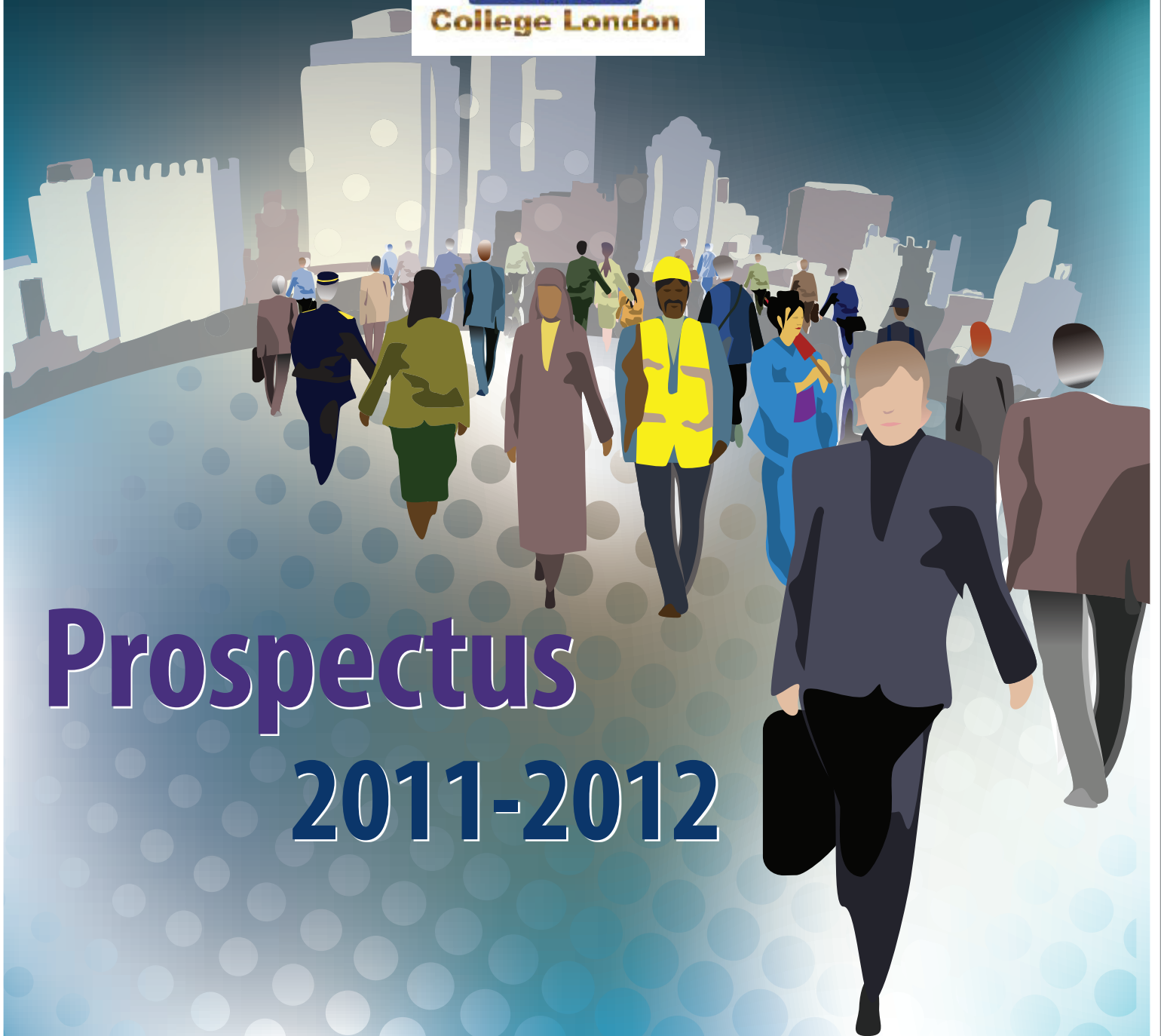


Leaders College

Learn, Innovate and Lead



Prospectus 2011-2012

WELCOME

2	Welcome
3	Why study in London
5	Why choose LCL
6	Accreditation
8	School of Tourism and Hospitality
12	School of Health and Social Care
14	School of Business
20	School of Computing
25	Pre arrival Information
27	Immigration
29	Fees
31	Complaints
32	Student Support
35	FAQ
39	Location
40	Contact Us

Greetings from the Principal

As the Principal of Leaders College, I can assure you that we provide the very best quality education, support and facilities to our students. LCL is the ideal place to further your education and give you the skills and quality UK qualifications you need to stand out in the current employment market, whether here in the UK or overseas.

We provide quality courses which lead to UK-accredited qualifications with very competitive fees. The college has a friendly, welcoming atmosphere with excellent facilities as well as encouraging staff and faculty who will support you and help you to reach your full potential.

We know that your decision to study in another country is one of the most important steps you will ever take. It requires a major investment of time, money and effort. We believe that Leaders College is the right college for you.

Leaders College provides the gateway to a range of globally recognized UK qualifications that will not only enhance your future career prospects but will also equip you with the skills, abilities and experiences that are essential for a successful professional life. Qualifications gained at LCL are recognized all over the world.

Please read through this prospectus carefully and consider which course matches your interests, current qualifications and future career aspirations. Then contact our admissions team who will explain the simple process of gaining admission to LCL !

Thank you for reading this message and I look forward to welcoming you to LCL soon.
Sincerely,

Principal
Leaders College London

Special Offer



We at Leaders College encourage and acknowledge students academic performances. Hence the Best student in every department will be awarded a Notebook PC.

Why study in London and the UK?

UK Qualifications are Highly Valued

The UK is recognised to have one of the best education systems in the world, and its qualifications are acknowledged worldwide. A qualification from the UK will be a solid foundation for building your future, enhancing your career potential and prospects for a higher salary. Educational standards for UK institutions are among the best in the world because educational providers have to meet strict criteria regulated by the UK government.

Experience the Vibrant Multicultural UK

The UK has been welcoming international students for generations, and as such, has many years of experience



supporting students' individual needs. There are more than a quarter of a million international students in the UK at any one time. The UK is also a cosmopolitan place to live. Thousands of families from around the world have made the UK their home, creating a richly diverse, open-minded, multicultural society.

In London alone, 40% of the population were born overseas. London celebrates this cultural diversity with shops and restaurants selling food from around the world as well as diverse events and festivals such as the Notting Hill Carnival. People of all backgrounds and creeds practice every religion in London's numerous churches, mosques, temples, synagogues and other the places of worship.

Progress your English Language Skills

Communication is the key to success in any career field. In an increasingly globalised world English language is considered the international language of business and the most sought after second language in the world.



English is now the language most widely taught as a foreign language in over a hundred countries, for example, Russia, China, Germany, Spain, Brazil, Algeria and Egypt. English is also the most preferred foreign language to be taught in schools. It can be said that there is no better place to improve your English language skills than from country from which it has evolved, England itself.

Live in One of the Most Exciting Cities in the World

As the capital of England, London is a justly world renowned cultural, intellectual, commercial and historical powerhouse. It is the largest city in Europe and has all the characteristics you would expect from a major world city, such as a vibrant economy with hundreds of thousands of career opportunities and world-class visitor attractions. London's influence in education, politics, finance, entertainment, media, fashion, the arts and culture in general contributes to its global success.

London is one of the pre-eminent financial centres of the world and competes with New York City as the most important location for international finance. According to the World Economic Forum, London is the capital of the financial world because it is the largest international centre for raising capital and dealing in stocks and shares.

Why study in London and the UK?



