



Business & Professional





About us

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 work style. Now more people than ever before are founding their own start-ups, from small digital agencies to huge tech companies.

With 50,000 new jobs created in Manchester in the past 10 years and thousands more on the horizon, 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 can 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. Through our Industry Excellence Academy and Centre of Excellence, 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 the best way to get you started on your journey to amazing.

If you've obtained the necessary entry requirements prior to joining us or during your time in our Centre of Excellence, you'll have the opportunity to join our Industry Excellence Academy for Business.

The programmes of study within our Industry Excellence Academy have been co-developed with industry partners including Lloyds Banking Group, Barclays and Pie Analysis. This means you'll benefit from courses aligned with current industry demands and take part in a range of industry-level activities and lessons.

You'll benefit from masterclasses and lessons delivered by industry experts, as well as visits from guest speakers at the forefront of the business sector. You'll also have the opportunity to take part in industry-standard 'live briefs', which will see you working on similar projects to those you'll face once you begin your career in the world of business.

There's a lot of competition for well-paid jobs and experience can help to give you an advantage over other applicants, so you'll complete a placement with an industry employer. This will last at least 15 days and, in many cases, you'll be matched with a mentor from your chosen industry to support you along the way.

Once you've completed your journey through our Industry Excellence Academy, you'll have gained the qualifications, experience and skills you need to take the next steps towards an amazing career.

Courses

Whether you want to work in marketing or study a T Level in order to become an Accountant or Office Manager, if you're aged 16-18 our business courses in our Industry Excellence Academy are designed to help you become the next generation of industry excellence.

Level 3 | Digital Business with Social Media Marketing
in partnership with Pie Analysis

PIE ANALYSIS
THE DIGITAL FUTURE

Shena Simon* | Two Years

Created in partnership with leading digital marketing agency Pie Analysis, this marketing business course is designed to give you the skills you'll need to succeed as a digital marketer or social media manager. You'll cover a wide range of topics, from content marketing and SEO to video advertising and much more.

You'll learn how to work with key stakeholders across a company to ensure messaging is coherent and on brand, and how to analyse results in order to tweak campaigns and reach new audiences.

Whether you're a social media pro or just starting out, this course will help you to take your skills to the next level.



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.

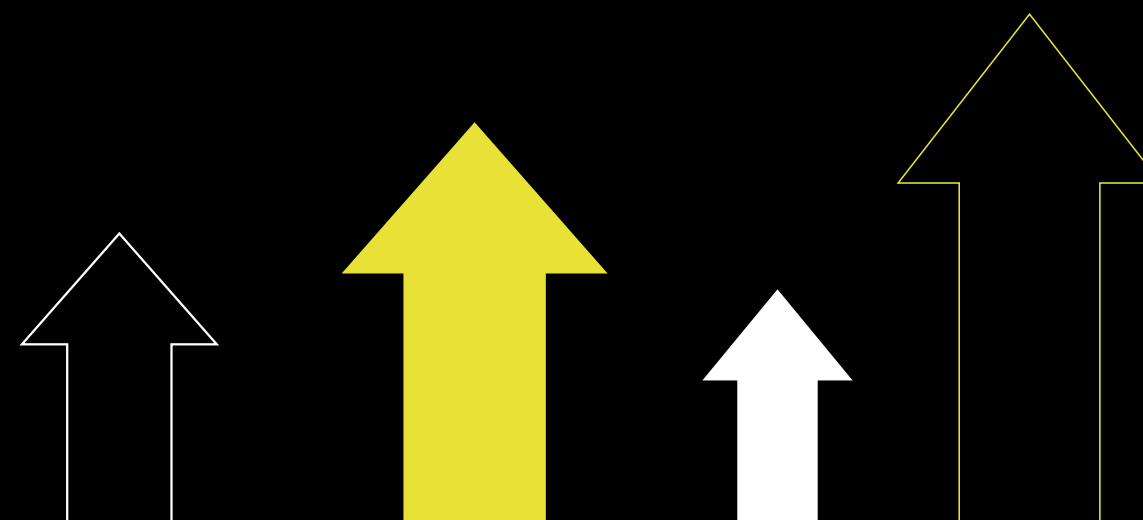


T Award

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 | Business Management and Administration Shena Simon* | 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 Shena Simon* | 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 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 as part of our Industry Excellence Academy for Business.

