



The Manchester College | **Student Careers**  
Careers, Employability & Welfare Service

# SUPPORTING YOU ALL THE WAY TO WORK

Student Careers Service





## STATEMENT OF SERVICE

The Student Careers Service offers careers advice, information, welfare advice and guidance to potential, existing and progressing students within The Manchester College. All our team members are qualified and experienced advisors and the service is accredited to the national matrix quality standard.

We work closely with all College departments to support you, and assist with progression, achievement and successful outcomes. Providing confidential and impartial information, advice and guidance on a range of issues that may affect your studies such as personal, emotional, financial, practical and work readiness.

## ABOUT OUR SERVICE

Our aim is to help you make informed choices and decisions about your future career options. For more information on the services available for students please see our section on the College website.

## WHO OUR SERVICE IS FOR

- Current students at The Manchester College
- Potential students
- College staff
- Students from partner agencies
- Employers.

## OUR STAFF

Our staff hold appropriate professional qualifications and training. Their skills and knowledge are continuously updated through a programme of staff development.

We also have dedicated Career Advisors who work closely with your curriculum departments, and employers, to ensure we offer current and relevant information on employability, careers, linked courses and progression. The advisors research and deliver tutorials on Labour Market Information and the future jobs market, so that you are equipped to enter the workplace with the right skills and make informed choices. In addition, we host a number of events throughout the year such as National Careers Week, employer fairs and job search events.

## OUR SERVICES

- A confidential, impartial and objective careers, employability, information, advice and guidance service concerning learning opportunities, skills and qualifications, and career progression.
- Available information on courses and opportunities
- Support during your time with us to support your learning, progression and personal development
- Referrals to additional support in the College and externally
- Telephone / internet services providing information and advice
- A signposting and referral service to other agencies if we are unable to offer the information or advice you require
- Advice and support with a range of personal, emotional and financial matters
- Employability and work readiness advice with employer placements for 16-18 year olds.

## WHAT YOU CAN EXPECT FROM US

- We will be welcoming and friendly
- We will be professional and knowledgeable
- We are happy to answer your enquiry by telephone or e-mail or to offer you an individual appointment
- We will treat you fairly and equally
- We will tailor our services to your needs
- We will respond to your written correspondence request within five working days
- We will respond to your telephone call request within two working days
- We will acknowledge or reply to your e-mails within two working days.

## GETTING YOU WORK READY

For 16-19 year old study programme students we have a team of dedicated Employability and Partnership Coordinators who work closely with your curriculum area to build exciting employer partnerships. Our partnerships with employers will provide students with interesting and course relevant work placement opportunities, as well as chances to engage with employers throughout your time at the College. This work ensures that our students can engage with industry and explore careers first hand. To ensure that our 16-19 year old study programme students are ready for work experience and employer-led activities, a weekly Employability Hour has been added to all timetables. The Employability Hour is to support the development of key employability skills throughout the year.

As part of our commitment to learners over the age of 19, our Careers, Employability and Welfare Service also offers a Job Club to support work readiness. The Job Club will build on the work advisors will be doing in your classroom around careers and skills using specialised computer software. To ensure that our students have the right support for their long-term career goals the Job Club can:

- Look at work options based on skill levels
- Support you to find the right job
- Help you build a CV to suit the labour market
- Prepare you to be ready for formal interviews
- Carry out a skills audit to assess work readiness
- Provide access to computers for job searching.



## WHAT WE EXPECT FROM YOU

- As much relevant information as you can give us to help us to fully respond to your enquiry
- To contact us promptly if you have any questions or concerns about your studies
- To attend all interviews, which have been arranged with College staff, on time
- To let us know if you need to cancel or re-schedule an appointment
- To be honest and open with us, and work towards meeting your agreed aims
- To treat College staff and fellow students with respect.

## CONFIDENTIALITY

In order to provide the best possible service we keep a record of your details and a summary of your discussion with us through our Action Planning System. This record can only be accessed by authorised staff who may need to see this information as part of their work. The Manchester College complies with the requirements of General Data Protection Regulation (GDPR).