As London is an old city with a long and colourful history dating back 2000 years, it is rich in historical sites, such as palaces, castles, mansions, government buildings and monuments, and celebrated world heritage sites. With its ancient roots, royal family tradition, imperial past and desire for modernity and cultural diversity all blended in, London's landscape and eclectic architecture are simply exceptional and must be seen.

London also claims to have the finest museums in the world and can boast of having even more than Paris. For hundreds of years London has also had a thriving theatre and live music tradition. It is possible to experience seeing Shakespearian plays in an actual replica of Shakespeare's Globe Theatre or one of London's famous West End musicals in the many original 17th Century baroque style theatres.

London offers more than 30,000 live music performances a year, such as rock concerts, classical galas, operas and festivals. Sport events and sporting facilities are everywhere in London and available to everyone. Sports such as cricket, rugby, tennis, golf, boating and rowing, ice skating and dryslope skiing, horse racing, greyhound racing, lidos and swimming pools, motorsports, martial arts, cycling, running and bowling are all popular here.

London's most popular spectator sport is football which has been well documented since 1314. There

are nineteen football stadiums and several of England's leading clubs are in London. Football is also the most popular participation sport with hundreds of amateur clubs and associations spread all over London's parks and sport centres. For many thousands of people living in London, history, culture and sports are not just a leisure activity but also provide many employment opportunities, not just in the attractions themselves but in the tourism and hospitality it creates.

There is always something to do in London even on a student budget. Many events in London are free and those that are not will often give student discounts. The majority of the most notable museums, libraries, art galleries, parks and gardens are free because they are subsidised by the UK government. There are also many free festivals, music gigs, tours, talks and lectures available all around the city.



Why choose LCL ?

High Quality Education at LCL combines excellence in teaching with a dedication to help every student to enjoy the experience of reaching their full potential. The college prides itself on being one of the best Accreditation Service for International Colleges (ASIC) accredited colleges in London.

Our students are not only guaranteed a good standard of academic education with highly valued qualifications but can experience tailored support that will help them every step of the way. Course Essentials classes provide students with key study skills that are vital to achieving excellent grades. The courses themselves are purposely designed to be practically-oriented, helping students to gain real skills and not just a 'theoretical' knowledge of each subject.

All LCL course fees are very competitive within the quality private higher education market and much lower than traditional universities. The campuses, fixtures and fittings, and multi-media resources for teaching and learning are of the highest quality and specification. There are four academic intakes per year for most courses, and full time courses are typically timetabled over three or two days a week.

Optimum Class Size:

Class size is restricted, so that each student has easy access to the instructor for questions, guidance, etc. no huge auditorium with a mass of people, no impersonal education. There is a dedicated classroom and a dedicated professional instructor with industry experience.

Access to Internet, etc.:

Access to support facilities (the Internet, printer, facsimile machine, photocopy machine, etc.) for access to information, producing output, sending information, reproducing material for submission or for presentation, etc.

Tools for Presentation:

Access to (and ability to use) office automation and other tools (e.g. Microsoft PowerPoint, Word, etc.) to create presentation material, document projects, and so on.

Daily Practice (Single/Group):

Learn and practice your understanding of what was

learned right away --- starting with personal exercises and (where appropriate) proceeding to exercises involving a group of students.

Daily Review (including Verified Learning Tools):

Formal review of what you have learned in a variety of ways --- daily review sessions in class, practice exercises, quizzes, exams, labs, workshops.

Focus ("What You Need"):

There's a lot to know. Since time is always limited, students focus on what they "need to know" to be proficient in their chosen career --- no filler courses, no "just nice to know" topics.

Context = Business/Industry:

Knowledge in a vacuum (or an "ivory tower") is not very useful. Whatever is learned is always placed in the context of how it can be (and has been) used in the real world of business and industry. Practical application of the knowledge is used to prove the student's understanding of the subject.

Team Projects:

Individual learning is always the starting point. In the real world of business and industry, individuals must invariably work with others (in their department, their division, their company, and other companies).

Mixed Student Backgrounds:

Every class has a different mixture of people. Some are newcomers, others are already experienced. Each student who has a work history has a different background, having worked in a company or a business that may not be familiar to other students in the class.

Short Deadlines:

In the fast-paced world of business and industry, most projects have a short time-line. The same is true in this program. Assignments (exercises, labs, workshops, etc.) must be completed within minutes, hours, or days --- not in weeks or months, or with extensions.

Textbooks and Student Aids:

Most courses use an industry-recognized textbook for reference. Internally developed manuals and material supplement third-party textbooks. missed or misunderstood.

Accreditation

ASIC Accreditation

Following widespread and increasing concern over the behaviour of some international independent and private colleges, the UK Government identified the need for a more rigorous system for accrediting education institutions involved in recruiting overseas students. This is mandatory for education providers, wishing to bring overseas students into the UK, to get accreditation with a Quality Assurance Body. ASIC, therefore fully recognises the pressing need for a robust and transparent approach to ensuring that colleges, to the best of their ability, only recruit genuine and appropriately qualified students and that they provide the best possible student experience in terms of the students achieving their maximum academic potential whilst having their social and pastoral needs fully addressed. Leaders College London is accredited by ASIC



Confederation of Tourism and Hospitality (CTH)

CTH works with approved centres worldwide to provide a recognised standard of vocational and management syllabi, examinations and awards for the hotel and travel industries. This awarding body is approved by Ofqual, DCELLS and CCEA who are the official regulators of qualifications, exams and tests in England, Wales and Northern Ireland. LCL Hotel Management Diploma and Advanced Diploma courses are awarded by the CTH.



British Computer Society (BCS)

BCS is the leading professional body for those working in IT. BCS have over 68,000 members in more than 100 countries and are the qualifying body for Chartered IT Professionals (CITP). BCS is also an international awarding body for a wide range of qualifications for both users of IT and IT specialists. Following courses are available with BCS - Certificate, Diploma & Professional Graduate Diploma in IT.



Institute of Commercial Management (ICM)

ICM is the leading professional body for Commercial and Business Development Managers which is fully accredited QCA/Ofqual awarding and examining body for business and management students. The Institute of Commercial Management (ICM) recognises the variety of skills needed by both managers and academics and offers professional accredited courses covering a wide variety of modules which can be applied in all industries and sectors. The courses offered by ICM are in accordance with the current demands of commercial managers and emphasise on the approaching techniques of various activities in any business. The book provides detail overview of the courses and modules which will focus on commercial awareness, contracts, employee performance, commercial relationships, negotiation, risk management, post-delivery risk, project planning, team building and project progression.



Accreditation

ASIC Accreditation

The Association of Business Practitioners (ABP) 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.

ABP enjoys a close relationship with The Association of Business Executives (ABE), an awarding body established in 1973, operating in over 70 countries and fully recognised by the UK regulatory authorities for qualifications.



UK Border Agency

Leaders College London has been licensed by the UK Border Agency to enrol international students under Tier 4 of the Points Based System.

Organisation of Hospitality & Tourism Professionals



SCHOOL OF TOURISM & HOSPITALITY



Tourism and Hospitality industries combined to make one of the largest industries in the world. The World Tourism Organisation has estimated that about one job in ten is within this fast growing sector. The economic, social and environmental impact of tourism and hospitality is significant and vital to creating sustainable jobs and quality of life. However, competition within this sector is fierce because customers increasingly require higher standards of service and facilities at competitive rates.

The School of Tourism and Hospitality Management is a dynamic department, offering students an individual approach to learning in a supportive environment. All programmes combine theoretical understanding of tourism and hospitality issues, and their management, with practical methods analysis. Student will acquire an understanding of the policies, strategies and leadership aspects required within the international tourism and hospitality industry.

