the most of your time with us.

At The Manchester College, we are incredibly proud of our partnerships with local, regional and national employers who not only co-design our course requirements and curriculums but ensure that, as one of our students, you will gain first-hand experience of industry through work placements and internships. By working closely with industry, we are able to ensure that you develop the skills that employers want and need from you, and have the support you need to fulfil your ambitions, regardless of the challenges you have faced through this terrible pandemic.

This approach leads to more students at The Manchester College progressing on to university, work or further study than any other institution in the region, and even though we know you have had a difficult time recently, your year group will be no different.

We can't wait to meet you and help you begin your journey to become the next generation of industry excellence!

**Lisa O'Loughlin**  
The Manchester College Principal



# WHAT IS THE CONNECT2COLLEGE PROGRAMME?

We are excited to have launched this Connect2College programme in partnership with schools. The purpose of this programme is to support you through these uncertain times and to let you know that we are here alongside your school to ensure your journey to College is as smooth as possible.

In addition to this we have created some exciting resources to help you plan your career goal and how to develop a CV whilst providing you with useful information on college life and all the fantastic support available to you.

We appreciate the uncertainty of the past year has been stressful for you all due to the global pandemic. To help you we have created useful tips on managing stress and mindfulness. If you need to speak to us or your school then please contact the School Liaison Team at the College.

Contact The Manchester College School Liaison Team on:

Tel: **0161 674 3496**

Email: [SchoolLiaison@tmc.ac.uk](mailto:SchoolLiaison@tmc.ac.uk)



# YEAR 11 NEXT STEPS



**NEXT STEPS** - You will be leaving school this Summer and you may be uncertain about your future



**WELLBEING**



**BOREDOM**



**SUMMER EXAMS** - Your exam results will be based on your teacher's assessment.



**COLLEGE/APPRENTICESHIP** - You start your Post 16 choice in September – have you applied, are you still undecided or wanting to change your subject?



**COLLEGE PLACE** - You are unclear how your GCSE results will impact your college place



## WHAT CAN YOU DO OVER SUMMER TO HELP YOU SUCCEED?



**LEARN** - Online learning can help you build on your existing knowledge and focus on subject areas that will help you at your Post 16 destination



**KEY SUBJECTS** - English and Maths are key no matter what career path you are interested in - focus on these



**STAY ACTIVE** - Keep active and develop new skills online and at home – All employability skills are transferable



**NEXT STEPS** – Ensure you have applied to your post 16 destinations whether this is for a college place or apprenticeships



**GET IN TOUCH** – Your Post 16 provider will be in regular contact with you to keep you updated on securing your place at college from September.

In the meantime, get in touch if you have any questions.

# CAREERS AND PLANNING

At The Manchester College, it doesn't matter what course you're studying, which campus you're at, or how old you are. Our dedicated Careers and Welfare team provide specialist support, advice and guidance on a wide range of issues, concerns and worries.

We can help you with just about any problem you might be facing or anything you're not sure about. We are always here whether you want to talk about personal and family issues or find out how to reach your future goals. This opportunity is open to you now, so please don't wait until you have decided to apply. Contact us now for any impartial support or guidance.

## REFLECTION ACTIVITY

Career planning basically involves asking yourself the following three questions: where am I now, where do I want to be and how do I get there? Take some time out to reflect on the following questions to ensure you are on track with your future plan.

| Where am I now?   | Where do I want to be?  | How do I get there?  |
|---|---|--|
| <p><b>Things to consider:</b></p> <ul style="list-style-type: none"><li>• Current education attainment</li><li>• Work experience and skills gained so far</li><li>• Personal circumstances – your age, time commitments, flexibility, available money</li></ul> | <p><b>Things to consider:</b></p> <ul style="list-style-type: none"><li>• What job would you like after college? What is the job like? What's involved?</li></ul> | <p><b>Things to consider:</b></p> <ul style="list-style-type: none"><li>• What skills and knowledge do I need?</li><li>• Do I need any qualifications; what level do I need to reach?</li><li>• How long will it take me to qualify?</li><li>• Where can I study?</li><li>• How will I pay for my studies?</li></ul> |

In the chart above we have provided some examples; start to think of how you might answer some of these questions.

**TOP TIP:** Book an appointment with the Careers and Welfare Service at The Manchester College to discuss your plans. If you'd like to speak with a member of the team, you can call us on **03333 222 444** or email us on **[careers&welfare@tmc.ac.uk](mailto:careers&welfare@tmc.ac.uk)**

**ACTIVITY:** Think about the sector that YOU want to progress into. Find out what jobs people do in your chosen sector and think about what skills are needed. You never know, you might discover a job that you've never heard of before – How exciting!

To support the activities above, check out our additional resource at **Start, iCould** and **Prospects** where you will find further information and useful links.

# COLLEGE ACTION PLAN

Use this College Action Plan as a checklist to make sure you are ready for your next steps and journey to College. To ensure I give myself the best chance to be successful at my Post 16 destination I need to commit to the following actions.



| Action  | How will I achieve this?  | Done Y/N |
|---|---|----------|
| Make an application to The Manchester College   | Go online NOW and submit your application. Make sure you receive a confirmation email. <a href="#">Click here</a>   |          |
| Accept my offer   | Log in to your online portal and accept your offer. <a href="#">Click here</a>  |          |
| Follow The Manchester College and their Schools Liaison Team on our Social Media for updates and current news | Twitter - <a href="#">@TheMcrCollege</a> <a href="#">@SchoolsTeamTMC</a><br>Instagram - <a href="#">@themcrcollege</a> <a href="#">@schoolliaisontmc</a><br>Facebook - <a href="#">The Manchester College</a> |          |
| Check emails regularly for updates and current news   |   |          |
| Keep all my letters and emails safe and secure that I receive from The Manchester College                     |   |          |
| Research the study programme I have chosen  |   |          |
| Build a Portfolio of what I have researched to bring with me when I start my course                           |   |          |
| Sort out my equipment and stationery  |   |          |
| Update my CV or create a CV if I don't already have one   |   |          |
| Think about what well-being activities I could organise or complete with my family                            |   |          |

In the table above we have provided some examples, start to think how you might answer some of these questions.

# THE MANCHESTER COLLEGE CURRICULUM ACTIVITIES

At The Manchester College we offer a wide range of vocational and technical qualifications which are centred around work related learning, with each option tailored to a specific job or sector. They teach you the skills you need to succeed in a particular career, and typically involve lots of hands-on practical learning experience.

