



Manchester  
Communication  
Academy

# MCA Careers Newsletter

WC 3rd November 2025

## Post 16 Options

### Post 16 Information:

There is a lot of information from a variety of sources available on Post 16 pathways and options. We are collating this in one place for students and parents. Click the Padlet image to access the page.



### Autumn 2 Open Days

Date	College / Event	Time (if given)
15 Nov	Bolton College	5pm - 7pm
15 Nov	Oldham College	10.30am - 1pm
15 Nov	Manchester College (Harpurhey)	10am - 1pm
15 Nov	Openshaw (TMC)	10am - 1pm
18 Nov	Bolton College	5pm - 7pm
18 Nov	Eccles Sixth Form College	5pm - 7pm
20 Nov	Rochdale College	4pm - 7pm
27 Nov	Pendleton	5pm - 7pm
27 Nov	Access Creative College	11am - 2pm
27 Nov	Greater Manchester Skills Centre	4pm - 6pm
29 Nov	Access Creative College	11am - 2pm
29 Nov	Future Skills (Salford City College)	10am - 12pm
1 Dec	Holy Cross	5pm - 8pm
2 Dec	Worsley College	5pm - 7pm
8 Dec	City Skills	10am - 12pm

Here are some of the Open Days taking place between now and Christmas.

We recommend our students visit as many colleges as possible.

Ensure you visit the college website incase you need a ticket for the event.

Open Days are an opportunity to find out more about the courses on offer and determine if the college suits you. Ensure you also consider how you are going to commute to the college itself.

What would you like to see feature in this newsletter?

If you have a request of an area you would like future information about please email: [careers@mca.manchester.sch.uk](mailto:careers@mca.manchester.sch.uk)

### Standing Out!

Colleges will receive A LOT of applications and it is therefore important that you stand out from everyone else. Your personal statement will help showcase your skills, qualities and past experiences.



### Apprenticeship Webinars for Parents and Students

Amazing Apprenticeships have regular webinars available to provide further details of what apprenticeships within various companies involve. Click the image below to see what's on offer.





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## Preparation for Post 16

### Personal Statements

All students have undertaken an Aspire lesson and guided them to complete a Personal Statement. This is an opportunity to really tell the college about themselves. First paragraph starts off about them, before moving onto strengths, skills, attributes and their characteristics. The third paragraph is about their hobbies and employment before concluding the document.

### Secondary Paragraph-Word Bank and Glossary



#### GLOSSARY OF TERMS

**Motivated** - Provide someone with a reason for doing something  
**Logical** - using reason and good judgement  
**Reliable** - able to be trusted  
**Responsive** - reacting quickly and positively  
**Assertive** - showing a confident personality  
**Conscientious** - completing work well and thoroughly  
**Persistent** - never giving up in spite of difficulty or opposition  
**Attentive** - paying close attention to something  
**Dynamic** - positive energy, full of ideas  
**Imaginative** - creativity or inventiveness  
**Mature** - to behave wisely and responsibly  
**Resilient** - strong, able to recover from difficult situations  
**Trustworthy** - to be relied on as honest and truthful  
**Committed** - willing to give time and energy to something  
**Objective** - not influenced by own feelings or emotions  
**Approachable** - friendly and easy to talk to  
**Observant** - quick to notice things  
**Tenacious** - persistent  
**Resourceful** - ability to think of ways to overcome difficulties  
**Empathic** - ability to understand others  
**Intuitive** - easy to understand or operate without instruction  
**Organised** - arrange in orderly way  
**Independent** - not influenced or controlled by others  
**Self starter** - someone motivated to work by themselves  
**Strategic** - someone who works to long-term goals  
**Perceptive** - having or showing a sensitive insight

#### POSITIVE WORD BANK

• Motivated	• Resourceful	• Orderly	• Proactive
• Honest	• Empathic	• Detail oriented	• Positive
• Reliable	• Intuitive	• Systematic	• Professional
• Responsive	• Optimistic	• Disciplined	• Result-driven
• Assertive	• Adaptable	• Resilient	• Warm
• Conscientious	• Reflective	• Co-operative	• Self-motivated
• Persistent	• Listener	• Confident	• Wise
• Attentive	• Team player	• Ambitious	• Understanding
• Dynamic	• Efficient	• Leader	• Achiever
• Imaginative	• Competitive	• Enterprising	• Charismatic
• Creative	• Organised	• Compassionate	• Diligent
• Thorough	• Independent	• Enthusiastic	• Efficient
• Innovative	• Self starter	• Industrious	• Inquisitive
• Mature	• Strategic	• Logical	• Meticulous
• Respectful	• Perceptive	• Helpful	• Considerate
• Trustworthy	• Thoughtful	• Patient	• Willing
• Committed	• Sincere	• Persuasive	• Punctual
• Hard working	• Determined	• Outgoing	• Capable
• Objective	• Dedicated	• Open minded	
• Tenacious	• Focused	• Knowledgeable	

**Inquisitive** - having an interest in learning things  
**Sincere** - to be genuine  
**Determined** - intent on something regardless of difficulties  
**Dedicated** - devoted to a task or purpose  
**Focused** - giving a lot of time, attention and effort  
**Systematic** - being organised in your work  
**Compassionate** - sympathy and concern for others  
**Industrious** - hard working  
**Meticulous** - attention to detail  
**Charismatic** - having a charm that inspires popularity of others  
**Proactive** - making things happen rather than responding to something  
**Diligent** - careful and using a lot of effort in your work  
**Co-operative** - working with others towards a shared goal  
**Patient** - accept or tolerate delays without anxiety or worry

**This word bank you may find very useful when you are completing your Personal Statement.**

All personal statements should be checked by a member of MCA staff whether this be the progress leader or teacher.

### Applications

All Year 11 students should have begun their college applications. It's important for students to apply for multiple so that come August they have options. We recommend students applying for between at least 3-5 colleges/ sixth form.

**A strong personal statement can make the difference in college admissions—it's not just about grades. Encourage your child to reflect deeply, write authentically, and showcase their character, values, and growth. Your support in helping them brainstorm and revise can be invaluable.**



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## Post 16 Education and Skills White Paper

In October the government released guidance to school on Post 16 Education and Skills and the improvements we expect to see over time. Here is a summary for you as parents:

- **Youth Guarantee:** Every young person will be offered education, training, or support to get into work—no one left behind.
- **Automatic college place:** All 16-year-olds will have a guaranteed college place in reserve after GCSEs.
- **Improved careers advice:** Schools and colleges will offer better guidance and two weeks of work experience to help students explore future pathways.
- **New qualifications:** Clearer, high-quality vocational routes like V Levels will sit alongside A Levels and T Levels.
- **Support for SEND learners:** Inclusive pathways and qualifications will ensure all learners have access to meaningful opportunities.
- **Lifelong Learning Entitlement:** Young people will be able to access flexible, modular courses with loan support—ideal for retraining or upskilling later in life.
- **Focus on high-value skills:** Education will align more closely with employer needs, especially in growth sectors like digital, clean energy, and health.

## Employer Encounters

Throughout a student's time in MCA they will have a number of encounters with employers. This could be trips, visitors to the Academy and their lessons, events such as the careers fair and many more. We will create a lot of opportunities over the 5 years your child spends at MCA to build up students' experiences to inspire and guide towards their future careers.

## Parent Careers Survey

Next week we will be sending a survey to all parents about seeking your feedback on Careers in MCA. This feedback will help us improve supporting parents and carers and the information you would like to know.