YOUR PERSONAL JOURNEY STARTS HERE

BUSINESS AND MANAGEMENT
UNDERGRADUATE COURSES
2020/21 ENTRY
Have you always wanted to work in the Tourism, Events and Hospitality industry? Or maybe you already work in these industries but want to develop your knowledge and skills so you can move up the ladder into management?

At UCEN Manchester we offer opportunities to enhance your professional experience and increase your academic skills with Foundation Degrees in either Tourism Management or Events Management.

Both the Events and Tourism industry are dynamic, exciting and fast evolving, with increasing significance to the growth of global economies. At UCEN Manchester you will study a range of business and industry relevant modules to provide you with the knowledge of modern practices you need to be successful.

Our courses are designed to prepare students for a management career both in the UK and internationally.

UCEN Manchester offers support throughout your journey and help you to develop your academic ability to achieve your full potential. Our students graduate with the skills, competencies and behaviours that are sought by in their field and provide the opportunity to progress into further study at Level 6 in the future.

We are based in the heart of Manchester with participation and experience opportunities on our doorstep, experienced tutors provide up-to-date, relevant assessments allowing students to apply knowledge using real-life scenarios and support from a range of industry partners.

So what are you waiting for? We look forward to meeting you and supporting you on your journey to success.

Glynn Mason FdA, Cert Ed
Head of Department Tourism and Events
BUSINESS AND MANAGEMENT

Business, accountancy, finance and tourism are the fastest growing industries in Manchester, with more than 45,000 careers created in the past decade.

Our range of bespoke Business, Management and Professional programmes are perfect for career-focused professionals looking to work in these growing sectors.

We offer industry-recognised, high quality qualifications, as well as progression between Levels for the Association of Accounting Technicians, and the Chartered Institute of Marketing and Law, and you will learn on one of our UCEN Manchester campuses in the city.

Whether it is St John’s campus in the heart of Manchester’s financial district, or Openshaw campus with its dedicated learning resource centre, quiet study areas and state-of-the-art educational facilities, you will find an environment that helps you to thrive.

Our Business and Management undergraduate programmes are validated by:

- Manchester Metropolitan University
- Pearson

£810m is the value of the business, tourism, conference and events sub-sector in Greater Manchester; supporting almost 22,000 jobs*

Average class size of 20

Course Title | Page
--- | ---
HNC Business | 6
HND Business | 6
HNC Hospitality Management | 7
FdA Business and Management | 8
FdA Tourism Management | 10
FdA Events Management | 12

*AVERAGE CLASS SIZE OF 20

Course Enquiries: 0161 674 7777 | ucenadmissions@ucenmcr.ac.uk

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Business

OVERVIEW
Expand your interest and knowledge of business and explore the world of commerce and industry with this HNC in Business.

You will explore multiple topics and units that are extremely important in today’s business environment, covering business law, accounting, and leadership and management techniques.

Over the course of a year, you will build your specialist business knowledge, practical skills and understanding of key concepts, giving you a solid foundation to start an exciting career or progress onto further courses to continue learning and enhance your future job opportunities.

COURSE STRUCTURE
- Marketing Essentials
- Business and the Business Environment
- Business Law
- Entrepreneurship and Small Business Management
- Human Resource Management
- Management Accounting
- Management and Operations
- Managing a Successful Business Project (Pearson-Set).

HND

OVERVIEW
Enhance your skills and knowledge of business and explore the world of commerce and industry with this HND course, using brand new teaching methods launched in 2016.

New business modules align with the forever-changing business environment and, in the second year, you will develop a more extensive knowledge of the main topics of business. Throughout the course, you will build your core skills and explore the complex issues affecting business environments.

Complete the HND and advance onto a BA (Hons) (Top-up) degree, or start an exciting career in the industry with a range of job opportunities in front of you.

COURSE STRUCTURE
- Business Strategy
- Organisational Behaviour
- Business IT Systems
- Consumer Behaviour and Insight
- Developing Individuals, Teams and Organisations
- Research Project (Pearson-Set)
- Sales Management.

FACT FILE
Location
Openshaw Campus (see p.14)
Blended learning (Evenings and online)
Duration
HNC | HND: One year full-time or two years part-time
Start
January 2020
UCAS Code
Apply direct
Awarding Partner
Pearson

Hospitality Management

OVERVIEW
If you are determined to pursue a career in the Hospitality industry, this qualification will give you the subject knowledge and industry experience to meet the constantly evolving needs of students and employers.