 [Click here to access our online subject specific pre-enrolment resources](#)

## WHAT CAN I STUDY?

-  Animal Care
-  Automotive
-  Business and Professional
-  Childhood Studies
-  Computing and Digital
-  Construction and Engineering
-  Creative and Digital Media
-  ESOL, English and Maths
-  Hair and Beauty
-  Health and Social Care
-  Hospitality and Catering
-  Performing Arts
-  Music
-  Public Services and Criminology
-  Science
-  Sport
-  Theatrical and Media Make-up
-  Travel, Tourism and Aviation
-  Supported Learning
-  Visual Arts

## WHAT CAN YOU BE DOING AT HOME TO PREPARE YOU FOR COLLEGE?

For each curriculum area we have developed a pack of pre-enrolment resources and activities which can be accessed and downloaded from our College website.

**Click here.** These resources will help you prepare for college and start to develop the basic skills and knowledge around your chosen post-16 subject choice. When you enrol with us we encourage you to bring these in to induction week and show us the great work you have been doing whilst at home. Keep a lookout for regular updates to the online resources for further activities and competitions.



We will be offering nine T Levels across four subject areas from September 2021, however if you're not quite ready for a T Level or don't achieve the grades then a Transition Programme could be for you.

Here are the T Levels on offer:



### CONSTRUCTION

**IEA T LEVEL - Onsite Construction (Carpentry and Joinery)**

**IEA T LEVEL - Design, Surveying and Planning for Construction**

**IEA T LEVEL - Building Services Engineering for Construction (Electrical Installation)**



### DIGITAL

**IEA T LEVEL - Digital Production, Design and Development in partnership with Silverchip**

**IEA T LEVEL - Digital Business Services in partnership with Lloyds Banking Group**



### EDUCATION AND CHILDCARE

**IEA T LEVEL - Education and Childcare (Early Years Educator)**



### HEALTH AND HEALTHCARE SCIENCE

**IEA T LEVEL - Health (Assisting Adult Nursing)**

**IEA T LEVEL - Health (Care of Children and Young People)**

**IEA T LEVEL - Healthcare Science (Assisting Healthcare Science)**

### A SMOOTH TRANSITION

We want to give as many young people as possible the chance to benefit from T Levels, so we have also introduced dedicated pathways at Level 2 to ensure you can make a smooth transition to the new programmes at Level 3.

The one-year Transition to T Level options are available for all four pathways including Construction, Digital, Education & Childcare and Health & Healthcare Science. They are suitable for students who may not be quite ready to embark on a full T Level programme or don't achieve the required grades.

Our Industry Excellence Academy may be for you if you have the required entry qualifications and want to broaden your employability skills. Here you will benefit from completing your course with the added value of employer related learning. What's more, employers have co-developed many of our programmes and also co-deliver on some.

### T AWARD

Those successful in gaining a place on the T Levels or Transition Programmes will be eligible for the 'T Award', a package of benefits that includes:

- £300 per year bursary\*
- Curriculum based incentives
- Free branded work wear
- Automatic enrolment to The Manchester College Competitions Teams
- Minimum 20% delivery by industry experts
- Access to industry standard laptop\* (as appropriate)
- Guaranteed progression to a Higher Education course at UCEN Manchester
- Bursary incentive if progressing to UCEN Manchester (T Levels)
- Minimum 15-day (Transition Programmes) or 45-day (T Levels) industry placement
- Digital upskilling
- Master classes
- And much more

\*Subject to requirements including 95% attendance, positive attitude and grade profile.



# THE DIFFERENCE BETWEEN SCHOOL AND COLLEGE

## CLASS TIME AND STUDY TIME

When visiting schools we are often asked how college life might be different. Here are some examples.



## SCHOOL

5 days of learning per week

---

Only attended by students aged between 11-16 (year 7-11)

---

Quite formal (calling teachers by surname)

---

Wear school uniform

---

Additional time for homework, revision and assignments

---

Study large range of subjects (between 5-10)



## COLLEGE

3-4 days of learning per week

---

Attended by any students aged 16+, including adults

---

More informal (call staff by first name)

---

No uniform/wear college ID badge (depending on your curriculum area you may be required to wear a particular type of clothing for example chef whites)

---

16+ hours independent study time per week  
Up to 50 days of work experience or extended Industry placement. Time for a part-time job

---

Most students study one vocational or technical qualification which is more career focused



# TOP 10 TIPS FOR PREPARING FOR COLLEGE LIFE

You'll be expected to meet these standards in the workplace, so it's important to get used to them now.



1

Why not have a look at our school leaver presentation and [TMC website](#) where you'll find the information on each campus and what's on offer? Visit and explore our campus and get to know your bus/tram or walking routes beforehand.

2

Attend as many welcome / information events as you can – either virtually or in person. We will shortly be sending all applicants further information on our New Student Welcome Day which will take place on Monday 5th July.

3

Don't be afraid to ask for help with anything. Experienced and friendly staff are on hand to help and advise you and answer your questions. We also have a brilliant Student Support team, who work really hard to make sure you have a high-quality, enriching and enjoyable journey to amazing – in a safe environment.

4

It's best to sort out all the equipment you will need before you start on your journey to amazing with us. Check with one of our tutors for further information.

5

Plan ahead: Your first few assignment deadlines might be weeks away, so make sure you don't fall behind. Have a look [here](#) where you'll find daily and weekly planners to help you get organised.

**6**

Manage your money: Having more freedom will mean that you are likely to spend extra on social events and travel. So remember: make a budget for each month or term and stick to it!

**7**

Make sure your attendance and punctuality is excellent. This means attending all lessons and tutorials on time. It really is the key to your success and matters when you're applying for higher education courses or jobs. Also make use of your free periods or free days; maximise your independent learning time by utilising the library, online journals and other research methods which are vital to your progression.

**8**

Push new boundaries by learning at a higher level and focusing in on your technical and vocational passion. It might take some time to get used to the format and layout of assignments, so do come and speak to our specialist teams to help you succeed.

**9**

Get involved with the extra-curricular activities on offer. Universities and employers love to see that you have done something in addition to your main study programme. We will help you find valuable work experience through our Careers and Employability teams, alongside supporting you to develop your interview skills and confidence.

**10**

And finally: Stay true to yourself – let your personality shine whilst you make new friends and meet new people, just be yourself!