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 and Finance Shena Simon* | 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 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 Industry Excellence Academy, 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

**Please note in September 2025 we will open brand new facilities for our Industry Excellence Academy for Business & Professional in a new four story building next door to City Campus Manchester. If you are on a two-year T Level programme or choose to progress to a T Level after successfully completing the Foundation Year you will move from Shena Simon to these new facilities for your second year of study.*



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

If you're aged 16-18, our Centre of Excellence for Business is set up to help you do just that!

Study Programme

You'll join our Centre of Excellence for Business when you enrol on any of our qualifications at Level 1, Level 2 or Level 3.

If you haven't already obtained a Grade 4 GCSE or the equivalent Functional Skills at Level 2 in English or maths, you'll study to achieve this level of qualification alongside your course. If you have a Grade 3, you will study a GCSE resit.

Alternatively, if you have anything lower than a Grade 3 then we will help you to develop your English and maths through Functional Skills.

This is a mandatory requirement and it's also essential that you achieve this for many careers and universities.



Employability

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

Employability Sessions

You'll be assigned an Employability Tutor and will take part in dedicated 'employability' sessions, which will help equip you with the skills you'll need to thrive in the workplace.

Work Experience Placement

If you join our Centre of Excellence you'll spend between 24 and 35 hours working in external workplaces across the region, while if you join our Industry Excellence Academy you'll complete at least 105 hours of work experience.

During your work experience you'll assist with day-to-day tasks and shadow staff to develop your skills and broaden your knowledge of the industry.

Industry Placement

You may be able to apply for an industry placement offering more than 315 hours of experience with a leading employer.

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

You'll learn more about the world of business by taking part in a wide range of 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.



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.

Entry Level | Pathway to Business

Harpurhey / Wythenshawe | One Year

The skills covered on this course have been chosen to reflect the demands of higher-level courses. We have put the course together in order to wrap it around IT and Business Skills which you will need to progress onto a Level 1 course. At the heart of this course is a unit that allows you to go on a visit for the day, this could lead to the shops or even something as exciting as the zoo for a fun day out.

This course offers opportunities to allow you to have a stepping stone into a Level 1 course, even if your grades were not what you expected. Just remember this college has successful courses available to suit any learner. It offers a taster of two different vocational studies and provides skills to support successful progression route onto higher levels of study.

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

Shena Simon* | 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 either a Level 2 Certificate or Extended 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

Shena Simon* | 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.



Level 3 | Professional Marketing and Digital Business Development

Shena Simon* | Two Years

As technology advances and customer needs change, so does the industry and the marketing strategies within it.

Our Professional Marketing qualification looks specifically at digital business set-ups and allows for you to become specifically qualified in marketing. As businesses evolve with modern, digital strategies, it's important that you learn about the variety of marketing methods available in order to reach out to your target audience.

During this two year course, you'll study advanced techniques to gain the skills necessary to market a modern start-up business.

You'll also learn how to professionally manage business events, which can only be successful if you know how to develop your very own marketing strategy.

In doing this you'll study key topics including Modern Careers in Digital Marketing, Marketing Principles, Effective Customer Communications, The Application of Digital Marketing, The Branding of Products and Services, and The Value of Generating Customer Loyalty.

We'll build upon your passion for business, allowing you to develop your own projects and ideas.

Want to enhance your entrepreneurial skills even further and take your business idea to the next level? Then this is the course for you.

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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 | Level 1

Accounting (AAT) | Level 2

Accounting (AAT) | Level 3

Accounting (AAT) | Level 4

Accounting (ACCA) | Level 6

Business

Introduction to Business | Level 1

Business and Administration | Level 2

Law

Legal Foundations | Level 2

Legal Foundations Extended Certificate | 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 | Level 3

Institute of Leadership and Management | Level 5

Marketing

Professional Marketing/Digital Marketing | Level 4 and Level 6

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 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 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.

