



# London Business College

Prospectus 2011-12



Where learning comes to life

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## **A Welcome from the Principal**

*Hello and welcome to what I hope is the start of your prosperous academic relationship with the London Business College.*

*In one of the most exciting cities in the world, we have aspired to grow into one of London's finest independent colleges in both impact and reputation.*

*Our motto is '**strive for excellence**', and thinking big in our small, intimate and friendly learning environment has made the college what it is today.*

*We offer the best platform for academic excellence, and I take as much pride from what my team and I are achieving as I do in the achievements of my students.*

*As a student, you will always be at the heart of everything we do, and I am delighted you are considering the London Business College as your academic choice.*

*I look forward to meeting you in person and doing all I can to help you realise your academic ambition.*

*Yours*

*O E Cousins*

*Principal*

## London, Capital of the World



They say that when you get tired of London, you get tired of life, and as a student in the capital, you will discover the many beautiful things that this great city has to offer, and maybe something new about yourself too. From the music and fashion scene, to the home of sport and the future of art, London beats with an energy that makes it one of the most exciting capitals in the world, offering students the perfect balance between life, education and playtime.

As one of the most cosmopolitan cities in the world, London has a rich mix of cultures, and the diverse trends and tastes continue to attract record numbers of students from all nationalities.

London is also a tolerant city and has a proud tradition of recognising its multi-cultural roots. With events including the world famous *Notting Hill Carnival*, the Hindu festival of *Diwali*, and the *Chinese New Year*, the capital always has something to celebrate.

Supported by an excellent public underground and bus service, you will always be within easy reach of something interesting to see or do, including amazing views across London on board the *London Eye*, the historic royalty of *Buckingham Palace*, the beauty of *St Paul's Cathedral*, the passion of art at *Tate Modern* and all the fun at *London Zoo*.

London is also home to some of the world's most famous sporting venues, including *Wimbledon* (tennis), *Wembley Stadium* (football) and *Lords Cricket Ground*. And for the die-hard football fan, London boasts two of the world's strongest teams, *Arsenal* and *Chelsea*.

If you enjoy idyllic parks and green, open spaces to cycle, walk or have a picnic in, London will spoil you with the beauty of *Hampstead Heath*, *Hyde Park*, *Regent's Park* and *Kew Gardens*, possibly the most stunning open space in the capital – a definite must.

Something is always happening in the capital to suit your mood and tastes. So, whoever you are and whatever your background, **London Welcomes You.**

## My London Business College



The London Business College is conveniently located in Woolwich, in the historic surroundings of Greenwich. Although we are young and ambitious, we have already become as popular with local students as we have with students from around the world.

Our mission statement has always been to offer the best platform for academic excellence, which means that when you study a course at the London Business College, you will be studying a course that has been designed to assist you to succeed in industry and the modern workforce.

For International students, studying at the London Business College offers the perfect opportunity to acquire a British professional qualification, where you can go on and use it to study in some of the leading universities in the UK.

All our staff are dedicated to their roles and take pride in what they do and the way they do it. The size of the college means that at times, it is more like a family atmosphere, and with small class sizes our students are nurtured in a warm and intimate learning environment.

The college will also help you find the most relevant practical work placement during or after your course. The London Business College tuition fee is extremely competitive and full course fee details can be found on our website [www.lbcollege.ac](http://www.lbcollege.ac)

The College also has a history of attracting funding from government bodies like the Learning and Skills Council. We have run a Train to Gain scheme where employees can benefit from NVQ training in areas such as Business Administration, Customer Care, IT, Management and English. We also are committed to training in the local community by providing Literacy, Numeracy and ESOL courses.

# Valuing diversity



## Equality

The London Business College is committed to equal opportunities so that all staff and students can work in an environment free from discrimination. The college will not tolerate anyone being treated less favourably because of their gender, marital status, gender reassignment, pregnancy, sexual orientation, disability, race, colour, ethnic background, nationality, religion or belief, and age. All students, staff, visitors and contractors are treated fairly and with respect.

## Disability

The college will discuss necessary requirements with individual students and reasonable adjustments will be made for disabled students to achieve free and easy access. All students are provided with a copy of our Disability Policy. The College has been accredited by Job Centre Plus to carry the Two Ticks symbol that shows that we believe in employing equal opportunity in our recruitment process. The five principles of the Two Ticks are:

- **Recruitment:** To interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities
- **Consulting employees with a disability:** To ensure there is a mechanism in place to discuss at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities.
- **Retaining people who become disabled:** To make every effort when employees become disabled to make sure they stay in employment.
- **Developing awareness:** To take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work.
- **Reviewing progress and keeping people informed:** Each year to review the five commitments and what has been achieved, to plan ways to improve on them and to let employees and Jobcentre Plus know about progress and future plans

## My Home



In Woolwich and the surrounding Greenwich borough, you will find a place to call home, where you can study hard and play even harder. Woolwich and Greenwich has so much to offer and is enjoyed by so many people for so many different reasons.

Ideally situated in the South East of London, Woolwich has good public transport and you can be in central London in as little as 30 minutes. It also benefits from good road and rail networks, and London City Airport can be reached conveniently by tube, bus, Woolwich Ferry or Docklands Light Railway (DLR).

The borough is made up of a vibrant mix of cafes, restaurants and theatres, and remains a lively and culturally diverse area of London. The Royal Observatory, where time began and its links with the Royal family is close-by, as is Greenwich market, where you will always be able to find and pick up excellent bargains.

Woolwich town centre is only a minute away from the campus, and with clubs, bars, and traditional pubs and restaurants serving cuisines from all around the world, Woolwich has plenty to offer all tastes.

You can enjoy the historical and world famous Cutty Sark, or spend a day in the beautiful surroundings of Greenwich Park. Or what about Woolwich market, which dates back to the 1600's and is one of the oldest in London. And for the active student, you are surrounded by fully equipped gyms, including the Waterfront Leisure Centre, Plumstead Leisure Centre and Fitness First.

London weather is a strange beast! Temperatures fluctuate between below freezing in the winter months (December – February) to scorching hot during the summer (July – September).

The cost of living in Woolwich and surrounding area is lower on average than the rest of London.

# Information, Advice and Guidance

All new and prospective learners are at the heart of the London Business College and your welfare is priority. Here are just a few ways that the college will aid and support you for the duration of your studies. Our aim is to provide you with the best unbiased objective support to help you make the most suitable informed choice.

## Resources

A well-stocked Library with a good selection of books and reference material relevant to all programmes studied at the college.

The college Computer Lab is equipped with high-speed broad enabled PCs for students to access the internet for free, to send and receive e-mails, and use a wide range of software.

All the information you will need for your studies is found either with your unique login to the website or on the College network. This includes course material, exam regulations and College policies

## Programmes

The London Business College has a range of courses that are all underpinned by a sound Information Advice and Guidance service to help you make the right choice.

Staff are trained to be impartial and treat the students views with confidentiality. The process is focused on the needs of the individual, whose interested are paramount. We believe that all learners have equality of opportunity to participate in activities that can lead them to success. If there is any point that the student feels is not clear there is a feedback form provided and also a suggestion box in the reception area. All views are treated with respect. We make every effort for our courses to be accessible but if you feel you need extra assistance please contact your tutor or any other member of staff. Your concern will be dealt with politely and confidentially.

From diploma, advanced diploma to post graduate diploma level and up, our administration department will be happy to take you through our portfolio of courses to help you target a programme that best suits you.

