



Business & Professional



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It starts with you

Whether you want to start your own enterprise or enjoy a high-flying career with a global brand, a business qualification can give you a head-start.

Few sectors are as diverse as business and few qualifications can open quite as many doors. There are more than 22,000 companies in Manchester alone and millions more across the UK. Most employ a number of staff in areas such as HR, accounting, sales, legal professions, digital marketing and communications.

The world of business is also incredibly fast-moving. New trends, technologies and working practices emerge on an almost weekly basis. Many companies are moving away from the fixed desk, shirt and tie approach in order to embrace a more flexible working style. Now more people than ever before are founding their own start-ups, from small digital agencies to huge tech companies.

With over 320,000 jobs in Manchester's business, accountancy and finance sectors alone, there are enormous opportunities if you have the ambition, the determination and the will to succeed. Other than those key qualities, all you need to start on your path is a keen interest in how business works, as we'll teach you the rest. And, as you move up to higher qualifications, you can choose to specialise in the areas that interest you the most.

At The Manchester College, our courses offer much more than just tutor-led classes, you'll also benefit from a wide range of other activities to give you a greater understanding of the business landscape, such as work placements, visits to businesses, and projects with real employers.

It's a world away from school, but it's the best way to get you started on your journey to amazing.



Careers information



JOB FIGURES

There were approx. **63,882** employees working in the Business sector in Greater Manchester in 2021, this is predicted to increase by **4.2%** by 2025.



AVERAGE EARNINGS

Average wage in Greater Manchester is **£32,007** per annum (2021).



REPLACEMENT DEMAND

15.6% of the current workforce will be reaching retirement in the next 10 years, meaning those jobs will need replacing.



WORKFORCE SPLIT

Currently **54.7%** of the workforce are male.

Types of jobs available	Skills needed	Examples of GM employers
Business Analyst	Attention to Detail	BNY Mellon
Business Development Manager	Communication	Capgemini
Human Resources Officer	Customer Service	Co-Operative Group
Management Consultant	Marketing	Deloitte
Marketing Executive	Microsoft Office	Ernst & Young (EY)
Office Manager	Organisation	KPMG
Receptionist	Planning	Lloyds Banking Group
Sales Manager	Problem Solving	NHS
Secretary	Project Management	Pie Analysis
Training Manager	Sales	PwC

Data sourced from Lightcast March 2023.

**FIND OUT
MORE HERE**



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What our students say

I chose to study Finance at The Manchester College to gain experience because you get work placement hours and gain a lot of understanding about the finance world, to do with money and regulations.

We go to different banks and learn about news around the world, globalisation, regulations, as well as doing a lot of group work. We've done industry visits too like when we went to DF Capital.

Throughout the course you get a lot of resources - online bookkeeping sessions, ACCA content, the ISI, so you can use them to your advantage. Our tutors are very supportive, they try and get the best out of you.

After my T Level I plan to do an apprenticeship in accounting or auditing. My dream job is to be an auditor or a financial advisor.

Kiere Murray
T Level in Finance

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“

I chose to study business because I have always been fascinated by how companies operate and succeed. I'm also interested in the aspect of business management and opportunities to develop my leadership skills.

I really enjoy the diversity of the course which covers everything from marketing and finance to human resources and business decision making. The facilities at the College are advanced, especially the digital resources and the business model software that provides a hands-on learning experience. The tutors are also a highlight because they bring real work experience to the classroom.

Key skills I have learnt include analytic skills and how to manage complex data. My time management has also improved by submitting my assignments on time and my communication skills have also improved both in writing and presenting.

Additionally, I have learnt project management and team working skills through group projects, for example, holding a student conference and managing an event.

I had the opportunity to do my work placement at AutoTrader where I assisted with different roles, for example, developing marketing strategies and coding for a website. It was incredibly rewarding to apply all those tools that I learnt in class to the real world.

Khola Sikander
Level 3 Business Venture with Entrepreneurship

”

Meet the team

The business world doesn't stand still – new trends, technologies and focuses emerge all the time. When you choose The Manchester College for your course, you'll be taught by people with real-life experiences of working in the world of business, a true interest in keeping up-to-date with new developments and a love of sharing their knowledge with their students.



Jill Riley
Assistant Principal

Jill has worked in further education for over 30 years and is passionate about enabling students to be the best they can be and so that they can progress into exciting and fulfilling careers.



