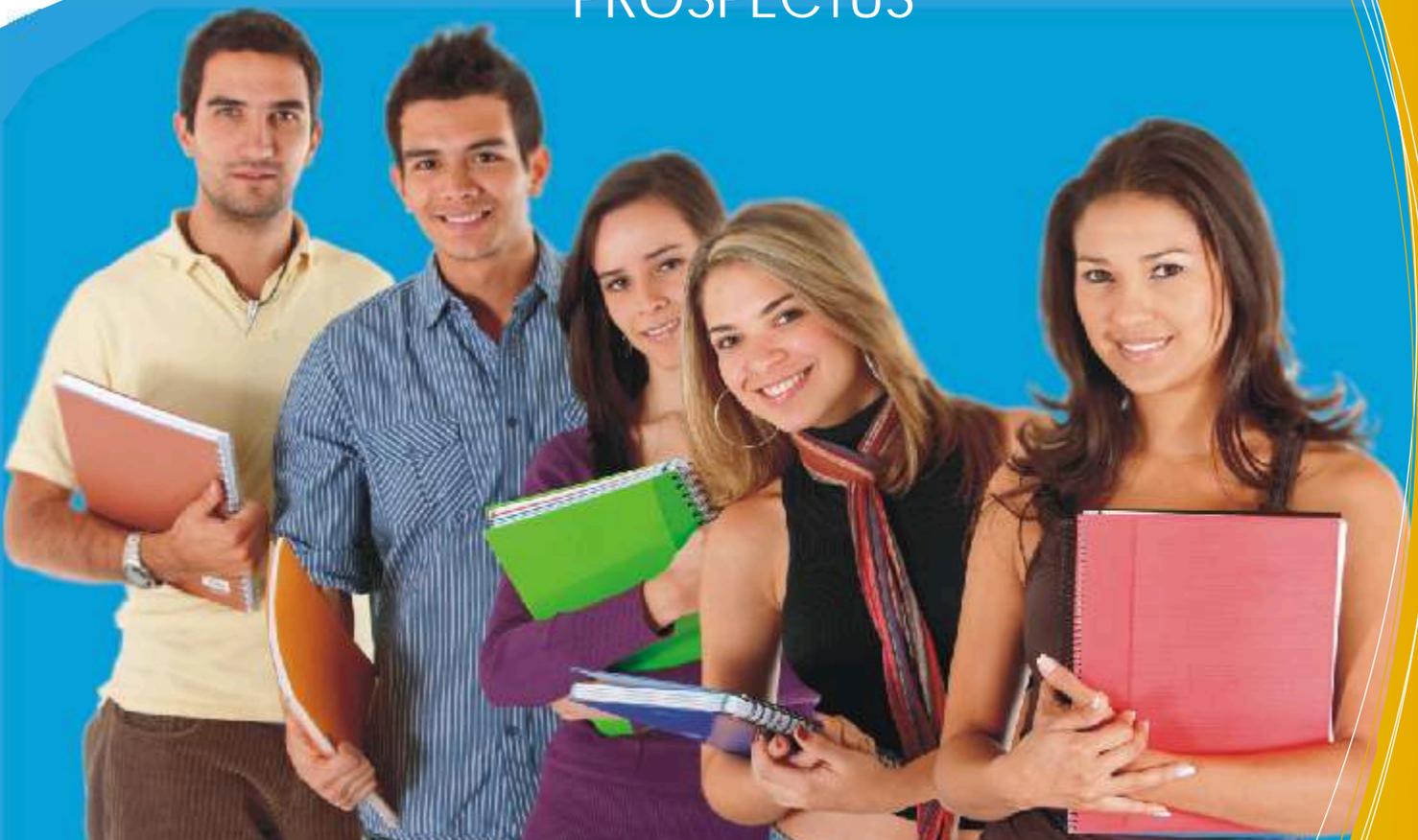


access college

LONDON



PROSPECTUS



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Our Mission

Learning is an enriching and enjoyable experience and at Access College London we put our learners first. Our students come from all over the world, representing 75 different nationalities. We have organised the learning programmes in the college so that each individual obtains their own support and plan for their future success.

Our consistently high standards of teaching, progressive approach to learning, and excellent team of professionals at Access College provide students with not only new skills, but also a fulfilling life building experience that unleashes a wealth of new possibilities in their lives. Our international students experience a sense of belonging in the relaxed and friendly atmosphere supported by many bilingual staff.

Whether you are considering studying with us or just enquiring about our institution, we hope that our course literature provided will be enriching and informative.



Access College London courses at a glance..