Some courses cover vocational training and qualifications that start at Entry Level and progress to Level 3. Subject areas cover Business Administration, Computing, Customer Service, English, Team Leading and Management.

For industry we provide Business Administration, Information Technology, Customer service, ECDL/ICDL, Security Guard and English (ESOL) courses that will fit in with the working practises that your company is used to. As an Institute of Leadership and Management (ILM) centre we also provide qualifications for management up to Level 5.



# Student Support

## Tutor Support

All students at London Business College receive tutor support face to face and by email. We take pride in the fact that communication channels are always open. Any issues with course work or College matters are dealt with promptly and within 2 working days.

## Child Care

There is a good provision of child care and support services locally. If you would like a leaflet or more information please pick one up from reception or ask at reception.

## Discretionary Learner Support

Discretionary Learner Support is available in colleges and school sixth forms to help with learning costs. The funds are mainly for UK citizens and are provided by the Government.

The funds are prioritised for those who face financial hardship. They can be used to help with:

- financial hardship and emergencies
- childcare costs (for Ofsted-registered childcare)
- accommodation costs, for those who have to study further than the maximum distance from home
- essential course-related equipment, materials and field trips
- travel costs (for over 18s)
- 

Use the link below for more details or ask for the Training Manager.

<http://www.direct.gov.uk/en/EducationAndLearning/index.htm>

## Social programmes

We have a vibrant student population with many activities for you to take part in. Students are encouraged to set up social groups and join together to create share experiences. The College regularly arranges tours to attractions and historic monuments and also have corporate links for working experience.

## Initial Assessment Process

Depending on your programme we will initially carry out an assessment when you start on your journey to a qualification or are improving your skills and knowledge. This will tell us if you need any additional support with your course, special access to the premises, assistance with using a computer because of a disability, or even a little more time than usually required. This assessment will be confidential. If you have any issues after the assessment please ask to speak to the Training Manager.

## Referral Service

In the case of the College not being able to fully assist you we will always signpost you to another appropriate provider. This may be because we don't provide the course that matches your requirements, or because you need childcare, health issues, financial advice or help from your local Councillor.

# Student Support



## Health

Health treatment is offered free of charge to British citizens and overseas students attending full-time courses, although a charge is made for dental and optical treatment. Students are advised to register with a general practitioner and dentist as a matter of priority.

## Accommodation

The London Business College will assist students in finding suitable accommodation at affordable costs. The college also has links to local Estate and Letting Agencies.

## Financial

For students requiring a bank account in the UK, the college will provide a letter confirming your student status. If you need to pay your fees in instalments this can be discussed at your induction and arrange a suitable easy payment plan.

Local Council Tax is payable for most residents of the UK but as an international student you are exempt.

## Mature Students

There is no age limit to education and the college welcomes mature students. Some courses expect a history of work experience but not all, so please ask how we can help you.

# Applying for a Course

The London Business College welcomes applicants from the UK and abroad, as well as from Employers looking for a course for their Employees.

Applying for a course at the London Business College is easy and starts by simply downloading the appropriate application form from the link on the home page. You can then complete your form online, e-mail or post it directly to us, or you can print off your form, complete it and send it by post or fax it. Application forms are also available by contacting the College or visiting us on campus. There are no application deadlines but you are encouraged to apply early as there are only a limited number of places available on each course.

As an international student applying for a course at the London Business College you must submit the following:

- A fully completed application form written in block capital letters in English, or accompanied by a certified/attested translation with 2 recent colour Passport size photos attached.
- Attested copies of all relevant academic certificates, transcripts and English language test results (IELTS, TOEFL or equivalent). For more details about English Language requirements, please check the Home Office website <http://www.ukba.homeoffice.gov.uk/studyingintheuk/>.
- Evidence of work experience, i.e., attested certificates if mentioned in entry requirement.
- A detailed Curriculum Vitae (CV), if requested
- A photocopy of your Passport.
- Payment of course fees in full, or a minimum deposit of £2,500 for undergraduate and £3000 for postgraduate applicants. Where an applicant requests a refund, all course fees will be returned less a £150 administration fee.
- Any additional references to support your application.

When you apply, please complete your application form and include all payments, as set out above. If you are applying from outside the EEA, your suitability for the course applied for will be assessed on your ability to fulfil all entry requirements, which includes your educational history, work references where applicable, language and academic qualifications, and ability to pay all course and maintenance fees. It is therefore essential that you provide everything listed above.

**Next steps:** please read and comply with the UKBA Tier 4 policy at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk). If you fulfil all entry requirements, as above, you will receive an offer and if you accept this, the College will issue you with a CAS. You will need to know all the details provided on the CAS statement before you can accurately complete your visa application.

If you have not fulfilled a specific term, such as non-payment of fees, or if you are waiting for academic results, you will be sent a conditional offer letter, which is an offer to study at the College, subject to the particular term being fulfilled, such as payment of fees. Please allow the College seven working days to process your application form.

## Admission Checker

If you have applied successfully you will receive a unique reference number on your offer letter, and to verify your place to study at the College you can simply type the reference number in the Admissions Checker on our home page.

For non international students please download the Vocational Booking form and send direct to the College. We will then, depending on the course, lead you through the appropriate enrolment procedure.

# Quality Assurance and Partnership

In its short life, the London Business College has been awarded many accolades regarding the quality and high standard of course offered. Here are those who have officially recognised the achievements of the London Business College.

## UK Border Agency (UKBA)

The UK Border Agency is responsible for securing the UK border and controlling migration in the UK. They manage the border control for the UK, enforcing immigration and customs regulations. They also consider applications for permission to enter or stay in the UK, and for citizenship and asylum.

## BAC

The British Accreditation Council (BAC) is an independent body, to be the national accrediting body for private post-16 education in the UK. The primary objective of the Council's founding members was "to improve and enhance the standards of independent further and higher educational institutions by the establishment of a system of accreditation". Accreditation by BAC is recognised by the UKBA as a qualifying requirement for institutions wishing to enrol students on visas.

## Study UK

Study UK is the official membership association for BAC accredited colleges of Further and Higher Education in the UK. They are the voice of the UK independent college sector and work with a wide range of partners and stakeholders worldwide to represent the interests of the sector and our members. Study UK works alongside English UK, its natural "sister" membership body for the English language teaching industry. Both organisations share a brand and logo design already associated with "quality UK education".

## UCAS (University Clearing and Admission System)

This the organisation responsible for managing applications to higher education courses in the UK. Not only do they process more than two million applications for full-time undergraduate courses every year, but they help students to find the right course. UCAS try to make things run as smoothly as possible by providing innovative online tools which make it easier for students and higher education institutions to manage applications and offers.

## Disability 2 Ticks Scheme

London Business College been accredited with the 2 Tick Disability Symbol which recognises the College's commitment to good practice in employing people with disabilities.

## MATRIX quality standard for information, advice and guidance services

The matrix Standard is the national quality standard for any organisation that delivers information, advice and/or guidance on learning and work.

## Investors in People (IIP)

Investors in People is the national standard which sets a level of good practice for training and development of people to achieve their business goals. This award is a standard of achievement recognized by colleges and universities, as well as business and industry.

## EDI - supporting learning and performance

EDI is an accredited Awarding Body and leading international education company with a wide range of products and services including vocational and professional qualifications both within the UK and internationally through LCCI, Goal online assessments for schools, approved training programmes for employers, an electronic assessment delivery system, electronic portfolio package and specialist business broadband service.

