



(Preface)

## **SHENA SIMON COLLEGE PROSPECTUS**

### **A BRIEF HISTORY OF THE COLLEGE**

Shena Simon College is based in a beautiful historic building at the heart of Manchester. Its history is fascinating - as is the lady who gave the college its name: Dorothy Shena Simon.

### **SHENA SIMON**

Shena was born in 1884. She studied Economics at Newnham College, Cambridge and was a keen supporter of the Suffragette women's rights movement.

In 1912, aged 28, she married into the wealthy Simon family of Henry Simon Engineering fame. The company still exists today as a flourishing Manchester-based concern.

When Shena's husband, Ernest, became Lord Mayor of Manchester in 1921, she visited many of the city's schools from which she developed a life-long interest in education.

Shena became a Liberal Councillor and served on Manchester Education Committee for 43 years. She also sat on the National Committee which ultimately introduced the comprehensive system of education to Britain.

It was because of Shena Simon's great support for education that it seemed fitting to name the college after her when the opportunity arose in 1982.

### **THE BUILDING**

The Duke of Devonshire opened the magnificent new five-storey building in 1900. It had cost £X and became the Whitworth Street School until 1904.

As the renamed Manchester Municipal Secondary School it was extremely popular and an extension was completed in 1911. At the outbreak of the Great War in 1914, the building was converted to a military hospital.

Pupils - both boys and girls - returned to the newly-named Central High School in 1920. This identity remained until 1960, although the boys had left in 1954.

It was appropriate at this time to re-name the school Central High School for Girls. Following Manchester educational re-organisation of 1982, the building became home to Shena Simon College.

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## **SECTION 1 –**

### **An introduction to Shena Simon College - by (    ), College Principal**

Shena Simon College offers a wide range of courses and a flexible approach to meeting the individual needs of students. Our aim is to help you make the right choices for your future as well as providing the educational opportunities and support you need to achieve your goals.

Students benefit greatly from the extensive facilities available at Shena Simon College. These include excellent Information Technology resources, a Learning Resource Centre, well-equipped laboratories, a theatre, dance studio, media resources and much more.

Studying in the heart of Manchester means you have easy access to all that a major European city has to offer. There are theatres, cinemas, art galleries, concert halls, museums, libraries, exhibition centres and unbeatable sports facilities. As you may know, Manchester also has a thriving business community and many higher education institutions. Shena Simon College has developed professional links in both these areas to the continuing benefit of our students.

At a personal level, Shena Simon College has the advantage of being on one site which means we can care for you as an individual. Every student has a Personal Tutor to help them throughout their time in College. In addition, our well-qualified and experienced Subject Tutors will guide you through your course and provide the challenges you need to enable you to fulfil your potential. The College also provides an extensive range of support services including careers guidance, higher education advice and counselling.

Reading this prospectus is your first step towards enrolling on one of the many excellent courses provided by Shena Simon College. To find out more, why not come along to one of our regular Open Evenings. Or, if you prefer, you can make an appointment to

come to an informal guidance interview. Either way, you are always welcome.

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## **SECTION 2 - Choosing a course...step by step**

The table below compares 3 levels of GNVQ with GCSE, A Level and BTEC equivalents:

<b>Level 1</b>	GNVQ Foundation	4 GCSEs Grades D-G	
<b>Level 2</b>	GNVQ Intermediate	4 GCSEs Grades A-C	BTEC FIRST
<b>Level 3</b>	GNVQ Advanced	2 A Levels Grades A-E	BTEC NATIONAL

Do you want to go on to Further or Higher Education? Or do you want some extra qualifications to help you in the job you already have? Perhaps you're looking for a qualification that will help you to find a job in the first place? Whatever your needs, Shena Simon College has a wide range of courses to choose from:

### **PRE-VOCATIONAL**

These courses support students with learning difficulties and disabilities. It helps to improve Maths and English and to progress onto Foundation GNVQ.