English Language

General English
Cambridge Exam Preparation
Executive English (One-to-One)
IELTS Exam Preparation
Business English
Focus on Conversation
Focus on Grammar

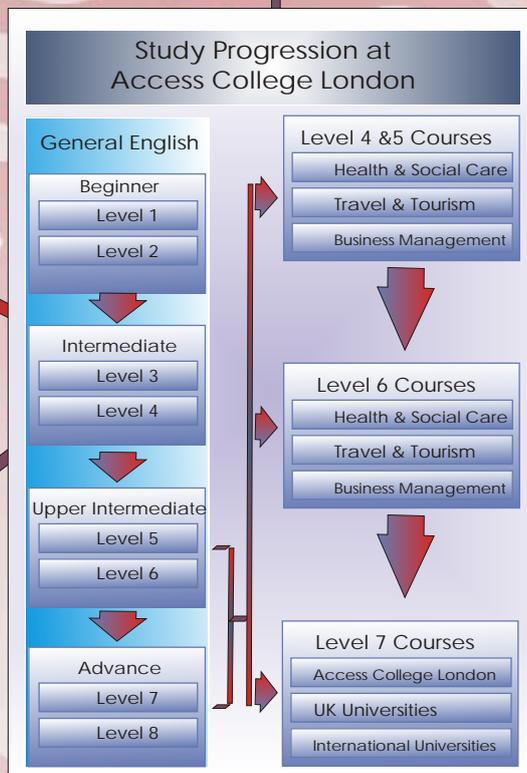
Modern Languages

French
Spanish
Portuguese
German
Russian
Japanese
Korean
Polish
Others... Please ask

Professional Courses

ACCA Fundamental Level
- Knowledge Modules
- Skills Modules
ACCA Professional Level
- Essential Modules
- Options Modules

CIMA Certificate in Business Accounting
CIMA Diploma in Management Accounting
CIMA Advanced Diploma in Management Accounting
CIMA Member of CIMA



Business and Management

ABE Diploma Level 4 & 5
ABE (Graduate) Diploma Level 6
IAM Diploma Level 4
IAM Diploma Level 5
MDP BSc (Hons) Business Management
EDEXCEL BTEC Level 7 - Extended Diploma in Strategic Management & Leadership

Tourism & Hospitality Management

- ABE Diploma Level 4 & 5
- ABE Graduate Diploma Level 6
- ABE Extended Graduate Diploma Level 6
- CTH Diploma
- CTH Advanced Diploma
- CTH Graduate Diploma
- CTH Postgraduate Diploma
- OTHM Level 4 Diploma
- OTHM Level 5 Diploma
- OTHM Level 6 Diploma
- OTHM Level 7 Diploma
- MDP BSc (Hons) Tourism & Hospitality Management

Health & Social Care

Health & Social Care Level 2
Health & Social Care Level 3
MDP BSc (Hons) Health & Social Care



Reasons for choosing Access College London

Our goal

Our primary goal is to deliver the best education to you at a price that you can afford.

Our price commitment

We know that studying in London can be very expensive. That is why we aim to offer a quality, personal service and deliver the best education to you at a competitive price. Investment in learning doesn't have to be expensive.

At Access College London we save you money but will not compromise on the quality of teaching.

Our dedicated Teachers

The teachers at Access College London are qualified and skilled in their chosen field. Our students find them both friendly and approachable. They are regularly observed by the Director of Studies to maintain the standard that we are proud of.

Our students' opinions are also important to us. We constantly review their course feedback forms so that we can continue to provide a full programme of courses and classes that are stimulating and interesting as well as responsive to their needs.

We monitor the students' progress by setting regular tests and examinations. As well as this continuous assessment, students on the English Language Courses can expect to sit end-of-term examinations each semester, ensuring that they are being taught at the correct level.

Our multi-cultural College Community

We have students from all over the world attending our College, representing up-to 75 different nationalities. So students are sure to find life at our campus lively and cosmopolitan. International students experience a sense of belonging in a relaxed and friendly atmosphere supported by many bilingual staff.

The multi cultural college community creates an enriching and rewarding experience, so that you will find learning at Access College London fun whilst achieving your goals.

Our reputation

Access College London's staff have earned a reputation for providing high quality specialised courses for individuals, groups and the corporate sector and a specialist English Language School for International students.

We take pride in our professional service and strive to maintain a consistently high standard of teaching at Access College London.



All our courses lead to internationally recognised qualification - we offer a varied programme of courses covering many subjects at all levels. Whether you want to study for personal advancement, to gain employment or to progress in your career, there is a course at Access College London that will suit you.

At Access College London we listen to our students - we take into consideration the objectives, current qualifications and time availability, and pooling from the many years of experience and resources, we can give valuable advice on the course that is right for you. Our students appreciate the effort taken to ensure that their individual learning objectives are achieved.

