

Careers Programme

The Manchester College offers the following Careers Programme to students, which aligns and is mapped against the Gatsby Benchmarks. We are Matrix accredited for offering Information, Advice and Guidance (IAG) to all students. Our Careers Programme is delivered by qualified, professional, and impartial advisors.

CAREERS GUIDANCE	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Career Guidance Interviews - available by appointment	X	X	X	X	X	X	X	X	X	X	X	X
Level 6 Career Interventions			X	X	X	X	X	X	X	X		
PRU Career Guidance Appointments			X	X	X							
Prince's Trust Career Guidance Appointments				X				X			X	

HIGHER EDUCATION PROGRESSION	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
UCAS Clearing - Support and Advice	X	X										
Tutorial - UCAS Application and Career Choice			X	X							X	
Progression to HE 1:1 - available by appointment			X	X	X							
HE Application Support	X	X	X	X	X	X						
Personal Statement Support	X	X	X	X	X	X						
Tutorial - Managing UCAS Offers							X	X	X	X		
Tutorial - HE Funding Options							X	X				
HE Application Support	X	X	X	X	X	X	X	X	X	X	X	X

FURTHER EDUCATION PROGRESSION	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Tutorial - Careers Language for ESOL			X	X	X	X						
Tutorial - Next Step Focus Choices/Options			X	X								
Tutorial - Careers and Progression Options									X	X		
Progression Discussions - Intended Destinations								X	X			
Tutorial - Overview of Apprenticeships							X					
Taster Activities						X	X	X	X			
Step Up Levels - Weekly Sessions										X	X	

EMPLOYABILITY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Tutorial - Employment and Skills						X	X					
Tutorial - Job Landscape and Future Options LMI				X	X	X	X	X	X			
Tutorial - Entrepreneurship									X			
Job Shop/Job Club			X	X	X	X	X	X	X	X	X	
Work Placements	X	X	X	X	X	X	X	X	X	X	X	X
Extended Industry Placement	X	X	X	X	X	X	X	X	X	X	X	X
Employer Engagement Sessions	X	X	X	X	X	X	X	X	X	X	X	X
Employability Hour - Careers and Education Guidance Meeting		X	X	X	X	X	X	X	X	X	X	
Skills Scan Assessment 1-3			X					X			X	

SCHOOL LIAISON	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Assemblies & Presentations	X	X	X	X	X	X	X	X	X	X	X	X
Classroom Workshops and Skills Sessions	X	X	X	X	X	X	X	X	X	X	X	X
Campus Tours and Taster Sessions			X	X	X	X	X	X	X	X	X	X
School Events and Drop-In's	X	X	X	X	X	X	X	X	X	X	X	X
CV Writing Workshop		X	X	X	X	X	X	X	X	X	X	X
GCSE Results Day Advice and Support	X											
Year 11 Welcome Day and Year 10 Taster Day												X

EVENTS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
T Level and Transition Week				X								
Progression Week					X							
National Apprenticeship Week							X					
National Careers Week								X				



Careers Leaders

Wendy Butterworth, Careers & Welfare Manager – wbutterworth@tmc.ac.uk | Michael Puddifoot, Careers & Welfare Site Leader – mpuddifoot@tmc.ac.uk
 Appointments with Careers & Welfare can be made by ringing **03333 222 444** and asking to be put through to a member of the team.
 For Careers & Welfare queries email Careers&Welfare@tmc.ac.uk | For Work Experience queries email workexperience@tmc.ac.uk
 For School Liaison queries email SchoolLiaison@tmc.ac.uk