The LCL courses are designed by CTH (Confederation of Tourism and Hospitality)

PGD IN HOSPITALITY AND TOURISM

Postgraduate Diploma in Hospitality and Tourism Management awarded by CTH

The Postgraduate Diploma in Hospitality and Tourism Management course provides a challenging programme to prepare candidates for senior management roles within the hospitality and tourism industry.

This course will encourage students and Hospitality and Tourism professionals to assess, evaluate and reflect upon relevant Hospitality and Tourism Management theories, models and current practices in the international Hospitality and Tourism industry. This course will also equip students with the ability to understand the interrelationship between the hospitality and tourism sectors, and to explore the strategic issues in relation to business planning and development within the hospitality and tourism sectors. Another aim of this course is to help students to develop academic skills at a higher level to enable them to transfer to Masters level study.

Course Structure

Units may be subject to change

Compulsory Units

- Course Essentials
- Hospitality and Tourism Marketing Strategies
- Management and Leadership Across Cultures
- Hospitality and Tourism Strategic Planning Plus, either one of the follows two units:
 - Managing Hospitality and Tourism Project
 - Research Methods for Hospitality and Tourism Managers

Assessment

Assessment is by a combination of course work, presentations, assignments and projects. All assessments are externally moderated by CTH and all units must be passed to gain this qualification.

Onward Progression

Candidates who successfully achieve the Postgraduate Diploma in Hospitality and Tourism can progress onto the final stages of Masters level study (dissertation) with the University of Sunderland.

Entry Requirements

- Bachelor degree in Hospitality/Tourism Management (from a recognised institution) or Bachelor degree in any discipline (from a recognised institution) or a minimum of 3 years work experience in the Hospitality and/or Tourism Sector at managerial or supervisory level.
- All students whose first language is not English must be able to demonstrate a relevant standard of English. This is IELTS 6.0 or PTE 52-56 or TOEFLiBT 78-83. Students who do not have the required English language proficiency will need to take an English Assessment Test and, where necessary will be required to take pre-sessional English prior to commencing their academic studies.

Duration:
12 months

Intakes:
Feb/Jun/Oct

Awarding Body:
Confederation of Tourism and Hospitality (CTH)

DIPLOMA AND ADVANCED DIPLOMA

Advanced Diploma in Hotel Management awarded by CTH

The Advanced Diploma in Hotel Management aims to provide an understanding of the managerial, decision making and leadership aspects of the international hotel industry and to develop independent research and study skills which will be required when working at senior managerial level in the industry.

Course Structure

Units may be subject to change Successful completion of the CTH Advance Diploma programme gives direct entry to the final year of BSc (Hons) International Tourism and Hospitality Management awarded by the University of Sunderland.

- Food and Beverage Management
- Strategic Management
- Facilities Management
- Management Accounting
- Human Resource Management
- Management Research Report Assessment for all units is a combination of written assessment and external exams held three times a year.

Entry Requirements

- Minimum age: 18
- CTH Diploma or equivalent or any equivalent qualification related to Hotel Management with at least 2 years work experience in the tourism or hospitality industry
- All students whose first language is not English must be able to demonstrate a relevant standard of English).

This is IELTS 5.5 or PTE 45-48 or TOEFLiBT 63-72. Students who do not have the required English language proficiency will need to take an English Assessment Test and, where necessary will be required to take pre-professional English prior to commencing their academic studies.

Duration: 12 months

Intakes: Feb/Jun/Oct

Awarding Body: Confederation of Tourism and Hospitality (CTH)

Diploma in Hotel Management awarded by CTH

The Diploma in Hotel Management aims to provide students with a broad understanding of the operational aspects of the international hotel industry, and a knowledge of the underlying principles involved. The hospitality industry is one of the largest industries in the world providing job opportunities to millions. Each year progressively more meals and bed nights are purchased, which is why the hotel industry is experiencing rapid growth.

Customers are becoming ever more demanding in their requirements for high standards of service and facilities. It is only through a professional and structured training that the industry can meet these demands. Successful completion of the CTH Diploma programme gives direct entry to a CTH Higher Diploma course.

Course Structure

- Course Essentials
- Food and Beverage Operations
- Food Hygiene, Health and Safety
- Front Office Operations
- Housekeeping and Accommodation Operations
- Hospitality Finance
- Business Operations in Hospitality & Tourism
- Marketing
- The Tourism Industry
- Business Computing
- The Global Hospitality Industry

Assessment

Assessment for all units is by external exams held three times a year.

Entry Requirements

- 'A' level standard or overseas equivalent (e.g. 12 years of education) or mature students (over 21) with suitable work experience
- Other UK Level 3 qualification
- Minimum age: 18
- All students whose first language is not English must be able to demonstrate a relevant standard of English).

This is IELTS 5.5 or PTE 45-48 or TOEFLiBT 63-72. Students

IN HOSPITALITY AND TOURISM

who do not have the required English language proficiency will need to take an English Assessment Test and, where necessary will be required to take pre-sessional English prior to commencing their academic studies.

Duration: 12 months

Intakes: Feb/Jun/Oct

Awarding Body: Confederation of Tourism and Hospitality (CTH)



SCHOOL OF HEALTH & SOCIAL CARE



LEADERS COLLEGE LONDON

The National Health Service (NHS) is the UK's largest employer, with over 1.3 million staff. As the demographics of the world's population changes, Health and Social Care sectors across the planet have had to expand and change at a rapid pace. Improvements in treatment methods and support services, coupled with the needs of an ageing population are creating significant new demands for services, but resources are increasingly limited. Careful management of increasingly restricted staff and financial resources are therefore necessary, so there is an growing demand for qualified professionals who have a 'practitioners' knowledge of healthcare combined with management skills.

Our courses are suitable for students who see their future career in a management- related role in this sector. Courses are taught by experienced academics and teaching staff many of whom also have practical experience in the sector. They share their experiences to help our students gain the knowledge, techniques and analytical tools necessary to become a more effective manager as well as develop the skills that underpin the delivery of modern health and social care services. All courses are taught using real examples and case studies that relate the learning in the classroom to the current activities in the workplace.

EXTENDED PG DIP IN LEADERSHIP & MANAGEMENT IN THE HEALTH & SOCIAL CARE

Post Graduate Diploma in Business Management (Health & Social Care)

ABP Postgraduate qualifications can be either focused or specialist vocational courses, linked to professional body requirements and National Occupational Standards where appropriate, with a clear work-related emphasis. The qualifications provide a strong emphasis on practical skills development alongside the development of requisite knowledge and understanding. ABP Postgraduate qualifications are particularly suitable for more mature learners who wish to follow a programme of study that is directly related to their work experience or to an aspect of employment that they wish to move into. On successful completion of an ABP Postgraduate qualification, it is possible for learners to progress into or within employment and/or continue their study in the vocational area. In many cases, learners can progress to Masters degrees.

Course Structure

Units may be subject to change

Compulsory Units

Unit 1: Personal and Team Effectiveness

Unit 2: Managing Enterprises

Unit 3: Managing Service Delivery

Unit 4: Managing Finance

Unit 5: Leading and Managing for the Future

Unit 6: Strategic Management in Public and Non-Profit Organisations

Unit 7: Leading Strategic Change

Unit 8: Public Sector Management

Assessment

Assignment briefs are devised by the college and will ensure coverage of all criteria in the unit. Criteria will be clearly indicated on each assignment to provide a

focus for learners (for transparency and to help ensure that feedback is specific to the criteria) and to assist with internal standardisation processes.

Tasks/activities will enable learners to produce evidence that directly relates to the specified criteria. Assignments will be valid, reliable and fit for purpose, building on the application of the assessment criteria.

LCL will use a variety of assessment methods, including case studies, assignments and work-based assessments, along with projects, performance observation and time-constrained assessments.