## Institute of Administrative Management (IAM)

Upon successful completion of the IAM Advanced Diploma, students can progress to the final year of a BA (Hons) Strategic Administrative Management awarded by Oxford Brookes University. The IAM has developed this degree with its partner, Management Development Partnership. This College has been granted recognition by the IAM to offer tuition support to students studying for the degree

### **Association of Business Executives (ABE)**

The Association of Business Executives (ABE) a UK-based professional body promoting business and management qualifications accredit the London Business College.

### **Oxford and Cambridge RSA (OCR)**

The Oxford and Cambridge RSA examination (OCR) is available to everyone and is respected and recognised as one of the UK's leading awarding bodies.

### **Trinity College**

English is the language of the world, and at London Business College our expert and native speaking Tutors will help you improve your English reading, writing, listening and speaking skills. This exam is set by Trinity College, a leading international examination body.

### **The Organisation for Tourism and Hospitality Management (OTHM)**

OTHM is the fastest growing membership and examination body for Tourism and Hospitality in the UK. OTHM offers a wide range of professional qualifications, and their courses are designed to provide continuous professional development to build the skills and knowledge for a successful career in tourism and hospitality. The great thing about the OTHM is that if you are OTHM qualified, you can gain clear access route to the London South Bank University to study their BA (Hons) Tourism and Hospitality and their MSc International Tourism Marketing.

### **City and Guilds**

The City and Guilds of London Institute (City & Guilds) is a United Kingdom examining and accreditation body for vocational, managerial and engineering training, offering over 500 qualifications in 28 industry areas, spanning from entry level to the equivalent of a postgraduate degree.

### **The Institute of Leadership & Management (ILM)**

The ILM is Europe's leading management organisation. ILM partners with more than 80,000 individuals and organisations each year to help them fulfil their potential and achieve success through its wide range of flexible leadership and management development solutions. From industry-leading qualifications and membership services to specialist learning resources, all ILM products and services are built on in-depth research and benchmarked against best practice standards. Supporting a fast-growing community of over 30,000 practising leaders and managers, ILM's membership services are designed to provide ongoing continuing professional development throughout every stage of a manager's career

### **British Computer Society (BCS)**

The British Computer Society (BCS) is the foremost industry body for IT Professionals and people in the field of information systems. They establish the ethical and technical standards practiced in the profession.

# International Students

## Applying to study at the London Business College as an International student

With our flexible academic courses, affordable fees and nurturing environment, the London Business College has established itself around the world as a truly international College. In March 2009, the British government introduced the new Point Based System (PBS). This means that all students outside the European Economic Area (EEA) applying to study in the UK must be sponsored by a United Kingdom Border Agency (UKBA) licensed education institution. The London Business College is an A-rated sponsor on the Tier 4 register and is licensed by the UKBA to issue offers to and enrol international adult students, also known as general students, wishing to study in the UK. With these new changes, all students outside the EEA must read and comply carefully with the following:

### Before applying

Before you can apply for a general student visa you must have already been accepted to study a full-time course at a licensed institution, listed on the UKBA register of sponsor. To view the full list of licensed institutions, please visit: <http://www.ukba.homeoffice.gov.uk/studyingintheuk/quickguideforstudent/adultstudents/applyingforanadultstudentvisa/>

Under the new Points Based System, and to qualify for a general student visa that allows overseas students to live and study in the UK for the duration of their course, you need 40 points.

You will receive 30 points when you are in possession of your Admission letter, which will be issued by the London Business College. We will also act as your immigration sponsor, and accept responsibility for you while you are in the UK. A Confirmation of Acceptance to Study (CAS) number, which will confirm if an applicant has an unconditional place at the College.

You will receive 10 points when you pass the Financial Maintenance (Funds) Test. This is set by UKBA and shows whether you have sufficient money to cover your course fees and living expenses during your studies. When applying to the London Business College, maintenance depends on the length of the course if you are studying in or out of London.

# Course Fee Information



- For international students at the start of each academic programme, all students are required to agree a method for payment of fees in respect of the full year programme of study, either in full, or by instalments
- Fees must be paid at the time of enrolment by cash, Sterling Pound, cheque or by the method agreed by the college
- Payments made in a currency other than sterling will be subject to bank charges, to be met by the student
- If you are eligible to pay by instalments, a £5 administration fee will apply, and instalment must conclude no later than the start of the last semester, before the end of the academic year. See Fee Schedule
- All cheque and bankers draft must be made payable to the London Business College

## How to apply to other programmes

Corporate, paid and funded programmes may have eligibility checks, booking conditions and inductions particular to the course or qualification. This will be explained to you on your first contact with the College and you will also be able to take away a copy of the agreement or any relevant registration documentation.

- For Vocational courses, ESOL, ECDL or other testing fees are usually paid in full two weeks prior to the event. For information about the booking process and penalties for none payment or attendance please ask reception or look on the website.

# International Students

## How do I apply?

You can only apply in the country that you are a national or living in. To begin your application, download your application form on our website.

For your application to be successful, you **must** send us the following:

- A fully completed application form, written in block capital letters in English or accompanied by a certified/attested translation.
- All academic certificates, which should be attested and satisfy the minimum entry qualifications for the course.
- A detailed Curriculum Vitae (CV)
- IELTS certificate or evidence of English proficiency. For details on the English qualification required for your course, please see entry requirements.
- Evidence of experience certificates, if mentioned in entry requirement.
- Your bank statement naming you as the sole or joint account holder.
- Evidence that you have at least £7,200 in your account for maintenance, plus all outstanding course fees.
- Payment of course fees in full, or a minimum deposit of £2500. The Home Office looks more favourably on applicants making more than the required minimum payment.
- A photocopy of your passport, travel documents and identity card as evidence of entitlement to study in the UK.
- 2 colour passport size photographs

## VISA Applications

As an overseas student, obtaining the right visa will be essential before you commence studies at the London Business College.

- Check well in advance whether you will need a Visa, which must be issued to you in your own country by the British embassy or High commission. Applicants are strongly advised to start their visa application early and before the course commences.
- Depending on the country of origin, you may not need a visa or entry certificate to enter Britain.
- Please check with your Embassy or High Commission if a visa is required well before you make final your travel arrangements.
- Dependent on your countries arrangements with the High Commission an IELTS certificate will be required. This is required to prove your standard of English.
- All visa applicants are required to produce documents to the Entry Clearance Officer at the British Embassy, or at the High Commission, including, your Certificate of Acceptance to Study (CAS) at the London Business College, (only issued upon receipt of an agreed deposit or full payment for the course), and original or copies of academic qualification and records of study, to show that you possess the minimum academic qualifications for your chosen course of study. You will also need a valid passport and travel documents, and be and be able to meet the relevant UK immigration regulations.
- You will also need to show evidence of your ability to meet the costs of your tuition and ability to support yourself financially for the duration of your course.
- The college may be able to accommodate students who have missed a deadline, but only in exceptional circumstances
- Students who receive their Student Visa should contact the college and inform us of your expected date of arrival in the UK and place of residence.
- On arrival in the UK, you must notify the college of your address within one week.
- 

Please note: applicants who have been refused a Visa to enter the UK will be entitled to a refund, less a small administrative charge of £150.

If you already have a visa, then you need to extend your permission to remain in the UK, which must be done in advance of your current visa expiration date. A recommended 4-6 weeks is advisable.

You can also contact our Administration department for further details, and provided you have followed the course offered to you, the college will provide attendance records and a letter to support your visa extension.





