

# Information for College Leavers 2022

Now that you are about to complete your college studies and will be leaving for the summer, there will be times when you need essential information – about results day, employment, applications to universities, finances and so on. Here's a quick guide to the essential information you'll need.

## Change of Address and Personal Information

Please let the college know of any change of address, phone, mobile and email before leaving for the summer, as we may need to get in touch with you or forward your exam certificates to you.

## Library Books

Please can you ensure that all college books are returned to the library and to individual departments to avoid being charged for any replacements.

## Results Day: Thursday 18<sup>th</sup> August 2022

In previous years students have been able to download their results online via the college Intranet or come to college to collect their results. The process for picking up/accessing your exam results on results day will be advertised on the college website.

If you are applying to Universities they may want to see a copy of your results and will let you know about which formats they will accept.

## UCAS TRACK and Confirmation

If you have achieved the grades you need for your 'Firm' or 'Insurance' offers, this will automatically be confirmed on **UCAS TRACK** on results day.

If your results are lower than your 'firm' or 'insurance' offers, you may still be accepted by the university (note - sometimes it can take a few days for Insurance choices to confirm whether you have a place or not). You can always call the University to ask. More information can be found here: [Clearing | UCAS](#)

## 'Clearing'

'Clearing' is the process that universities and colleges use to fill any places they still have on their courses, and can be a good way for you to find another course

From 5 July – 18 October, you can apply for a course using Clearing if you're not already holding an offer from a university or college, and the course still has places. You can use Clearing if:

- you're applying after 30 June
- you didn't receive any offers (or none you wanted to accept)
- you didn't meet the conditions of your offers
- you've [declined your firm place](#) using the 'decline my place' button in Track

**Make sure you have your UCAS application number and your UCAS TRACK username and password.**

## [What is Clearing?](#)

## Careers and Support

There is a limited service for careers until 25<sup>th</sup> August 2022 when enrolment begins again.

College careers advisers will be available until 12<sup>th</sup> July via email on: [careers@tcg.ac.uk](mailto:careers@tcg.ac.uk). The Careers Team can support you for 3 years after you leave college.

UCAS have an exam results helpline. **From Thursday 18 August until Friday 2 September**, you can call the Exam Results Helpline for free one-to-one support from a careers adviser.

Ask all of your questions and get advice on qualifications, appeals, gap years, moving away, vocational learning routes, employment, and more.

Call **0800 100 900** at the following times

08:00 – 20:00 Monday to Friday

10:00 – 17:00 Saturday

### **Exam Certificates**

A Level and Vocational (such as BTEC and CACHE) certificates arrive at college late in the autumn term and will be posted out to students.

### **Missing Results and Remarks**

You will need to speak to your teachers and the exams team if any of your results are missing/ incorrect or you are considering a remark. The time schedule for remark submission is very short, so please contact exams as a matter of urgency using the college switchboard.

### **Money Matters**

You should have already filled in the Student Finance form online at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance).

If you are applying for Disabled Students Allowance (DSA), support for childcare/dependents or other funding, you should have also filled in a separate paper form.

[Get undergraduate student finance: step by step - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**Student Finance helpline number: 0300 100 0607**

A reminder that you may also be able to apply for additional bursaries from your university – details of which will be on the university website.

Further details are available for further finance for health related courses such as nursing.

<https://www.healthcareers.nhs.uk/career-planning/study-and-training/considering-or-university/financial-support-university>

### **University Accommodation**

You may need to send confirmation that you will be taking up your offer of a degree place to your university accommodation office.

If you have obtained a place through 'Clearing', you will need to contact their accommodation as soon as possible.

## Employment, Apprenticeships or Traineeships

[Find a job - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Once you leave college, the local Job Centre Plus offices can support you and provide you with current information about employment opportunities. Check their websites to find out where your local office is and opening times. You can also return to the Careers Service at college for up to three years.

[Summer Jobs in Stockport \(stockport-jobsmatch.co.uk\)](https://stockport-jobsmatch.co.uk)

Stockport Jobs Match has a guide to finding a summer job and lots of advice about finding a job or apprenticeship.

[Jobs \(trafford.gov.uk\)](https://trafford.gov.uk)

Trafford Pledge host this page which has live updates on jobs, support and apprenticeships in Trafford.

[It's time to start thinking about FutureYou | Future You \(startfutureyou.co.uk\)](https://startfutureyou.co.uk)

Future You offers free, personalised support for 18 – 24 year olds not in education, employment or training in Greater Manchester. If you have left college and are not sure what to do next, each young person gets a dedicated mentor to work with them while they decide their next steps.

[Find an apprenticeship - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Apprenticeships | GMACS | Inspire. Explore. Apply](#)

You can find out more about Apprenticeships and Traineeships by booking a careers appointment at college, or via these useful links.

### Future References

Former students are welcome to use staff in the college as a referee when applying for jobs or to university once they have left.

### Ex-Students making UCAS Applications

If you are applying through UCAS after leaving college, contact [careers@tcg.ac.uk](mailto:careers@tcg.ac.uk) to find out how to link your application to the college for a UCAS reference.

### CAREERS RESOURCES

A reminder that there is a range of careers resources on the College Careers Website or National Careers Service website [here](#).

### What to do if you have difficulties later on?

Occasionally students find that they have not chosen the right job, course or place to study. Before you make any hasty decisions, you should ask yourself if you've had enough time to settle and adjust.

- If you are in Higher Education, arrange to speak to your personal tutor, lecturer or careers adviser at your university
- Issues that are more personal can usually be discussed with the support or pastoral services, who can offer help with anything from financial matters to accommodation problems.
- If you are in, or still seeking, employment then the local Job Centre Plus is the best source of help and they are happy to advise once you have left college.
- If you are struggling with legal or money problems, there is a Citizens Advice Bureau in most towns/cities and these will be highlighted on their website.

## **Your Future Plans**

Our staff have taught you for two years or more and are keen to know what happens to you, so are your high schools, which we notify. We'd like to know about your final destination, whether it's a job or a higher education course.

**Finally, all the staff in college wish you good luck, and success and happiness with wherever you go and whatever you decide to do**