Alongside hospitality specific training, students will study and develop their skills in management, leadership, innovation and entrepreneurship to maximise their employability in the global hospitality environment. This qualification will give students practical opportunities to develop their skills and network to help them progress in their career.

COURSE STRUCTURE
- The Contemporary Hospitality Industry
- Managing the Customer Experience
- Professional Identity and Practice
- The Hospitality Business Toolkit
- Leadership and Management for Service Industries
- Managing Food and Beverage Operations
- Managing Conference and Events

FACT FILE
Location
Fielden Campus (see p.14)
Duration
One year full-time or two years part-time
Start
September 2020 or January 2021
UCAS Code
H264
Awarding Partner
Pearson

ENTRY REQUIREMENTS
You will need 48 UCAS tariff points, for example from A Levels, a Level 3 Extended Diploma or an Access to HE Diploma in a related subject area.

Applicants who do not meet the standard entry criteria but have previous learning towards a university-level qualification, or relevant industry or life experience, will be considered on an individual basis and may be invited to interview.

CAREER OPPORTUNITIES
With this Pearson BTEC Qualification, you could follow a range of careers in hospitality management, including:
- Management
- Administration
- Human resources
- Marketing
- Entrepreneurship
- Accounting
- Finance
FACT FILE

Location
Openshaw Campus (see p.14)

Duration
Two years full-time or four years part-time

Start
September 2020

UCAS Code
NN12

Degree Awarding Partner

OVERVIEW

The FdA covers the key areas of business and management common to all business organisations. Through a combination of core business and specialist subjects, you will develop the work-ready skills needed to link the theory you have learnt to the practical demands of modern day management.

COURSE STRUCTURE

• Dynamic Business Environment
• Finance and Accounting Information for Managers
• Ideas, Creativity and Entrepreneurship
• Marketing and Operations
• Managing Effective Organisations
• Responsible Enterprise
• Understanding and Managing People
• Work-based Learning (Procedures, Policy and Practices).

ENTRY REQUIREMENTS

You will need 64 UCAS tariff points, for example from A Levels, a Level 3 Extended Diploma or an Access to HE Diploma in a related subject area. We strongly recommend that all applicants have GCSE English Language and Maths grades A*-C, or Level 9-4.

Applicants who do not meet the standard entry criteria but have previous learning towards a university-level qualification, or relevant industry or life experience, will be considered on an individual basis and may be invited to interview.

CAREER OPPORTUNITIES

Whether you are already employed or not, this degree in Business Management will help you on a rewarding career path in a wide range of areas including management in industry and commerce, finance, marketing, sales and human resource management.

I can safely say that choosing to study here has been the best decision I have ever made.”

Makile Moyana FdA Business and Management and BA (Hons) Business Management student

What attracted you to UCEN Manchester?

As a mature student I was worried if I would settle in well at University without feeling lost in lecture theatres and seminars in big groups. I also wanted to study while working at the same time. I attended an open day and was ecstatic to find out not only did it deliver degree courses but that the class sizes were small, the timetable was suitable to my work pattern and the tutors were very friendly and helpful. My dreams had been brought to life!

How has your time with us helped shape your ambitions?

I have always been very determined that one day I would achieve my degree and advance my career. Studying Business Management at UCEN Manchester did exactly that and more for me. As a people person I have always wanted to be involved in societies and student engagement activities and I thought this would boost my employability skills. I was excited to discover that UCEN Manchester has an extensive student engagement programme and jumped at the opportunity to be a student governor which, in itself, opened many doors that positively impacted my life, still to this very day.

How did your tutors help prepare you for a career?

During my first week of my studies, my tutors told me that they saw great potential in me. As a single parent of two young children I was going through a challenging time and my tutors never stopped believing in me. They were always readily available to support me with my assessments and I received constructive feedback that helped advance my business writing and presentation skills. They would also regularly invite industry speakers in to give students an insight into how businesses operate in the ever-changing environment. This real-life perspective was very useful to our learning.

My ambition of public speaking, business networking and relationship building were fulfilled through studying here.