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 ucenmanchester.ac.uk



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



Careers

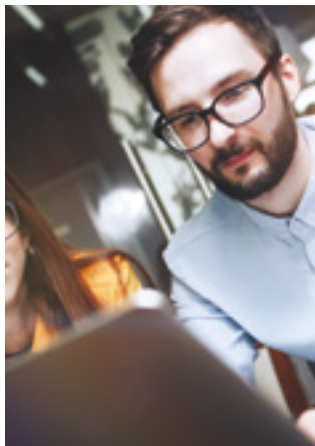


Business Development Manager

Starting salary: £26,000

Salary with experience: £64,000

A Business Development Manager keeps their eyes and ears open for new business opportunities and when they spot them, they pounce. You'll work with clients, customers and partners to build the business, attend events and meetings, and possibly get to travel across the UK and even internationally.

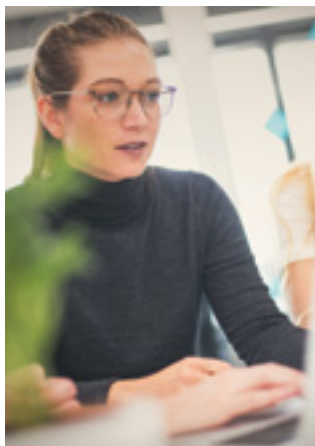


Digital Marketing Officer

Starting salary: £20,000

Salary with experience: £50,000

If you enjoy creativity and strategy, this could be the ideal role for you. As a Digital Marketing Officer, you'll design website banners, social media posts and other marketing content. You could also help to develop and integrate content marketing strategies, assist with national advertising campaigns and liaise with design agencies. You'll also be expected to keep up to date with current digital trends to share your expertise with the company.



Sales Manager

Starting salary: £22,000

Salary with experience: £70,000

If you're motivated by targets then a role as a Sales Manager is for you. You'll be responsible for leading a sales team, hiring and training team members, setting targets, evaluating and adjusting performances, and developing processes that drive sales. You'll need to be self-motivated, resilient, determined and resourceful to succeed, but the rewards will be worth the hard work. You'll also need strong analytical skills as well as good leadership and customer service skills.



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 has a specialist background in the skincare, beauty and health industries. She is passionate about enabling students to be the best they can be and helping them to gain exciting and fulfilling careers.