**All International applicants must be aware of the following:**

- When applying for your visa, you must make an appointment with your local visa application centre and supply all your biometric details, including a digital face photograph and fingerprints. For further information on identity cards for foreign nationals, visit [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)
- When you study at the College, you will study a recognised course that involves at least 15 hours per week organised daytime study. All our courses are at least a level 4 on the NQF qualification
- When you are granted a visa, the London Business College will act as your immigration sponsor.
- You must not intend to engage in business.
- You must plan to leave the UK when you complete your studies
- Under the new points-based system, the College will endeavour to do the following:
- Maintain records on all students and keep a copy of the passport of all non-EEA students.
- Keep contact details for all students.
- Report any student to the UKBA who fails to enrol on their course at the expected time.
- Report any unauthorised student absence to the UKBA, which includes:
  - i) any student missing 10 expected contacts;
  - ii) any student discontinuing their studies, including any deferrals, and
  - iii) any change in the student's circumstances, such as a change of address
- Comply with all PBS rules and co-operate with the UKBA.

Please note: the College will not tolerate any student in breach of Immigration Rules.

# International Students

## Extending your stay as a student in the UK

- Your passport
- For your visa extension letter from the London Business College, please allow at least two weeks
- Your Police registration certificate, if applicable and your current address
- Your bank statements detailing 28 days before you apply
- A letter from your financial sponsor confirming that they pay your tuition and or living fees
- ATAS certificate (if applicable)
- Please check the Home Office website for the appropriate application fees
- After making your application the Home Office will write to you and ask you to make an appointment to have your biometric information (digital photograph and fingerprints)

Please note, the home office will only accept original documents, unless otherwise stated

## When should I apply and how do I apply to extend my general student visa?

- As soon as you know you need further time to complete your current course at the London Business College.
- You must submit your application form and all relevant documents before your student visa expires. Please do not leave your application until the last minute! You should start preparing your application at least 6 weeks before your expiry date. Your deadline for applying is the expiry date on your current permission.
- You must apply for your extension under the new Points Based System. To therefore gain a visa, you are also required to have 40 points and meet the same requirements as those coming to the UK from overseas to study. This means that you will receive 30 points when you have the visa letter, and 10 points when you show evidence of the required level of funds. When applying in London, this is determined by the length of the course applied for.

Please note, all the monies should be in a bank account with you as the sole or joined holder.

## Supporting document checklist

- Your completed Tier 4 (G) form, which replaced the old FLR (S) form for all applications on or before 31 March 2009. Please download the Tier 4 (G) form and guidance note from [www.ukba.homeoffice.gov.uk/studyingintheuk/](http://www.ukba.homeoffice.gov.uk/studyingintheuk/)
- Your passport
- For your visa extension letter from the London Business College, please allow at least two weeks
- Your Police registration certificate, if applicable, and your current address
- Your bank statements detailing 28 days before you apply
- A letter from your financial sponsor confirming that they pay your tuition and or living fees
- ATAS certificate (if applicable)
- Please check the Home Office website for the appropriate application fees
- After making your application the Home Office will write to you and ask you to make an appointment to have your biometric information (digital photograph and fingerprints)

Please note, the home office will only accept original documents, unless otherwise stated

# International Students

## English Language Requirements

All courses at the London Business College are delivered and assessed in English. If you wish to successfully study at the College, you must have a good level of English and provide proof of your proficiency.

A summary of the required levels:

- Students applying to study a course which is at degree level, Level 6 on the National Qualifications Framework (NQF/QCF) or above must pass Level B2 of the Common European Framework of Reference for Languages (CEFR) Secure English Language Test (SELT)
- UK Border Agency staff can refuse entry to students who cannot speak English without an interpreter and who therefore do not meet the UKBA required minimum standards
- If you apply to study any course below degree level (Level 3, 4 or 5 on the NQF/QCF), your English language proficiency must be assessed by means of a SELT, and your English Language standards must be Level B1 on the CEFR. You may be exempt from this for one of the following reasons:
  - Tier 4 (Child) students; or
  - Students moving from Tier 4 (Child) into Tier 4 (General)
  - Those who have previously completed a qualification equivalent to a UK degree which was taught in English in a majority-speaking country (including where the qualification was taught in the UK)
  - Students who are nationals from a majority English-speaking country.

A list of approved English Language tests for Tier 4 students, including the time that tests are valid for, and the scores required by Tier 4 (General) students to meet CEFR Levels B1 and B2 in all four components (reading, writing, speaking and listening), is available on our website: <http://www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/evidence/visa-letter/>

## Identity Cards for Foreign Nationals

All international students who apply for further leave to remain in the UK will be required to provide their biometric-fingerprints and photo. Successful applicants will receive an identity card that provides detailed evidence of their nationality, identity, right to work, immigration status and eligibility in the UK. This I.D card will replace the visa that would traditionally sit inside your passport

## Police Registration Certificate

If you require registering with the Police, this will be printed on your current visa. If you were required to register, you must supply a current registration showing your current address. If your Certificate is not up to date, it can be updated free of charge in any Police station.

If you require further information, please contact our Student Recruitment Officer.

# Introduction to our courses

## Business Courses

At the London Business College, Business courses offer students an excellent understanding of all aspects of business operations and management. Our range of courses will also develop your knowledge and understanding of business problems and solutions, and give you the skills necessary to use information systems effectively in the workplace.

With Economics, Business Communication, Spreadsheets and database systems included in the course, you will be taught a broad business and management education.

There is also the opportunity for students to specialise in the areas of Marketing, Human Resource Management, IT, Management, Finance, Hotel, Tourism and Hospitality Management.

Diploma and Advanced Diploma qualifications are recognised nationally and internationally, and many students use such qualifications as a stepping-stone to a BA/BSc degree.

Success in business is all about your business outlook, and there has never been a stronger demand for business graduates.

The course enables graduates to apply with confidence for a wide range of jobs within Manufacturing, Insurance, Banking, local and central government, the education, public sector, retail and personnel, in the public, private and academic sectors.

## Computing Courses

Computing and Information Technology is at the heart of a free flowing industry and commerce, and the courses available offer a broad spectrum of computing subjects.

The courses are ideal for students looking to acquire professional as well as academic computing knowledge. Career prospects are good and graduates will be well placed to gain employment – the perfect start to a successful career. Typical employment includes programming, network support, database design, management and IT.

## General Courses

London Business College prides itself in its mix of students and range of courses. Our vocational department can assist you in achieving a full European Computer Driving License or CLAiT qualification, to specialist training which can be tailored to a particular need. The main Application areas we offer training in are: Word Processing, Spreadsheets, Databases, PowerPoint, Email and Internet, Web Page Design, Sage Line50 and Visio. We also offer testing only for those who already have their skills perfected.

# Training for Employers



This route into up skilling gives employers the opportunities to improve their productivity and competitiveness by ensuring employees have the right skills to do the best job.

All our courses are taught with employment in mind. We believe that education has to be relevant to the employment marketplace and as a result you will not be taught in a dry academic way but in an exciting involving professional manner to enable you to move on to build a bigger and better career.

## How it works

You will be allocated an experienced professional consultant who will guide you through your learning. You will also be allocated an assessor and tutor who will assess your work and visit you at your workplace. Training can be at our College or onsite.