# THE DEAL ACTIVITY

The Deal represents the professional standards and behaviours that The Manchester College would like students and staff to commit to. We've created them based on your feedback and 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 and professional.

Think about a time when you have demonstrated you have already committed to our 7 deals. Think of how you have been respectful, collaborative, proactive, committed, responsible, ambitious and professional. For example, under respectful, 'I am respectful because I listen to my teachers/parents/guardians and do my chores and tidy when asked'



# A DAY IN THE LIFE OF A THE MANCHESTER COLLEGE STUDENT

## EMILY ROYLE CONTINUED...

### Course:

Dance

### Level of Study:

Level 3

### Campus:

Shena Simon

### Previous School:

North Chadderton School



**Tell us a bit about your daily preparation and morning routine for college?** As one of my parents works in Manchester I always get a lift into college. I start at 9am every day and always have breakfast at home before I set off to college.

### What does an average lesson at college look like?

Usually, my classes have around 12 – 20 other students in them, depending on what style of dance we do. If it's jazz, we join with the musical theatre students which creates a slightly bigger class. Most classes are 1 hour; however, some are longer being 1 hour 30 minutes. I would say there's a mixture of both group and independent work in both the theory and practical lessons.

Usually, in our practical lessons we will warm-up, complete some technique exercises from the corner and then be taught some choreography that we will mirror.

### What support do you get from your tutors on a daily basis?

The tutors are always there to help you with any questions you may have and give guidance on any work that you have to complete.

### What does a normal week in college look like?

My timetable is spread over three days. We usually start at 9am and finish at 5pm. However, one day we start at 9am and finish earlier at 1.30pm. For my lunch, I usually stay on the campus with my friends but sometimes we go to the Arndale for something to eat if we have a longer lunch.

### What college facilities do you use in an average week?

I mainly use the library, computers and printers to complete work from our theory lessons. I also use the canteen a lot as this is where we go to eat our dinner.

### What extra-curricular activities are you involved in outside of the classroom?

We've had many trips; to watch the northern ballet company, to watch a performance at Salford University, a full day of workshops at Salford University, to watch Gypsy at the Royal Exchange which had a post Q&A where you could ask the performers and choreographer questions about the show, a chance to perform at the Gorton Monastery and even to the cinema. We also went to Llandudno for the day to perform in the Cymru theatre with a welsh dance school. They also sometimes bring choreographers in to teach us, some of which have include; Martina Gumbs who was in the film Rocketman, Josh Wharmby and Olivia Higham.

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### How do you finish the day after returning from College?

I like to stay on top of my work so normally I complete my assignments and coursework on a Monday and Friday so that I have the weekend to myself. I also have a part time job meaning I can't complete my college work in the evening.

### Can you tell us the best thing about the day to day of College?

The best thing about my day in college are the practical lessons.

### If you have undertaken any work experience or work placements with college - What did an average day on work placement look like?

As I already have a part-time job as a gymnastics coach I used this as my work experience. Therefore, this was on a Monday, Thursday, Friday night and Saturday morning.

### If you completed a work placement how has this experience helped you?

This has helped with my leadership and communication skills which are transferable to both college/ my career and general life too.

### What have you found to be most different day to day between High School and College?

I would say the atmosphere is much more relaxed and because the classes are smaller it means you know everybody around you and the tutors can spend more 1-1 time in supporting you.

### What is one thing you wish you knew about College Life before you started?

As my course is based on assignments we always have work to do and deadlines to meet.

### What advice would you give to any school leaver getting ready for their next step?

Don't be nervous about starting as everybody's really welcoming and friendly making you feel at ease straight away.

# A DAY IN THE LIFE OF A THE MANCHESTER COLLEGE STUDENT

## JACOB RIDDELL CONTINUED...

### Course:

ACE Scholarship and Construction and Built Environment

### Level of Study:

Level 3

### Campus:

Openshaw

### Previous School:

Wellington School



### Tell us a bit about your daily preparation and morning routine for college?

As a student who has to travel across Manchester (South to North) my routine is wake up at 7:30, put on some clothes which are not too laid back but also are not too formal and continue to catch two trams with a 12 minute walk to arrive at college on time; recently I bought a bike and now it only takes 40 minutes to 1 hour to arrive.

### What does an average lesson at college look like?

We are a small class of 12 students; the lessons lengths are between 1 - 2 hours with 15-minute breaks in between. We are given information about assignments and the required information for our field of work. The teachers are friendly, we often go out and take photos of related subjects and do actual equation work on the surrounding buildings and issues.

### What support do you get from your tutors on a daily basis?

Tutors are always there for any issues; I feel 100% confident we can complete our work.

### What does a normal week in college look like?

I am in college 3 days a week and on work placement 2 days a week. At lunch I often complete assignments or if I am up to date take a walk around the campus and enjoy the outside, besides eating food.

### What college facilities do you use in an average week?

I use the library where computers are always open, books which can be taken out and returned and the on-campus Starbucks which provides coffee and food. The free pool tables are fun but you need to be quick as everyone wants a go.

### How do you finish the day after returning from College?

After college I usually indulge in an hour or two of relaxation, after eating, before I do college work, just to get the jump ahead on reading and assignment work. Food is always something good to go for after college as it fuels you and get you ready for another chunk of work. Sometimes I attend my job if my shifts end up during the week as well.

### If you have undertaken any work experience of work placements with college - What did an average day on work placement look like?

Work placement changes every day. I have seen and enjoyed the roles of: Site Manager, Engineer, Marketing, and Labourer. All of these have shed light on the industry and made me realise that so much goes into these little job and roles. Starting times were as a normal job: 8-4 with an hour break.

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### If you completed a work placement how has this experience helped you?

We are a small class of 12 students, the lessons usually last between 1-2 hours with 15-minute breaks in between. We are given details about assignments and the required information for our field of work. The teachers are very friendly, we often go out and take photos of related subjects and do actual equation work on the surround building and issues.

### Can you tell us the best thing about the day to day of College?

The people I meet in the college all have different backgrounds and futures; it is magnificent to talk to fellow students and learn more about what they do in college.

### What have you found to be most different day to day between High School and College?

I found the amount of independent work a big change. Despite this it is good as I am having to do a lot of things off my own back which prepares me for the future.

### What is one thing you wish you knew about College Life before you started?

I knew college life was tough, lots of friends told me that but it is extremely mentally rewarding. Doing a vocational course, if you are doing well it shows straight away via assignment work.