Peter Green
Head of Department - Adult

Before joining the College, Peter spent a significant number of years working within the retail sector. He held management positions at high street brands such as Homebase and Sainsbury's, focusing on visual merchandising and other key areas. Peter has been at the College since 2003 and taught on various business courses, specialising in marketing.



Ayesha Akhtar
Head of Department - 16-18

Ayesha has been part of the business team since 2014. A law graduate, she has incorporated more legal units in some of our business qualifications, ensuring students gain a greater understanding of complex areas such as contract law and legislation in the workplace. Ayesha also often brings in guest speakers to deliver lectures on specialist subjects.



Julie Inman
Department Team Leader

Julie teaches Business, Finance and Accounting courses from Level 2 to Level 6 and is passionate about getting students excellent results to ensure their successful progression into a dream job. She has worked in roles from administrative assistant to senior management and has extensive experience in project, operations, facilities management and regional quality reporting.



Ellie Mitchell
Tutor and T Level Lead

Ellie is our T Level Finance Lead and is passionate about delivering a course in line with the skills employers in the industry are looking for. She works very closely with employers to create an industry-led qualification that will equip students with the knowledge, skills and behaviours required for both industry placements and future careers.



Scan here
to read more
about our tutors

Our locations

Our Business and Professional courses are offered at campuses across Manchester.

Each campus has great transport links, well-equipped classrooms, and plenty of opportunities for socialising. Many of the campuses also offer extra facilities, such as cafés, beauty salons and theatres.

Our Level 1 course is taught at our Wythenshawe and Harpurhey campuses, while our Level 2 and 3 courses, including T Levels, are based at our City Campus Manchester.

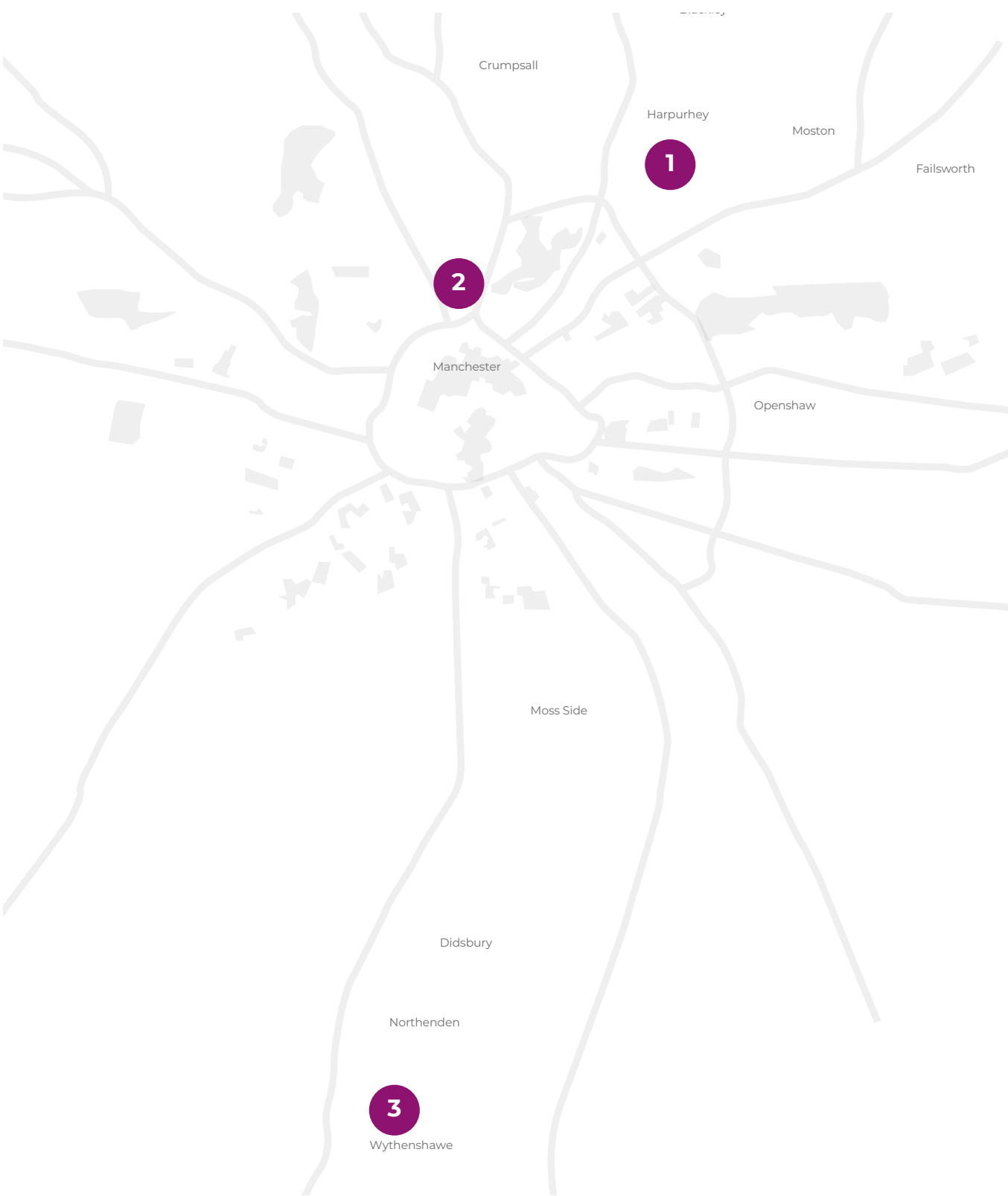
In September 2025 we will open brand new facilities for your course in a new four-storey building next door to City Campus Manchester.