The GNVQ (General National Vocational Qualification) has a vocational approach which develops the knowledge and skills needed in a particular type of job or profession. Courses are available in Business, Art and Design, Health and Social Care, and Science.

GNVQ qualifications cut across all three levels.

### **LEVEL 1**

GNVQ

Foundation

No entry requirements.  
Usually a one year course.

## **LEVEL 2 – Intermediate**

GCSE

- A wide range of subjects to choose from, whether you want to take new subjects or improve an existing grade.

Many students take four subjects, but others choose to combine them with A levels, AS levels or GNVQs. Most subjects require you to complete course work and to sit an examination at the end of the year to gain the qualification. A one year course with November re-sits is also available in English and Maths.

GNVQ Intermediate: GCSE grades D-E required for entry.  
Equivalent to four higher grade passes at GCSE.  
A one year course.

## **LEVEL 3 - Advanced**

'A' Levels give you a wider range of subjects to choose from (full time students usually select three) and these may also be combined with AS Levels and GCSE subjects. A minimum of four GCSEs at grade C or higher, or a GNVQ Intermediate with merit or distinction (or equivalent) is required for entry. Usually a 2 year course.

'AS' Levels

are equivalent to half an 'A' Level, and are usually a one year course which may also be combined with A Level and GCSE subjects.

GNVQ Advanced Four GCSEs at Grades A-C or an Intermediate GNVQ with a merit or distinction required for entry. May also be combined with an A Level, an AS Level or a GCSE subject.

Equivalent to 2 A Levels, so provides a route to Higher Education. A two year course.

Courses usually involve between 15-20 study hours per week depending on which level you choose.

We offer the BTEC National Diploma as a full-time two-year course. Subjects include Performing Arts (Acting and Dance), Popular Music and Media.

The courses are specially designed with an emphasis on practical skills and

assignment-based learning to prepare students for employment in technical, business or commercial occupations.

It is also an alternative route to Higher Education. Entrance requirements are usually a minimum of 4 GCSEs at grade C or higher, or a GNVQ intermediate with merit or distinction, or other equivalent.

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### **SECTION 3 - Support and Advice...** **we're there when you need us!**

We want to make sure you feel comfortable at Shena Simon College. From enrolment right through to the end of your course, a whole range of support and help is yours to call on!

#### **Careers Education and Guidance**

This plays an important part within the tutorial programme, preparing you for both higher education and working life. Our students can also gain accreditation for completing the full careers programme.

We also offer a wide range of support for the accreditation of KEY SKILLS which takes place for all students. Higher education and employers regard key skills as increasingly important and they are likely to form an essential part of future UCAS applications.

#### **Learning Skills**

Our student-support workshop has been designed to help you achieve the academic levels required on your chosen course. Teaching is in small groups by specialist staff who can maximise the effectiveness of the course by giving you individual attention. The College also has staff who can diagnose and/or support students with dyslexia.

Our main focus is on English, Maths and Study Skills. We can help you to improve your skills in: spelling, punctuation, grammar, vocabulary, writing essays, oral work, presentations, researching, planning, organising your time or your work, filling in forms, how to revise, how to learn, number work, measurement, statistics, geometry and algebra.

If it is appropriate, you can also achieve accreditation for your additional work through the Open College Network.

#### **English for Speakers of Other Languages**

For those of you who are not native English speakers, our experienced language staff are able to arrange support classes and tutorials to help you. Please find more details under the 'English for Speakers of Other Languages' section on Page XX of this prospectus.

## **Equal Opportunities & Special Needs Considerations**

Shena Simon College celebrates the diversity of its community and seeks to provide an atmosphere of mutual trust, tolerance and respect amongst all its members. The College is committed to eliminating discrimination and to promoting equality of opportunity for all.

This is reflected in the breadth and quality of teaching and learning styles and resources provided in the College. We seek to provide learning support for those with special needs, whether they are physical disabilities or learning difficulties, and do all we can to ensure equality of opportunity for all.

