



INTERNAL PROGRESSION

AGREEMENT

THE MANCHESTER COLLEGE AND
UCEN MANCHESTER OFFER
TUTOR INFORMATION PACK





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INTRODUCTION

WHAT IS THE AGREEMENT?

Our exciting and engaging Information, Advice and Guidance (IAG) activities and events are delivered onsite and offer an impartial perspective on both traditional and non-traditional pathways into Higher Education (HE). This is offered in partnership with the Careers, Employability and Welfare team, Future U Progression team and Greater Manchester Higher team as part of the National Collaborative Outreach Programme (NCOP).

UCEN Manchester is part of Greater Manchester (GM) Higher, a collaboration of universities and Further Education (FE) colleges from across GM, who are working together to provide high-quality outreach activities for local schools and colleges, as part of the Higher Education Funding Council for England (HEFCE) funded NCOP. GM Higher aims to improve the provision of information, advice and guidance about HE progression routes HE and improved information about the variety of HE options for students and their key influencers. The overall aim of the NCOP programme is to work towards the Government's goal of doubling participation in HE among disadvantaged groups by 2020. The programme is collaborative, impartial and targeted.

Through this agreement we are collectively helping and supporting students to gain an early understanding of their options for the future, by introducing themes of HE and the different programmes and routes that are available to them, including higher and degree apprenticeships, vocational qualifications and more traditional academic qualifications.

With the aim of raising aspirations, this programme of activities provides a solid foundation for The Manchester College students to make informed decisions about their future. By combining all available activities delivered across College, the aim is that colleagues will use a Single Point of Contact (SPOC) for all progression needs.

The SPOC is: UCEN Manchester's Future U Progression Team-
futureuprogession@ucenmcr.tmc.ac.uk



WHY SHOULD MY STUDENTS TAKE PART?

We believe that HE events and activities help raise aspirations to continue with educational journeys. Your students will have the opportunity to engage in interactive workshops, presentations and activities to develop their skills and confidence. The joint The Manchester College and UCEN Manchester offer will help your students make important decisions about their future.

Our activities can also contribute towards Gatsby Benchmarks, as well as Ofsted objectives, by supporting students to make 'choices about the next stage of their education.'

WHAT DO THE EVENTS INVOLVE?

Generally, activities will involve attending interactive masterclasses, taster days, workshops and presentations led by The Manchester College and UCEN Manchester's Careers, Employability and Welfare team, and the Future U Progression team. The aim of these sessions is to provide a broad insight into HE.

Following this, optional activities can be booked to meet the needs of your students. This could involve a HE student panel, so your students can engage with current HE students, or support with budgeting and revision skills. You can find out more about mandatory and optional activities below, or by contacting the Future U Progression Team.

WHAT IS THE OFFER?

The offer is available to all Level 3 students and is a mandatory offer accessed as part of their employability tutorial hours.



SESSIONS

Tutors should email the SPOC to book these activities.

Level 3 Year Group	Delivery month	Session time and length	Session title	Session description
Year 1	September - February	45 min presentation	Routes to Higher Education. Why HE?	This presentation introduces students to Higher Education and the lifelong benefits attending university can offer. It will also explore non-traditional routes, such as Higher and Degree Apprenticeships, as well as looking at options to study a HE qualification in a FE setting. The session will encourage students to undertake their own research into different courses and options.
Year 1	September - February	45 min presentation	Higher Education at UCEN Manchester	This presentation provides all the information a College student would need to know about progression to HE with UCEN Manchester. Including course offer; benefits of studying college HE; the UCEN Manchester Future U support package and bursaries; applications and an introduction to student finance.
Year 1	May-July	Half day curriculum taster	UCEN Manchester taster days	Taster days are half-day practical curriculum activities delivered at UCEN Manchester campuses.
Year 2	October-December	Variable - can be delivered in class or at UCEN Manchester classes	UCEN Manchester Master Class	Masterclasses are in-class sessions delivered by UCEN Manchester curriculum tutors, providing a hands-on experience of UCEN Manchester courses.
Any	October-July	Variable	Careers advice, drop-ins and appointments	Careers, Employability and Welfare offers students the chance to have an interview with a Level 6 qualified Careers advisor. In addition we have daily drop-ins on all sites for quick questions.
Year 2	February and March	45 min presentation	Student Finance session	This presentation provides all the information a The Manchester College student would need to know about the funding available at Higher Education.
Year 1 and 2, Adults Levels 2 or 3	October-December	45 min presentation	UCAS Application session	This presentation provides all the information a The Manchester College student would need to know about applying to Higher Education, how to choose the right university and careers choices.

OPTIONAL SESSIONS

We also have some optional activities available for you to book, which support the other required sessions.

1. Managing UCAS offers and preparing for results day

This session provides an insight into the different types of offers made to students (including unconditional offers) and how best to make informed decisions. It concludes by looking ahead to results day.