### What advice would you give to any school leaver getting ready for their next step?

Seek out everything you want, don't sit around waiting for the perfect opportunity to arrive, go find it. Attend open days, search on the internet about the college past and future, what have people achieved there and most importantly, do you want it? Do what is best for you, sometimes rushing into a field of work can destroy your love for it, find a course that encompasses your interests

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## PLAN YOUR DAY AS A COLLEGE STUDENT **ACTIVITY:**

Sometimes it can be difficult to feel motivated and have some structure to your day. We would like to give you some helpful tips and tricks on how to combat that. Just like the previous examples from Emily and Jacob they found it useful to create a plan for their day. They plan their daily work tasks, meal prep and at the end of the day one thing they are thankful for. To get you started, you can download our daily and weekly planners to help by clicking here:

<https://www.tmc.ac.uk/student-life/support/in-this-together>



## A **GOAL** FOR THE WEEK:

Every Sunday, we want you to write down a goal for the new week, something you want to set out to accomplish. It could be as simple as completing 10,000 steps a day or learning 1 – 10 in a different language. This will give you something to focus on and something to accomplish.

We cannot wait to see you accomplish your goals! Follow and tag us on Instagram [@schoolliaison\\_tmc](https://www.instagram.com/schoolliaison_tmc) and Twitter [@SchoolsTeamTMC](https://twitter.com/SchoolsTeamTMC)

## WRITING DOWN ONE THING YOU ARE **THANKFUL** FOR:

Grab a piece of paper and write down one thing you are thankful for by the end of each day. We want you to fold it up and put it away into a box or drawer. Then, at the end of each week when you have gathered up 7 things to be thankful for, we want you to pull out one, open it up and read it. This should bring a positive start to your new week!

# GET MORE FROM COLLEGE

Enrichment is one of the best parts of student life at The Manchester College. It's your opportunity to really make the most of your time with us, the chance to try something new, get involved with something you love and make new friends. You'll have loads of fun with a whole range of activities to get involved with, groups to join, and guest speakers to hear from. Most importantly though, you'll be learning and developing some fantastic skills that will enable you to become work ready, the kind that employers and universities really want you to have to help you be amazing academically and personally.

Just some of the Enrichment activities you can get involved in:



Themed events



Fundraising and campaigning



Volunteering



Clubs and societies



College-wide competitions



Trips and visits



# BE CHALLENGED

It's important that you are ready for the world of work. Gaining real experience through volunteering or entering one of our many competitions is an excellent way to develop your communication, time management and team work skills. Help to create a positive change by becoming an Enrichment Champion or Student Ambassador. We work in collaboration with National Careers Service (NCS) and Out Reach Mentoring. We offer the DofE to all learners who relish a challenge and want to develop their employability skills.

If you would like to know more about enrichment opportunities click on the video below and hear our learners tell you more about it



## Duke of Edinburgh

**#DOFEWITHADIFFERENCE**

Stretch and challenge yourself - Start your DofE journey with us now and sign up for free at enrolment.

*'I am more than my predicted grades'*

Here at The Manchester College we are offering you a unique opportunity to start your DofE journey with us over the summer and sign up for free during enrolment. With the encouragement of our staffing team you can record your achievements within your virtual log book and be well on your way to achieving your DofE qualification with The Manchester College.

If you are interested then email our School Liaison Team at [SLT@tmc.ac.uk](mailto:SLT@tmc.ac.uk) and chat to one of our DofE leads to find out how you can register for your Bronze or Silver award. We have lots of exciting alternatives for you to access to support you achieving your volunteering, physical and skills section of your Duke of Edinburgh programme in addition keep yourself active and motivated during lockdown.

# WORK EXPERIENCE AND EMPLOYABILITY

Work Experience and employability skills will form a big part of your student journey when you join The Manchester College. Each week you will attend Employability Hour as part of your timetable, during which you will develop employability skills linked to **The Deal** to help you progress into your dream job in the future.

All students will have the opportunity to take part in work experience with one of our fantastic employer partners. Any work experience will be directly related to college studies and future career aims.

Whilst you wait to start your college course, have a go at the activity overleaf and start to think about where you might like to complete work experience activities.



# PRE-ENROLMENT WORK EXPERIENCE RESEARCH TASK

1. Thinking about the industry linked to your college course and your future career aims, research some local companies who you would be interested in completing work experience with. You can use Google to identify local companies.

You will be able to find out a lot about a company from their website but might also find out more on sites such as [www.glassdoor.co.uk](http://www.glassdoor.co.uk) and Facebook.

|  |  |
|--|--|
| Company Name:  |  |
| Company Address  |  |
| Company Contact Number:  |  |
| Following some on-line research, record 3 key facts about the company (e.g. what do they specialise in? How many employees do they have? Etc.) |  |
| Fact 1:  |  |
| Fact 2:  |  |
| Fact 3:  |  |

2. The best way to get the most from any work experience is to think about what you want to gain from this before you start. Use the space below to create 3 objectives for your future work experience. This might be something quite generic e.g. develop my communication skills or might be a more specific aim to learn about a particular skill or technique in an industry.

| Work Experience Objective |
|---------------------------|
| 1:                        |
| 2:                        |
| 3:                        |

When you start your college course, you'll be supported by our team of Employability and Partnership Coordinators and your Employability Hour tutor to find the best work experience opportunity for you which will fit around your main timetable.



## TYPES OF WORK EXPERIENCE

Depending on the course you join in September and the level that you study at, there are different types of work experience that you might get involved in. These include:

**Work Related Activities** - These activities usually take place at college but sometimes in a work place. They are not formal work placements but include activities such as employer encounters, careers talks, master-classes, group trips to a work-place etc.

**Work Placement** – A formal work placement completed externally with an employer. Typically these last between 1-3 weeks.

**Industry Placement** – An extended work placement externally with an employer.

These placements are a minimum of 315 hours, usually done over approximately 50 days.



## BENEFITS OF WORK EXPERIENCE

The benefits of work experience are huge and that is why this will be such an important part of your journey with The Manchester College. We want to support you to reach your career goals and have a successful future. Here are just a few of the key benefits to work experience:



**Develop transferable skills** – work experience allows you to develop and improve your tool-kit of work ready skills that will help you thrive in the work place in the future.



