



The
Manchester
College®
be amazing



CAREERS, EMPLOYABILITY & WELFARE LEARNER RESOURCES

WELCOME

Our Careers, Employability and Welfare team are a huge part of your journey at The Manchester College.

The Careers, Employability and Welfare Department is a fully matrix accredited and award-winning service. Our role is to lead the development of careers education, information and guidance in the College, and support you by removing barriers to progression, learning and employment.

Careers, Employability and Welfare (CEW) provides a comprehensive range of high quality, impartial information, advice and guidance including:

- Careers guidance
- Progression
- Learning opportunities
- Entry to Higher Education
- Welfare
- Housing
- Benefits
- Finance
- Accommodation
- Immigration for study

CEW staff are professionally qualified advisers (the majority are Level 6) who specialise in both careers guidance and personal support.

We work closely with a range of support departments in the college, to ensure you receive up to date industry knowledge and then help you to consider your options and plan a journey to a successful and rewarding career. Furthermore, we can help you understand student finance and funding, along with offering advice on money matters and how to avoid debt.

There are a range of ways to speak with our 21 advisers based on the needs of your course area. This includes a combination of webinars, interactive materials, face to face, email, telephone and skype based interactions.

Stephen Brobbin

Head of Careers, Welfare and Future U
The Manchester College

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Support Package 2020/21

For 16 - 18 year olds

We are here to support you on your journey to an amazing career. So as well as all the award-winning support you'll get from Careers and Welfare and the Support Teams, we are ALSO giving you the chance to apply for an amazing finance package, Study Programme award (SPA).

If you meet eligibility criteria you may be supported with the following...



GETTING TO COLLEGE

Depending on your individual course timetable you can apply for a System One travel card for the first 4 weeks.

Once we have confirmed your attendance is 85% or over, we will pay you:

- ▶ A cash payment equivalent to a one-day pass for each day in college for term one
- ▶ A cash payment equivalent to a two-day pass for each day in college for term two
- ▶ For term three you will receive a 3-month System One travel pass



EATING AT COLLEGE

We will continue to support you to buy lunches for when you are both on site and on home study. You will receive £2.50 loaded onto your ID card for the day/s in college and additional payments when studying at home will be paid into your a bank account. All payments made will be to a maximum of £7.50 per week.

In addition, we will provide FREE TEA AND TOAST to students who are in college from 9:45am. This will be a limited service and social distancing measures will apply. You will need to show your ID.



EQUIPMENT TO COMPLETE YOUR COURSE AND PROGRESS

We understand that learning remotely can be difficult if you don't have the equipment. During enrolment we will ask you if you have access to any equipment at home. If not, you will be able to apply for a laptop, iPad or data for internet connection.

Before we can provide any equipment, you will be expected to sign the college Acceptable Use of IT policy and the college IT agreement form.



ADDITIONAL SUPPORT BURSARY

We understand that some students may need some extra support while studying. If eligible you may receive an award up to £1,200 per year. This will be over 6 payments, depending on the award.

The Additional Support Bursary is based on a financial assessment and is not guaranteed. See page 7 for details.



KITS AND ESSENTIAL ITEMS

For those of you studying courses such as Hair and Beauty, Catering etc. We can provide support up to a maximum of £75 depending on the course requirements.



HOW DO YOU APPLY?

During your enrolment you will be asked if you wish to make an application for the SPA, if you wish to, the enrolling staff will take you through the process. Alternately you can speak with an Advisor in Careers and Welfare:

T: 03333 222 444
E: careers&welfare@tmc.ac.uk



WHAT DO YOU NEED TO APPLY?

When making an application for the SPA we will ask for some personal details such as household income and welfare benefit income. It's one single process to apply for the awards and you will be notified by text or email if you are eligible for support.

Bank accounts - essential

We can only make cash payments into a valid UK bank account. You will be required to provide details of your bank account. You will be providing these details securely to protect your information. This will be part of the SPA processing. If you are asked to provide any sensitive information, this must be sent using your student email and can only be sent to the bursary team email address (see below).