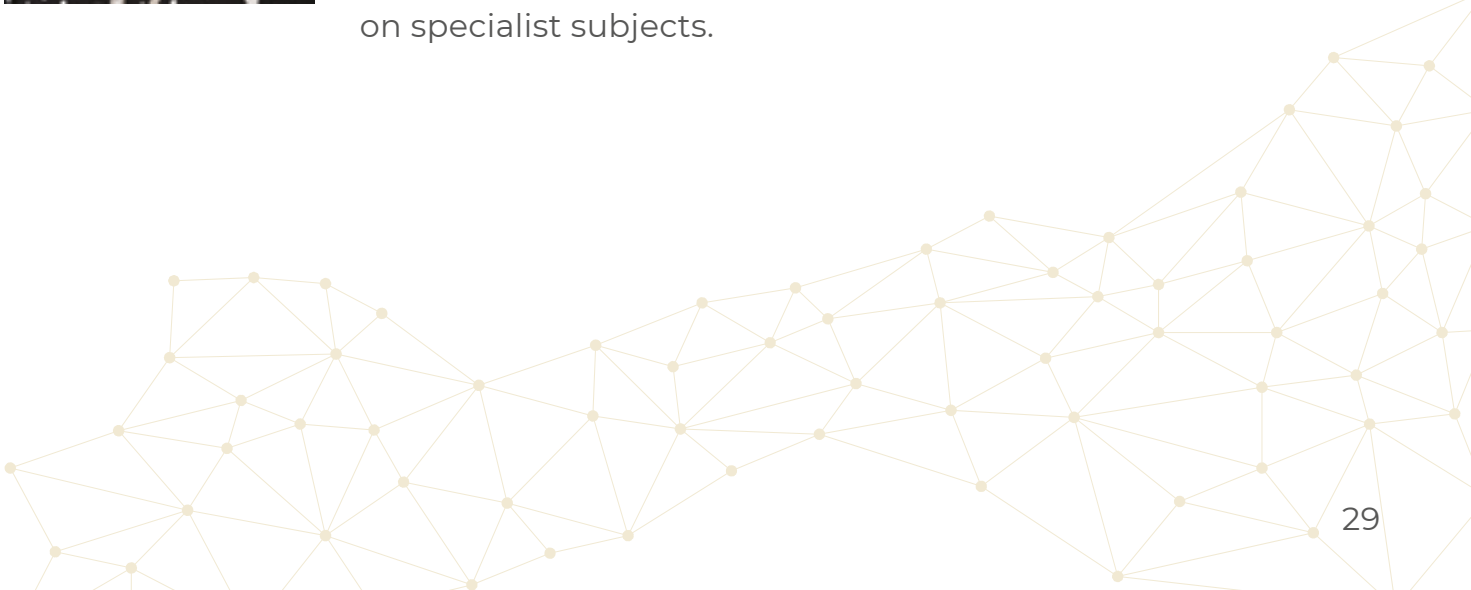
Peter Green
Head of Department - Adult

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 joined the college in 2007 and has a Masters in Business Administration (MBA) from the Manchester Business School, University of Manchester.

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.

In her career, Julie has worked in roles from Administrative Assistant to Senior Management and has extensive experience in project, operations, facilities management, regional quality reporting manager and in IT services.



Ellie Mitchell
Tutor and T Level Lead

Ellie joined the college 5 years ago as an Achievement Tutor and then became a Business Tutor. She is the T Level Finance Lead and is really looking forward to helping develop and deliver a course in line with the skills employers in the industry are looking for. Ellie works very closely with employers to create an industry led qualification that will equip you with the knowledge, skills and behaviours required for both industry placements and future careers.



Tasneem Patel
Tutor and T Level Lead

Tasneem is an experienced tutor who has worked across a number of Business and Marketing subjects. As a T Level tutor she works closely with industry experts to ensure the delivery of our course is centered around getting learners ready for the world of work and that they develop the required skills to take them onto the next step of their career.

She possesses a Law degree, Business Administration degree and continuously develops her own personal practice through freelance marketing work for businesses.

Tasneem's strength lies in developing learners with knowledge and skills and creating resources that will match the needs of learners. She will regularly search out the latest software used in industry to get learners work ready and equip them with a skill set that they need and can continue to develop throughout their career.



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 Entry Level and Level 1 courses are taught at our Wythenshawe and Harpurhey campuses, while our Industry Excellence Academy for Business and Professional is based at our Shena Simon campus.

At Shena Simon, our city centre location will place you on the doorstep of Greater Manchester’s business hub, giving you an unrivalled opportunity to gain an authentic experience of the business world while you study.

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.

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

The extended City Campus Manchester will include:

- an Esports room with 20 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.

If you are on a two-year programme or choose to progress with us onto another Business course you will move from Shena Simon to these new facilities for your second year of study.



- 1 Shena Simon Campus (until summer 2025)**
Whitworth Street, Manchester, M1 3HB
- 2 Harpurhey Campus**
Rochdale Road, Harpurhey, Manchester, M9 4AF
- 3 Wythenshawe Campus**
Brownley Rd, Wythenshawe, Manchester, M22 9UH
- 4 City Campus Manchester (from September 2025)**
60 Great Ducie Street, Manchester, M3 1PT

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What our students say

I've always wanted to be an economist and studying on this course has helped me to learn more about the whole subject. My tutors have been very supportive, flexible and always there when I needed them. I'd recommend the College as my tutors were very good, they knew a lot about the subject they were teaching and were always willing to help you. In five years time, I hope to have started my career either as an economist or business analyst.

Juan Marzana, Level 3 Business Venture with Entrepreneurship

My course at the College has been really good and has helped me to look not just at business, but the sector as a whole. My ultimate career aim is to gain experience working for other accountancy businesses before setting up my own firm. I'd recommend The Manchester College as it's a really diverse environment and the tutors are really friendly and helpful.

Keziah Mbungu, Level 3 Business Venture with Entrepreneurship


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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




Step 4

Book to attend an interview



Step 5

Register to attend our New Student Welcome Day in July (16-18 only)



Step 6

We will invite you to enrol in 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**

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 **@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.