**Explore your career route** – how do you know if you really like something until you've tried it out? Work experience offers you the chance to gain a real understanding of what your future career involves and will support you to make informed career decisions



**Networking** – work experience can give you the chance to meet and impress local employers who will be looking for their future recruits and so it is a real chance to get your foot in the door of industry while you complete your college studies



**Improve your C.V.** - one of the biggest barriers young people face in securing employment is a lack of experience. Work experience will improve your C.V. and allow you to secure references from industry professionals, whilst showing employers that you're motivated to gain experience and develop your skills.



**Enhance your university application** – if you plan to progress to higher education in the future, work experience is a great way to enhance your personal statement

# EMPLOYABILITY SKILLS

Work experience is not the only way that you can improve on your employability skills. Here are some examples of how you could start to improve on them whilst at home.



**Self-management** – Manage your time efficiently, making sure you have set times to complete any work you have and also time to do the things that you enjoy. Juggling college work with social activities and a part-time job if you have one, can be challenging. Take this time to get used to setting time aside for each of these. Setting reminders on your phone can be helpful, so that you do not fall out of a routine. Your resilience is shining through during this time so take some time to reflect on how quickly you have adapted to this current climate.



**Team-work** – Now you and your family will be spending more time than usual at home together, this can be an opportunity to utilise your teamwork skills. You will need to respect each other's space if you are all working/learning from home and also contribute to things that may need doing around the house. Why not help out with the cooking, cleaning or even jobs in the garden?



**Business and customer awareness** – During this time, you could research the industry that you will be eventually going into (Use the task to help you do this). Having ground knowledge before starting your course should make understanding the content easier. You could even use social media to see what successful companies are doing in competition with each other and look into what company you may wish to work for in the future.



**Problem solving** – As you may not be attending school right now there may be some difficulties in continuing to learn. Take responsibility for your own learning, work with your teachers to overcome these barriers, you might attend a class through Teams or use bitesize revision to ensure you are prepared to continue to learn come September.



**Communication** – During your time at college you will have to complete written and practical assignments and also complete work experience, all of which mean you must communicate in written or verbal form. To improve communication skills, you should practice them consistently. At a time like this it is even more important to be communicating with not only your teachers and careers advisers, but also your friends and family. You may not realise it but the more you speak to people the better your communication will become.



**Application of IT** – Now most things are being delivered virtually, you can really improve on your IT skills. Take part in online tasks and activities, host a virtual quiz for your friends and family, or even start a blog to share how you have been keeping busy during lockdown



# EMPLOYABILITY ACTIVITY:

Place the employability skills in the box below where you may use these or develop them.

|                   |              |                                   |
|-------------------|--------------|-----------------------------------|
| School/College    | With friends | Drama, Music, Dance               |
| Sports            | <b>ME</b>    | Part time job/<br>Work experience |
| Hobbies/Interests | Home         | Volunteering                      |

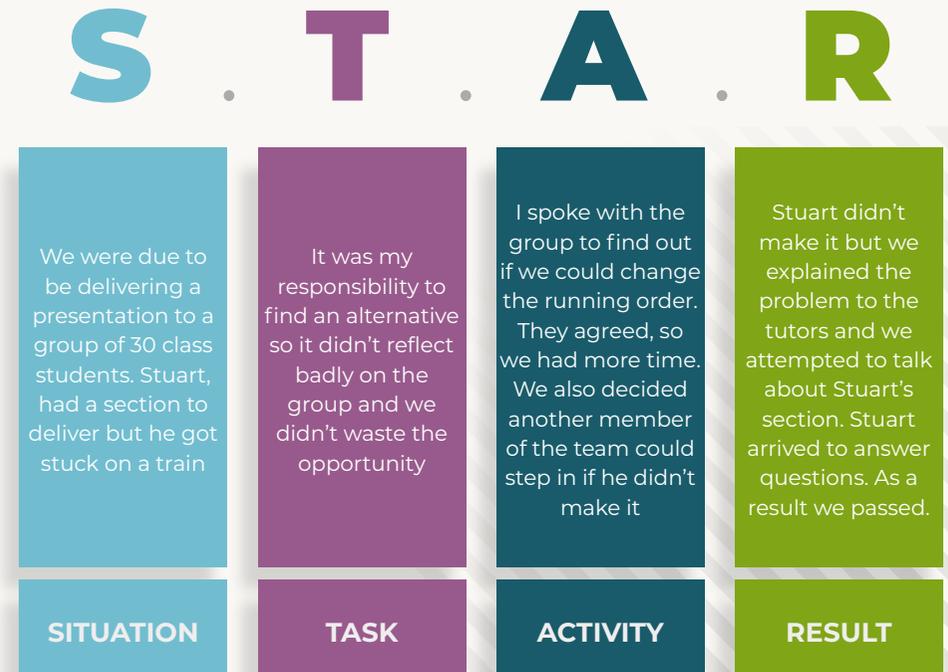
## Employability skills

- Joining in discussions
- Working in groups
- Accepting the opinions of others
- Influencing others
- Learning from others
- Answering Questions
- Dealing with complaints
- Using Word, Excel and PowerPoint
- Helping with enquiries
- Communication and interpersonal skills
- Problem Solving
- Analysing facts
- Understanding why things go wrong
- Finding solutions
- Working to a set of rules
- Meeting deadlines
- Being on time
- Being responsible for belongings
- Working to a goal
- Self-motivated, ability to use initiative
- Listening to others
- Asking questions
- Not using mobile phone for an hour
- Being accurate with my work
- Writing clearly
- Speaking to a group
- Using email appropriately
- Speaking to people in authority
- Talking to people I don't know
- Leadership and negotiation skills

# EMPLOYABILITY ACTIVITY:

The **STAR** method is a way of highlighting skills you may wish to speak about in an interview, based on the preferred skills needed. In this activity you need to think of a job you want to apply for, use the STAR method to help formulate a story to help you remember the required skills needed for the job.