Your email:

Your student id number and .stu@tmc.ac.uk (12345.stu@tmc.ac.uk)

Bursary Team:

BursaryTeam@tmc.ac.uk

Having a bank account is vital for the college to be able to pay any awards. If you do not have a bank account you can visit for information on bank accounts:

www.money.co.uk/current-accounts/bank-accounts-for-teenagers.htm

www.moneysupermarket.com/current-accounts/childrens-current-account-guide

Eligibility, Terms and Conditions apply.

The College travel award will only be provided to Students who are not eligible for "OUR PASS" this will usually be students who live outside the GM area or are 18 on or after 31st August 2020. All cash payments for travel and meals will be operated using the BACS payment system by the Bursary Team. Attendance will be monitored and the College reserves the right to stop payments. We will be monitoring attendance and although this leaflet is an example, all awards will be based on individual curriculum timetables and requirements. For IT equipment, if found to be using equipment inappropriately, the College reserves the right to stop any services and request the return of equipment. If you are asked to leave the college or leave your course due to other reasons before the end of the course, we will expect the equipment returned to the college. For the additional support bursary students will only receive the amount they actually need to participate and the College will not automatically award students £1,200 if they do not need the full amount. Due to Covid 19 the college will continue to monitor the situation, following National and Local guidelines. We reserve the right to adjust awards accordingly.

KEEPING SAFE WHEN TRAVELLING

- ▶ Help keep yourself and everyone safe when you're outside the home by thinking about how and when you travel and following guidance on safe travel.
- ▶ You can use public transport but please consider other options such as cycling or walking.
- ▶ Plan ahead, allow extra time for your journeys, avoid the busiest times and routes if you can and be patient when travelling.
- ▶ On public transport, you must wear a face covering unless you are exempt-if you don't, you may be unable to travel and you could be fined £100.
- ▶ Keep your distance from others, clean your hands frequently and use contactless payment.
- ▶ If you are using public transport, TfGM and public transport operators have put extra measures in place to help you travel safely, including enhanced cleaning, extra services and passenger information and signage.



ADDITIONAL SUPPORT BURSARY

Up to £1,200 a year (paid into a bank account in 6 payments).

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers so they can achieve and progress.

Funding is not guaranteed and based on a financial assessment of need.

To be eligible for the bursary students must meet one or more of the following:

1. Be aged 16 or over but under 19 at 31 August 2020 or
2. Be aged 19 or over at 31 August 2020 and have an Education, Health and Care Plan (EHCP)
3. Be aged 19 or over at 31 August 2020 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
4. Meet the residency criteria

AND

- A. Be in Care
- B. Or be a care leaver
- C. In receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- D. In receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

ALL FUNDING IS BASED ON YOUR CONTINUED ATTENDANCE OF A MINIMUM 87%

All funding is subject to change.

Funding is subject to residency/settled status conditions.

Apply via your main reception or the funding 20/21 section of our website.

APPLY NOW!

Support Package 2020/21

For Adults 19+

We are here to support you on your journey to an amazing career. So as well as all the award-winning support you'll get from Careers and Welfare, and the Support Teams, we are ALSO giving you the chance to apply for an amazing finance package, 19+ Study Programme Award (SPA).

If you meet eligibility criteria you may besupported with the following....



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CHILDCARE

Childcare can be expensive, so we are offering you the chance to apply for funding from The 19+ Study Programme Award. If you incur childcare costs with an Ofsted regulated childcare provider whilst studying, you can apply for support. The level of childcare funding available to you will be determined by other sources of childcare support available through government led initiatives, such as the 15-30 hours of free childcare for all 2 and 3-year olds. To apply, go to the funding 20/21 section on our website - www.tmc.ac.uk



EQUIPMENT TO COMPLETE YOUR COURSE AND PROGRESS

We understand that learning remotely can be difficult if you don't have the equipment. During enrolment we will ask you if you have access to any equipment at home. If not, you will be able to apply for a laptop, iPad or data for internet connection.

Before we can provide any equipment, you will be expected to sign the college Acceptable Use of IT policy and the college IT agreement form.



HARDSHIP

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



HOW DO YOU APPLY?