Assessment will be made against the learning outcomes and indicative content, published within each unit, which will be made available to learners. For transparency of assessment, college will ensure that all assessment briefs clearly set out the tasks required and the learning outcomes to be met. All the assessments will be verified by the internal verifier and ABP External Verifier. Each unit will be awarded for the achievement of all outcomes against the specified learning outcomes.

Entry Requirements

- Bachelor degree in Health and social care studies (from a recognised institution) or Bachelor degree in any discipline (from a recognised institution) or a minimum of 3 years work experience in the Hospitality and/or Tourism Sector at managerial or supervisory level.
- All students whose first language is not English must be able to demonstrate a relevant standard of English. This is IELTS 6.0 or PTE 52-56 or TOEFLiBT 78-83.

Duration:

12 months

Intakes:

Feb/Jun/Oct

Awarding Body:

Association of Business Practitioners (ABP)

Onward Progression

Candidates who successfully achieve the Extended PG Dip in Leadership & Management in the Health & Social Care can progress onto the final stages of Masters level study. Please visit www.abp.org.uk for more details about progression opportunity to Universities.

SCHOOL OF BUSINESS



Virtually all goods and services we consume come to us as a result of organised collective activities carried out by business organisations. In order to attract and satisfy our demands as customers, businesses need to be competitive and provide products and services that are superior to their rivals. Business organisations in the contemporary, highly technological world have to adapt and innovate in order to compete. It is essential that successful managers have knowledge and skills in accounting, management, marketing, resource allocation, technology and many more elements that are vital to a business organisations competitive edge.

LCL provide courses that are tailored to provide students with the business management skills and tools that will equip them for success in a competitive business environment. Students are encouraged to develop independent thought when critically evaluating theories, concepts, models and statistical data. They will also work in groups to think strategically, and collectively make decisions and solve problems.

A number of the courses within this department are known as pathway courses because once a student has qualified, they can use their new qualification to progress to a higher level of study; either to work toward a Bachelors or Masters degree. These courses are particularly helpful to student who have either partly studied towards their degree or have not got the required entry qualifications for their degree. Each course is internationally recognised.

Business Studies

Business Studies - Diploma & Advanced Diploma & Associate Degree

Covering all the major business studies areas and topics, the ICM Diploma in Business Studies programme has, over a fifteen year period, achieved international recognition and is now undertaken by students in over 100 countries.

In addition to providing a comprehensive knowledge of each of the major business functions, the structure of the course ensures that students have the widest possible range of career, employment and higher education options open to them on completion of their studies.

Course Structure

The Certificate in Business Studies - Part 1

International Business Communications
Business Management & Administration
Numeracy & Statistics
Marketing

(The ICM Certificate in Business Studies is awarded on completion of all Part 1 subjects)

The Diploma in Business Studies - Part 2

Accounting
Economics for Business
Business Law
Organisational Behaviour

(The ICM Diploma in Business Studies is awarded on completion of all Part 1 & 2 subjects)

The Advanced Diploma in Business Studies - Part 3

Strategic Management
Marketing Management
Human Resources Management
Customer Service

(The ICM Advanced Diploma in Business Studies is awarded on completion of all Part 1, 2 & 3 subjects)

The Associate Degree in Business Management

The Associate Degree in Business Management is awarded on completion of the above subjects and a 6,000 word work or industrial based research project.

Programme Objectives

To provide prospective business and management students with a body of knowledge which will:

- increase their employment opportunities
- prepare them for eventual supervisory and management careers in industry and commerce
- provide them with a qualification which will enable them to progress to higher level general management or specialised business programmes at a later stage in their business or academic careers.

The programme is also suitable for working supervisors and managers who require a recognised business qualifications for career advancement or promotion purposes.

Recommended Course Duration

One year of full-time study for the Diploma in Business Studies and one year of full-time study for the Advanced Diploma in Business Studies and six months study for the Associate Degree research project.

Examinations

Externally set and marked by the Institute. Examinations are held in March, June, September and December each year. Candidates must be registered and paid-up Student Members of the Institute at the time they undertake the examinations.

Continuing Education

The Diploma and Advanced Diploma in Business Studies are recognised by other professional examining bodies for subject and level exemption purposes. The Associate Degree in Business Management may offer advanced entry onto degree programmes.

Entry Requirements:

Contact admission office

Intakes:

Feb/Jun/Oct

Awarding Body:

ICM

Postgraduate Diploma in Management

Postgraduate Diploma in Management

Covering all the major business studies areas and topics, the ICM programmes have, over the last thirty years, achieved international recognition and are currently undertaken by students in over 40 countries.

In addition to providing a comprehensive knowledge of each of the major business functions, the structure of the course ensures that students have the widest possible range of career, employment and higher education options open to them on successful completion of their studies.

Course Structure

The Postgraduate Diploma in Management

1. Financial Decision Making
2. Management of Change
3. Operations Management
4. People in Organisations
5. International Marketing Strategy
6. Contemporary Strategic Management

(The Postgraduate Diploma in Management is awarded on completion of all 6 subjects)

Programme Objectives

To provide prospective Business and Management students with a body of knowledge which will:

Increase and broaden their employment opportunities within a wide range of commercial sectors at senior management level

Enable them to make significant contributions in the area of strategic management and problem solving

Enable them to integrate their knowledge gained on the course and contribute to senior level decision making

Provide them with a recognised and respected qualification which will enable them to complete high level programmes including Masters and Doctorate level

Recommended Course Duration

It is expected that a student will need 12 months of full-time study at an ICM Approved Centre to complete the full Postgraduate Diploma programme.

Certification

On successful completion of all the examinations, students are awarded the ICM Postgraduate Diploma in Management.

Continuing Education

The Postgraduate Diploma in Management programme will serve as an excellent route for students who wish to continue onto Masters and Doctorate level programmes. This qualification will enable up to 120 credits to be used as exemptions on appropriate Masters courses. Thus students with the ICM Postgraduate Diploma in Management may only be required to take the final 60 credits in order to complete a full Masters degree programme.

Entry Requirements

Students holding relevant recognised qualifications from other institutions or professional examining bodies may apply for exemptions on a subject-for-subject basis. The Institute operates an 'Open Access' policy in respect of many of its vocational programmes but prospective students should note that the following entrance qualifications are recommended for those wishing to undertake the ICM Diploma programme:

Postgraduate Diploma in Management

The minimum age for registration for this programme is 21. Students should have successfully completed one or more of the following:

The ICM Graduate Diploma in Management Studies
A relevant Honours degree level qualification in a related subject

Any qualification equivalent to one of the above.

Awarding Body:

ICM

Increasing competition between national and international companies calls for a greater degree of ability and professionalism on the part of all managers.

This advanced level management programme is regularly selected by employers seeking a suitable programme of study for their middle and line managers.

The structure of the programme ensures that participants are able to develop both academic knowledge and practical management skills. The qualification also gives entry to a range of other post graduate programmes.

Course Structure

The Advanced Diploma in Business Studies - Part 1

Customer Service
Human Resources Management
Marketing Management
Strategic Management
(The ICM Advanced Diploma in Business Studies is awarded on completion of all Part 1 subjects)

The Graduate Diploma in Management Studies - Part 2

Corporate Policy *
Financial Management
Leadership Studies
The International Business Environment
* Corporate Policy is examined by means of a Research Project and a Report

(The ICM Graduate Diploma in Management Studies is awarded on completion of all Part 1 & 2 subjects)

Programme Objectives

This programme is designed to provide senior supervisors, managers and advanced level business students with a post-graduate/post experience level management qualification for career development purposes.