You will be located close to both our employer partners and potential future employers, improving accessibility to the work experience and industry placements you will undertake while completing your course.



The extended City Campus Manchester will include:

- an Esports room with 16 gaming stations which will also be available for enrichment
- a Click Studio and repair lab run by students as part of their curriculum where you will be able to have your equipment repaired
- an incubator Hub where our industry partners for Business will come and work with students on their projects. This will also be available for students to use as an office when their industry placement requires them to ‘work from home’
- a roof terrace for socialising with friends
- an extended library
- plus IT suites and classrooms.



- 1 Harpurhey Campus**
Rochdale Road, Harpurhey, Manchester, M9 4AF
- 2 City Campus Manchester**
60 Great Ducie Street, Manchester, M3 1PT
- 3 Wythenshawe Campus**
Brownley Rd, Wythenshawe, Manchester, M22 9UH

Get career ready with us

We passionately believe in helping you reach your ultimate goal, focusing on your future employability and developing the knowledge, skills and behaviours you will need to have a successful career.

Many of our programmes of study have been co-developed with industry partners. Working so closely with industry partners means you'll benefit from courses that are aligned with current industry skills and demands as well as a range of industry-level activities and lessons.

Once you complete your journey with us you will have the qualifications you need to take the next steps towards an amazing career, as well as the knowledge, skills and behaviours that will help you stand out to future employers.

Study Programmes

We offer qualifications from Level 1 to Level 3, including T Levels.

If you haven't already obtained a Grade 4 GCSE in English or maths, you'll study to work towards achieving this qualification. This is a mandatory requirement and it's also essential you achieve this for many careers.

Employability

To prepare you for your future career, you'll take part in a range of 'employability' activities to equip you with the knowledge and experience of the careers available to you.

You'll be assigned an Employability Co-ordinator and will take part in a wide range of activities that will help you develop the knowledge, skills and behaviours you'll need to thrive in the workplace.

Industry Expertise

You will get the opportunity to take part in masterclasses and lessons delivered by industry experts, visits from guest speakers within the sector and industry-standard projects, that will see you working on the kind of tasks you'd be completing once you begin your career in the business industry.

Work Experience or Industry Placement

As part of your course you are required to take on external work experience. We will help you find a suitable placement. While there, you'll help with day-to-day tasks and shadow staff to develop the knowledge, skills and behaviours that are expected in the workplace and broaden your knowledge of the industry.

Previous students have worked with:

- AutoTrader
- DF Capital
- Equans
- EY Foundation
- Ideas Foundation
- Manchester City Council
- Northern Trains and Talent Foundry
- Pie Analysis

You may be able to apply for an industry placement offering a longer period of experience with a leading employer, depending on your course.

An industry placement gives you in-depth knowledge of the industry, allows you to gain hands-on experience and gives you an insight into career pathways.

With a placement, you're taking that all important first step onto the ladder; many of our students even go on to gain paid employment with their industry placement employer at the end of the year.