Fast forward two years, I achieved my dream of attaining my First Class Honours degree, was appointed a co-optee on the UCEN Manchester Board and was approached by LTE Group (UCEN Manchester’s umbrella organisation) to work as an Assistant Company Secretary and Legal Officer!

NAME:

Kile Moyana

COURSE COMPLETED:

Business and Management
Tourism Management

FdA

OVERVIEW
With a wealth of tourist attractions in Manchester, this course is ideal to help you achieve your dream of building or developing a career in this dynamic industry. You will gain a real insight into being a manager, developing your knowledge and understanding of how the tourism industry operates. You will complete a work-based placement, as well as working on live projects and hearing from industry speakers.

Through industry relevant lectures and working on live briefs, to visits from guest speakers and work experience, you will expand your knowledge of the industry and develop transferable practical skills in a real-life environment.

COURSE STRUCTURE
• Exploring the Tourism Industry
• Tourism Business Environment
• Introduction to Marketing
• Introduction to Finance
• Travel and Tourism Operations
• Tourist Behaviour
• Tourist Destinations
• Preparing for Industry
• Research Methods
• Business Tourism Events
• Tourism and the Media
• Tourism Enterprise and Creativity
• Sustainable Tourism

FACT FILE
Location
Fielden Campus (see p.14)
Duration
Two years full-time or four years part-time
Start
September 2020
UCAS Code
M6Y6
Degree Awarding Partner
Manchester Metropolitan University

ENTRY REQUIREMENTS
You will need 64 UCAS tariff points, for example from A Levels, a Level 3 Extended Diploma or an Access to HE Diploma in a related subject area. We strongly recommend that all applicants have GCSE English Language and Maths grades A*-C, or Level 9-4.

Applicants who do not meet the standard entry criteria but have previous learning towards a university-level qualification, or relevant industry or life experience, will be considered on an individual basis and may be invited to interview.

CAREER OPPORTUNITIES
With a wealth of opportunities on your doorstep you will be able to progress in your studies onto a top up degree of your choice or seek employment.

You could develop your career as a hotel supervisor or manager, tour operations manager, events coordinator, tourism officer, retail manager, marketing executive, theatre manager or visitor attraction manager.

PERSONAL EXPERIENCE

NAME: Emma Palfrey
COURSE: Tourism Management

What attracted you to UCEN Manchester?
Initially, when looking into studying a Tourism Management Degree I struggled to find a course that was full-time, but still enabled me to work around my three children and part-time job. UCEN Manchester had the exact requirements I was looking for, a three-year full-time course two and a half days a week, free parking and easily accessible to me on the transport routes.

My time here has opened my eyes to possibilities I had never thought of, given me the drive to succeed and the confidence to make new friends. I am now excited for the future and developing my career in the Tourism industry.

How did your tutors help prepare you for a career?
My tutors are amazing, approachable, friendly and professional, and are full of great advice. They genuinely care and want to help you be the best version of yourself.

What would you say to someone thinking of applying?
Just do it! What do you have to lose? I have learnt so much and the course has brought out a creative side of me that I never knew existed.

I am a working single mum of three and joined the course as a mature student, it has been the best decision I have ever made!

Course Enquiries: 0161 674 7777 | ucenadmissions@ucenmcr.ac.uk
Events Management

FdA

OVERVIEW

If you are looking to develop your knowledge and skills to be part of the vibrant events industry that is worth around £40 billion annually, this FdA will put you on the right path. Take advantage of studying in this thriving industry, while investigating the dynamic and innovative area of live events in Manchester – one of the most exciting places for events in the country.

Exploring both strategic and operational aspects of the industry, you will develop the skills needed to plan, manage and execute all types of indoor and outdoor events, from conferences and exhibitions, to festivals and sporting events. Through industry-relevant lectures and working on live briefs, to visits from guest speakers and work experience, you will expand your knowledge of the industry and develop transferable practical skills in a real-life environment.

COURSE STRUCTURE

• Exploring the Events Industry
• Introduction to Marketing
• Designing Creative Events
• Live Events Production
• Legal Issues in Event Planning
• Introduction to Finance
• Special Events and Festivals
• Business Tourism Events
• Live Events Management
• Research Methods
• Management Practices for Industry
• Digital Events Operations Management.

ENTRY REQUIREMENTS

You will need 64 UCAS tariff points, for example from A Levels, a Level 3 Extended Diploma or an Access to HE Diploma in a related subject area. We strongly recommend that all applicants have GCSE English Language and Maths grades A*-C, or Level 9-4.