## EQUAL OPPORTUNITIES

Your Student Careers Service welcomes enquiries from all people regardless of their age, race, colour, gender, sexual orientation, religious or political beliefs, disability, marital status, or background. We are committed to the aim that everybody is given equal opportunity to access our IAG (Information, Advice and Guidance) services and training resources.

## FEEDBACK: COMPLIMENTS, COMMENTS AND COMPLAINTS

To help us continuously improve our service and address your needs we want to hear from you; if you wish, you may do this anonymously. If you would like to comment on or compliment the service, or make a complaint, relevant forms are available at reception.

### Seeing an advisor on your campus

We offer individual information, advice and guidance sessions with qualified advisors who will produce a clear action plan for you to keep. All face-to-face sessions will be held in a welcoming and safe environment. We offer a number of ways to get in touch with us on each of our College campuses:

- Touch Point
- Tutorials and group-work
- Email, phone and social media
- College events
- Webinars.

### Email and phone advice

[careers&welfare@tmc.ac.uk](mailto:careers&welfare@tmc.ac.uk)  
03333 222 444

We offer email and phone advice for those who may not be able to attend a drop-in or appointment. This service can be used by all students including distance, part-time and evening students. We have dedicated trained advisors who will respond to emails within 24 hours. In some cases, we may ask that you attend a face-to-face appointment.



## WORKING TOGETHER

We work closely with Personal Tutors, Employability Tutors and Achievement Tutors to offer you a challenging range of topics to enhance your personal, social and employability skills. Your Student Careers Service are here to help you from the moment you start with The Manchester College until the day you get your qualification... and beyond.

We look forward to meeting you whether it's within one of our workshops, one-to-one in a Touch Point appointment or during a College event.



### Inductions and career aims

Your introduction to the College and the range of services we can provide such as appointments, drop-ins and tutorials. Start to explore your career goals.

**For 16-18 and Adult (19+) students**

### Are you thinking of HE?

Start your journey to Higher Education. We can help you research what Higher Education courses are on offer.

**For 16-18 and Adult (19+) students**

### UCAS

#### Who, where, how?

We'll support you through the application procedure. We cover everything from how to research for courses on UCAS through to applying. We also focus on how to write an excellent personal statement to help you stand out.

**For 16-18 and Adult (19+) students**

### Student finance

We'll show you how to research and understand the Student Finance England process. You'll find out what funding is available, the process of applying and the repayments.

**For 16-18 and Adult (19+) students**

### Workshops for all levels

We run a variety of workshops all year, these are tailor-made to meet your needs and the needs of your site. These can range from UCAS applications, HE finance, CV building and employability.

### University mock interviews

Take part in group mock interviews in a safe and supportive environment. You'll receive feedback in a constructive manner to prepare you for future interviews.

**For 16-18 and Access HE Diploma students (19+)**

### On track

Where are you now and where do you want to be. We can take the stress out of deciding where to go next with our tailor-made tutorials.

**For 16-18 and Adult (19+) students**

### Employability skills and development

Looking for work, need a better CV or just need to identify employability skills? We are here to help you get that dream job.

**For 16-18 and Adult (19+) students**

### Start your career plan

Let us help you make informed choices and advise on the range of careers on offer.

**For 16-18 and Adult (19+) students**

### Work experience

Gain skills and experience to enhance your CV increase your chances of employment.

**For 16-18 students**

### Careers events

National Careers Week will give you the opportunity to attend workshops, activities and speak with qualified advisors.

**For 16-18 and Adult (19+) students**

### Welfare

We take your well-being very seriously so we have tutorials or face-to-face appointments to talk about any issues you have from welfare benefits to personal issues.

**For 16-18 and Adult (19+) students**

### College funding

Studying a Level 3 qualification in the College and not sure what funding is available? We are here to help you find your way and get the funding available.

**For 16-18 and Adult (19+) students**

### Still unsure?

Come and see an advisor on your campus. Just go to the main reception and they will be happy to book you an appointment or come to a drop-in.

**For 16-18 and Adult (19+) students**



# A YEAR WITH YOUR STUDENT CAREERS SERVICE

Don't forget the Student Careers Service offers one to one appointments and Touch Point all year round.