Our Buildings and Facilities

At Access College London we understand the need to provide high quality services and facilities to complement the teaching and learning process.

The Access College London campus provides an attractive and comfortable setting. You can expect to find the following:

- A friendly and safe learning environment
- Library and learning facilities
- Computer labs with access to a variety of hardware & software
- Bright comfortable classrooms
- Self access study areas
- Quiet study rooms
- Language Learning Aids
- Modern audio-visual equipment
- Canteen and coffee bar
- Internet access
- Accommodation finding service
- Welfare and support services

(Please note: These facilities may vary).

ENGLISH LANGUAGE COURSES

Our highly acclaimed methods and approach to teaching English help students develop their language skills in order to be able to communicate effectively in any English speaking environment. Our lessons are based around topics, which incorporate the basic skills of speaking, listening, reading and writing.

We have capable and experienced teachers. Typically they follow standard course books and syllabi. However, in order to ensure that your learning experience at Access College London is both varied and exciting, a wide range of learning aids, audio-visual materials and additional supplementary materials are introduced into the classroom.

A typical classroom session will include:

- Inclusive learning.
- A well designed syllabus that has various aspects of the English language such as grammar, functions, phonology and vocabulary.
- Interesting classroom activities carried out through pair and group work to encourage interaction and to motivate students.
- Friendly staff that enjoy a very good rapport with the students, creating the optimum learning environment.

Our English language syllabus covers a wide range of topics and skills:

- Speaking
- Grammar
- Writing
- Vocabulary
- Reading
- Listening

The Right Level - From Beginners to Proficiency

Guidance and support are provided to all our students from the moment they enquire about the course until they complete their Studies.

Upon enrolment you will be given a test in order to determine your level of English. You will then join other international students at the appropriate level. Typically, classes are grouped into eight levels and teaching is adjusted appropriately. The chart (see figure 1) shows the level of fluency you should achieve at each stage. In addition to sitting a test at the end of each term you will also be assessed continuously and your progress monitored. You may even find that you are ready to change levels part way through the term.

English Language

At Access College London we run internal English Language courses at our Wimbledon Campus, which is conveniently located in an exciting and vibrant part of London and within walking Distance from the Underground and Main Line stations.



BEGINNERS STAGE

Level 1 Beginners

You will start understanding the basics of English. You will be able to use a few words and phrases, exchange greetings, give personal information and respond to simple commands and requests.

Level 2 Elementary

You will be able to communicate at a basic level of English. You will ask and answer questions, and you will use short phrases.

INTERMEDIATE STAGE

Level 3 Lower Intermediate

You will be able to use a limited range of the language for simple communication and practical skills. You will also understand and use present, past and future tenses.

Level 4 Intermediate

You will be able to use a variety of language functions to give and ask for information, narrate events and describe people, things and places.

UPPER INTERMEDIATE STAGE

Level 5 Upper Intermediate

You will be able to use the language in social and work situations. You will also be able to hold a satisfying conversation with a native speaker.

Level 6 First Certificate

You will be able to use the language effectively in social and work situations. You will also deal with idiomatic language and colloquialisms. Narrate events and describe people, things and places.

ADVANCED STAGE

Level 7 Advanced

You will be able to use a wide range of the language in social and work situations. You will communicate effectively in an English-speaking environment. Able to hold a satisfying conversation with a native speaker.

Level 8 Proficiency

You will be able to use a full range of the language in social, work and academic situations. You will communicate effectively and fluently in an English-speaking environment.

Language Courses For Adult Students

At Access College London, we run full time and part time courses in English Language for students aged 18 and over, all year round. The College is only closed for two weeks over the Christmas holiday period. You can enrol anytime and start any Monday. Our flexible timetable allows you to study at the time that suits you. You may choose our morning, afternoon, or late afternoon session. If you prefer we also offer evening classes.



Summer/Winter Programmes

Our summer and winter courses are specifically designed for young learners, maintaining the same high quality of our year-round training programmes and incorporating project work, excursions and activities throughout London from June to September.



English Language Courses

- GE-15: Basic English, Full-time (15 hours per week)

This is our most popular English Language course, providing you with the widest choice in terms of study timetable. We offer lessons over four main-levels and eight sub-levels with morning, afternoon, late afternoon and evening classes available. Students can enrol all year round and start any Monday.

As the school's core English Language course, the focus is placed firmly on building practical communication skills, with strong emphasis on developing the key areas of speaking, reading, writing and vocabulary.