## Benefits

The great thing about this service is that it is delivered on site, which means that the rewards to employees and your business are immediate. The central benefits are:

- An initial assessment to meet both individual and employers needs.
- Free training delivered on site to help employees gain their first full level 2 qualifications in a variety of sectors.
- Experienced and well-qualified trainers and assessors to support employees during training.
- Flexible delivery of skills and training to suit your business needs, such as intensive training over one or two weeks, or spread over a longer time.
- Increase staff satisfaction and retention
- Improve employee productivity and business success

## Entry requirements

- Must be 19-years of age or older
- Open to staff in the voluntary sector working as volunteers as well as full and part time employees
- Each qualification has its own entry requirements
- Please contact the Training Manager at [admin@lbcollege.ac](mailto:admin@lbcollege.ac) for more information

# Courses at a Glance

## Postgraduate Courses

- PGD in Business Management (Level 7) leading to MBA
- PGD in Business Management - ABE

## Business and Management Studies

- Level 6 Extended Diploma in Business and Administrative Management - IAM
- Diploma in Administrative Management (Level 4)- IAM
- Advanced Diploma in Administrative Management (Level 5) - IAM
- Level 6 Diploma In Business & Administrative Management (Graduate)
- Diploma In Business Information Systems (Level 4) - ABE

## Tourism and Hospitality

- Professional Diploma in Tourism and Hospitality (Level 5) - OTHM
- Professional Higher Diploma in Tourism and Hospitality (Level 6) - OTHM

## Computer Studies

- Professional Diploma in IT (Level 5) - BCS
- Professional Graduate Diploma in IT (Level 6) - BCS

Alternative degree route IAM/ABE/BCS/OTHM. Achieving a British degree is easy and cost effective. By studying and successfully completing the OTHM, IAM, BCS you can gain entry into the second or third year of a British degree course offered by many UK Universities. For more information on this, please see the Courses section.

## General Courses

- Level 2 Door Supervisor with Physical Intervention (Security)
- General English - Trinity College
- 
- Institute of Leadership and Management (ILM) Level 2 - 7

## English Language

- International ESOL Diploma at Level B2

## Testing Only

We can also providing testing only facilities for various qualifications such as:

- European Computer Driving License (ECDL)
- English for Speakers of Other Languages (ESOL)
- Literacy
- Numeracy

Please ask for others

# Business Courses

## PGD in Business Management (Level 7) leading to MBA

You can save £200 on the course fees to study the PGD Business Management (Level 7) accredited by NCFE. Simply pay your full course fees in advance of your course start date.

**Awarding Body:** NCFE

**Session:** Jan, April, Sept.

**Study Type:** Full Time.

### Course Description

This course is designed to give students a good understanding of the responsibilities of a manager and the techniques they will use to deal with different situations as well as the legal requirements within their role. It is articulated to an MBA so therefore entry requirements will cover both courses.

### Progression

Students who have successfully completed the ATHE Postgraduate Diploma in Business Management are eligible to apply for the MBA top-up or MA in Business Management (depending on work experience), awarded by Edge Hill University. Students will need to undertake the research Method Unit and a Dissertation.

**Course Duration:** One Year

**Fees:** £ 3950.00 for one year (excluding the awarding body registration fee).

Note. Each University will charge according to their Fee structure for MBA top-up

### Entry Requirements

A UK (or equivalent) second class degree if you are a recent graduate, or a degree plus 2 years middle management experience. Anyone without a degree must have 4-5 years management experience. Entry qualifications will also cover the MBA progression. A normal three year degree will be required for progression to MA in Management.

The Postgraduate programme is conducted in English and thus candidates are expected to have an acceptable TOEFL or IELTS score if they have not undertaken their previous studies in the language. Registration within 14 days of start is important as eligibility needs to be confirmed early on.

### Mandatory

- Unit 1 - Marketing
- Unit 2 - Financial Management
- Unit 3 - Management Behaviour
- Unit 4 - Business Strategy

### Optional (any one from 5 or 6)

- Unit 5 - Human Resource Management
- Unit 6 - Communication Process (Plus any one from 7 or 8)
- Unit 7 - Business Globalisation
- Unit 8 - Macroeconomics

Research Project /Dissertation - Mandatory

### Assessment

Total Credit for the course is 120 and it has 1200 learning hours. The students will receive two overall marks - one for the unit exam/coursework and another for the Research project. Students will have to pass both sections.

For the Unit/exam/course work section the marks will be divided up as follows -

- 30% For the final exam - This will be based on a case study with six questions covering all units
- 70% for the six (four core and two optional) unit exams/coursework/ discussion reports
- Each question will have equal marks therefore students who have not passed a particular unit exam/coursework etc can make up their marks on the final examination.
- 50% is the pass mark for all units.
- The Research Project will be marked separately and students need to achieve 50% pass mark.

# Business Courses

## PGD in Business Management - ABE

The Association of Business Executive (ABE) is a UK awarding body which possesses expertise in developing and accrediting qualifications of different sizes and levels relevant to a wide range of industry sectors.

The Association of Business Executives (ABE), an awarding body established in 1973, operating in over 70 countries and fully recognized by the UK regulatory authorities for qualifications.

**Course duration:** One Year

**Entry Requirements:**

Graduate Hons. Degree with 2 Years minimum work experience at the Managerial level and ielts score of 5.5

**Modules:**

- Strategic Business Management and Planning
- Organisational Resource Management
- Management of Financial Resources and Performance
- Leadership and Change Management
- Corporate Management in Action (integrative case study assessment)

The Assessment is 50' Examination and 50' Assignments. Each assignment has to be 5000 words

**Progression.**

MBA Top-up From UK Universities

**Course Duration**

12 Months PGD at London Business College

**Course Start Date(s)**

Jan, April, Sept

**Study Type**

Full-Time

**Fees**

£3750 for one year PGD including the registration fee.

Note. Each University will charge according to their Fee structure for MBA



# Business Courses

## Level 6 Extended Diploma in Business and Administrative Management - IAM

The Level 6 Extended Diploma in Business and Administrative Management is inspired by the MBA (Master's in Business Administration) model and approaches learning in a practical, applied way. It is intended for students who aspire to senior level managerial roles in organisations.

The Extended Diploma should take three years to complete and unites become gradually more difficult as candidates progress through the qualification.

The Extended Diploma is based on the IAM definition of administrative management, namely that the administrative management function supports organisations in planning, organising, directing and controlling their business activities across all functional areas. Candidates will develop a holistic approach to business together with the analytical and evaluative skills necessary for those in management positions. They will become familiar with the theory which underpins research methods and techniques.

### Progression

### route

After successfully completing Level 6, you can study the subject at Level 7 Postgraduate Diploma level and then progress to study an MBA (top up) at many UK Universities. This progression route to the MBA can save you thousands of pounds on tuition fees and you can achieve a good qualification awarded by a university. This qualification will increase your skills, make you more employable and help you accelerate your career in such areas as finance, business management, accounting, marketing and human resources, and tourism management.

The qualification is accredited by QCF as a Level 6 qualification, and is a mix of level 4, level 5 and level 6 components

**Credit value:** 360 credits.

### Course Details

#### Level 4 Components (85 credits)

Group 1: Administrative management and systems

Group 2: Managing operations and quality

Group 3: Managing finance, information and knowledge

Managing business facilities

#### Level 5 Components (90 credits)

Group 1: Strategic administration of operations, information and finance

Group 2: Strategic administration of human Resources, Knowledge and Change

Group 3: Managing and developing human resources in organisations

#### Level 6 Components (185 credits)

- Strategic management
- The dynamics of leadership
- Leadership skills
- Marketing management
- Customer focus for strategic advantage
- Management information systems for business
- Advanced finance for decision makers
- Managing risk in business
- Business research

#### Certification and grading

- After successfully completing each qualification unit, students receive QCF unit certificates, including the transferable QCF credits achieved.
- The units are not graded; candidates pass or fail but they will be informed of the percentage value of their achievement
- On successful completion of the full qualification, students receive qualification certificates, including the transferable QCF credits achieved.
- The qualification certificates will not be graded; candidates pass or fail. The qualification is made up of level 4, 5 and 6.