During your enrolment you will be asked if you wish to make an application for the SPA, if you wish to the enrolling staff will take you through the process. Alternately you can speak with an Advisor in Careers and Welfare

T: 03333 222 444

E: careers&welfare@tmc.ac.uk



WHAT DO YOU NEED TO APPLY?

When making an application for the SPA we will ask for some personal details such as household income and welfare benefit income. It's one single process to apply for the awards and you will be notified by text or email if you are eligible for support.

Bank accounts - essential

We can only make cash payments into a valid UK bank account. You will be required to provide details of your bank account. You will be providing these details securely to protect your information. This will be part of the SPA processing. If you are asked to provide any sensitive information, this must be sent using your student email and can only be sent to the bursary team email address (see below).

Your email:

Your student id number and .stu@tmc.ac.uk (12345.stu@tmc.ac.uk)

Bursary Team:

BursaryTeam@tmc.ac.uk

Having a bank account is vital for the college to be able to pay any awards. If you do not have a bank account you can visit for information on bank accounts:

www.money.co.uk/current-accounts/bank-accounts-for-teenagers.htm

www.moneysupermarket.com/current-accounts/childrens-current-account-guide

Eligibility, Terms and Conditions apply.

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19+ ADULT FUNDING & STUDY AWARD

If you are aged between 19 and 23, studying your first full level 2 or 3 course

- If you don't already have a full level 2 or 3 qualification, we can remit your course fees.

If you are aged between 19 and 23, claiming welfare benefits

- If you are studying a course up to level 2 and receiving Income Support, JSA, ESA (WRA), Universal Credits (because you are unemployed). we can remit the course fees.

If you are aged between 19 and 23, looking for employment

- If you are studying a course up to level 2 and receiving ESA, Universal Credits (Low income). We can remit the course fees. The course must have progression to employment.

If you are aged 19 and above, working, on a low income

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

If you are aged 19 and above studying level 3

- If you are studying a level 3 course you may have to make an application to the Advanced Learner Loan to pay for the course fees. This is because you do not fit within any of the above funding conditions.

For more information about 19+ SPA and how to apply, please contact the Careers and Welfare team.

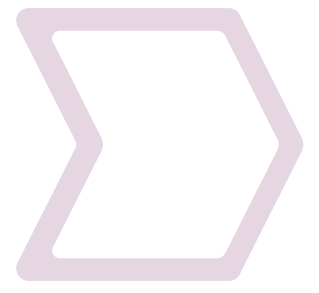
Some students on a low income can apply for a travel pass and help towards the cost of childcare



ALL FUNDING IS BASED ON YOUR CONTINUED ATTENDANCE OF A MINIMUM 87%

All funding is subject to change. Terms, conditions and low income/benefit thresholds apply. Funding is subject to residency/settled status conditions.

Apply via your main reception.



ADVANCED LEARNER LOAN



Overview

In order to be deemed eligible for an Advanced Learner Loan learners must satisfy certain residency criteria and must supply evidence to support their residency status.

Learners can be split into two main categories, these are;

- UK Nationals
- Rest of World (RoW) Nationals

Each of the two main categories hosts a number of different sub categories of eligibility. Each of these sub categories has different evidence requirements, processing procedures in SLC and rules of exception.

UK National

- UK National

RoW National

- Spouse of a UK National
- EU National
- Family member of a EEA National
- Child of a Swiss National
- Child of a Turkish worker
- EEA Migrant Worker
- Indefinite Leave to Remain
- Refugee Status
- Limited Leave to Remain - Humanitarian Protection
- Right of Permanent Residence
- Family Reunion Visa



Please Note: From 1 August 2017, if you are not resident in the UK, you may still be eligible for and Advanced Learner Loan if you're:

- A serving member of the UK Armed Forces;
- The spouse/civil partner/family member living with a serving member of the Armed Forces; or
- A dependent parent living with a serving member;

UCAS & STEPS TO APPLYING

1. STEPS TO APPLYING

Register, get a username, create a password and set your security questions. Add the buzzword to link your application to us. Most buzzwords are your site name and 2020 all lowercase, no spaces

For example: openshaw2020

Please enter your first name and middle name(s) exactly as they're stated on official documents, such as your passport, birth certificate, or driving licence.