45 minute presentation

2. Degree or Apprenticeship?

This can be one of the main decisions for post-16 students and with the introduction of Higher and Degree Apprenticeships, there is potential to have the 'best of both worlds', without the tuition fees. The aim of this session is to provide students with the knowledge required to make an informed decision about which pathway suits them.

20 minute presentation or 45 minute workshop

3. Preparing for HE Open Days

This session looks specifically at how to get the best experience from a university open day and what sort of questions to ask. We recommend that this content is delivered to first year Level 3 students from the spring term onwards.

45 minute workshop

4. 'A Day in the Life of' a HE student

Find out what HE is like from those who know it first-hand. We will cover Students' Union activities, clubs, societies and the overall experience as a UCEN Manchester student. We can cover all of this in a workshop, or an informal chat, with the Recruitment Team and Student Advocates.

30 minute workshop

5. How to Research HE

This session supports students by showing them how to research what is important to them, making sure they find the course, institution and student life which suits them.

1 hour workshop this requires access to a computer room

6. Budgeting while studying

Using real life Student Finance scenarios, this session provides the skills learners will need to manage their finances.

45 minute workshop

7. Mentoring

The mentoring programme is delivered online, ensuring safe and secure access anytime, anywhere. All communication takes place through 'Brightside's' dedicated online mentoring platform. Students will be matched with an online mentor and they will send and receive messages, and complete e-learning activities designed to support them.

Duration of the mentoring programme varies from 6-12 weeks

8. Trips to HE institutions

GM Higher partner institutions deliver a number of subject-specific activities designed to enhance students' current learning, while offering an insight into HE subjects and disciplines.

Please contact SPOC for more information

9. Summer schools

Summer schools enable students to gain further insight into HE in a more focused environment at HE institutions. Summer schools take place over consecutive full days and some are residential, which provides the opportunity for students to stay in halls of residence.

June and July

10. Attend UCAS fairs

UCAS exhibitions help students explore a wide range of academic and career opportunities, and discover a future that is right for them. Join UCAS experts and hundreds of university representatives, employers, and gap year specialists.

The UCAS Manchester exhibition takes place in March

OPTIONAL SESSIONS

11. Mock Interviews

This session provides a full session the do and don'ts of University interviews. We can guide students through the different types of interviews to expect and how to deal with difficult questions.

45 minute presentation

12. Courses for careers

This can be one of the main decisions for post-16 students and Adults, choosing the right course is essential depending on what career they want. We can help students make informed choices.

45 minute workshop

13. Welfare Matters: appointments and drop-in

Available all year, we have daily drop-ins and booked appointments. Advisors can support students to break down barriers to learning. This can include financial, personal or social issues.

45 minute appointment or 10 minute drop-in

14. Progression for ESOL

English and Maths are essential for progression, but what can ESOL students do next? We take students through their options, whether its further study or employment.

45 minute presentation

15. Free assessments and Financial Health Checks

We can support student to determine what funding is best for them and check their Home Fee Status and Residential Category.

45 minute appointment or 10 minute drop-in

16. Naric qualification comparison

If students have studied overseas, it's hard to know what qualification they may have in the UK. We can use a professional recognised web based platform (Naric) to help students discover their UK levels.

45 minute appointment or 10 minute drop-in

17. Employability and Enterprise

Are students looking for a great CV, need support looking for work or just don't know where to start? Our workshops can support students in a variety of ways to find that perfect career.

45 minute workshop

FREQUENTLY ASKED QUESTIONS

IS THERE A LIMIT ON THE NUMBER OF PLACES PER CURRICULUM DEPARTMENT?

For the mandatory and optional, there is no limit on the number of places per curriculum department. However, we may split groups to ensure that students get the most out of the day.

For some optional events, there may be a limit on spaces as we will try to allocate resources fairly across all curriculum areas. The Future U Progression team will let you know if this is the case.

HOW MUCH DOES THIS COST?

All events are free of charge.

DO WE PROVIDE TRANSPORT?

Transport will be funded by UCEN Manchester, if the taster day is held at a UCEN Manchester site. For visits to HEI's and UCAS exhibitions, transport needs to be requested via the Future U Progression Team.