- Components and possible rules for fair grading are extremely complicated. However a percentage of top candidates (very likely those who would have been receiving distinctions), will receive prizes for their outstanding achievements at the IAM graduation ceremony.

**Assessment Methods**

Portfolio of evidence, practical demonstration/assignment, written examination

**Course Duration**

Three Years

**Course Start Date(s)**

January, May, July, September

**Study Type**

Full-time

**Fees**

£3150 per year (International)

**Entry Requirements**

One or more of the following:

IAM Certificate

2 years relevant experience

GCSEs/A levels

NVQ Level 3

Equivalent Qualifications

Minimum IELTS 5.5



# Business Courses

## Diploma in Administrative Management (Level 4) - IAM

Enrol on the Diploma and Advanced Diploma, save up to £400 and get 50% off your BA! As part of the London Business College's investment in its students, we are offering Diploma and Advanced Diploma students the chance to excel in their academic pathway and study the BA for half price.

Diploma and Advanced Diploma students can receive a discount on course fees;

- If you pay your two years in advance, you will save £400.

Study the BA and get 50% off if the following conditions are met;

- The two years fee must be paid in advance of the course start date.
- Complete the course in a two year period.
- Successfully complete and pass all external IAM exams at the first sitting and rank in the top 10% of students.
- Have a minimum attendance of 95% or more.
- This offer is non deferrable and only applies to the minimum number of years it takes to complete the course.
- This offer is for any student enrolling with the London Business College from January 2011 onwards.
- Exam registration fees, professional registration fees, books, etc, are not included in this offer.
- Fees paid in advance are not refundable as per the usual terms outlined in the application form.
- The decision of the Senior Management Team is final.
- We reserve the right to withdraw or amend any offer or course fee.

### Course Description

**Unit 1:** People in Organisations

**Unit 2:** Administrative Systems and Processes

**Unit 3:** Professional Administration

**Unit 4:** Information for Decision Making

**Unit 5:** Case Study or Project Report

### Assessment

The units are assessed by a three hour unseen written paper comprising two sections A and B. Section A has eight compulsory short answer questions designed to test candidates' knowledge and understanding of concepts and terminology. Section B has a choice of two questions from four designed to assess the candidate's appreciation of the unit. A question will be set from each of the area Learning Syllabus. The project report is assessed through a 3,000 - 4,000 word report to a senior manager.

### Progression

Advanced Diploma in Administrative Management

### Course Duration

One Year

### Course Start Date(s)

Jan, May, Sept.

### Study Type

Full-Time

### Fees

£3150 (International)

### Entry Requirements

One or more of the following:

- IAM Certificate
- 2 years relevant experience
- GCSEs/A levels
- NVQ Level 3
- Equivalent Qualifications
- Minimum IELTS 5.5

# Business Courses

## Advanced Diploma in Administrative Management (Level 5) - IAM

### Course Description

**Unit 1:** Administrative Systems in the Organisation

**Unit 2:** Strategic Issues in Administration

**Unit 3:** Administrative Management of Resources

**Unit 4:** Human Resource Management and Practice

**Unit 5:** Case Study 2 or Project Report 2

### Course Duration

One Year

### Course Start Date(s)

Jan, May, Sept.

### Study Type

Full-Time

### Fees

£3150 (International)

### Entry Requirements

At least one of the following:

- IAM Diploma / IAM DAEA
- Associate of the IAM
- NVQ Level 4 (in a related subject)
- A levels
- UK Degree / HNC/ HND
- Equivalent International Qualifications
- IELTS score of 5.5 essential

### Assessment

The units are assessed by a 3 hour closed book examination. The paper comprises of a choice of 4 questions from 8, designed to assess the depth and breadth of candidates' knowledge of the unit.

### Progression

BA(Hons) Strategic Administrative Management

# Business Courses

## Level 6 Diploma in Business & Administrative Management (Graduate)

This qualification is inspired by the MBA model (Master in Business Administration) and targets those aspiring to high level managerial roles. This course focuses on topics essential to understand how organisations plan their activities strategically and implement plans to increase competitive advantage and ensure the smooth running of the organisation. Candidates will develop a holistic, practical and applied approach to business together with the analytical and evaluative skills necessary for managerial positions.

### Progression Route

The qualification has a flexible structure and includes a range of optional units for candidates to tailor their studies to their specific needs. It can also lead to further studies in management at Level 7 and to higher education.

After successfully completing Level 6, you can continue to study the Level 7 Postgraduate Diploma and then progress to study an MBA (top up) at many UK Universities. This progression route to the MBA can save you thousands of pounds in tuition fees and you can achieve a good qualification awarded by a university. This qualification will increase your skills, make you more employable and help you accelerate your career in such areas as finance, business management, accounting, marketing, human resources and tourism management.

The qualification is accredited by QCF as a Level 6 qualification.

### Qualification structure

Candidates must complete four mandatory and two optional units to achieve the level 6 qualification.

### Qualification Level

Level 6

### Credit Value

120 credits

### Entry requirements

- Advanced Diploma (level 5) in business related subjects from any UK University
- NVQ Level 5
- UK Level 4 Diploma with three years relevant work experience
- Minimum ELTS 5.5.

### Starting Dates.

January, May, September.

### Assessment Methods

Units are assessed individually and include formal examinations, case studies, assignments and portfolios.

### Fees

£2950 per year (International)

### Course Duration

One Year

### Mandatory units:

- Strategic management (20)
- The dynamics of leadership (20)
- Management information systems for business (20)
- Advanced finance for decision-makers (20)

### Optional units:

- Marketing management (20)
- Customer focus for strategic advantage (20)
- Leadership skills (20)
- Managing risk in business (20)

# Business Courses

## Diploma in Business Information Systems (Level 4) - ABE

### Diploma Part 1

- Organisational Behaviour
- Financial Accounting
- Computer Fundamentals
- Computer Applications in Business and Finance
- Principles of Programming

### Diploma Part 2

- Marketing Policy, Planning and Communication
- Human Resource Management
- Managerial Accounting
- Systems Analysis and Design
- Computer Networking
- Information Systems Project Management
- Quantitative Methods for Business and Management

### Course Duration

One Year

### Course Start Date(s)

Jan, July

### Study Type

Full-Time

### Fees

£3100 (International)

### Entry Requirements

One or more of the following:

- ABE Certificate
- Senior School certificate/Higher secondary school certificate with 2 years experience
- GCSEs/A levels
- NVQ Level 3
- Equivalent Qualifications
- Minimum IELTS 5.5

### Progression to Advanced Diploma in Information Systems

# Tourism and Hospitality

## Professional Diploma in Tourism and Hospitality (Level 5) - OTHM

### Course Description

#### Diploma Part 1

- OTHM/DIP01 - Tourism Marketing and Management
- OTHM/DIP02 - Hospitality Marketing and Management
- OTHM/DIP03 - Human Resource Management

#### Diploma Part 2

- OTHM/DIP04 - Tourism and Hospitality Operations Management
- OTHM/DIP05 - Financial Management and Information Systems
- OTHM/DIP06 - Customer Relations and the Business Environment

Each module requires 90 hours of classroom teaching, including business English, tutorials and site visits over the academic year. (The academic year is normally 28 weeks).