The College has regular reviews of students' experience of equal opportunities issues and monitors and acts upon any matter raised promptly. Students are invited to sit on the Equal Opportunities Committee to ensure they have direct access to equal opportunity policy making at Shena Simon College.

## **SECTION 4 - Facilities & Extras...a complete student package**

### **Work hard...**

Our extensive and well-equipped INFORMATION TECHNOLOGY CENTRE offers a range of courses designed to improve your computer skills and gain additional qualifications through a wide range of short courses.

The impressive library facilities at Shena Simon College are linked with the LEARNING RESOURCE CENTRE and Careers Area. Here you will find over 13,000 books on every subject, all easily accessed via our networked catalogue PC. A collection of tapes and videos, daily newspapers and many magazines is also available. There's a 'What's On' section and detailed subject leaflets to help you find material relevant to your studies. There are also many computer workstations for typing up course-work, several of which have CD-ROM and Internet facilities.

### **Play hard...**

To help you really enjoy your time at Shena Simon College, you should make the most of our sports and leisure facilities!

We have a well-equipped fitness room and theatre as well as a dance studio, music room and editing suite. There's a Common Room if you just want to relax, a cafe that's excellent value for money, and vending machines for your convenience.

If you're into outdoor pursuits we have excellent football teams (not too surprising in the home town of Manchester United!) plus plenty of indoor activities such as badminton.

There are lots of 'extras' including visits to the theatre, cinema, galleries and museums,

as well as 'residential' and trips abroad. You can take a first aid course, write for the student magazine, join the Students' Union and become involved in the life of the college.

There is, of course, the biggest outdoor pursuit of all - Manchester city centre with its shops, cinemas, theatres, street concerts, music venues and night-club scene.

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## SECTION 5

### **Links With Industry...for a brighter future!**

Shena Simon College has developed extensive links with industry and commerce enabling us to offer students valuable work experience and enhanced career prospects.

Our location at the heart of Manchester gives us immediate access to many major national and international companies who are based in the area.

We are also a member of the Manchester Chamber of Commerce and Industry. This provides us with additional direct links to many local firms as well as access to work experience places and business information.

The College's understanding and experience of industry and commerce means that we are actively involved in several local initiatives including Young Enterprise, and The Science & Technology Regional Organisation.

Shena Simon College is also a full member of the Manchester Educational Business Partnership which brings together a whole range of business and educational interests.

Should you have a specific project in mind which you would like to link with your studies at the College, we would be happy to discuss it.

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## **SECTION 6 -**

### **How to join Shena Simon College**

**(Mature Students please see next section)**

Deciding to join Shena Simon College is probably the biggest step you've taken so far. So here is what we've found to be the best way to go about it.

Think it over! You can always change courses once you've started, but it isn't always a good idea.

So before you rush ahead and decide to sign up for one of our courses, make sure that you know that it's what you really want to do.

Our advice is... to think about the qualifications you have now, or would like to have; think about the experience and skills you have now; then think about the kinds of career that you would like to have, or the higher education courses you would like to go on to.

Consider subjects that you enjoy studying, or that will teach you things that you don't already know.

***Talk it over, think it over.*** Talk to your family and friends, talk to your careers adviser, talk to your teachers at school and then come in and talk to us.

Have a good read through our Prospectus and make sure you get the information on the courses you're thinking of taking. Then ring our Admissions Office on 0161 236 3418 and ask any questions about our courses.

Come to our Open Evenings and talk to us, or talk to staff who come to your school to talk about enrolling at Shena Simon College.

You can also make appointments to come in and talk to the tutors of courses you are interested in. Don't worry, they won't be seen as interviews, and they're very informal chats. We want to help you, so we'll tell you everything we can to help you make up your mind.

Then Apply!

Once you've made up your mind, fill in the Application Form and return it to: The Admissions Officer, Shena Simon College, 34 Whitworth Street, Manchester M1 3HB. Tel 0161 236 3418.

We will then arrange an interview for you at the College. This will be more formal, and a friend or family member is welcome to come along with you. At the interview, you will have a chance to talk with some of the tutors about the subjects that interest you.