It is also suitable for holders of degrees in non-business and management disciplines who require a high-level management qualification.

Recommended Course Duration

One academic year of full-time study or 18 months of part-time study at an ICM Approved Centre.

Examinations

Externally set and marked by the Institute. Examinations are held in March, June, September and December each year. Candidates must be registered and paid-up Student Members of the Institute at the time they undertake the examinations.

Examination Closing Dates

Candidates entering for examinations must ensure that their completed examination entry forms and fees reach the Institute at least eight weeks before the date of the examinations. Examination timetables indicate the closing date for receipt of entries for each sitting.

Examination Results

These are normally distributed twelve weeks after each examination date.

Subject Exemptions

Students holding relevant recognised qualifications from other professional bodies may apply for exemptions on a subject-for-subject basis.

Entry Requirements

Applicants should note that the following entrance qualifications are recommended for those wishing to undertake this programme:

The ICM Diploma in Business Studies at Grades A, B or C (or an equivalent level qualification)
A first degree
A Higher National Diploma in Business Studies.

Continuing Education

The Graduate Diploma in Management Studies may be offered as an entrance qualification for relevant degree studies and for entry to a wide range of MBA's (subject to examination grades, age and work experience). A number of the subjects are also accepted for subject exemption and credit purposes by other examining bodies and universities.

Awarding Body:

ICM

Marketing - Diploma & Advanced Diploma & Graduate Diploma & Associate Degree

This programme is designed for those who seek to develop their marketing skills and knowledge.

It is suitable for both business students and for those who may be working in an Advertising, Sales, Marketing or PR environment.

Course Structure

The Diploma in Marketing - Part 1

International Business Communications

Marketing

Advertising

Public Relations

Quantitative Methods for Managers

(The ICM Diploma in Marketing is awarded on completion of all Part 1 subjects)

The Advanced Diploma in Marketing - Part 2

Marketing Management

Customer Service (New)

Buyer Behaviour & Consumerism

Management Theory & Practice

IT for Marketing Management

(The ICM Advanced Diploma in Marketing is awarded on completion of all Parts 1 & 2 subjects)

The Graduate Diploma in Marketing - Part 3

International Marketing

Financial Management

Strategic Marketing Management

Marketing Research

Marketing Policy & Strategy (Case Study)

(The ICM Graduate Diploma in Marketing is awarded on completion of Parts 1, 2 & 3)

The Associate Degree in Marketing

This is awarded to those candidates who, having completed the Graduate Diploma, successfully complete the assignment required for the issue of the Associate Degree. Information in respect of the assignment may be obtained from the Institute or from the ICM website.

Programme Objectives

To provide students with a body of knowledge which will:

- enable them to understand and identify consumer needs and trends
- enable them to understand, define and segment markets
- provide an understanding of the importance of pricing and pricing strategies
- develop an understanding of channels of distribution and routes to market
- develop an understanding of the patterns of consumer behaviour
- enable them to develop and apply advertising and promotional strategies
- provide them with a qualification which will enable them to progress to higher level marketing or communications studies at a later stage in their business or academic careers.

Recommended Course Duration

Eighteen months of full-time study. (Six months for each Part).

Examinations

Externally set and marked by the Institute. Examinations are held in March, June, September and December each year. Candidates must be registered and paid-up Student Members of the Institute at the time they undertake the examinations.

Examination Closing Dates

Candidates entering for examinations must ensure that their completed examination entry forms and fees reach the Institute at least eight weeks before the date of the examinations. Examination timetables indicate the closing date for receipt of entries for each sitting.

Examination Results

These are normally distributed twelve weeks after each examination date.

Subject Exemptions

Students holding relevant recognised qualifications from other professional bodies may apply for exemp-

tions on a subject-for-subject basis.

Entry Requirements

The Institute operates an 'Open Entry' policy in respect of many of its vocational programmes but prospective students should note that the following entrance qualifications are recommended for those wishing to undertake this programme:

Entry Requirements for Part 1 - The minimum age for registration is 17 and applicants should possess one of the following:

- 1 The ICM Business Studies Group Certificate
- One GCE A-level plus Three GCSEs (or equivalents)
- Five GCSEs at grades A, B or C (or equivalents)
- A suitable BTEC National Award
- Any qualification equivalent to one of the above.

Applicants over the age of 21 who do not hold one of the recommended entrance qualifications may also register for the programme providing they have been in full-time employment for a minimum of two years.

Study Methods

Your Teaching Centre has been provided with a detailed syllabus and reading list for each subject area. Each subject syllabus clearly defines the areas that you will be required to cover for each subject and your examination questions will be based on the areas and topics detailed for each subject. It is important to ensure that you obtain a copy of each subject syllabus from your Teaching Centre.

We also offer the following courses awarded by ICM

- Tourism & Business Studies - Diploma & Advanced Diploma
- Hospitality Management - Certificate & Diploma & Advanced Diploma & Associate Degree

Onward Progression

ICM Graduate Diploma Awards - enable the student to apply for direct entry to postgraduate (e.g. Masters) degree programmes.





Information Technology touches every facet of our lives and has a profound influence on modern businesses, services and study. Knowledge of computing offers rewarding and challenging opportunities and gives people a distinct advantage in any career. Our computing department offers a stimulating learning experience that prepares students for a wide range of careers in both private and public organisations.

We are dedicated to providing quality programmes to give students a solid foundation in the knowledge and skills required to find employment and be successful in their chosen fields.

The College provides excellent full-time tuition for British Computer Society (BCS) and ABP professional courses to prepare students for masters level qualification in universities.

Courses Title

Certificate in IT

Description

Trusted for its independence and integrity, BCS is the only Chartered Engineering Institution for IT professionals which can award an internationally recognised professional qualification i.e. Certificate, Diploma and Professional Graduate Diploma. Certificate in IT is the foundation level of BCS Professional Examinations.

Awarding Body

British Computer Society - BCS

Duration

1 Year

Level

NQF 4

Intakes

Sep/Oct, Jan/Feb, May/Jun

Entry Requirements

None for mature students

Rationales

This level is the academic equivalent to Year 1 of a UK university honours degree and is recognised by the Qualifications and Curriculum Authority (QCA) as Level 4.

Completion of the Certificate in IT level means you are eligible to apply for BCS Associate Membership (AMBCS).

Aims

To provide students with education in IT at a the level equivalent to the first year of a UK university bachelors honours degree.

Learning Outcomes : Course Contents

The Certificate in IT focuses on the following core modules:

Information Systems
Software Development

Computer & Network Technology

Assessment Methods

BCS recommends a minimum of 200 hours study per module and the course culminates in a 2 hour written exam focusing on all three core modules.

Exam-80%

Reference Books

List provided during enrolment. Also available from the BCS website

Progression

BCS Diploma or UK university bachelors degree second year

Diploma in IT

Courses Title

Diploma in IT

Description

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

Awarding Body

British Computer Society - BCS

Duration

1 Year

Level

NQF 5

Intakes

Sep/Oct, Jan/Feb, May/Jun

Entry Requirements

BCS Certificate or equivalent qualifications

Rationales

By beginning the Diploma in IT level course BCS assumes knowledge of the Certificate in IT level modules (or exemption) and focuses on the various course modules outlined below.

Aims

To instill in students knowledge in modern IT at the level equivalent to the UK university bachelors degree.

Learning Outcomes

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.

Course Contents

Professional Issues in Information Systems Practice (Core Module)

Computer Networks

Database Systems

IT Project Management

Object Oriented Programming

Principles of Internet Technologies (April only)

IT Service Management April only

Software Engineering 1 (April only)

Principles of User Interface Design (April only)

Assessment Methods

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.

Reference Books

List provided on enrolment. Also available from the BCS website.