2. SIGN IN TO FILL IN THE REST OF THE YOUR PERSONAL DETAILS

Funding and sponsorship options, residential status, any special needs or impairments, and any criminal convictions.

Add your email address - UCAS will show you how to verify this. Then UCAS will be able to let you know whenever your application is updated online, ready for you to sign in and check.

Plus you can give a parent, guardian, or adviser **nominated access** if you'd like them to be able to speak to us on your behalf. UCAS be able to discuss your application with them, but for security reasons, we can't share your login details (for example, if you need to change your password).

3. ADDITIONAL INFO (UK APPLICANTS ONLY)

The questions in this section are only asked if you're applying from the UK.

Questions about your ethnic origin, national identity, and occupational background are mandatory questions used for monitoring purposes. This information will only be shared with universities and colleges after you have secured a place or at the end of the application cycle - it will not influence any decision regarding your application. This section also allows you to talk about your individual circumstances, such as your parental education, **if you've been in care**, or involved in widening participation activities. These pieces of information are shared with universities and colleges alongside your application, so they may form a more complete understanding of you as an individual, known as contextualised admissions. While this information is optional, it can help universities and colleges better understand your background, and provide support. For more information about how a university or college might do this, please consult their individual policy, or contact them directly.

4. STUDENT FINANCE (UK AND EU APPLICANTS ONLY)

This page might appear if certain questions are answered in the 'personal details' sections. **In most cases the code to enter is 02.**

Example – **NOTE: English & Maths are Vital**

So, you want to be a nurse



Entry Requirements

- 16 to 18**
GCSE English, Maths and Science (A-C OR 9 - 4)
- 3 GCE A levels in Science based subjects OR BTEC Health and Social Care Extended 180 credit
- 19 years and over**
GCSE English, Maths and Science (A-C OR 9 - 4)
- Access L3 Diploma OR HNC Health and Social Care



Work Experience – Get the edge

Having work experience gives you an edge when applying for university courses and health care support roles.

On a work placement, you may be given tasks like making beds, shadowing a nurse or health care assistant, talking to patients, attending team meetings, observing drug rounds, or applying simple dressings - all with patient consent. Work placements are normally covered by an honorary contract, which sets out the expectations on both sides.

Volunteering

The NHS and some health care charities offer volunteering opportunities, which is a great way to build your CV and gain experience. Read more about [volunteering in the NHS](#) or visit [Volunteering England](#) to search for a placement.

5. COURSE CHOICES

You can choose up to five courses (all now or some later). There's no preference order and your universities/colleges won't see where else you've applied until after you reply to any offers you get.

Applying for medicine, dentistry, veterinary medicine or veterinary science?

For these subjects you can only apply to a maximum of four courses in any one of medicine, dentistry, veterinary medicine or veterinary science.

You can add choices with a different deadline later, but don't forget you can only have five choices in total.

Applying to both the University of Oxford and the University of Cambridge?

You can only apply to one course at either the University of Oxford or the University of Cambridge. **To apply - visit the University of Oxford and the University of Cambridge websites for more information.)**

Look at the University

Your study environment is just as important, as you will be spending 3 or more years there. Choosing the right fit for you is vital **FOR YOUR ACHIEVEMENT.**

Unistats.ac.uk is a great way of comparing different Universities and their achievements.



Facilities are gyms, societies and union bars important to you?

Accommodation

Are you leaving for the first time?



Travel Do you want to travel out of Manchester?

6. FULL EDUCATION HISTORY

You must enter all your qualifications from secondary education onwards - whether you have the result (even any that were ungraded) or you're still awaiting exams and results.

For course results you're still waiting for, these are the exam results we're able to process and forward on to unis and colleges. If any of your pending qualifications aren't on here, you still need to add them to your application, but also remember you'll need to send the results on to your chosen universities and colleges when you get them.

If you studied at a uni or college but didn't finish the course, you still need to enter these details. Include the start and finish date, and state that you didn't receive any qualifications there.