Applicants who do not meet the standard entry criteria but have previous learning towards a university-level qualification, or relevant industry or life experience, will be considered on an individual basis and may be invited to interview.

CAREER OPPORTUNITIES

With a wealth of opportunities on your doorstep you will be able to progress in your studies onto a top-up degree of your choice or seek employment.

Your career path could lead to a role in event planning and management, from organising festivals to planning weddings, overseeing sporting events or managing conferences.

FACT FILE

Location
Fielden Campus (see p.14)

Duration
Two years full-time or four years part-time

Start
September 2020

UCAS Code
N820

Degree Awarding Partner

Manchester Metropolitan University

NAME:
Soraya Tejedera

COURSE:
Graduated in 2016 with a Foundation Degree in Events Management, before studying a BA Hons in Tourism Management at Manchester Metropolitan University

Work experience:
Working part-time at the National Football Museum, Events Sales Coordinator role in the museum over the summer, volunteer Events Assistant at Chetham’s School of Music

Career goal:
A job combining her two passions, theatre and events

PERSONAL EXPERIENCE

How important is networking and working in the industry while studying?

Very important! Meeting people in your chosen industry can open many doors for your career.

What do you think employers look for?

Definitely work experience in the industry. That is why I find volunteering so important. Being motivated and having initiative helps, but knowing what you are doing, what is expected of you and what skills you can bring to the organisation is key and comes from previous experience.

What additional skills do you need in addition to those learnt on your course?

I learned the basic skills that I would need on my course but also drastically improved my organisation, problem solving, leadership, creativity and motivation.

Tell us about your favourite event

My favourite event is actually the one that I developed as a project on my Foundation Degree. It was called “Diehard Football Fans” at the National Football Museum. Over 400 people showed up and had a great time taking part in a range of activities, including soccer skills sessions, a social media based photography contest and face painting.

The biggest challenge I faced was our football freestyler cancelling on the morning of the event. We used problem solving skills and found a football freestyler just hours before the start of the event that would perform at the museum...and all for free!

What advice would you give to current students looking to follow a similar path?

Choose the right company to base your research project on, make a good impression and build a relationship with them because you never know what opportunities may arise afterwards.

Also, volunteer somewhere to gain the vital experience needed to start your career. It does not have to be with a big company. I actually found it easier to learn from smaller places, because they rely more on you so you learn the key responsibilities for your future work role.
OUR CAMPUSES

CITYLABS
Our Centre of Excellence for Medical Sciences is based at the Centre complex, in the heart of Manchester’s Knowledge Quarter. We run our Access to Higher Education (HE) Diplomas from the Centre, preparing you for further study in Dentistry, Health, Engineering, Medicine and Pharmacy. We also run Access courses from our city centre sites at St. John’s Centre and Nicholls campus.
Campus postcode: M13 9NQ

FIELDEN
Fielden is a welcoming, modern, campus in a leafy part of South Manchester, popular with students and professionals. The campus is equipped with industry-standard technology in areas such as Catering, Digital Media and Film Production. We have invested £9 million in improvements to the campus, including a ‘green roof’ that insulates, soundproofs and improves air quality.
Campus postcode: M20 2PQ

SHENA SIMON
Shena Simon Campus is a vibrant site in the heart of Manchester. The campus is renowned for its excellent performing arts and music courses, with industry-standard media facilities and two theatres. Regular student performances at the Waterside Theatre and Sackville Theatre are open to the public.
Campus postcode: M1 3HB

ST JOHN’S
St John’s Centre is a modern campus in a stylish part of Manchester’s city centre. The campus has a professional atmosphere, giving students a taste of a contemporary business environment. Access courses in Business, Humanities and Law are held in the modern business environment at the heart of the city.
Campus postcode: M3 3BE

NORTHENDEN
Our Northenden Campus is a large, welcoming, space offering an array of courses. We have invested £2 million in the site to ensure it is the ideal environment to study. We have introduced a wildlife haven within the grounds and there are wildlife corridors connecting the campus to nearby Wythenshawe Park. Some of our facilities, such as the beauty salons, are open to the public.
Campus postcode: M23 0DD