Progression

To BCS Professional Graduate Diploma in IT
To the final year of selected UK university bachelors degree

Professional Graduate Diploma in IT

Courses Title

Professional Graduate Diploma in IT

Description

This level is the academic equivalent to Year 3 of a UK university honours degree

Awarding Body

British Computer Society - BCS

Duration

1 Year

Level

NQF 6

Intakes

Sep/Oct, Jan/Feb, May/Jun

Entry Requirements

BCS Diploma or equivalent qualifications

Rationales

By beginning the Professional Graduate Diploma in IT level course BCS assumes knowledge of the Certificate in IT and appropriate Diploma in IT level modules (or exemption) and focuses on the modules listed in the Course Contents section below.

Aims

To provide students with education equivalent to that of the UK university bachelors honours degree

Learning Outcomes

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).

Course Contents

Advanced Database Management Systems

Management Information Systems

Software Engineering 2

Computer Services Management

Distributed and Parallel Systems (April only)

Knowledge Based Systems (April only)

Network Information Systems (April only)

Programming Paradigms (April only)

Realising the User Interface (April only)
(this module has replaced User Interface Design and is not available for online registration)

System Design Methods (April only)

Web Engineering (April only)
(this module has replaced WWW - Beyond the Basics and is not available for online registration)

Assessment Methods

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. Please be aware that practical experience is required to answer some parts of the exam.

Completion of the Professional Graduate Diploma Examinations level means you are eligible to apply for BCS membership if you have 2 years experience as an IT professional.

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.

Exam-80%

Reference Books

List provided during enrolment. Available from the BCS website.

Progression

UK university Masters degree

ABP Postgraduate Diploma in Business Computing

Courses Title

ABP Postgraduate Diploma in Business Computing

Description

The ABP Postgraduate Diploma in Business Computing comprises six mandatory units. Each unit comprises 180 hours of learning. To achieve the whole qualification, a learner must successfully complete all six units.

Awarding Body

Association of Business Practitioners(ABP)

Duration

1 Year

Level

NQF 7

Intakes

Sep/Oct, Jan/Feb, May/Jun

Entry Requirements

- » At least 18 years of age
- » A relevant Bachelor's Degree or equivalent BTEC/ Diploma with 3-4 Years experience at management level.
- » IELTS band 6.0 or above or other evidence of English language proficiency

Course Contents

- » Object Oriented Programming
- » Research Methods
- » Systems Development Methodologies
- » Internet Technologies
- » Professional Issues
- » Internet Systems Development

Assessment Methods

The Pg Diploma is assessed by internal coursework and written examinations.

Reference Books

List provided on enrolment. Also available from the ABP website.

Progression

On successful completion of an ABP Postgraduate qualification, it is possible for learners to progress into or within employment and/or continue their study in the vocational area. In many cases, learners can progress to Masters Degree.



Quality English Courses

We run English courses at three different levels:

- Intermediate + PET Preparation
- Upper-Intermediate + FCE Preparation
- Advanced + CAE Preparation

To enrol on our English course the students have to be at B1 level of the Common European Framework of Reference for Languages.

Our main course runs for one year, which is divided into three semesters, and leads to C1 level of language proficiency.

Our students attend their English classes four days a week Monday to Thursday. The classes are four hours a day from 10am to 2pm.

The course is constructed to ensure our students improve all their language skills: Reading, Writing, Listening and Speaking, expand their knowledge of grammar and vocabulary, increase their proficiency in communication and improve their pronunciation. Our aim is to boost our students' confidence, motivate and engage them using a variety of teaching methods. We focus on students' individual needs and our students benefit from small class sizes.

Our course has also been specifically designed to combine general English teaching with exam preparation. The course prepares for Cambridge ESOL examinations, which are regularly taken by our students. We focus on examination techniques and provide examination practice.

Entry Requirements:

- CEFR B1 English language level
- Completed Intermediate education (12 years of education)
- Successfully completed Skype interview

Cambridge ESOL Examinations
www.cambridgeesol.org

Thousands of employers, universities and government departments around the world recognise Cambridge ESOL examinations, so a Cambridge ESOL exam is a valuable

qualification to have when you need to provide evidence of your level of English for a job or when you apply for a place to study.

University of Cambridge ESOL Examinations (Cambridge ESOL) offers the world's leading range of qualifications for learners and teachers of English. More than 2 million people in over 130 countries take Cambridge ESOL exams each year. Cambridge ESOL Examinations are approved by the UKBA.

PET (Preliminary English Test)

PET is an exam for people who can use everyday written and spoken English at an intermediate level. It covers all four language skills — reading, writing, listening and speaking. Preparing for the exam is a popular way to develop and improve your language skills because it provides practical language practice in a variety of everyday work, study and leisure situations.

PET reflects the use of language in real life, such as understanding signs and announcements, and is accepted by many employers as proof of ability to use English in clerical, secretarial or managerial jobs. It is also widely accepted for use in jobs where spoken English is necessary such as tourism, retail, construction, manufacturing and engineering.

For further information visit:

<http://www.cambridgeesol.org/exams/general-english/pet.html>

FCE (First Certificate in English)

FCE is an exam for people who can use everyday written and spoken English at an upper-intermediate level. It is an ideal exam for people who want to use English for work or study purposes.

At this level, a learner should be able to handle the main structures of the language with some confidence, demonstrate knowledge of a wide range of vocabulary, and use appropriate communicative strategies in a variety of social situations. Their understanding of spoken language and written texts should go beyond being able to pick out items of factual information, and they should be able to distinguish between main and subsidiary points and between the

gist of a text and specific detail. They should be able to produce written texts of various types, showing the ability to develop an argument as well as describe or recount events.

Examinations at Level B2 are frequently used as proof that the learner can do office work or take a course of study in the medium of the language being learned. Learners at this level can be assumed to have sufficient ability to operate effectively in English in many clerical, secretarial and managerial posts.

For further information visit:

<http://www.cambridgeesol.org/exams/general-english/fce.html>

Cambridge English: Advanced/ CAE (Certificate in Advanced English)

Cambridge English: Advanced, also known as Certificate in Advanced English (CAE) is a high-level qualification that is officially recognised by universities, employers and governments around the world.

Cambridge English: Advanced is set at C1 level – the second highest on the CEFR scale. C1 is the level of English required for demanding academic and professional settings. It shows that you are highly proficient in English.

At this level, learners are expected to be able to use the structures of the language with ease and fluency. They are aware of the relationship between the language and the

culture it exists in, and of the significance of register. This means that to some extent they are able to adapt their language use to a variety of social situations, and express

opinions and take part in discussions and arguments in a culturally appropriate way. Learners at this level can develop their own interests in reading both factual and fictional texts. They can also produce a variety of types of texts and utterances, such as letters of varying degrees of formality. They can use language in a creative and flexible way, with the ability to respond appropriately to unforeseen as well

as predictable situations, producing, if required, extended and complex utterances. The written and spoken texts encountered in most common everyday situations can be dealt with at a level below that reached by the C1 learner, but certain more difficult situations, e.g. discussing abstract or cultural topics with a good degree of fluency, demand this level of language. Users at this level can enjoy a wide range of social contacts.

Examinations at Level C1 may be used as proof of the level of language necessary to work at a managerial or professional level or follow a course of academic study at university level.

For further information visit:

<http://www.cambridgeesol.org/exams/general-english/cae.html>

IELTS Exam Preparation Courses

We offer a range of IELTS courses to suit our students' needs.

IELTS is the world's proven English test. Over 1.4 million candidates take the test each year to start their journeys into international education and employment.