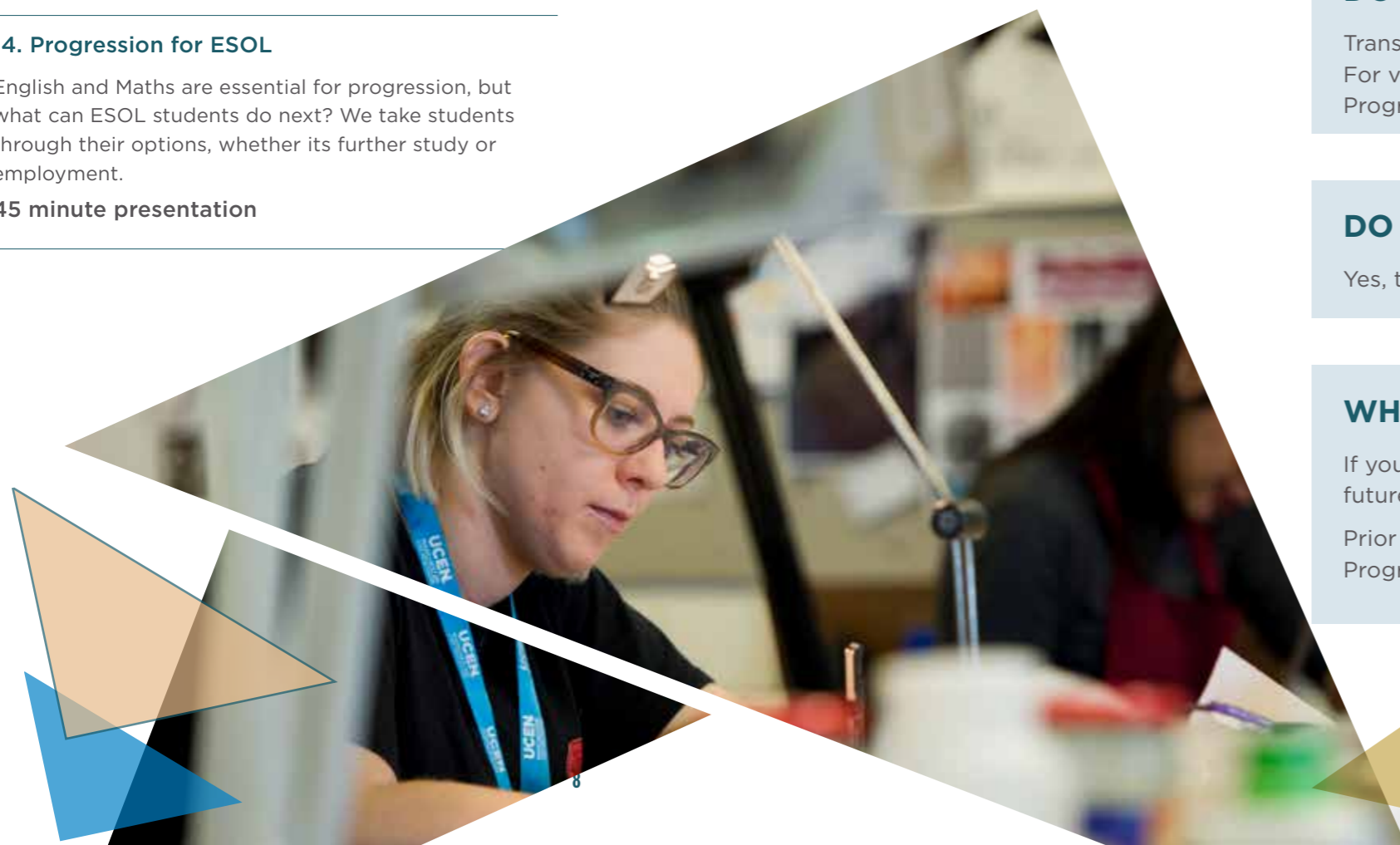
DO TEACHING STAFFING NEED TO ATTEND?

Yes, teaching staff must attend all activities.

WHAT TO DO IF YOU HAVE ANY QUESTIONS?

If you have any questions please contact the Future U Progression team on futureuprogession@ucenmcr.tmc.ac.uk

Prior to all events contact details of the delivery colleagues will be sent out by the Future U Progression team.



HOW TO APPLY

Booking process

Review all mandatory activities and contact the Future U Progression team using the below pro-forma to book an activity. The Future U Progression team will contact the relevant delivery colleagues and arrange the booking for you. You may be asked to provide further details about your class.

If you have completed/booked all mandatory activity, you may then access the optional activities to suit the needs of your class.

The Future U Progression team will track all activity delivered.

You can email to the Future U Progression team at futureuprogession@ucenmcr.tmc.ac.uk with your booking request and for further information.

INTERNAL PROGRESSION ACTIVITY BOOKING FORM

Please complete this booking form to request a workshop or presentation for your students.

A full list of workshops/presentations with descriptions is available in this booklet.

We will try to accommodate your first choice of date and time wherever possible.


The SPOC will in touch, via email, to confirm your booking.

Please note that the form must be fully completed for us to be able to process your request.

Please email all booking forms to futureuprogession@ucenmcr.tmc.ac.uk

Title of workshop/talk/activity:	
Date:	Time:
Group level and year e.g. L3, year 2:	Number of students:
Campus:	Room:
Computer access in room? Yes / No	
Teacher:	Email:





ARE YOUR STUDENTS THINKING OF PROGRESSING INTO HIGHER EDUCATION WITH UCEN MANCHESTER?

Students can benefit from our progression package worth up to £1300* over the course of their degree?

*Terms and conditions apply



The Manchester College and UCEN Manchester are 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.