NICHOLLS
With an impressive Grade II listed building, Nicholls Campus is home to The Arden School of Theatre. It is situated in Andwick, one mile south east of the city centre. Close by are Manchester Apollo, a 3,500 capacity live music venue, Sportcity and the Etihad Stadium.
Campus postcode: M12 6BA

OPENS Haw
Our Openshaw Campus is a modern campus designed to offer supportive learning and a social environment, a short bus ride away from the centre of Manchester. Our Welcomb Street campus, also referred to as the School of Building, is situated next to the Openshaw site and is dedicated to our construction trade qualifications, with facilities that reflect industry workplaces.
Campus postcode: M11 2WH

TRANSPORT
Manchester has a superb public transport system, which makes getting around town easy. There are also loads of travel passes and special student rates, so you can keep your travel costs as cheap as possible and still go exploring!
For more information please visit: tfgm.com

UCEN Manchester campuses correct at time of print. For the latest information, please visit our website: ucenmcr.tmc.ac.uk

Course Enquiries: 0161 674 7777 | ucenadmissions@ucenmcr.ac.uk
AT UCEN MANCHESTER, WE INVEST IN YOU

Our aim is to provide you with the skills, knowledge and experience to ensure you find your future and career success.

We know what our students need to be ready for their future roles. Our inspiring environments, challenging courses and employment-focused curriculum are created to help you find the best possible opportunities.

We have cutting edge technical environments and state-of-the-art facilities to deliver our exceptional teaching and learning. You are also supported by outstanding academic expertise and industry experience to impart the most relevant knowledge and skills to all our students.

Studying in the forward-thinking city of Manchester brings many advantages. It is a city with a vision for the future that offers many routes into employment and a chance to grow with your surroundings.

At UCEN Manchester, we offer you opportunities to match the requirements of the city, the region and beyond.

4.2% employment growth predicted in Manchester by 2025*

Source: Emsi
Our campus libraries stock the books and resources you will need to help you in your studies. We hold titles across all subject areas and also have a large collection of online resources, including professional and academic journals as well as specialist subject materials. Our online resources can be accessed 24 hours a day and our library staff are available during the day to assist you with any enquiries. We also offer introductory workshop sessions to help you find your way around our services.

Skills4Study Campus is an interactive e-learning resource, offering a range of activities to help you sharpen the skills you need for learning. Modules include getting ready for academic study, research principles and exam skills. You will be provided with a personal account giving you access to the whole package throughout your time with us.

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It is our job to make sure you leave UCEN Manchester on the path to a successful career, one that you are passionate about. We are here for you if you need help exploring your career or progression options, if you are unsure about your next steps or long-term goals, or if you just want to talk to someone about your future. All our advisors are highly qualified, Matrix-accredited professionals, which means they can help you find your perfect career and plan your route to get there. They can offer you Careers Education, Information, Advice and Guidance whenever you need it.

Many people with learning difficulties or disabilities choose to study with us, not only because of the range of courses we offer but the way we deliver them. At UCEN Manchester we offer something different and more personal. Our team is here to support you from the moment you sign up, your enrolment and throughout your studies. Our specialist Disability Advisors will make sure you have the assistance you need in lectures and exams. They will help you to discuss any required adjustments with your tutors, provide equipment loans and support you in applying for Disabled Students Allowance (DSA) funding. You can tell us about your disability or learning difficulties on your UCAS application form, or during enrolment. If you want to talk to us in more detail, please contact our Higher Education (HE) Disability Team by email: DSA@ucenmcr.tmc.ac.uk, or call: 07730 619177.

Juggling childcare with an education can be a challenging, time-consuming, task – but it does not have to be. At UCEN Manchester, we have an on-site nursery at our Openshaw campus with fully qualified, expert, childcare providers who can help to look after your child or children. Our nursery is open Monday to Friday, 8am-6pm, and is suitable for children from six months old up to the age of five. Your little one(s) will enjoy a safe and friendly environment, where the will learn, play and make new friends throughout the year, giving you the freedom to focus on your studies.
We develop our programmes in partnership with businesses and organisations to keep us at the cutting edge of industry developments and ensure that we are meeting the latest requirements.

**INDUSTRY EXPERTS**
The majority of our academic, professional and technical staff are hugely experienced, having worked directly in the industries and professions they teach in. A sizeable number maintain direct links through work, mentoring and accessible networks, to support our students in work placements and in gaining graduate work.

