

# Keeping in touch

Whenever you need help with your career or other issues call into your Connexions Centre, we are here to advise you. Our full time Connexions Centres are open Monday – Friday.

You can contact us at:

## Connexions Manchester

Unit A  
North City Shopping Centre  
Lee Road  
Harpurhey  
Manchester  
M9 4DH  
Tel 0161 205 1644

551 & 553 Stockport Road  
Longsight  
Manchester  
M12 4JH  
Tel 0161 248 7684

The Powerhouse\*  
Raby Street  
Moss Side  
Manchester  
M14 4SQ  
Tel 0161 226 8609

141 Barlow Moor Road\*  
West Didsbury  
Manchester  
M20 2PQ  
Tel 0161 434 6582

The Focus  
Rowlandsway  
Wythenshawe  
Manchester  
M22 5BQ  
Tel 0161 437 4288

Room OT014  
IT Tower  
MANCAT  
Ashton Old Road  
Openshaw  
Manchester  
M11 2WH  
Tel 0161 9660

If you require this leaflet in a different format please ask.

Email [info@connexions-manchester.com](mailto:info@connexions-manchester.com)  
[www.connexions-manchester.com](http://www.connexions-manchester.com)

\*reduced hours – telephone to check opening hours.



## Connexions can help you

- Choose a career
- Write CVs and complete application forms
- Apply for Apprenticeships
- Apply to college and university
- Apply for financial help for further education or learning
- Apply for financial help or sponsorship for higher education
- Apply for benefits
- Sort out other issues that might be causing you problems



## What you can do

- Go to your nearest Connexions centre and tell us what help you want
- Keep in touch so that we can let you know about the latest Apprenticeships and job vacancies
- Use the cnx2jobs service to look at jobs or get your cv updated
- If you have second thoughts about what you want to do, talk to your Personal Adviser about your plans
- If you need extra support we have specialist staff who can offer you advice and guidance



- **Leaving school** - The school leaving date for Year 11 students is the last Friday in June, you can't work full time before that date.
- **Leaving college** - If you're at college you can leave at any time, but it is better to complete your course. If you're not happy with your course and are considering leaving early talk to your Personal Adviser first!
- **Starting work** - You'll need your National Insurance card when you start work. This is normally sent to you when you're about 15 years 9 months. If you're over 16 and haven't received one, or have mislaid it, contact your nearest Social Security office.

## Money Matters

**Open a bank account** - if you haven't already done so, open a basic bank account, you'll need one to be able to apply for EMA, to pay your wages into when you start work or claim benefits.

**Education Maintenance Allowance (EMA)** - If you continue in full time education at school or college and your annual household income is under a certain amount you'll be able to apply for an EMA – this could be worth up to £30.00 a week to you. You may also be able to apply for EMA if you go into some types of work based learning like e2e.

**Benefits** - When you leave Year 11 and are looking for, or waiting to start your Apprenticeship or job, your parent/carer will be able to continue to receive Child Benefit until September. If you're unemployed after that date and have registered at the Connexions centre for work or training your parent/carer can apply for extended Child Benefit. Ask your Personal Adviser for more information.