If you are currently studying (16 to 18) for a qualification or awaiting results, it is important you make sure your referee adds your predicted grades to your application. It's really important you enter the right qualifications on your application - especially if you're taking a vocational qualification, such as a BTEC - as there are a number of different options to choose from in Apply, depending on the size and type of qualification you're taking. Universities and colleges will use the information you put in your application to make their decisions, so if you're not sure which version of a qualification you're taking, talk to us for advice.

International and EU students

Make sure you add as much detail as possible - including grades and results. Without enough information universities might struggle to make a decision.

Qualifications are listed by name and country, but don't worry if yours isn't there - just add it into the 'other' box.

You may have to send proof of your results in certificates or transcripts. At UCAS, they are able to send some of your results - including the International Baccalaureate - but for most international qualifications you'll have to send them to the university or college yourself. Different universities and colleges have different policies for how they want to receive results. Some might ask for them as soon as you apply - others might do their initial assessment of your application before asking to see proof of your results.

Mature students (ACCESS)

If you can't find your school exam certificates, contact the school or local authority, but if you have no luck, contact the course providers you're applying to and discuss your options. You may be able to get replacement certificates from the relevant exam board.

If you're adding an Access course to your application, there are four different kinds of Access course to choose from, so it's important to enter the correct one.

- Access to HE Certificate
- Access (other)
- Access to HE Diploma (ungraded - last award 2011)
- Access to HE Diploma (2009 onwards) please choose this one



If you're unsure it's best to speak to your Access course provider to check. Then fill in the details as follows:

Title	Select from the drop-down list, or if it's not there, use the 'Other' box to type it
Qualification date	Enter either the date your qualification was awarded, or the date you expect to receive your results.
Access Validating Agency	Enter the name of the board that awards your qualification
Result	Enter the 'Pending' or 'Completed'
Units	Please also enter the amount of credits allocated to each unit under the heading 'Credit value'.

Access to HE qualifications are now divided into units, rather than modules. How many units you need to enter depends on the type of Access qualification you are taking or have achieved.

If your qualification is the Access to HE Diploma (2009 onwards), it's compulsory to add at least one of the units - there's space for 20 units so please add all of them, if possible. If you achieved a Diploma before the introduction of the new specification in September 2015, you may have achieved more than 20 units, so please contact your chosen universities and colleges for guidance on how to send additional unit details to them directly.

If you completed your Access qualification before 2009, your chosen universities and colleges may still need details of your units.

7. YOUR EMPLOYMENT HISTORY

If you've had any paid jobs - full-time or part-time - here's where you can enter details for up to five of them. Include company names, addresses, job descriptions and start/finish dates.

Mention any unpaid or voluntary work in your personal statement.

8. WRITE A PERSONAL STATEMENT

This is your chance to show universities and colleges why you want to study the course and why you'd make a great student. It might take a while until you're happy with it and you've checked it through with Tutors, advisers or family, so it's a good idea to start early.

9. VIEW ALL THE DETAILS

See if you need to make any edits, **then mark it as complete** and save it.

Once you've marked all previous sections as complete, you'll be able to read and agree to the declaration - which allows us to process your info and send it to your chosen universities/colleges. You'll then be able to move on to the final sections.

10. PAY YOUR APPLICATION FEE AND SEND

If you are applying for a course(s) that starts in 2020, the application fee is £20 if you're applying to just one course, or £26 for multiple courses and for late applications sent after 30 June 2020.

Your Tutor will now add your reference, check your application and we will then send your application to UCAS for you.

We will set you an earlier deadline to complete your application than the UCAS deadline you're aiming to meet - this will be to allow us time to arrange your reference for you.



EXTRA INFORMATION

On-line personal statement tool and video

www.ucasdigital.com/widgets/personalstatement/index.html#/splash

www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement

Start you application at

www.ucas.com

CAREERS PLANNING & PROGRESSION



Where do I start?

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?