**WORK PLACEMENTS**
Work placements are a key part of our programmes, giving you opportunities to develop your experience and understanding in the workplace and apply your skills directly to your role. You will be well-placed to plan and arrange your placement and take advantage of our industry links.

**EMPLOYABILITY TEAM**
All our advisors are highly qualified, Matrix accredited professionals, which means they can help you find your perfect career and plan your route to get there. They can help you one-to-one, at one of our workshops, in a drop-in or appointment, or during an event.

They provide access to employability information and advice, with specialist advice and networks in the many professional areas we teach in. Their advice is invaluable in enabling you to be attractive to employers, and to give you the confidence to succeed.

**PERSONAL CAREERS ADVICE**

**FUTURE STUDENT SUPPORT SERVICE**

We develop our programmes in partnership with businesses and organisations to keep us at the cutting edge of industry developments and ensure that we are meeting the latest requirements.

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**OUR GRADUATE STATISTICS SPEAK FOR THEMSELVES: MORE THAN 95% OF OUR GRADUATES GO ON TO WORK OR FURTHER STUDY WITHIN SIX MONTHS OF LEAVING.*

**SUPPORT**
UCEN Manchester offers a range of support to ensure students are work ready. This builds on the work advisors will be doing in your sessions around careers and employability skills.

To ensure that you have quality support for your long-term career goals we 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
- Offer opportunities to reflect and review career planning
- Support in completing job applications
- Level 6 careers advice
- Volunteering and graduate opportunities
- Personal and professional development plans
- E-guidance appointments and webinars
- Business coaching appointments
- Skills intelligence and labour market information.

* 2017 DLHE data
As a student at UCEN Manchester, you will automatically become a member of the Students’ Union (SU). This gives you the opportunity to be part of an organisation run by students, for students. Each year, our students elect a President and a team of Officers to lead the SU and represent the student body. The SU works in partnership with UCEN Manchester to provide a wide range of activities and opportunities to enhance the experience of students.

**SOCIETIES**
Meet people with similar interests, or get involved in something completely new, by joining one of our Societies. There have been a number created, including the African Caribbean Society; Creative Writing; Creative Networking; Debating; Enterprise; Film; Football; Gaming; Knitting and LGBTQ+ societies. You can always get in touch with the SU to set up your own society if there is something else that interests you! If you have a great idea or want to know more, email us at: SU@ucenmcr.tmc.ac.uk

**REPRESENTATION**
Do you want to shape the direction of the SU? You might want to think about becoming a student representative so you can vote in elections, contact your union with suggestions for improvements to the student experience, or even become an elected SU Officer.

The role of a student rep is to proactively seek and represent the views, questions and experiences of your academic peers to staff. Student reps work in collaboration with UCEN Manchester to improve the student academic experience and each student rep is responsible for representing students in a specified course group.

Student reps share views on a wide variety of issues relating to their course from learning and teaching methods; research; assessment; support provided by personal tutors or supervisors; learning and research; facilities and academic events.

**CAMPAIGNS**
Running a campaign is all about raising awareness on an important issue, or creating positive change. An example of a high-profile campaign led by the SU is the Single Use Plastics Campaign, which resulted in positive changes in the catering department and raised awareness among students. A variety of changes continue to be made.

**NUS**
The SU is an affiliated member of the National Union of Students (NUS). The main job of the NUS is to represent the interests of over seven million students (including you) at a national level, especially to the UK Government. Just as we represent you at UCEN Manchester, the NUS represents you in national conversations on issues which concern and affect students.

The NUS also runs nationwide and regional campaigns on subjects that matter to students, like the cost of studying, changes to education or tackling hate crime. Every year around 1,000 elected students and officers, including representatives from UCEN Manchester, gather for an annual conference to decide the direction and leadership of the NUS for the next year.

Being a member of the NUS also offers practical benefits, like the Totum card - the UK’s biggest and most widely known student discount card. You can support your SU by purchasing your Totum card from £12 per year — not a bad investment for something that will save you money all year!
At UCEN Manchester we offer some of the most competitive tuition fees in the UK. Our tuition fees are reviewed annually. The table below shows our 2019/20 tuition fees. Our 2020/21 tuition fees will be published online.

Please visit ucenmcr.tmc.ac.uk for the latest information.

