

Welcome To

UCEN

MANCHESTER

NEW WAYS OF WORKING,
SAME GREAT EXPERIENCE...



UCEN[®]
MANCHESTER
FIND YOUR FUTURE

WELCOME

Whether you have applied to join us this September or you are an existing student continuing your studies with us, we know that a lot has changed this year!

But while you have been working hard from home, we've been doing everything we can to make sure that, while things may be different, you'll get the same great Higher Education experience in a learning environment that is safe and welcoming.

We appreciate that you may feel a little anxious about the next steps in your education, and how we will ensure you get the best possible experience whilst not always being present on campus. So, to help put your mind at rest, we have put together this short guide to provide you with some reassurance and information on what you can expect whilst coming to UCEN Manchester in the era of social distancing.

In this guide you'll find out all you need to know about what life at UCEN Manchester will be like in September 2020, covering everything from what your tutorials will look like, through to how we've changed our campuses to keep you safe whilst keeping them welcoming.

We hope that you will find this useful and reassuring but if you have any further questions you can always get in touch and a member of our team will be happy to answer your questions!

Finally, thank you for applying and enrolling to continue your education at UCEN Manchester. We really can't wait to see you in September and help you achieve your full potential!

Warm regards,

Michael Walsh
Dean of UCEN Manchester



ENROLMENT

The enrolment period will begin from August 20th for progressing students and September 7th for new students. If for any reason you need to come onto campus to enrol, you can pre book an enrolment appointment via your online student portal.

After you have enrolled, you will be provided with details on how to access your timetable electronically; your timetable will be divided into categories of learning. These would have normally been delivered on campus, but now will be delivered both on site and online.



A BLENDED APPROACH TO LEARNING

From September 2020, we'll be taking the right steps to ensure you're getting a more focused, personalised learning experience whether you're on or off-campus. This means that all our courses will take a blended approach to learning, making sure that you receive face-to-face sessions in a safe, socially distanced environment, along with a high quality online experience where this is appropriate.

If you're asked to be on campus, it's because you'll need to be there for a practical or technical session, a formal assessment or because we want to give you the right support in 1:1 tutorials or small group seminars. **You'll be on campus for shorter, more intensive periods that will be concentrated so you're getting the most out of it.** This means that you'll get a good mix of lessons that take place on campus and some that will take place online from the comfort of your own home.



On Campus: For these hours on your timetable you will be on campus and always have a tutor present. You'll still receive all the practical sessions you would have expected, during which you'll learn the skills that will get you industry ready in our specialist facilities.

Online tutoring: For these hours on your timetable you'll participate in online, tutor-led sessions where you will continue your learning. Just like when you are on campus, these sessions will take place on a set day, at a set time. However, you will participate from home using a range of electronic devices. To help with this we will provide you with a range of resources that will make attending online tutoring as easy as possible.

Independent online learning: There will be a set number of hours each week where you will be expected to undertake independent online learning. You can complete these at a time of your choosing. To help and support your learning we will give you access to different online platforms and resources.



GETTING READY FOR A DIFFERENT CLASSROOM EXPERIENCE

We hope it will feel great to get back to undertaking your course in the classroom and workshops, but a socially distanced learning environment will look and feel very different.

- In classrooms you will be given a designated space that is clearly marked and follows social distancing guidelines.
- All our rooms have been laid-out to ensure your safety so it's important that chairs, tables and equipment are not moved when you are in the classroom.
- All tutors have been fully trained in how to continue to support you while maintaining a safe distance.
- If your course requires personal protective equipment, for example make-up artistry, you will be issued with all the relevant equipment required.
- If your course requires you to share specialist equipment then we will ensure all risk assessments are in place to ensure cleanliness.
- While it will be a different experience, the smaller teaching groups will mean tutors will have more time to spend with you in class.



STUDENT EXPERIENCE

An important part of the student experience is the time you spend on campus with friends and interacting with your classmates. That's why we've committed to providing you with a timetable that will maximise the amount of time spent in workshops or using the specialist equipment needed for your chosen course – while making sure everyone is safe.

To do this we've made a couple of changes:

- The day will have staggered start and finish times. This is to make sure that there aren't too many people entering or exiting campus buildings at any one time and so that we can make sure there's the right number of people on campus at any one time.
- The timetable will be split into morning and afternoon sessions – each with staggered start times.
- We've introduced restricted movements at break and lunch times. This is to keep corridors and social spaces safe at all times.

Your start and finish times will be confirmed when you receive your timetable.



THE SUPPORT YOU NEED AT THE SAME GREAT LEVEL YOU'D EXPECT

At UCEN Manchester, we see you as an individual and help you grow as one. This means from application to graduation you'll be given everything you need to reach your full potential.

So, while we've had to change some things to be able to ensure that you have the same great Higher Education experience, one thing that will never change is the support we'll provide to give you the best possible chance to achieve your full potential.