For example, a marketing executive may require problem-solving skills, or a job in customer services may require conflict management. Your story can evidence more than one skill and if you have several different stories with a variety of skills this can help you further. Below is an example:

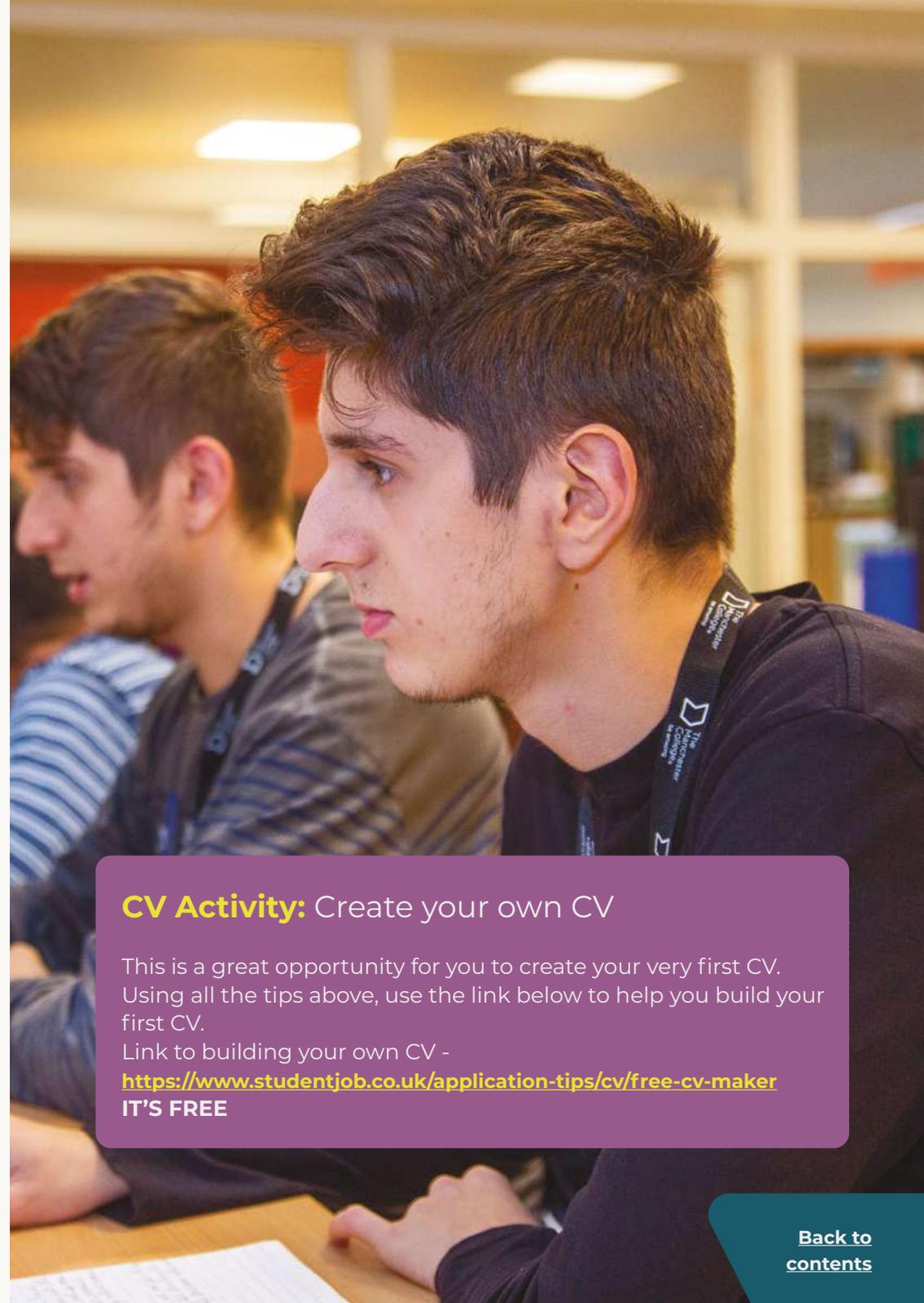


# TOP TIPS TO CREATING A SUCCESSFUL CV

Writing a good CV can be one of the toughest challenges of job hunting especially when you're looking for your first part time role whilst studying at the same time!

Here are our top tips for writing a CV that'll secure that all-important interview

1. Keep it real! Usually a CV should be no more than two pages – and that's two pages of A4 paper!
2. Keep it simple with clear headings.
3. Tailor it - Take the time to change your CV for each role that you apply for. Research the company and use the job advert to work out EXACTLY what skills you should point out to them.
4. Don't leave Gaps - leaving obvious gaps on your CV immediately makes employers suspicious and they won't give you the benefit of the doubt. If you've been out of work it can be a worry but just put a positive spin on it. Did you do a course, volunteer work or develop soft skills such as communication, teamwork or project management?
5. Look for spelling errors - Employers DO look for mistakes on CVs and if they find them, it makes you look really bad. So make sure you do a spell check and maybe get someone to look over your CV before you send it in.
6. Include a personal statement - Don't just assume an employer will see how your experience relates to their job. Instead, use a short personal statement to explain why you are the best person for the job.
7. Keep it current - You should keep your CV up-to-date whether you're looking for a job or not.
8. Tell the Truth!



## CV Activity: Create your own CV

This is a great opportunity for you to create your very first CV. Using all the tips above, use the link below to help you build your first CV.

Link to building your own CV -

<https://www.studentjob.co.uk/application-tips/cv/free-cv-maker>

**IT'S FREE**

# THE BENEFITS OF PART-TIME WORK FOR A STUDENT

A part-time job whilst at College can have a positive impact on your life:

**Money** - Need we say more? The extra cash from part-time work lets you cover the cost of living more comfortably, sometimes even leaving a little aside for fun.

**Budgeting** - Students who earn their own money tend to spend it wisely. Part-time jobs are often tough, and hard-earned money can be painful to part with. In short, students are more likely to save their money for necessities such as textbooks and things they might need for their course.

**Time management** - Students with jobs have little free time. This predisposes them to become more organised and better planners, learning to weigh their priorities in order to meet deadlines. Effective time management benefits both your studies and life after university.

**Bored?** You will have less time to while away the hours – the combination of studying and a job rather handily means there's little time to get bored.

**Your future** - Use your part-time job to get an introduction to a career or area of interest you hope to go into after university. The experience will help you stand out from the crowd at interview; you can begin networking with others in your chosen field. Forming professional relationships at this early stage will help your chances of gaining employment after graduation.

**Transferable skills** - A part-time job can provide you with a skill set much in demand by graduate employers.

**Teamwork** – You'll likely have to work as part of a team, equipping you with the skills needed to work with people with different personalities. This will help you work on group projects at university, as well as being of great benefit through life in general.

**Initiative** – In the workplace things will go wrong. How will you react to the unexpected? Keep a note of problems solved and disasters averted – these sorts of stories are priceless when it comes to interviews and such like.