## UCAS APPLICATION AND CAREER CHOICE

Levels 2 and 3

**October and November**

Suitable for 16 to 18 and 19+

For students who are progressing to Higher Education or on the pathway to progress. This tutorial will look at the UCAS application process, when and how to use APPLY, making the right choices and researching the right course for the right career.

## CAREERS LANGUAGE FOR ESOL

Entry 3 to Level 1

**October to January**

Suitable for 16 to 18 and 19+

This is for students who are learning English and may find it difficult negotiating the language we use in careers and how to ask for support. It will give you some insight into the terminology used such as CPD and LMI.

## NEXT STEP FOCUS CHOICES/OPTIONS

Levels 1, 2 and 3

**November and December**

Suitable for 16 to 18 and 19+

In this tutorial we will:

- Help you to think about how prepared you are for your next step
- Consider the options that might be open to you:
  - Further education
  - Higher education
  - Employment
  - Apprenticeship
  - Volunteering
  - Gap year.
- Discuss techniques to help you make the right choice
- Show you resources to help you to find relevant information
- Tell you how to get further help from the Careers, Employability and Welfare Team.

Based on Level 3 Advance Careers in Tutorials Teams folder.

## HIGHER EDUCATION FUNDING OPTIONS

Level 3

**February and March**

Suitable for 16 to 18 and 19+

For students who are progressing to Higher Education. This tutorial will look at funding for student finance and will cover:

- What support you can get?
  - Student Finance England
  - NHS Training Grant
  - University and College bursaries/scholarships.
- When and how to apply?
- Repayments and interests on loans
- Budgeting and key messages.

Based on current SFE presentation.

## MANAGING UCAS OFFERS

Level 3

**February and May**

Suitable for 16 to 18 and 19+

In this session we will:

- Help you to understand your UCAS offers
- Share useful resources to help you make your decision
- Show you how to respond to your offers
- Make you aware of the important deadlines in the process
- Talk about options in UCAS Extra and Clearing
- Show you how to seek further advice from the Careers, Employability and Welfare Team.

Based on Tracking and Managing Your UCAS Offers in Teams Tutorials folder.

## JOB LANDSCAPE AND FUTURE OPTIONS LMI

Level 3

**March**

Suitable for 16 to 18 and 19+

Find out about the Greater Manchester jobs landscape and start to understand what LMI is and why it is important. The session will cover:

- What is LMI and what can affect the labour market?
- How the labour market has changed
- The GM picture – thriving and key industries
- Focus on – we will add LMI specific to your curriculum area
- Show you where to start your research
- Show you how to seek further advice from the Careers, Employability and Welfare Team.

## EMPLOYMENT AND SKILLS

Levels 2 and 3

**January and February**

Suitable for 19+ only

In this session we will:

- Look at how to research job roles on the National Careers Service and Icould.com
- Discuss the skills you have and how these can be used on your CV
- Discuss your job/volunteer history
- Help you to create a CV by completing pro-forma
- Help you to create a cover letter and speculative letter
- Look at useful job search websites and talk about how to register on them.

## ENTREPRENEURSHIP

Level 3

**April**

Suitable for 16 to 18 and 19+

The session will explore entrepreneurship within your chosen industry, whether working within an organisation or for yourself. The session will cover.

- What is Entrepreneurship?
- The benefits of developing entrepreneur transferable skills:
  - Leadership, problem solving, communications
  - Creative thinking, project management, networking
  - Risk taking, strong work ethic.
- How entrepreneurship will support career progression:
  - Industry connections
  - Professional insight
  - Opportunities for the future
  - Finding an industry mentor
  - Benefits of being a mentee
  - Advice for finding a good mentor
  - Mentoring networks within TMC
  - Organisations that support business start-up.

## CAREERS AND PROGRESSION OPTIONS

Level 1, 2 and 3

**April and May**

Suitable for 16 to 18 and 19+

We can help you to understand your career and progression options. We will cover:

- Are you on track?
- Levels of education
- The importance of English and maths
- Consider the options that may be open to you:
  - Further / Higher education
  - Employment
  - Apprenticeship.
- Understanding transferable skills
- Where to start your research
- Show you how to seek further advice from the Careers, Employability and Welfare Team

Based on Research and Apply for HE 2022 in Teams Tutorials folder.