Colleges teaching international students should timetable a minimum of 18 hours classroom lectures per week, EU students should be timetabled a minimum of 15 hours per week.

#### Assessment

- Each module is assessed by a three hour written examination.
- (Each international examination is in June and December each year)
- Special exams on request from the college to OTHM Education and Examination board (Minimum 90 days required)

#### Progression

On passing the OTHM Professional Diploma, members will be eligible to be considered for OTHM Level 6 Professional Higher Diploma in Tourism and Hospitality Management.

#### Course Duration

18 Months

#### Course Start Date(s)

Jan, July

#### Study Type

Full-Time

#### Fees

£3450

#### Entry Requirements

- Holders of OTHM Professional Certificate or
- Equivalent academic qualifications : such as Level 4 Diploma, Higher Secondary School certificate or GCE A Level certificate from abroad or
- Mature students with a minimum of 8 year's relevant experience including 3 year's management experience

English language competency: Minimum IELTS score of 6.0

# Travel and Hospitality

## Professional Higher Diploma in Tourism and Hospitality (Level 6) - OTHM

### Course Description

#### PART 1

- OTHM/HID01 - Marketing Communications for Tourism and Hospitality
- OTHM/HID02 - International Tourism and Hospitality Business Environment
- OTHM/HID03 - Corporate Business Strategy and Finance

#### PART 2

- OTHM/HID04 - Management Information Systems
- OTHM/HID05 - Strategic Human Resource Management
- OTHM/HID06 - Project: Operations Management in the Business Environment

Each module requires 90 hours of classroom teaching, including business English, tutorials and site visits over the academic year. (The academic year is normally 28 weeks) Colleges teaching international students should timetable a minimum of 18 hours classroom lectures per week, EU students should be timetabled a minimum of 15 hours per week.

### Assessment

- Each module 1 to 5 is assessed by a three hour written examination.
- Module 6 is assessed by a project.
- Each international examination is in June and December each year)
- Special exams on request from the college to the OTHM Education and Examination board (Minimum 90 days required)

### Progression

On passing the OTHM Higher Diploma Members will be eligible to be considered for various courses in recognised colleges and universities in the UK and around the world or go on to study the OTHM Level 7 Post Graduate Diploma.

### Course Duration

15 Months

### Course Start Date(s)

Jan, July

### Study Type

Full-Time

### Fees

£3200

### Entry Requirements

Holders of Level 5 Professional Diploma in Tourism and Hospitality Management can be considered for Entry in the Level 6 Higher Diploma.

### Progression to British University Degrees:

**LSB OTHM** has a key relationship with London South Bank University allowing holders of the OTHM Professional Higher Diploma to have direct entry to the final year of London South Bank University's Bachelor's degree programme BA (Hons) in Tourism and Hospitality.

Students who have successfully completed the OTHM Professional Higher Diploma and who have two year's management experience in the tourism and hospitality industry are eligible to apply for entry to London South Bank University's MSc programme.

**In September 2007, Thames Valley University** has also accredited OTHM programmes and now consider applications to their Tourism and Hospitality Degrees and Postgraduate programmes.

OTHM is currently negotiating with further UK universities for Student Members to be able to join their Bachelor's and Master's degree courses with a suitable OTHM qualification and experience.



# Computer Studies

## Professional Diploma in IT (Level 5) - BCS

### Course Description

- Professional Issues in Information Systems Practice (Core Module)
- Computer Networks
- Database Systems
- IT Project Management
- Object Oriented Programming
- Systems Analysis
- Principles of Internet Technologies
- IT Service Management
- Software Engineering 1
- Systems Design
- Principles of User Interface Design

BCS recommends a minimum of 225 hours study per module. The course culminates in a 2 hour written exam focusing on the one core module and each of the three optional modules of your choice.  
Professional Project

In order to finish the Diploma in IT level candidates must complete a project. Recommended minimum study time of 200 hours.

Successful completion of the project and examination enables you to apply for selected degree courses with universities and means you are eligible to apply for BCS Membership (MBCS) if you have 2 years' experience as an IT professional.

This level is the academic equivalent to Year 2 of a UK university honours degree and is recognized by the Qualifications and Curriculum Authority (QCA) as Level 5.

### Course Duration

18 Months

### Course Start Date(s)

May, Sept.

### Study Type

Full Time

### Fees

£3450

### Entry Requirements

BCS Level 4 Certificate or, two subjects at GCE 'A' Level + at least four further subjects at GCSE or GCE 'O' Level, two of which must be English and Mathematics, Minimum grade C or, other recognized qualifications of approved overseas institutions of Higher Education. Minimum IELTS 6.0

# Computer Studies

## Professional Graduate Diploma in IT (Level 6) - BCS

### Course Description

- Advanced Database Management Systems
- Computer Services Management
- Distributed & Parallel Systems
- Knowledge Based Systems
- Management Information Systems
- Network Information Systems
- Programming Paradigms
- Software Engineering 2
- System Design Methods
- User Interface Design
- Web Engineering
- WWW - Beyond The Basics

BCS recommends a minimum of 250 hours study per module and the course culminates in a 3 hour written exam focusing on four of the above modules of your choice.

### Professional Project

In order to finish the Professional Graduate Diploma in IT level candidates must complete a project, which will be the academic equivalent of a UK university honours degree project and has a recommended minimum study time of 300 hours.

Successful completion of the project and examination enables you to apply for selected postgraduate courses at university and means you are eligible to apply for BCS professional membership (MBCS).

BCS Level 6 PGD is equivalent to Bachelors Degree in Computing of any British University and after completion of PGD , the students can take direct admission to Masters Degree Program in British Universities.

### Course Duration

18 Months

### Course Start Date(s)

May, Sept

### Study Type

Full Time

### Fees

£3600 (International)

### Entry Requirements

BCS Diploma in IT or B-Tech in IT or Advanced Diploma in Computing from ICM or Advanced Diploma from ABE in BIS or APTECH 3 years Diploma in Computing or Bachelors Degree in Computing from overseas institutions of higher education. Minimum IELTS 6.0

# General Courses

## Level 2 Certificate for Door Supervisors with Physical Intervention

### Overview

In order to obtain an SIA licence you will need to show that you are trained to the right level. This applies to front-line staff only.

To get one of the qualifications linked to door supervisor licensing, you will need to attend and take four training modules and pass three exams. The course may be delivered over 38 guided learning hours, 30 hours of which should be contact hours (as detailed below). The course standard has changed from August 1st 2010 and the Security Industry Authority (SIA) has said that ALL door supervisors MUST have the Physical Intervention module included in their learning to enable you to get your license. We are offering this module as part of the course.