The course has been designed to help students improve their performance in the exam. We focus on all tested areas: Listening, Reading, Writing and Speaking. Students are provided with regular exam practice, become familiar with the format of the exam, analyse past exam papers and learn techniques and strategies to improve their chances of success.

For more information visit: www.ielts.org



Pre-arrival Information



Things to do before your arrival !

Enrolment Procedure

1. Carefully choose the course you would like to study on. You must meet the entry requirements, such as age, level of English, previous qualifications, etc.

You may find this information on our website wwwleaderscollege.co.uk or in the prospectus which can be downloaded from the website or ordered from the college.

You may always contact the college for more information by email on info@leaderscollege.co.uk or +44 (0) 20 850 70503.

2. Fill in the enrolment form and book the course.

3. Apply for accommodation

4. Book airport pick-up if required

5. Pay the fees. You can do it by:

– Bank Transfer (bank details would be provided on request)

– Cheque

– Credit/Debit Card

– Cash

6. If you need one, apply for a Student Visa.

7. Order travel cheques, check that your Credit/Debit Cards are valid in the UK.

8. Inform the college about the exact date of your arrival.

9. Pack suitable clothes.

UK Immigration Requirements

It is very important for anyone entering the UK as a student to comply with UK immigration requirements.

EU, EEA and Swiss Nationals

Students from the European Economic Area (the EU plus Norway, Iceland and Liechtenstein) and Switzerland, who have been accepted onto a course of study and have sufficient resources for the duration of their stay without claiming public funds (benefits), are entitled to enter the UK freely upon production of a valid passport or national identity card and have the right of residence for the duration of their course. No visa/entry clearance is needed.

All Other Nationals

Non-EEA/non-Swiss nationals must apply for permission to enter the UK. This will be either entry clearance or a visa.

Non-EEA/non-Swiss nationals are split into two categories:

1. VISA NATIONALS:

Visa Nationals must get a Student Visa before arriving in the UK.

2. NON-VISA NATIONALS:

Non-visa nationals who wish to study for less than 6 months do not need a visa to enter the UK but they must get entry clearance as a “student visitor” at the UK Port of Entry. A “student visitor” visa will prohibit you from any work (unpaid or paid) and you will also not be able to extend your student visa in the UK. If you plan to work while studying during your stay in the UK or if there is a possibility you would want to extend your student visa, you are strongly advised to apply for a student visa in your home country before entering the UK.

Customs Control

Exit the green channel if you are travelling from outside the European Union and have nothing to declare. Exit the red channel if you have goods to declare. Exit the blue channel if you are travelling from the European Economic Area, where luggage has already been cleared through customs control.

What to Declare?

The notices in the customs area will tell you if you need to declare anything you have brought into the country. You can also check with one of the customs officers before passing through customs control. Never carry anything into the UK for somebody else!

Airport Information Desk

Once you have passed through customs, you have officially arrived in the UK. If you are not sure what to do next, head straight for Airport Information for advice on transport, changing money, etc.





Tuition Fees



FEES

Course Name	Qualification	Fees	Awarding Body
CTH			
Diploma in Hotel Management	Diploma	£ 3750	CTH
Advanced Diploma in Hotel Management	Advance Diploma	£ 4250	CTH
Diploma in Tourism Management	Diploma	£ 3750	CTH
Advanced Diploma in Tourism Management	Advance Diploma	£ 4250	CTH
Post Graduate Diploma in Hospitality & Tourism	Post Graduate Diploma	£ 4900	CTH
BCS			
Certificate in Information Technology	Certificate	£ 3500	BCS
Diploma in Information Technology	Diploma	£ 3900	BCS
Graduate Diploma in Information Technology	Graduate Diploma	£ 4300	BCS
ABP			
Post Graduate Diploma in Business Management (Health & Social Care)	Post Graduate Diploma	£ 4500	ABP
Post Graduate Diploma in Business Computing	Post Graduate Diploma	£ 4500	ABP
ICM			
Business Studies	Associate Degree	£ 4250	ICM
Management Studies Associate Degree	Associate Degree	£ 4250	ICM
Marketing Associate Degree	Associate Degree	£ 4250	ICM
Post Grad Dip in Management	Post Graduate Diploma	£ 4900	ICM
Non refundable registration fee - £ 250			

Note :

- 1) The course fees are only indicative
- 2) Fee above excludes examination and registration fees required by the Awarding Body. The Membership and Annual Examination Fee is now payable to the College during registration. The College will collectively register its students with their awarding bodies - a non-profit mandatory service.
- 3) Discounts for existing students and those who pay full fees up-front.
- 4) 10 to 20 % Scholarship given to deserving students.



Complaints Procedure



The College is committed to providing a high quality service to its students and you are encouraged to let it know when there is cause for concern or a need for improvement.

The following list indicates examples of the type of complaint covered by the procedure:

- Poor teaching or supervision
- Misleading information in promotional material or in advertising
- A failing in a College service, academic or non-academic
- Inadequate facilities
- The behavior of a member of staff

The following are not covered by the procedure:

- A request for a review of a decision regarding student progression, assessment and award.
- Complaint against another student.

Wherever possible complaints should be raised immediately with the member of staff responsible, or with the Welfare Officer, with the aim of resolving the problem directly and informally. If you remain dissatisfied with the response to your complaint at the first stage (oral) you should use Stage Two of the process and report in writing to the Principal of LCL.

In order for your complaint to be properly dealt with, it is essential that you are specific about the cause and nature of your complaint. You should present full details, including your name and term-time address and include all relevant documentation. You should detail what attempts you have already made to resolve the complaint, and state what outcome and remedy you are seeking.

The outcome will be provided within one month unless urgent measures are required, then the complaint will be investigated immediately. However, LCL will not accept complaints which are frivolous (unfounded/trivial), or malicious (with vindictive motivation).

Privacy and confidentiality will be maintained in the handling of complaints except where disclosure is necessary to progress the complaint. It is the College's expectation that the confidentiality of any documentation generated by a complaint will be respected by all parties.



Student Support



Support

Register with a Doctor

In the UK, non-emergencies are dealt with in a surgery by a doctor known as a General Practitioner (GP). You need to register with a doctor before you are treated. All students should register with a doctor as soon as they arrive in London. You need to find the closest surgery to your place of stay and contact them for an appointment to register.

UK Banking

We will help you to open a bank account by issuing a request letter on your behalf. Most of our students open bank accounts in the following banks: Lloyds, Natwest or Barclays.

To open a UK bank account you will need:

- Passport
- Letter of acceptance or Certificate of Registration from the College
- Proof of your UK address, proof of your overseas address

In some cases banks will accept your Student Status (registration letter) as proof of your two addresses. It's a good idea to have proof of your bank account at home.

Student Support Services

Transport Discount

As a full time student in the UK, you may be entitled to a 30% Discount on your travel if you are on a full time course of study that lasts for 14 weeks or longer. You will need to fill in a Transport for London form which can be provided by the college. Transport for London charges £5 for this service.

Visa Extension

You may need to extend your visa/leave to remain (LTR) in the UK when you are here. You can do this through the college.

You will need:

1. Achievement Letter for the previous course of study,
2. Attendance Letter,
3. New Enrolment Letter,
4. Valid Passport,
5. Two Photos,
6. Bank statement/or a letter from your sponsor and his/her bank statement,
7. You will also need to fill in the application form.

Tier 4 (Student Visa) FAQ :

Q. What are the restrictions on employment for students?

A. Students may work part-time for a number of hours during term time depending on their course, and full time during vacations.

- Students following a course of degree level study or a foundation degree course can work for no more than 20 hours per week in term time;
- Students following a course of study below degree level study (excluding a foundation degree course) can work for no more than 10 hours per week in term time.