Your current situation, your current qualifications, your hopes and career intentions can also be discussed to help you decide on your study route.

Together, we'll decide on a provisional programme of study that will suit you. If the College offers you a place, you will receive a formal offer letter from us with an acceptance form which you should complete and return to the Admissions Officer. Further information about enrolment will be sent to you nearer the beginning of your course.

You can, of course, change your mind about what you want to study. If you do, amendments can be made at a later date. Don't worry if you miss this formal

procedure as we will still make every effort to find you a suitable course.

## **Mature Student Application**

If you're giving up time to study, you'll need to feel that it's time well spent. Perhaps you want to improve your career prospects or keep up to date with developments at work. As well as working wonders for your self-esteem, taking a course is a good way to prove to yourself and others that you can achieve success by studying.

If you want to go on to Higher Education there are several routes you can follow including ACCESS.

You may want to take a course for enjoyment and for the opportunity to meet people. There are so many ways you can benefit from studying.

On entry, mature students are individually assessed at interview and previous experience can often be accredited towards professional qualifications through the College's Accreditation of Prior Learning (A.P.L.) System.

This recognises that learning and achieving continue throughout adult life and will take into account paid or unpaid work and experience gained through leisure activities. It is of particular value to those without formal qualifications who wish to enhance their career prospects.

Adults should apply direct to the College, and can get an application form from the Student Services Office. Enrolment is possible at many times during the year, depending on the programme. However, most courses still start in September. Contact Student Services for more details.  
(Tel 0161-236 3418)

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## SECTION 7

### **Evening Classes...your spare-time bonus!**

On three evenings each week in term time a wide range of courses can be enjoyed. Adult learners can choose from examination classes and more leisurely interest classes.

Languages are ever popular and we have skilled native speakers on hand to guide you to fluency in your chosen language. Drop in after work. Classes start from 5.30pm and usually last 2 hours. Perhaps you'd like to develop your computer skills, or what about a

creative writing course or even a couple of extra GCSEs! A whole world of learning awaits at Shena Simon College.

#### Evening Classes:

Ancient History - A Level  
Art & Design/Craft - A Level  
Art & Design - GCSE  
AutoCAD - City & Guilds Book-keeping - GCSE  
Business Languages - CENTRA Business Studies - A Level  
Computer Applications/IT Level 2 Diploma  
Computer Applications Level 1 Certificate Creative Writing Dance - Latin American, Tap, Contemporary  
English Cambridge Proficiency Certificate  
English Cambridge Advanced Certificate  
English Cambridge First Certificate English - Basic English - GCSE French Advanced RSA  
French Operational RSA  
French Threshold RSA  
French Basic RSA  
German - Beginners  
Government & Politics - A Level Greek - GCSE Human Physiology & Health - GCSE  
Basic Competence in IT - City & Guilds  
Italian - Beginners  
Japanese - Beginners Law - A & AS Level  
Law (Citizens Law)  
Law (Finding Out About Law) Life Drawing Maths - Basic Maths - GCSE  
Media Studies - A Level Photography - GCSE Photography - A Level Physics - A & AS Level  
Physics - GCSE  
Popular Music National Certificate  
Psychology - A & AS Level  
Russian - GCSE  
Sociology - A Level  
Sociology - GCSE Spanish - Advanced RSA  
Spanish Operational RSA  
Spanish Threshold RSA  
Spanish Survival RSA  
Spanish Basic RSA Turkish Advanced  
Turkish Intermediate  
Turkish Beginners Urdu - GCSE Urdu - A Level  
Urdu Beginners

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#### **The Internet**

If you would like to know more about Shena Simon College, and find out about what Manchester has to offer the students studying in the City Centre, why not log on to our web-site or e-mail us:

E-mail address: [info@shenasimon.ac.uk](mailto:info@shenasimon.ac.uk)

Web-site: <http://www.shenasimon.ac.uk>

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