Work Related Activity

There are so many careers in the business sector and we want to help you explore as many as possible during your studies.

We organise lots of work-related activities to help you discover more about the opportunities that might be open to you. You could soon be taking part in activities such as:

- Hearing first-hand accounts from business leaders and entrepreneurs
- Masterclasses from leading employers and brands
- Trips to businesses both locally and nationally, to learn what it's like working in a business.



Study for a Technical Level (T Level) qualification in Business Management and Finance

T Levels are a new two year technical programme that provide you with a high-quality alternative to A Levels.

They have been developed in collaboration with employers, and combine theory, practical and classroom learning with a minimum 45 day industry placement. If you opt to take a T Level you will spend 20% of your time on an industry placement and 80% in the classroom.

After completing the course you can progress directly into work, on to a Higher Apprenticeship or even move on to study a university degree, as T Levels are awarded UCAS points.



T Award

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

- £300 per year bursary*
- Access to industry standard laptop* (as appropriate)
- Opportunity to take part in exciting college-wide competitions
- Minimum 20% delivery by industry experts
- Minimum 45-day industry placement
- Free branded work wear
- Masterclasses
- Digital upskilling
- Bursary incentive if progressing to UCEN Manchester
- Guaranteed progression to a higher education course at UCEN Manchester
- Use of industry based software
- And much more.

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



Courses

Level 3 | T Level | Accounting City Campus Manchester | Two Years

If you're interested in a career in accounting with a range of possible specialisms then this course is perfect for you.

You'll develop an understanding of a broad range of issues relevant to the sector by studying topics such as the business environment, fundamentals of law and financial accounting, regulation, security and risk, and professional services. As well as this, we'll also help you to develop your research skills, project management, professionalism, and ethics within accounting.

Level 3 | T Level | Business Management and Administration City Campus Manchester | Two Years

If you have a brain for business and love getting stuck into the details of planning and management, then our Business Management and Administration T Level could be perfect for you.

You'll learn about large organisational structures and their event management processes while learning how to project manage more effectively. We'll help you to develop your leadership skills, financial management awareness and planning strategies needed for modern day business. As well as all that, you'll also study topics including business context, quality compliance and change management.

Level 3 | T Level | Finance City Campus Manchester | Two Years

The financial services industry is one of the largest employers in the UK. It is a diverse industry covering areas such as banking, insurance, and wealth management. Money, protecting our assets and our future wealth are important to all of us. This is a fantastic industry with growing opportunities, calling for a variety of skills from its staff.

This course will help you develop an understanding of a broad range of issues relevant to the sector, including; the business environment, fundamentals of financial accounting, data driven innovation, analytics, design thinking and professionalism with compliance and ethics.

For those who don't meet the entry requirements and would still like to pursue a T Level, there is the option of a one-year Level 2 T Level Foundation Year.

This Foundation Year will allow you to gain a qualification and move on to study one of our T Levels the following year.

Level 2 | T Level Foundation Year | Business Management, Finance and Accounting City Campus Manchester | One Year

You'll learn how businesses are structured whilst gaining valuable industry skills by studying the key areas that employers are currently looking for skills in including organisational structures, event management, project management, leadership skills and finance as well as undertaking an industry placement.

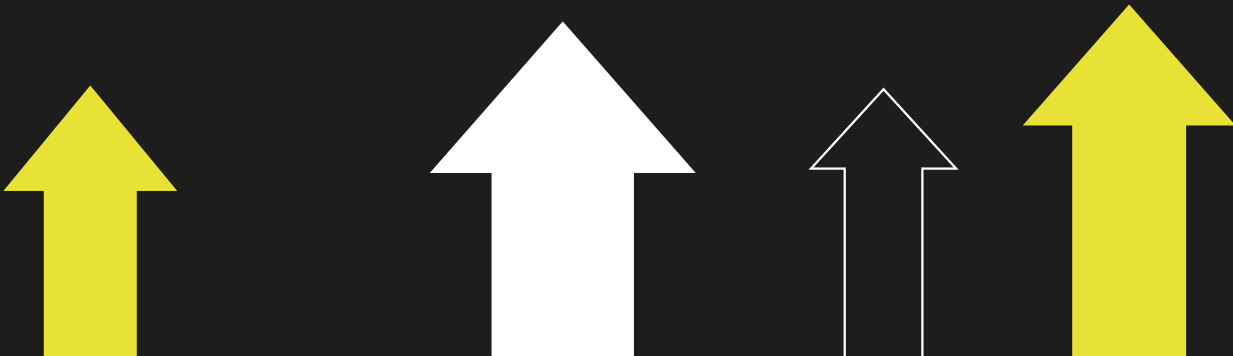
Once you complete the qualification you'll be ready to progress on to a Business Management and Finance T Level the following year.