## WHERE DO I LOOK FOR PART TIME JOBS?

There are hundreds of places where you can look for part-time jobs while studying; here are some of the ones that we would recommend:

Student Job UK - [www.studentjob.co.uk](http://www.studentjob.co.uk)

Indeed - [www.indeed.co.uk](http://www.indeed.co.uk)

Save the student - [www.savethestudent.org](http://www.savethestudent.org)

Employment 4 students - [www.e4s.co.uk](http://www.e4s.co.uk)

CV Library - [www.cv-library.co.uk](http://www.cv-library.co.uk)

Total Jobs - [www.totaljobs.com](http://www.totaljobs.com)

Don't forget we also have a dedicated team of careers advisers who will support you with finding jobs and developing your employability skills.



# LIBRARY RESOURCES

When you first go to college or university after leaving school, you will very likely be bombarded by lots of information.

One thing you can do to help with this is for you to become familiar with the library and make friends with your librarians. The library is about so much more than books!

You will need to develop your study skills to help you process information and meet deadlines: things such as time management, scanning and skim reading, creating mind maps, learning referencing techniques to avoid plagiarism and being able to sort out fake news from reliable sources of information.

The Library web pages provide lots of information about studying and about your course materials and any websites we link to will have been approved by our specialist team.

For example, have a look at our presentation on Mind mapping at <https://library.tmc.ac.uk/study-skills/>

You will be able to find out more information about subjects you may be interested in on our subject pages at:

[https://library.tmc.ac.uk/subject-guides?b=g&d=a&group\\_id=8954](https://library.tmc.ac.uk/subject-guides?b=g&d=a&group_id=8954)

This will give you an idea of the type of books and electronic books we provide and academic magazines and websites we have access to when you enrol at college.

In the meantime, why not join your local public library? Studies have now strongly linked academic success and mental and emotional wellbeing to the amount of reading a person does.

It's worth joining your library online to have access to lots of electronic books but also general interest magazines and comics. You can read things like BBC Top Gear, Hello!, Good Food, Horrible Histories and Amateur Photographer.

The service is called Borrowbox and you can [click here](#) for more information:

Happy Reading!



# INFORMATION SKILLS – FAKE NEWS

## What are Information Skills?

During your studies and in your career, you will need to develop the skills to find, evaluate and use information effectively and ethically.

Better information skills will help you find and use better quality information, which will help you with research, assignments and revision. Beyond college, these skills will also be invaluable in your chosen career and in everyday life.



Use the checklist below to start thinking critically about the information you use.

## HOW TO SPOT FAKE NEWS



### CONSIDER THE SOURCE

Click away from the story to investigate the site, its mission and it's contact info.



### READ BEYOND

Headlines can be outrageous in an effort to get clicks. What's the whole story?



### CHECK THE AUTHOR

Do a quick search on the author. Are they credible? Are they real?



### SUPPORTING SOURCES?

Click on those links. Determine if the info given actually supports the story.



### CHECK THE DATE

Reposting old news stories doesn't mean they're relevant to current events.



### IS IT A JOKE?

If it is too outlandish, it might be satire. Research the site and author to be sure.



### CHECK YOUR BIASES

Consider if your own beliefs could affect your judgement



### ASK THE EXPERTS

Ask a librarian, or consult a fact-checking site.

## SPOTTING FAKE NEWS ACTIVITY

Take part in a fun activity in a pretend virtual world where you are a social media tycoon, where you are trying to master fake news to increase your followers. [Click here](#) to take part.

Reference: IFLA, 2018. How to spot fake news. [online]. The Hague: IFLA. Available if you [click here](#)

Information Skills are essential to your studies, but also to our wider society.

It's crucial to understand how social media can distort the information we receive before we make up our minds. Developing critical information skills allows us to make informed decisions.

[Click here to find out more](#), or watch this short videos [Filter Bubbles and Fake News](#)

# MINDFULNESS



Your mental health is as important as your physical health, it is normal to feel overwhelmed and stressed especially in such an uncertain time. Mindfulness can help us enjoy life more and understand ourselves better, you can take steps to develop and become more mindful.

The Manchester College Students' Union (SU) have recommended their top apps for Mindfulness, helping them to beat fatigue, find motivation and recharge the batteries. The SU not only represents your views and academic interests but is here to ensure you are supported too! So, our SU Officers have pulled together some of their favourite wellbeing apps for you to consider.



## Headspace

Designed to help you train your mind and body for a healthier, happier life and get the most out of your day, Headspace can be used anywhere. The free version of the app includes meditations and exercises that will teach you the essentials of meditation and mindfulness. Available on Apple Store or Google Play.



## Calm

Calm is the perfect meditation app for beginners due to a tailored seven-day beginner's programme, but it also includes programmes for more advanced users. If you're looking to improve your sleeping patterns and need help finding a routine, the 'Sleep Stories' feature included bedtime stories perfect for those who like background noise. Available on Apple Store or Google Play.



## Stand up!

Different to other wellbeing apps, Stand up! is ideal for students who are finding it hard to switch off. Sometimes it can be easy to overwork ourselves when feel the presence of an impending deadline. Stand up sends timed and regular notifications reminding us to simply stand up. Tailor your intervals and recommended standing time to fit your routine, but you may find stretching the legs or just looking out the window can keep your mind ticking over nicely. Available on Apple Store.



## Aura

Aura is the perfect combination of your favourite mindfulness apps rolled into one. With plenty of features to keep things interesting Aura offers daily meditations, life coaching, nature sounds, stories, and music, which are all personalised based on the mood you select when you open the app. There's also an option to track your moods and review patterns in how you feel and set reminders to breathe and take breaks throughout the day. Available on Apple Store or Google Play.

# MANAGING STRESS



The Manchester College has put together tips for managing stress. Stress is completely natural, we all experience it in different ways. Stress can be good, it pushes you to work hard and do your best but we understand that it is not a welcome feeling and it can be difficult to manage.

These tips will be beneficial when you come to college as well as help you while you are at home.



## Managing your workload:

If you feel overwhelmed with your workload, make a to-do list and identify the most important tasks you need to achieve. Be brave and get the larger or most difficult tasks out of the way first. Most of us procrastinate because we dread the task we're putting off, but it's almost always never as bad as you think!

## Take some time to recalibrate:

Ensure you're still striking a balance, take breaks, call a friend, relax with a cup of tea or exercise, keep hydrated and ensure you still prioritise sleep.