We're working hard to make sure that, whatever happens in the world and whatever challenges you face, you'll always have access to our Future U Student Support Services – either on campus, online or over the phone. This means that all our support teams will remain available to you!



Our Libraries Team have invested in more online learning materials and made existing services available online. Check out the fantastic services provided by our Libraries here: ucenmanchester.ac.uk/portal



If you need support with finance then our Bursary team will be on hand. You can contact our Bursary team by visiting our website: ucenmanchester.ac.uk/study/fees-and-finance



Every campus has a designated team of Student Mentors and Safeguarding Practitioners who will provide both face-to-face and online support.



Working closely with the Student Union, we are currently building a bank of online resources to support you with enrichment activities and events.

YOUR PERSONAL TUTOR

- You will be provided with a dedicated Personal Tutor, whose role is to set you clear targets, monitor your progress and support you with your academic and pastoral needs.
- You will receive regular contact from your Personal Tutor who will ensure you make a successful transition to higher level study
- You will have group sessions and 1:1s with your Personal Tutor. These will take place both on campus and via online platforms.

INDUSTRY EXPERIENCED TUTORS AND LINKS

At UCEN Manchester we believe in helping you to reach your ultimate goal, focusing on your future employability and developing the technical and professional skills you need to have a successful career.

Our staff are experts in their field and hold a varied range of professional and industry experience. Their support and dedication ensure you will be guided, supported and encouraged to learn and achieve within your chosen subject, whatever the circumstances.

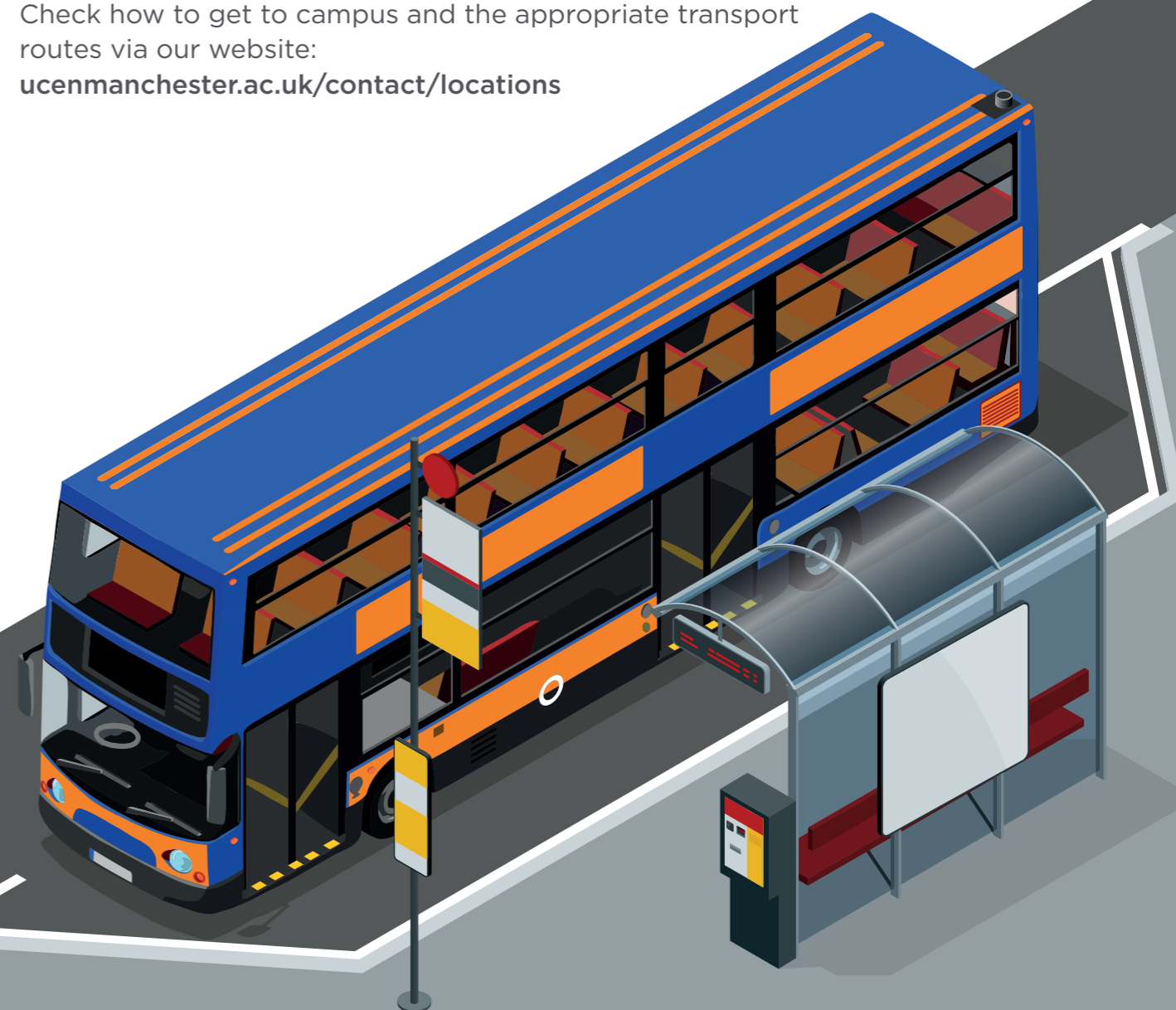
FIND YOUR FUTURE

If we are going to help you reach your full potential, you'll need to know how to get to campus as much as you need to know what life will be like when you're here.

