

Manchester  
Adult  
Education

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**MAKE IT  
HAPPEN**

# Manchester Adult Education

**MAKE IT  
HAPPEN**



Learning  
Online &  
face-to-face  
available



Manchester Adult Education is part of the Growth and Development Directorate of Manchester City Council. We provide courses and activities to improve the lives and skills of adults in Manchester. We work with partners to commission and deliver an integrated service to support residents into employment. We also encourage participation and achievement in community learning and volunteering, to improve health, wellbeing and community cohesion.

Manchester Adult Education recruits an average of **11,000 adult learners (19+)** each academic year. Our first-step Adult Education provision includes formal qualification courses and non-qualification courses.

We deliver programmes and short courses in **Maths and English up to GCSE, English for Speakers of Other Languages (ESOL), Vocational (Care and Education), Community Interpreting, Preparation for Work, Digital Skills, Family Learning, and Wellbeing.**

**“It is amazing to see the progress that the Manchester Adult Education learners make during the programme. It was very apparent the difference that coaching and guidance delivered by MAES has made in the way the candidates interact professionally and courteously, and, also in the way their interpersonal skills have developed. It is a pleasure both personally and behalf of G4S to be able to support the fantastic work that the MAES team are doing for the community.”**

**Alan Brierley,  
G4S Secure Solutions**

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 **European Union**  
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**MANCHESTER**  
CITY COUNCIL

## 1. The Avenue Library and Learning Centre

Victoria Avenue East, Blackley, M9 6HW.  
Tel: 0161 219 2393

## 2. Abraham Moss Adult Learning Centre

Crescent Road, Crumpsall, M8 5UF.  
Tel: 0161 219 6735

## 3. Newton House Adult Learning Centre

203 Droylsden Road, Newton Heath, M40 1NY.  
Tel: 0161 254 7706

## 4. Greenheys Adult Learning Centre

Upper Lloyd Street, Moss Side, M14 4HZ.  
Tel: 0161 254 7314

## 5. Longsight Library and Learning Centre

519 Stockport Road, Longsight, M12 4NE.  
Tel: 0161 227 3706

## 6. Withington Adult Learning Centre

24a Burton Road, Withington, M20 3ED.  
Tel: 0161 234 5687

## 7. Forum Learning

Forum Square, Wythenshawe, M22 5RX.  
Tel: 0161 935 4080

We also run courses at many community venues across Manchester. Please contact your nearest centre for further details.



Find out more  
Visit [manadulthood.org.uk](http://manadulthood.org.uk)  
🐦 [@ManAdultEd](https://twitter.com/ManAdultEd)  
🐦 [@MAESWorkReady](https://twitter.com/MAESWorkReady)

# Benefits for Employers

## **MAES courses support and prepare learners for the world of work.**

Read more on how employers can work with us to improve adult learners' employability skills and work-readiness.

### **How will learners benefit?**

Manchester Adult Education learners will have improved employability skills and a better understanding of the world of work through talking to employers directly, developing workplace skills, and receiving better careers information.

### **How will employers benefit?**

Working with adult learners at MAES is an opportunity to find local recruits, shape employability skills, pass on enthusiasm for the sector, develop the workforce, and influence teaching. It is also a chance to get involved in the community and raise your profile.

### **What are the ways to be involved?**

You could support by giving a career or employer talk, conducting mock interviews, hosting workplace visits, offering work experience placements, providing work-shadowing opportunities, or advising on the curriculum. Find out more on the next page.

### **How much time will this take?**

Commitment and time needed will vary depending on the offer of support. We would strongly recommend advance planning.



### **How do I make it happen?**

Contact Emma Langlois, Preparation for Work Curriculum Manager, to have an initial discussion:

**[e.langlois@manchester.gov.uk](mailto:e.langlois@manchester.gov.uk)**

# Employer Talks/ Workshops

## Why not visit one of our classes to give an employer talk, or offer a workshop on a work-related activity?

Your expertise could help our learners to secure employment, progress in their current career, and offer better understanding of real workplace skills and requirements.

### Mentor our learners

Could you offer our learners a pre-career conversation? Our learners are looking for work in a variety of sectors and have questions about their chosen career path. It would be helpful to speak with a professional in that sector to gain a better understanding of routes to employment and get some useful actions to follow.

### Career fairs

Ever thought of holding a recruitment event? Why not have one at one of our centres? We could help you to promote your vacancies by supporting a small careers fair.

During the current situation we can support you with recruitment online. All our learners will have access to online events until we are ready to go back to face-to-face events.

### Insight visits

Insight visits are short visits to the workplace to find out more about an organisation or specific job role. Are you able to offer an insight visit to a learner or small group of learners who are interested in a specific sector or job role?

### Work experience

Work experience is a fantastic way for our learners to become used to the world of work and develop workplace skills. Work experience could be a day, a week, or even two weeks.