## Staying motivated:

With our day to day habits and routines having to adapt so quickly, it's understandable if you feel deflated and fatigued. Waking up at a reasonable time every morning will keep your body clock in check; make the most of this time whether it's spending more time with loved ones, relaxing in the garden, saving your spends, or finally having time to binge-watch your favourite tv show!

## Managing pressure:

Try not to worry about the future or compare yourself with others. Some of our worries can be out of our control or become bigger the longer we linger on them. Take a break and do something creative, focusing on something that you enjoy can help you re-energise. Develop or reach out to your support network whether this be to friends, family, tutors or professionals.

Did you know? Music engages areas of the brain which are involved in paying attention, making predictions, memory and reducing stress.



# COMPETITION TAKE PART IN OUR QUIZ

Complete this quiz that will test your knowledge about the college and get you thinking about different industries and life after school. You can find the answer to some of the questions in this pack.

Once you have completed it, the student with the most correct answers will be identified and the winner will be drawn randomly to receive... **£30 Vouchers!**

All you need to do is follow the link below... **GOOD LUCK!**

[\*\*GO TO QUIZ HERE\*\*](#)





# TRANSITION TEAM

## SCHOOL TO COLLEGE TRANSITION FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS (SEN)

If you have Special Educational Needs (SEN) or an Educational and health care plan or health needs, you do not need to worry about the change involved in starting college. We are here to help and will provide you with all of the support you need. You can contact us at: [transitionteam@tmc.ac.uk](mailto:transitionteam@tmc.ac.uk) and one of the team will be in touch.

## MEET THE TRANSITION TEAM



Alison



Helen



Nazim



Lloyd

### What can we help you with to prepare for college while school and college is closed?

If you are worried or want to ask questions about starting college we can talk to you using Email/phone/Skype/WhatsApp

Send you photos or videos of your chosen course or campus whilst you are not able to visit

Plan with you how the college staff can help when you start your course

### What can you do to prepare for college?

Look online at how you can plan your journey to college using

[https://play.google.com/store/apps/details?id=com.tfgm.travelmanchester.pr&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.tfgm.travelmanchester.pr&hl=en_GB)

Starting college and making new friends can be a scary experience think about how you can start to prepare using sites such as <https://www.childline.org.uk/info-advice/friends-relationships-sex/friends/top-tips-making-friends/> or <https://www.wikihow.com/Start-a-Good-Conversation>

Follow The Manchester College on Facebook or Instagram to make sure you don't miss any important information about starting college

Join in with any competitions or activities your curriculum area is arranging.

If you have any questions about the support available when you start at college, then email [TransitionTeam@tmc.ac.uk](mailto:TransitionTeam@tmc.ac.uk)

# STUDENT SUPPORT AT THE MANCHESTER COLLEGE

We are the team that are based at your campus and offer advice on a range of pastoral issues, such as mental health, staying safe, lifestyle, health and relationships. Through our mentors we offer coaching to support you to develop motivation, confidence, resilience and the right attitude to succeed in your studies and essential workplace behaviours.

We are also the team that organise lots of fun events and activities throughout the year to raise your awareness of key citizenship themes, getting involved with your community and celebrating our diverse student population!

You can get involved in college life by becoming a student ambassador and representative, providing student feedback on the work of the College and organising student led events and fund raisers – all great experiences to add to your CV!

## MEET SOME OF THE TEAM LEADERS IN THE STUDENT EXPERIENCE TEAM.



Liam Bell



Gavin Dorsett



Bev McFarquhar



Chris Williams

Regardless of the challenges and barriers you might be facing, we wanted to let you know you'll have support every step of the way from The Manchester College. We want to stay connected via Skype and telephone calls to support you through your Post-16 options and career pathways. This includes helping with your online application through step by step guidance. We will also be here to help explore your skills, experience and goals to help you reach your career aims.

Keep connected with us through our social media pages and give us a follow to keep up to date with everything we are up to.



The Manchester College



@themrcollege and @school liaison tmc



@TheMCRCollege and @SchoolsTeamTMC

Tag us in your next post and let us know your top tips!

We look forward to seeing you soon.





# USEFUL LINKS

<https://www.tmc.ac.uk>

Explore the courses available at the 'Number 1 college in Greater Manchester for Achievement'. Find out more about student life including student perks and life in Manchester alongside information on Student support and our careers and welfare teams.

<https://www.tmc.ac.uk/student-life/support/guidance-welfare>

At The Manchester College, it doesn't matter what course you're studying, which campus you're at, or how old you are. Our dedicated Careers & Welfare team provide specialist support, advice and guidance on a wide range of issues, concerns and worries.

<https://www.totalpeople.co.uk>

Total People is one of the largest providers of apprenticeships and work-based learning in the North West of England. We are part of the LTE Group, one of the largest social enterprises in the UK, with all our profit re-invested for the benefit of those we work with.

<https://www.ucenmanchester.ac.uk>

Whatever your background, whatever your age and whatever your ability, UCEN Manchester offers you a higher education experience that's inspiring, challenging and fun. If you're already employed and looking to progress, or are planning to return to work, then we've got a range of opportunities for flexible learning.

<https://nationalcareers.service.gov.uk>

The National Careers Service has lots of career advice, learning and training choices. Find out what a job involves and if it's right for you.

<https://www.ucas.com/careers-advice>

Options to explore jobs and pathways, advice on university and higher-level apprenticeships and post 18 options.

<https://www.theuniguide.co.uk>

Go to 'Get Advice' where you will find information about GCSE to Post-16 transition, explore Post-16 courses and advice on how to choose the correct courses for you.

<https://www.bbc.co.uk/bitesize/careers>

Here you can search thousands of career and job profiles. During lockdown they are uploading new lessons each day, including your core subjects. It is important to continue to study these even if you are not progressing to study them at college.

<https://icould.com>

Real-life career videos, advice and information to inspire your career, quizzes and featured stories.

<https://www.thestudentroom.co.uk>

The UK's biggest online student community with free study tools and forums to ask and answer questions all thing education and student life related.

<https://www.gmacs.co.uk>

The Greater Manchester Apprenticeship and Careers Service (GMACS) helps young people explore and design their next steps before leaving school.

<https://www.apprenticeships.gov.uk>

Find out what you need to do to become an apprentice, what careers are available and which employers are offering them.

<https://dfemedia.blog.gov.uk>

Read advice from the Department for Education on whether a vocational qualification is the right path for your child and what they are doing to help get young people into vocational and technical qualifications.