They do not have to seek approval from the UK Border Agency for such employment. "Foundation degree" means a programme of study which leads to a qualification awarded by a UK higher education institution with degree awarding powers which is at a minimum of level 5 on the revised National Qualifications Framework, or level 8 on the Scottish Credit and Qualifications Framework.

Q. How far in advance of the start of the course can a student apply for their visa?

A. 3 months.

Q. Will the visa have the name of the Sponsoring school written on it?

A. The "Visa", "Vignette" or "Identity Card for Foreign Nationals (ICFN)" will have the Sponsor licence number of the student's Sponsoring organisation on it.

Q. Where can I check to see if I score enough points for Tier 4?

A. You will be able to use the Points Based Calculator to check if you are likely to score enough points to qualify for Tier 4 before you make an application. The calculator can be found at:

[HTTP://WWW.UKBA.HOMEOFFICE.GOV.UK/POINTSCALCULATOR](http://www.ukba.homeoffice.gov.uk/pointscalculator)

Q. What are the most common reasons for a Tier 4 application being refused?

A. The most common reasons are:

- Maintenance requirements not being satisfied
- No CAS submitted with the application
- Incorrect fees

- Original supporting documents not provided or not translated
- There is more than one month between the end of the current grant of leave and the start of the new course (this applies to in-country applications)
- Where switching into Tier 4 is not allowed from an applicant's previous immigration route.

Q. Can parents or legal guardians provide money for adult students?

Tier 4 (General) Students may give evidence of having the required maintenance (funds) for their course fees and living costs using money held by one of the student's parent(s)/ legal guardian(s).

The specified original legal documentation (or a notarised copy) establishing the relationship must be provided with the application, which must include one of:

- The applicant's birth certificate, showing name of the parent(s) showing the funds;
- Certificate of adoption showing the name of the student and the parent(s) showing the funds;
- Court document stating the name of the legal guardian(s) of the named student showing the funds.

and Students must also provide an original signed and dated letter from the parent(s) or legal guardian showing the funds when they submit their application form, confirming

- the relationship between the parent(s)/legal guardian(s) and the named student; and
- That the parent(s) or legal guardian(s) have given their consent to the funds being available to the student for study in the UK

Q. I understand maintenance varies if I am studying within London. What areas do you consider as within London?

A. We consider London to be the following boroughs; Camden, City of London, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Newham, Southwark, Tower Hamlets, Wandsworth, and Westminster.

Q. When does the maintenance / funds assessment take place?

A. When the Student applicant requests Entry Clearance or Leave to Remain.

Q. Why is it necessary for dependants to meet the maintenance requirement?

A. One of the requirements for family members of Points Based System students is that they must be able to support themselves for the entire duration of their stay in the United Kingdom without needing help from public funds (for example benefits provided by the state). If they cannot, they could face financial hardship because they will not have access to most state benefits.

Q. What if I want to use a joint account as proof?

A. The applicant must be named on the account along with one or more other people.

Q. How should students coming to the UK to follow an English Language course demonstrate that their English language skills are at the appropriate level?

A. Students studying English must be studying at Level B2 of the European Common Framework of Reference (CEFR) for Language. This was raised from level A2 to B2 level on 3 March 2010. The only exceptions to this are for overseas Government sponsored students and those on unconditional pre-sessional courses as a preparation for a full degree course. In terms of pre-course assessment, it is the responsibility of the Sponsor to ensure and demonstrate to us that the sponsor has assessed that the potential student is suitably qualified (i.e. the potential student's English language proficiency is already at level B1) to undertake and complete the course.

Q. How should complete beginners in English apply to come to the UK?

A. Beginners may apply for a student visitor visa to study courses below level B2, for a maximum of 6 months and with no entitlement to work. Such students have no proven track record and so it is right that they come under this route where ECOs can still apply intentions tests. The student visitor visa is not part of Tier 4.

Q. Will students coming to the UK to follow courses that are not English language courses have to demonstrate that they have English language skills?

A. We will expect sponsors of students who are following courses that are below degree level (except students on foundation degree courses) to demonstrate to us that they have tested the student's English language ability, and that the sponsor is satisfied that the stu-

dent is at or above CEFR level B1. If the sponsor's own requirements are for a higher level of English language ability than B1 the student must meet the sponsor's requirements, but the sponsor must still demonstrate to us that they have tested the student's English language ability to CEFR level B1 or above.

Q. Why has the standard been set at NQF level 3 for adults?

A. The UK Border Agency has worked closely with representatives from both the private and public education sector to ensure that Tier 4 is pitched at the correct level. We believe it is right to expect that those who come to the UK to study as adults have already completed their basic education. Students studying an English language course are required to study courses at CEFR level B2. Students coming for courses below this level can apply in the student visitor route.

Q. What Tiers can migrants switch to or from Tier 4?

A. Switching into Tier 4 is only possible from the following categories or their predecessor routes.

- Tier 1 – Highly Skilled (Post Study Work Only)
- Tier 2 – Skilled Workers
- Tier 2 – Skilled Workers (Intra-Company Transfers)
- Tier 2 – Skilled Workers (Minister of Religion)

Q. What happens if a student arrives to study on one course but then decides to move to another?

A. If a student wishes to change sponsor they must make a new application to the UK Border Agency if they last applied for leave on or after 5 October 2009. A student will not be permitted to commence study at the new institution until he/she has received a decision on the outcome of the application. This power stems from Section 50 of Borders Citizenship and Immigration Act 2009 and was incorporated into the Immigration Rules from 5 October 2009.

Q. Can a student who last applied for leave on or after 5 October 2009 start at their new institution at their own risk before they receive a decision from the UK Border Agency?

A. No they cannot. The UK Border Agency will make every effort to ensure that applications from students wishing to change institution are considered within our published service

Location - Barking

Barking is a suburban town in the London Borough of Barking and Dagenham, in northeast London, England. A retail and commercial centre situated in the west of the borough, it lies 9.1 miles (14.6 km) east of Charing Cross. The area is identified in the London Plan as one of 35 major centres in Greater London

Transport

The town is situated north of the A13 road and east of the River Roding near its confluence with the River Thames in east London. The South Woodford to Barking Relief Road (part of the A406 North Circular Road) runs through the Roding Valley, and access to the town centre is by its junction with the A124, which until the late 1920s was the main route to and from London. Barking station is a local transport hub and is served by the London Underground, London Overground, National Rail operator c2c and many London Bus routes. The east of Barking is served by Upney tube station.



Hayes is a town in the London Borough of Hillingdon, West London. It is a suburban development situated 13 miles (21 km) west of Charing Cross. Hayes was developed in the late 19th and 20th centuries as an industrial locality to which residential districts were later added to house factory workers.

Transport

Hayes has the following bus routes travelling through it: 90, 105, 140, 195, 207, 222, 350, 423, 427, 607, 696, 697, 698, H98, U4, U5, U7, E6, N9 and N207

Hayes and Harlington station offers frequent local services to London Paddington in about 15–20 minutes, and services to Oxford, Reading, Slough, and Heathrow Airport. First Great Western trains are available from Hayes & Harlington Station. Every 30 minutes there is a service to Heathrow Airport. The proposed Crossrail service will pass through Hayes & Harlington



Contact Us



Address :

Main Campus - Barking

103, Wigham House,
16-38 Wakering Road,
Barking,
London.

IG11 8PJ

Tel: +44 (0) 20 850 70503
Email: info@leaderscollege.co.uk

Skype ID: leaderscollege

West London Campus - Hays

Union House
23 Clayton Road,
Hays,
Middlesex
UB3 1AN

Tel: +44 (0) 2088171057
Email: dos@leaderscollege.co.uk