### PROGRAMMES

<table>
<thead>
<tr>
<th>New students 2019/20 cost per annum</th>
<th>Continuing students who commenced 2018/19 cost per annum</th>
<th>Continuing students who commenced 2017/18 cost per annum</th>
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<tbody>
<tr>
<td><strong>Pricing Tier A Range</strong></td>
<td></td>
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<tr>
<td>BA (Hons) Acting for Live and Recorded Media</td>
<td>£8,900</td>
<td>£8,900</td>
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<tr>
<td>BA (Hons) Musical Theatre</td>
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<td>FdA Film and TV Production</td>
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<td>BA (Hons) Special Effects Make Up Artistry</td>
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<td>£7,500</td>
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<tr>
<td>FdA Contemporary Photographic Practice</td>
<td>£7,500</td>
<td>£7,500</td>
</tr>
<tr>
<td><strong>Pricing Tier C Range</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All other full-time Foundation Degrees and Honours Degrees</td>
<td>£7,000</td>
<td>£7,000</td>
</tr>
<tr>
<td>Higher National Diploma (HND) (Two year course)</td>
<td>£7,000</td>
<td>£7,000</td>
</tr>
<tr>
<td>Higher National Diploma (HND) (One year Top Up from HNC)</td>
<td>£7,000</td>
<td>N/A</td>
</tr>
<tr>
<td>Higher National Certificate (HNC) (One year course)</td>
<td>£7,000</td>
<td>N/A</td>
</tr>
<tr>
<td>University Preparatory Year Extended Degrees</td>
<td>£3,500</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Master’s Provision</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA Performance Practice</td>
<td>£7,000</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Teacher Education Provision</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate in Education</td>
<td>N/A</td>
<td>£3,585</td>
</tr>
<tr>
<td>PGCE Professional Graduate Certificate in Education</td>
<td>N/A</td>
<td>£3,585</td>
</tr>
<tr>
<td>PGCE Postgraduate Certificate in Education</td>
<td>N/A</td>
<td>£3,585</td>
</tr>
<tr>
<td>PGDip Professional Diploma in Education</td>
<td>N/A</td>
<td>£3,585</td>
</tr>
<tr>
<td>BA/BA (Hons) Education and Professional Development</td>
<td>N/A</td>
<td>£4,387</td>
</tr>
</tbody>
</table>

This table above is for illustration purposes only. For current fees, please visit ucenmcr.tmc.ac.uk

**Please note,** this prospectus, course and pricing information is provided as a reference guide only and is subject to change by UCEN Manchester at any time. It is important that you check all course details including location, timetable and fees at enrolment as UCEN Manchester operates a no refund policy after the 14 day cancellation period, as outlined in the UCEN Manchester terms and conditions.

Students should also refer to the Student Protection Plan which is published on the website.

*Programme owned by Sheffield Hallam University | Fees set by University of Huddersfield

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### FEES

As well as offering high quality courses, UCEN Manchester charge some of the lowest tuition fees in the UK. There's lots of help available to make sure you can afford your education and enjoy your time with us.

#### TUITION FEE LOAN

Student Finance England (SFE) will provide you with a loan for the full amount of your tuition fees. The fees for our part-time courses will be charged on a pro-rata basis, depending on the number of credits being studied. This money will be paid directly to the institution. To apply to Student Finance England, please visit: gov.uk/apply-for-student-finance

It is recommended that you apply for your loan by the May before you start your course, but SFE will accept applications after this. The tuition fee loan is only available for students who have not already got a degree or UK equivalent qualification. If you already have a degree qualification, please contact us via the details at the bottom of this page.

Further details of the tuition fees we charge, our fees and finance policy, and how to apply, can be found on our website: ucenmcr.tmc.ac.uk

#### MAINTENANCE LOAN

A maintenance loan is available to help with your living costs while in higher education (e.g. accommodation, books and bills). All eligible students can get some maintenance support. The amount of maintenance loan you can get depends on where you live and study. The maximum loan available is £8,944 (based on living away from home, outside London). This is paid directly into your bank account each term. Maintenance loans have to be paid back, but not until you have finished university and are earning over £25,000 a year.

The maintenance loan is paid directly to you in three instalments throughout the academic year. You will receive instalments in September, January and April.

UCEN Manchester also offer a range of discretionary bursaries and funds to help break down barriers that may prevent you from committing to study and reaching your potential.