Just like things on campus, public transport has also changed since March, with social distancing measures meaning that trams, trains and buses are running at reduced capacity. The staggered timetable has been designed to help you avoid having to travel at peak times and make your journey to campus easier.

However, while all of our campuses are easily accessible by public transport, where possible consider walking, cycling or getting dropped off at campus. With new cycle lanes set-up across the city it is a safe alternative that comes with a load of health benefits!

- If travelling on public transport remember you will have to wear a face covering.
- Consider walking or cycling to campus.
- Check how to get to campus and the appropriate transport routes via our website:
ucenmanchester.ac.uk/contact/locations



STAYING SAFE ON CAMPUS

As you think ahead to September, you'll undoubtedly be wondering what it will feel like to be on campus and how we're going to make sure you, your friends and your tutors are safe. Many of you will likely be feeling worried or anxious about it after lockdown.

So, hopefully you'll be reassured to know that we've undertaken detailed risk assessments and put in place a range of measures to ensure that everyone is safe while they are on campus. In addition to the measures - which you can see below - we have conducted deep cleans of all our facilities and have put in place steps to ensure that campuses, particularly areas with high frequency touch points, are cleaned more regularly.



You should wear a face covering on campus in communal areas. This includes the refectories, on corridors, in toilet facilities and at reception. It will not be necessary to wear one in classrooms/learning spaces where other measures to keep you safe have been put in place including 2 metre social distancing.



Hand sanitiser and hand washing facilities will be widely available throughout all of our campuses to ensure that you are able to wash your hands at all times - all of our staff will be regularly hand washing throughout the day.



Signage will be visible throughout all of our campuses with all the important information you will need to be able to attend campus with confidence.



It's important that you bring all of the equipment you will need with you every day - this will mean that there will be no need to share equipment.



It is essential that you have your student ID badge with you at all times. You will not be able to enter our campuses without an ID badge. This helps to ensure the safety and wellbeing of all our students and staff.



Staff will be on hand at all times to provide support you if you are unsure of anything or have any questions.



A new one-way system has been introduced which is clearly marked with floor arrows - this will help you move safely around the campus.



We have re-designed all of our campuses to make 2 metre social distancing easier for you, inside and outside of lessons, and to keep you safe.



Limits are in place on the number of people allowed in toilets at any one time. This is clearly marked on the doors and you will be asked to stick to these limits.



Please only touch surfaces if you really need to. Remember to wash your hands thoroughly with warm water and soap at regular intervals throughout the day.



Please 'catch it, bin it, kill it' when sneezing or coughing and try to avoid touching your face. Avoid spitting inside or outside campus buildings.



If anyone feels unwell on campus, we will have a rapid response team to support them and to follow the government advice on track and trace.



CATERING FOR THIS BRAVE NEW WORLD

As your journey to amazing gets underway, staying well fuelled and well hydrated will be essential if you are to realise your full potential!

As such, our Catering Team is putting in place a range of options to help ensure you have a wide selection of food and drink available. To stop canteen areas becoming overcrowded we're also introducing more 'grab and go' options - both hot and cold meals - to be taken back to classrooms.

And don't worry, our Starbucks sites will still be open for your caffeine or Frappe fix.



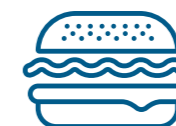
Options will include:



BREAKFAST

Hot breakfast sandwiches (bacon / sausage / egg / vegan sausage)

A selection of pastries & croissants



LUNCH

Hot

A vegan and meat hot meal option

A daily vegan soup option

Chicken wrap

Beef burger

Pizza

Cold

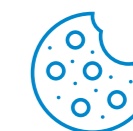
Sandwiches

Baguettes

Pasta pots

Fruit pots

Boxed salads



In addition, we will be providing a range of crisps, snacks and beverages.

WE CAN'T WAIT TO SEE YOU

We know that this will be a very different experience to that you are used to. Everyone at UCEN Manchester is really excited to see you in September and can't wait to help you achieve your full potential.

We want you to feel welcome and relaxed, even if it may be a little strange for all of us at first. So, if you have any questions, concerns or simply want to provide feedback please don't hesitate to speak to a member of our team.

Course Enquiries and Admissions: **0161 674 7777**

General Enquiries: enquiries@ucenmanchester.ac.uk

Website: www.ucenmanchester.ac.uk/contact



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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.