1. WHERE AM I NOW?

Things to consider:

- Current education attainment
- Work experience and skills gained so far
- Personal circumstances - your age, time commitments, flexibility, available money
- Commitments - family care, work, college
- Hobbies and interests
- Likes and dislikes
- Achievements
- Health and personality type

Research & Resource ideas:

- Careers interview with the Careers & Welfare team, talk to tutors, family & friends for ideas
- I could (Buzz quiz -<http://icould.com/buzz/>, National Careers services (skills health check -<https://nationalcareersservice.direct.gov.uk/>), plotr(www.plotr.co.uk) and College Moodle
- Create or update your CV

2. WHERE DO I WANT TO BE?

Things to consider:

- What job would you like after college? What is the job like? What's involved? Does it have prospects & development opportunities? What will you earn?
- Do you want or need to study further courses or qualifications? Will it be in College or University? How many more years do you want to study?

Research & Resource ideas:

- Careers & Welfare Job Search Handbook
- Universal Jobs match - collecting job applications, contacts
- Council jobs



- www.Jobs.Guardian.co.uk
- Indeed
- Newspapers, national & local, i.e. Metro, Manchester Evening News
- Industry journals, Times Education Supplement (TES)
- Professional Body websites e.g. CIPD, CITB, AAT
- College website
- UCAS
- Prospects

3. HOW DO I GET THERE?

Things to consider:

- What skills & knowledge do I need?
- Do I need any qualifications; what level do I need to reach?
- How long will it take me to qualify?
- Where can I study?
- How will I pay for my studies?
- Will my personal circumstances need to change? (e.g. will I need to move from Manchester?)
- Do I need to create a CV?
- Do I need to volunteer to increase my skills?
- Do I need to make contracts or network?

Research & Resource ideas:

- Careers & Welfare Job Search Handbook
- Universal Jobs match - collecting job applications, contacts
- Council jobs
- www.Jobs.Guardian.co.uk
- Indeed
- Newspapers, national & local, i.e. Metro, Manchester Evening News
- Industry journals, Times Education Supplement (TES)
- Professional Body websites e.g. CIPD, CITB, AAT
- College website
- UCAS
- Prospects

Top Tip: Book an appointment with the Careers & Welfare Service on your campus to discuss your plans.

UNDERSTANDING MONEY AND BANK ACCOUNTS

THERE ARE A NUMBER OF DIFFERENT TYPES OF BANK ACCOUNTS BUT DO YOU KNOW WHICH ONE IS THE BEST ONE FOR YOU?

Do you know the difference between a basic, low interest direct debit account, current, gold, platinum accounts? Or ISAs, Capital Bond, savers, student accounts and budgeting accounts?

Basically, bank accounts fall into 4 main categories:

- Basic Account
- Current Account
- Savings Account
- Student Account

Most accounts can be accessed online, by telephone and in your local branch.

BASIC ACCOUNT

This is a simple account that allows you to pay money in and withdraw cash with a debit card. Some basic accounts will allow you to set up direct debits and standing orders, but do not earn interest. A Young Persons bank account is a basic account.

CURRENT ACCOUNT

This account will pay interest on credit and charged on debt. In some cases an overdraft may be available on request, but this is dependent on your credit score. Like the basic account you can arrange standing orders and direct debits to manage your funds. Incentives are offered to new customers and online banking apps/telephone banking is generally available.



SAVINGS ACCOUNT

This account allows you to earn interest on your funds. This can be at variable or fixed rate and paid on your balance. Some have limited access or have restrictions e.g. ISAs, fixed rate bonds, this is to help you save. They will not allow Standing Orders and Direct Debits to be set up or debit cards.

STUDENT ACCOUNT

Student accounts are current accounts with fixed incentives such as railcards or extended overdrafts. So it is important that you compare each undergraduate and changes to graduate account before you choose the best options for your lifestyle. To open a student account, you will require a UCAS offer letter, proof of identity and residency for term and home address.

HOW TO APPLY

Many banks will allow you to open an account in branch or online. You will be expected to complete an application form and to provide proof of your identity, evidence that you are a resident of the UK, and that you are resident at your current address. Most banks will accept your passport, identification card, birth certificate and a utility bill.

WHAT IF YOU HAVE A PROBLEM WITH YOUR BANK?