Jump Start To T Levels

Both our T Levels and T Level Foundation Year require you to complete our Jump Start to T Levels programme as an entry requirement.

This programme is a two-week introduction to our T Level and T Level Foundation Year programmes, where you can meet your tutors and experience what studying a T Level at The Manchester College is like.

To apply or find out more about our T Levels and T Level Foundation Year programmes, visit our Industry Excellence Academy website: industry-excellence.tmc.ac.uk/t-levels



Courses

Whether you want to start your own enterprise or enjoy the benefits of a high-flying role with a global brand, if you're aged 16-18 our business courses are designed to help you kick-start your journey.

Level 1 | Introduction to Business

Harpurhey / Wythenshawe | One Year

Working with industry-standard tools and software, this course will help you develop the all-round technological skills required to move onto further studies in business.

You'll explore a variety of transferable and sector specific skills such as organisational skills, research, progression plans and teamwork as well as studying business industry-based projects.



Level 2 | Business Skills with Entrepreneurship

City Campus Manchester | One Year

Whether you want to set up your own company, help develop a family business or oversee a department in a large corporation, you'll need the same employability skills and knowledge of the business world to succeed. That's where this course can help.

You'll learn all about how businesses are created and structured, and the impact of different ownership models on both individual departments and the business as a whole. We'll help you to explore all the skills and techniques you need to effectively manage a business, from tracking spending and income to overseeing resources and deciding where they should be allocated.

Alongside all of this, you'll be developing a number of interpersonal skills and qualities that will help you in whatever career path you choose, including providing excellent customer service, being organised and working with others.

You can earn a Level 2 Award or Certificate, depending on the number of units you take, and you'll get the chance to work with large, well-respected businesses in Manchester on special projects.

Level 3 | Business Venture with Entrepreneurship

City Campus Manchester | Two Years

If you want to enhance your entrepreneurial skills even further and develop the insight, knowledge and abilities to stand out and succeed in any business situation, then this Level 3 qualification could be just the course for you.

Whether you're learning how to start a company from scratch or how multinational corporations operate, you'll look at a wide range of topics relevant to every aspect of business. You'll take a close look at human resource management and find out how different departments work together to ensure their activities benefit the business as a whole.

We'll also help you to understand globalisation and how it impacts international businesses, and cover a multitude of other topics, such as business law, finance and accounting. You'll even learn about marketing and the different methods used to promote brands.

The overall focus will be ensuring you're ready to start a career in the ever-competitive business world. In your second year you'll have the opportunity to specialise in the area of business that you enjoy and want to pursue, whether that's marketing, finance, law or if you prefer, you can continue to study the overall business landscape.



Courses for Adults

If you're over 19, we offer a wide range of courses in areas such as accounting, business administration, law and professional development starting throughout the year. These can help you to upskill and strengthen your CV, whether you want to start a new career or progress in your current role.

At The Manchester College we believe that finances shouldn't be a barrier to your success, so if you have any questions about course fees, finance or funding then please contact careers&welfare@tmc.ac.uk or you can find out more about the support available by listening to our podcasts on funding at tmc.ac.uk/podcast or by visiting tmc.ac.uk/study-with-us/fees-finance-funding/19

Accounting

Bookkeeping | Day | Level 1

Accounting (AAT) | Day/Evening | Level 2

Accounting (AAT) | Day/Evening | Level 3

Accounting (AAT) | Day | Level 4

Business

Customer Service | Level 1

Essential Business Skills | Entry Level 3 and Level 1

Digital Skills

Essential Digital Skills | Entry Level 3 and Level 1

Law

Legal Foundations Award | Level 2

Conveyancing Law and Practice (CLC) | Level 4

Conveyancing Law and Practice (CLC) | Level 6

Management

Starting and Managing Your Own Business | Level 2

Institute of Leadership and Management (ILM) | Level 2

Institute of Leadership and Management (ILM) | Level 3

Institute of Leadership and Management (ILM) | Level 5

SUPPORTED LEARNING

Promoting independence
through accessibility and
inclusion

Have you received learning support in the past? Do you have an Education, Health and Care Plan or an identified Special Educational Needs or Disabilities (SEND) need? Our Supported Learning team can help students with SEND to achieve their aspirational career goals.