This qualification for Door Supervisors is based on the SIA "Specification for core competency training for security guarding". It is accredited by EDI. This qualification will:

- Provide the learner with the basic knowledge and understanding required to ensure the provision of a professional level of service as a security guard
- Develop the learner's understanding of the roles and responsibilities of security officers working in the private security industry and the relevance of regulations within which they must operate
- Develop the learner's knowledge of health and safety in the work place including awareness of emergency procedures
- Enable the learner to implement effective methods of communication and reporting
- Provide the learner with knowledge of work systems and procedures
- Develop the learner's abilities to recognise, defuse and resolve conflict situations

### Structure

#### Core Learning for Common Security Industry Knowledge (10 hours of which 5 hours must be contact time)

- Session 1: Awareness of the Law in the Private Security Industry
- Session 2: Health and Safety for the Private Security Operative
- Session 3: Fire Safety Awareness
- Session 4: Emergency Procedures
- Session 5: The Private Security Industry
- Session 6: Communication Skills and Customer Care

#### Door Supervisor Specialist Module (10 hours of which all must be contact time)

- Session 1: Behavioural Standards
- Session 2: Civil and Criminal Law
- Session 3: Searching
- Session 4: Arrest
- Session 5: Drugs Awareness
- Session 6: Recording Incidents and Crime Preservation
- Session 7: Licensing Law
- Session 8: Emergency Procedures

#### Conflict Management Module (8 hours of which 7 ½ hours must be contact time)

- Session 1: Avoiding Conflict and Reducing Personal Risk
- Session 2: Defusing Conflict
- Session 3: Resolving and Learning from Conflict
- Session 4b: Application of Communication Skills and Conflict Management for Door Supervisors

#### Physical Intervention Skills Module (10 hours of which 7 ½ hours must be contact time)

- Session 1: Introduction to Physical Skills
- Session 2: Disengagement Techniques
- Session 3: Escorting Techniques

### Assessment Method

Multiple choice test externally set and marked by awarding body

#### Total length of course

30 hours

#### Duration of course

4 days

#### Total cost of course including registration with awarding body

£150.00 inc. vat for external students

# English Language

## International ESOL Diploma at Level B2

The Diploma is approved by the UK's Border Agency as evidence of English proficiency for skilled and highly skilled migrants wishing to work, live and study in the UK.

It is also accredited by the Qualifications and Curriculum Authority (QCA) and is on the National Qualifications Framework of England, Wales and Northern Ireland (NQF).

The International ESOL Diploma (9992) is a combination of City and Guilds International ESOL (8984) and International Spoken (8985).

The qualification assesses all four language skills: listening, speaking, reading and writing. For more in depth details visit <http://www.cityandguilds.com/38896.html>

### Course Description

The course covers:

#### Listening

The candidate will be able to:

- understand standard spoken English delivered at normal speed
- follow short conversations both formal and informal in a range of familiar situations understanding gist, context, purpose, function, attitude, feelings, opinions and relationships
- follow a conversation and predict the likely outcome
- understand narratives, sequences, instructions, descriptions and explanations
- identify the function of short utterances which may contain idiomatic expressions (see Grammar and Functions sections)
- follow a discussion to identify gist, detail, purposes and key ideas and distinguish between fact and opinion
- extract and reproduce key information from announcements, media broadcasts, presentations and lectures including abstract and concrete topics encountered in personal, social, academic and vocational life
- follow clearly structured extended speech and more complex argument when familiar with the topic.

#### Phonological features

- recognise how intonation, pitch and/or stress can affect meaning
- recognise feelings, moods, attitudes, important points and opinions expressed through stress, pitch and intonation.

#### Range

- understand ideas, arguments and descriptions expressed through complex sentence forms
- understand some lower frequency vocabulary and expressions relating to everyday life and current events.

#### Register

- recognise degrees of formality used by speakers in different types of utterances in everyday and less familiar situations.

#### Understanding gist

- understand the main ideas in longer but clearly structured announcements, conversations and discussions on familiar and unfamiliar concrete and abstract topics.

#### Understanding detail

- extract the more salient points of detail from longer but clearly structured texts on familiar and unfamiliar topics and on both concrete and abstract topics.

#### Reading

The candidate will be able to:

- understand texts in different styles and purposes with a large degree of independence
- understand the main ideas in complex texts on both familiar and abstract topics
- understand the way meaning is built up in a range of texts
- locate specific information from different parts of a text or different texts
- understand feelings, opinions, warnings and conditions in both formal and informal text

- understand lengthy texts containing complex instructions or explanations
- understand articles and reports concerned with contemporary issues in which the writers adopt particular viewpoints
- locate and understand information, ideas and opinions from longer more specialised sources in familiar contexts.

#### **Range**

- understand a broad range of vocabulary but may experience some difficulty with low frequency idioms
- understand texts which contain a broad range of grammatical structures.

#### **Register**

- understand the features of register in texts including those conveying emotion or dispute.

#### **Text structure**

- recognise how purpose is achieved in a range of texts including those containing images, graphical and tabular data
- understand a broad range of discourse markers including those expressing addition, cause and effect, contrast, sequence and time.

#### **Writing**

The candidate will be able to:

- write coherently on topics of general interest linking ideas appropriately and effectively
- write clear connected text describing real or imaginary people or events
- present an argument giving points for and against, supporting and evaluating different views
- write formal letters, reports or articles to fulfil a range of functions for practical purposes
- write letters descriptions of personally significant events, people or experiences.
- use correct punctuation in formal and informal writing to enhance meaning
- correctly spell words used in work, study and daily life
- control grammar to communicate effectively although errors may occur when complex structures are attempted
- use words and expressions appropriate to topic and purpose of the writing
- adjust register in familiar contexts to suit purpose and readership
- use a range of linking words effectively to show clearly the relationship between ideas
- paragraph appropriately
- reproduce conventional features of common types of text.

#### **Grammar**

Candidates may be exposed to the grammar required for the level above, but will not be tested on it.

#### **Assessment**

This is covered by taking two papers;

International Spoken ESOL (8985) which assess real speaking ability through a one to one structured interview

International ESOL (8984) – a single exam paper which covers listening, reading and writing.

#### **Course Duration**

Twelve months

#### **Course Start Date(s)**

September

#### **Study Type**

Full time

#### **Fees**

£2500

#### **Entry Requirements**

Candidates must have a standard of English at B1 Level

## Transport



London is a city well served by the public transport system, Docklands Light Railway, bus and underground train, or 'tube', which means that you are never too far from central London, the West End or Canary Wharf.

There are two separate train stations in Woolwich - Woolwich Dockyard and Woolwich Arsenal.

The free Woolwich ferry is a fast and relaxing way to travel and is only a few minutes from the college.

### **How to get to the London Business College?**

- Woolwich is easily accessible with excellent rail link, motorways and roads. The Blackwall tunnel is close-by.
- Bus service: services for route 53, 161, 177, 181, 188, 472 provide links to Woolwich and the surrounding areas. Some local buses stop very close to the college.
- The nearest underground is at north Greenwich and is served by the Jubilee line.
- The terminal of London Bridge, Waterloo, Blackfriars, Charring Cross and Cannon Street serves trains to Woolwich.
- Air travel: London City Airport is the nearest international airport to Woolwich with scheduled flights to both Europe and UK. Travelling from London City airport to Woolwich is accessible by DLR, the Blackwall tunnel and on the Woolwich Ferry
- Gatwick, Heathrow and Stansted Airports are larger international airports serving the rest of the world, and are within easy reach of Woolwich by rail or road network.

### **Airport pick-up**

If you are arriving in the UK for the first time, a member of staff can meet you at the airport. To do so, you must inform the Registrar of your flight details and time as soon as possible. This should include the airline, flight number, date and time of departure and arrival, and flight cancellation. Students will pay the cost of transport.

## **A Final Word from the Principal**

*Studying in London has never been more popular and your choice of college to nurture the best out of your capabilities is essential.*

*Learning comes to life at the London Business College, and by choosing us, you will be able to excel in a wide range of courses with the complete support of friendly and experienced tutors who will guide you through your duration of studies and help you into employment.*

*If you have already decided to apply to the London Business College and would like any assistance with the application form or any other matter, you can contact the college where a member of staff will be happy to point you in the right direction.*

*I hope studying and living in London will give you some of your most enjoyable years, something I hope you will remember fondly long after completing your course at the London Business College.*

*Yours*

*O E Cousins*

*Principal*







### London Business College

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