If you are experiencing difficulties with your bank you can report your concerns to the financial Ombudsman at www.financial-ombudsman.org.uk.

WHY VOLUNTEER?

As a volunteer you will be giving your time to help charities and community groups improve lives, but volunteering can provide you with many benefits including:

- The chance to have fun doing something you've never tried before
- Increased confidence
- A sense of satisfaction and achievement
- The opportunity to make new friends and contacts with diverse backgrounds and experiences
- Increased job and career prospects and new skills - over 70 per cent of employers would hire a candidate with volunteering experience over someone who has never volunteered

WAYS TO VOLUNTEER

There are many ways to volunteer depending on how much time you can spare. Full-time, part-time, evening and night volunteering are offered by various organisations.

Examples of just some of the ways you can volunteer are:

- Caring for animals and wildlife
- Setting up a volunteer scheme at your workplace
- Spending time mentoring and befriending a young person or refugee
- Working outdoors to improve the environment
- Working on local community projects
- Becoming a school or college governor
- Working at events and festivals

WAYS TO VOLUNTEER

You are never too old or young to volunteer and your age may in fact make you more suitable for some kinds of volunteering. There's no upper age limit on volunteering. However, some organisations' insurance policies don't cover you if you're under 16 or over a certain age.

VOLUNTEERING WHILE ON BENEFITS

You can volunteer and claim benefits if:

- The only money you get from volunteering is to cover expenses, like travel costs
- You continue to meet the conditions of the benefit you get

You should always check with your Job Centre Advisor.

FINDING A VOLUNTEERING OPPORTUNITY

Whether you're looking to fill a few hours at the weekend or make a major contribution to a local community group, discover the opportunities available in your area.

Do It - www.do-it.org.uk

You can search thousands of opportunities and apply online using this website. You select the type of volunteering you are interested in and enter your postcode for a list of opportunities in your area.

Timebank - www.timebank.org.uk

Timebank puts you in touch with the right opportunities out there, and offers some of their own projects that might be just what you want.

Vinspired - www.vinspired.com

Connects 16-25 year olds with volunteering opportunities in England. You are also able to search their vacancies.

Sports Volunteering in Manchester - <http://mcrvip.com>

For individuals interested in pursuing volunteering opportunities within sports events and coaching.

Volunteer Centres

Volunteer centres coordinate and advertise volunteering opportunities in your area.

For Manchester visit: www.manchestercommunitycentral.org/volunteer-centre-manchester

For Trafford visit: www.salecommunityweb.co.uk/volcentre.htm

For Salford visit: www.salford.gov.uk/volunteering.htm

For Bolton visit: www.boltoncvs.org.uk

For Rochdale visit: www.cvsr.org.uk

For Tameside visit: www.tamesidevb.org.uk

For Bury visit: www.buryvcfa.org.uk

Research

Many charities and organisations have a volunteer page on their websites. Think about what you would like to do and search on the internet for the websites of organisations you would like to volunteer for.

For example:

www.samaritans.org/support_samaritans/volunteer.aspx

www.rspca.org.uk/getinvolved/volunteer

www.citizensadvice.org.uk/index/join-us/volunteer_bureau_search.htm

www.nspcc.org.uk/getinvolved/volunteer/volunteerhub_wda40426.html

www.vsointernational.org

www.refugee-action.org.uk/support_us/volunteer

GET IN TOUCH

For further information on anything in this booklet, please contact the Careers, Employability and Welfare Team. We have dedicated advisors available during 9am and 4pm every weekday.

HOW TO CONTACT AN ADVISOR

Call:

03333 222 444

Email:

careers&welfare@tmc.ac.uk

for the Manchester College student advice

bursaryteam@tmc.ac.uk

for Free School Meals, Childcare and Bursary

workexperience@themanchestercollege.ac.uk

for Work Experience 16-18 year olds

Skype:

Skype support is available using any of these 11 channels:

0161 674 **3099**

0161 674 **7070**

0161 674 **3110**

0161 674 **8359**

0161 674 **6906**

0161 674 **3107**

0161 674 **2753**

0161 674 **3260**

0161 674 **7024**

0161 674 **7071**

0161 674 **6461**