We provide a highly personalised offer for students to create a supportive learning environment for all. Whatever course you choose to study, our provision is specifically designed to support you on your journey to independence and into further education or employment.

Find out more about how we can help you:
tmc.ac.uk/supported-learning



We'll help you Accelerate2industry

As soon as you enrol on a Business course, we'll start talking to you about the opportunities that could be open to you in the future. To guide you through the process and help you achieve your aspirational career goals, we've teamed up with our higher education partner, UCEN Manchester, on an exciting initiative.



Ultimately, the aim of Accelerate2Industry is to help you progress into either higher study, higher education with UCEN Manchester, or your chosen career.

The initiative runs throughout the academic year and there are three distinct phases:

Step 1 - Plan >>>

Find out about the options available to you at the end of your study programme.

Step 2 - Pass >>>

Your tutors will speak to you about what you're planning on doing next year and support you to secure the grades you need to move on to the next phase of your journey.

Step 3 - Progress >>>

Your tutors will ensure that you have all of the information and support you need to re-join us in September or progress on to university, employment or an apprenticeship.

Progressors Award >>>

Do you want to study with a higher education provider that offers something a little bit different and delivers courses that are career focussed and lead you straight into employment? If so, our Progressors Award is just for you.

The award is open to all Level 3 students at The Manchester College that, upon completion of their course, enrol onto a higher education course at UCEN Manchester. The Progressors Award is currently £200. Please check the amount, eligibility, and terms and conditions ahead of making your progressors application to UCEN Manchester during your final year of Level 3 study.

Book a campus tour, taster session or other support session with the UCEN Manchester Outreach Team by contacting HEfutures@ucenmanchester.ac.uk.

Scan for more information, advice and guidance.



DEGREE LEVEL

Once you've completed one of our Level 3 Diplomas as part of our Centre of Excellence or Industry Excellence Academy, you'll have the opportunity to progress onto our professional or degree level qualifications at UCEN Manchester's School of Business and Law.

Study a Foundation Degree in Business Management

You'll cover a range of topics, including:

- Sustainable development
- Innovation and creativity skills for business
- Accounting and fintech for managers
- Principles of strategic management

This is a two-year course, that allows you to progress onto a one-year (top-up) degree to obtain an Honours degree.



For more information or to apply
visit ucnmanchester.ac.uk

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My tutors have been incredible and are able to offer a unique perspective on things, they have a great understanding of what we're all going through.

The transition from The Manchester College to UCEN Manchester was really easy and straightforward. I weighed up all my options before coming here but was reassured by the one-to-one support on offer and the small class sizes.

Ben Goldsmith,
Business & Law Student

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How to apply

Applying to study at The Manchester College is really easy. Just follow these steps and you will be on your journey to amazing in no time.



Step 1

Visit **tmc.ac.uk**



Step 2

Choose a course, apply at an open event, online or mobile



Step 3

Receive a conditional offer - you must accept this within 12 weeks



Step 4

Book to attend an interview



Step 5

Register to attend our New Student Welcome Day on 30 June (16-18 only)



Step 6

We will invite you to enrol in August or September after you receive your results (if applicable)

What's next?

Find out more and apply

To find out more about Business and Professional at The Manchester College and to apply scan the QR code or visit: **tmc.ac.uk/business**



Visit us

Join us at one of our open events throughout the year to learn more about our courses, tour our facilities, speak to our tutors and much more. To find out when our next open event is taking place and to register your place visit: **tmc.ac.uk/events**

Stay in touch

Follow us on our social media channels:

 **The Manchester College**

 **@TheMcrCollege**

 **@TheMcrCollege**

 **@themcrcollege**

Contact Us

Got a question about one of our courses, about The Manchester College or just need to get in touch? Contact us:

 **enquiries@tmc.ac.uk**

 **03333 222 444**



The
Manchester
College®
be amazing



The Manchester College is committed to equality of opportunity, non-discriminatory practices and supporting individual learners. This information is also available in a range of formats, such as large print, on request.