# Benefits for partners and their clients

**How education partners can work with Manchester Adult Education to improve adult learners' awareness of educational opportunities.**

## **How will our adult learners benefit?**

Manchester Adult Education learners will have a better understanding of educational opportunities through: talking to partners directly, visiting educational establishments, and having access to current careers and labour market information.

## **How will partners benefit?**

Working with adult learners at MAES is an opportunity to support and raise local residents' aspirations, shape employability skills, widen participation, and influence teaching. It is also a chance to get involved in the community and raise your profile.

## **What are the ways to be involved?**

You could support by giving a talk, advising on making applications, hosting visits, training tutors to support learners, or collaborating and advising on developments in the curriculum.

## **How much time will this take?**

The commitment and time needed will vary depending on the offer of support. We would strongly recommend advance planning.



## **How do I make it happen?**

Contact Janet Cinar, Careers and Progression Manager, to have an initial discussion:

[j.cinar@manchester.gov.uk](mailto:j.cinar@manchester.gov.uk)

# Laing O'Rourke Work Experience

**On 27 January 2020, nine Manchester Adult Education learners from English and Maths courses went to Laing O'Rourke's The Factory site for a week of work experience.**

Our learners spent the week having site tours, hearing about different roles and disciplines, learning about Health and Safety, exploring Digital Engineering, and finding out how to create a great CV. They also researched and created presentations, which they presented to senior Laing O'Rourke managers on the final day.

What a fantastic impression they made! Feedback from Laing O'Rourke was very positive, praising the learners' levels of engagement, willingness to learn, and the high level of education and skills they brought to the work-experience week. The company also expressed its enjoyment working with adult learners - its first group!

The learners are now updating their CVs and applying for CSCS cards. One learner is returning to Laing O'Rourke to undertake a week placement with the Procurement Team.



# MIH Focus week, Forum Learning

## MIH Focus week learners have mock interviews with employers.

They are applying the STAR method, talking about themselves positively, explaining their strengths, and outlining their skills, experiences and abilities.

“The focus on confidence and self-esteem was very good and really useful.”



“The course helped with my confidence and talking to people.”

“It gave me a better understanding of how to look for jobs, what employers are looking for, and how to deal with interviews.”



# MIH Focus week, The Avenue Library and Learning Centre

## Make It Happen learners from Cheetham Hill Jobcentre building their confidence for interview situations.

They are using the STAR method to answer competency-based questions, demonstrating positive body language, having a positive mindset, sharing relevant life experiences, and asking their own questions.



“I don’t like plays. I hate them, but it was great to practise interview questions with each other. I am going to practise with someone before my next interview. It really helped saying answers out loud.”

“I learnt more about getting into employment and using the STAR method. It was very helpful.”



# MIH Focus week, Greenheys Adult Learning Centre

**Make It Happen learners practising their skills, knowledge and new-found confidence with employers.**

They are describing their strengths, responding to interview questions with clear and well-structured answers, and demonstrating desirable personal skills and qualities. **Employer support: Lendlease, Morgan Sindall, G4S, Homestart and Virgin Media kindly gave their time to support this event with our learners.**



“It was a good opportunity to get interview feedback directly from an employer. It helped me to work on my confidence.”

“It was good to get examples from someone else, and I got good feedback.”



During National Careers Week 2020, a number of organisations visited classes and talked to MAES learners about progression, next steps, and different career paths.

## Higher Education

A representative from the Widening Participation at The University of Manchester gave talks to learners on progressing into Higher Education.



“Today’s talk helped me a lot. It helped me to think about Higher Education as an option.”

“I thought I could go to university after my Level 2 functional skills, but I now know that I need to do a Level 3 or an Access Course.”

## Self-employment

An Enterprise Adviser from One Manchester gave talks to learners on self-employment.



“I now know what routes to take to own my own business.”

“The talk was very informative. I found out useful information and contacts. I think I need to do more research.”

## Careers in Interpreting and Translation

M4 Translations talked about what is involved in being an interpreter and translator. They gave useful information on career pathways and expectations. After the talks, learners said:

“M4 gave us loads of information that I didn’t know. The talk was very interesting.”

“The talk has encouraged me to carry on with other levels and has influenced me more than ever to succeed in what I wish to do as an interpreter.”

# Make It Happen Explained



Our approach to Careers Education, Information, Advice and Guidance (CEIAG) enabling our learners to progress to positive destinations.

## INTRODUCTIONS

Opportunities for learners to meet employers, Further Education/Higher Education staff, and voluntary organisations, either in MAES centres or off-site.

## FOCUS WEEKS

A one-week intensive confidence-building pre-employment programme, which includes employer encounters (mock interviews, job fairs, employer talks etc).

## MEET UPS

Sessions for current learners on specific Preparation for Work topics (eg. skills identification, career confidence, today's recruitment processes, interview skills, CVs etc).

## CONVERSATIONS

Individual advice, guidance and/or coaching with a qualified careers adviser.

Emma Langlois  
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Preparation for Work

Janet Cinar  
0779 582 7701

Careers and Progression

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