## UCAS APPLICATION AND CAREER CHOICE

Level 2 or year 1 of a two-year course

**June**

Suitable for 16 to 18 and 19+

In this session we will show you how to:

- Start to make career choices or check out and confirm career ideas you may already have
- Carry out research into career ideas using trusted resources
- Link your career ideas to higher education courses
- Link your higher education course choices to careers
- Compare different types of courses, colleges and universities
- Make sense of entry requirements and understand tuition fees
- Start your application and work towards application deadlines (Level 3 only).

Based on Level 3 Advanced on Track in Teams Tutorials folder.



# ACCESS TO INDUSTRY AWARD

The most important thing to know about finance and funding if you are 16-18 years old, is that you will not have to pay any course fees or exam costs at The Manchester College, but there may be things you find you need to pay for such as food, travel, and uniform. Eligible students can apply for financial support through the Access to Industry Award.

## TMC GO

If you are not eligible for free bus travel via Our Pass, The Manchester College will give you the same opportunities with TMC GO. This will operate on your College ID badge and can be used on public transport as a travel card, for bus travel only. You will be able to renew your travel award every 28 days at your campus reception.

Additionally, if you are eligible for Our Pass or TMC GO but are struggling to get to College by bus or it takes too long, you can make an appeal for alternative transport methods.

## GO EAT

We know that eating a balanced diet is essential for your overall health and wellbeing. We can provide up to £4 a day to use in our canteen facilities on every campus, where you will find a range of meals designed for any tastes and dietary requirements.

You will receive the funds loaded onto your ID card. If you cannot access the cashless, on campus system, an appropriate alternative payment method will be put in place.

If you are in College from 8:45am to 9:45am, take advantage of FREE Tea and Toast for all 16 to 18 year olds, you will just need to show your ID badge.

If you are in receipt of a means tested benefit, child tax credits or Universal Credit you may be entitled up to £20 (depending on profile) meal allowance per week when in College and when off-site as part of your Programme of Study, for example, when carrying out a work placement or work experience.

If you are 19-24 years old with an Education, Health and Care Plan (EHCP) you may also be entitled to support with meals.

## KIT UP

If you are aged 16-18, for some courses you will be required to buy some equipment, which you can take into employment once you complete your studies, to pursue your chosen career. If eligible we will give you what you need to achieve and progress into employment.

Course examples of where specialist kit and/or equipment is required:

- Catering
- Construction
- Hair and Beauty
- Travel and Tourism

Please note there may be a contribution expected from yourself, depending on the cost of the kit.

## LAPTOPS

If you do not have access to a piece of IT equipment for independent study, then you can book College computers or laptops through the Learning Resource Centres to work on whilst on campus.

## BREAKING BARRIERS

All students may face times when a little extra support can go a long way. This may be an unexpected bill, clothes for an interview or placement or due to the cost of living, you may need some essential items or some groceries. We are here to help remove any short-term barriers. Our financial support advisor can also work with you to support any longer-term plans to enable you to deal with anything you may come across in the future. You can download a Breaking Barriers application form from the College website.

In addition, we will provide funds for childcare up to a maximum of £300 based on two children.

## WHAT DO YOU NEED TO APPLY?

When making an application for the Access to Industry Award we will ask for some personal details, such as household income and welfare benefit income.

It is one single process to apply for the awards and you will be notified by text or email if you are eligible for support. Find out if you are eligible on the College website.

## HOW DO I APPLY?

Access to Industry Award applications can be completed at enrolment or via the College's online Apply Portal.

For Breaking Barriers, you can download an application from the Fees, Finance and Funding page. Once complete, send it to [careers&welfare@tmc.ac.uk](mailto:careers&welfare@tmc.ac.uk) or speak with an advisor on site.

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

To find out if you are eligible, and for further information please visit our website or speak to an advisor.

Visit the website:



The Manchester College is part of:



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The Manchester College is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

This information is also available in a range of formats, such as large print, on request.

[tmc.ac.uk](http://tmc.ac.uk)



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