#### UCEN MANCHESTER BURSARY

The UCEN Manchester Bursary includes consideration for financial support in a variety of ways, from progression, living costs and hardship issues. If you are struggling with day-to-day finance, make an appointment with one of our ‘Future U’ Careers, Employability and Welfare Advisors who will work with you to maximise your income. We are here to guide you and offer support and, together, we can look at ways to improve your situation.

#### AM I ELIGIBLE FOR FUNDING?

Your eligibility for student funding will depend on your nationality, residency, previous study and the type of course you are applying for. Depending on your personal circumstances, you may be able to access extra funding, such as childcare allowance.

Further details of these additional funds can be found on our website: ucenmcr.tmc.ac.uk

If you have any questions about fees and finance, please contact our ‘Future U’ Careers, Employability and Welfare team on: 03333 222 444.
HOW TO APPLY

Applying for a course at UCEN Manchester is simple. The process depends on whether the course you are applying for is full or part-time, so we have put together everything you need to know below.

FULL-TIME COURSES STARTING IN SEPTEMBER 2020 AND JANUARY 2021

If you are applying for a full-time Honours Degree, Foundation Degree (including those with a preparatory year), Higher National Certificate or Diploma, you will need to apply via UCAS. You can search for a course on our website ucenmcr.tmc.ac.uk, or through UCAS courses. Please note that not all of our courses have both a September and January start date. Please check the website for further details.

You can start your application on UCAS apply – you will need to register and create a user account. This means you can complete your application at your own speed and track your application after you have submitted it.

Remember, you can only submit one UCAS application per cycle, so all the courses you want to apply for have to be on the same application. There are some helpful resources on the UCAS website if you encounter any problems.

If you are applying to UCEN Manchester, you will need our institution code 'M10' for when you complete your UCAS application.

COSTS TO APPLY

To apply in 2020/21, the application fee is:
- £18 if you are applying to just one course*;
- or
- £24 for multiple courses (and for late applications sent after 30 June).

The costs for the 2020/21 academic year may differ, so please visit the UCAS website: www.ucas.com for full details.

YOUR UCAS BUZZWORD

If you are currently at school or college, you will need a buzzword from your tutor or careers advisor. This is like a password unique to your school or college that allows you to register your application with UCAS. Your school or college will then add a reference and submit your application.

Your tutor or careers advisor can explain how you apply to UCAS and whether there are any internal deadlines you need to stick to.

DEADLINES FOR APPLYING

Please check the UCAS website: www.ucas.com for key application deadlines.

MATURE STUDENTS, OR THOSE NOT CURRENTLY AT SCHOOL OR COLLEGE

UCEN Manchester encourages all applications, including those from people who are returning to education after a time away.

You will still need to apply via UCAS as an independent applicant and write a personal statement, which needs to be between 1,000 and 4,000 characters. This is your opportunity to tell us about any additional skills or experience you may have, as well as why you want to study your chosen course. You can include examples of voluntary or work experience, as well as career aspirations and personal qualities that will help you study.

You will also need to provide details of a referee who can confirm your suitability to study at higher education level.

PART-TIME COURSES STARTING IN SEPTEMBER 2020 AND JANUARY 2021

If you are applying for an Honours Degree, Foundation Degree (including those with a preparatory year), Higher National Certificate or Diploma, you will need to apply directly to UCEN Manchester. You can search for a course on our website: ucenmcr.tmc.ac.uk. Please note that not all of our courses have both a September and January start date. Please check the website for further details.

You will need to register on our website and fill in the application form. Once we have received your application, we will contact you to make an offer, or invite you to interview.

COSTS TO APPLY

Applying for a part-time course is free.

You can find further information about applying for courses and accepting any offers you receive on our website: ucenmcr.tmc.ac.uk. If you have any questions, our Admissions team will be able to help you on: 0161 674 7777.

DEADLINES FOR APPLYING

Please check our website: ucenmcr.tmc.ac.uk for application deadlines for 2020/2021 entry.

PLEASE CONTACT US FOR FURTHER DETAILS ON: 0161 674 7777

*If you opt for a single choice, you won’t be able to enter UCAS EXTRA or UCAS Clearing, or make further choices, but you can always pay the extra £6 if you want to access these UCAS services.
UCEN Manchester 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.