You will practice survival English for everyday use, increasing your confidence and understanding of the language. You will find the lessons interesting and stimulating, with interactive exercises and discussion topics that encompass local and international issues.

15 hours per week, Monday to Friday, 3 hours per day,
Time: 9-12, 12-3, 3-6 or 6-9pm



● **GE-6: English Part-time (6 hours per week)**

If you are unable to study full-time, we offer part-time English Language classes. Typically, these take place in the evening and like the full-time equivalent, are run all year round and at eight levels.

6 hours per week, Monday, Wednesday & Thursday, 2 hours per day, Time: typically 6-8pm

● **C5: Conversation & Pronunciation (5 hours per week)**

This course is designed to help you develop your speaking skills through conversation and pronunciation.

Classes are held for an hour daily, Monday to Friday, and class sizes are kept to a minimum. They are taught by experienced teachers with the primary aim of helping you to speak English fluently.

You will discuss interesting topics in a relaxed atmosphere and receive continuous correction and feedback.

5 hours per week, Monday to Friday, 1 hour per day, Time: various.

● **G5: Grammar Classes (5 hours per week)**

This course is an intensive course that will help you develop your linguistic competence and understanding of the structure of the English language.

5 hours per week, Monday to Friday, 1 hour per day, Time: various.

● **GE20: Standard English, Full-time (20 hours per week)**

General English Language With Extra Conversation or Grammar Practice. This is our recommended standard General English course, which is intended for those who would like to develop their language skills at a quicker pace. In addition to the syllabus covered in our standard full-time General English course, this course gives the students an opportunity to focus on improving their speaking skills or to have additional practice in English structure.

20 hours per week, Monday to Friday, 4 hours per day, Time: various.

● **GE-25: Semi Intensive English, Full-time (25 hours per week)**

This semi-intensive programme combines our Basic 15 hours per week General English course with the 5 hours per week Conversation & Pronunciation course together with the 5 hours per week Grammar course.

This is a challenging schedule that provides an opportunity for the very serious student to obtain approximately five hours per day of the highest quality English language tuition at a very reasonable price.

This course aims to improve the students' fluency, along with increasing their awareness of the structure of the English language.

25 hours per week, Monday to Friday, 5 hours per day, Time: various



● **GE-Exam: Exam Preparation, Full-time (15 hours per week)**

Cambridge Exam Preparation Courses
Cambridge examinations in English as a Foreign Language are known all over the world and are recognised by employers and institutions in many countries.

Since the examinations cover the four main language skills of listening, speaking, reading and writing, they indicate the ability of the certificate holder to communicate effectively in English. Our exam classes will help you to be prepared for the examination through course-work and exam practice.

The Cambridge English Language exam courses available are:

🔥 **Key English Test (KET)**

This exam provides an initial learning objective for adolescents and adults, enabling learners to meet their basic communication needs in English. Suitable for levels 2 and 3.

🔥 **Preliminary English Test (PET)**

This exam tests the language skills needed to survive in social and work situations in an English-speaking environment. Suitable for levels 4 and 5.

🔥 **First Certificate in English (FCE)**

This is the most popular of the Cambridge English Language examinations. It is widely recognised in commerce and industry, and by educational institutions in Britain and overseas as proof of language ability. Suitable for level 6.

🔥 **Certificate in Advanced English (CAE)**

This is an examination at an advanced level suitable for people who require English for professional or study purposes. There is an emphasis on real-world tasks. It is also recognised by the majority of British universities as fulfilling English Language entrance requirements. Suitable for level 7.

🔥 **Certificate of Proficiency in English CPE**

This examination is recognised as fulfilling English language requirements by British universities and for business and academic purposes overseas. Suitable for level 8.

🔥 **International English Language Testing System (IELTS)**

This course is designed for those who wish to study at a university in the UK or abroad. It covers all aspects of academic reading and writing as well as listening and speaking. You will be prepared for the IELTS tests through course work and practice tests

15 hours per week, Monday to Friday, 3 hours per day, Time: 9-12, 12-3, 3-6 or 6-9pm.





● GE-30: Intensive English, Full-time (30 hours per week)

This course requires students to study two Basic General English classes per day or a combination of our 15 hour a week (3 hour per day) BASIC General English course with a Conversation, a Grammar and a Computer Based Learning classes for an additional 15 hours a week (3 hour per day)

It is aimed at students who want to follow our standard General English programme but want to achieve quick results by doubling-up their study timetable.

30 hours per week, Monday to Friday, 6 hours per day, Time: various



● GEC-20: English With Computing Bonus Add-On (20 hours per week)

This semi-intensive course is one of our most popular training programmes, intended for students who would like to develop their English language skills as well as learning basic computer programmes and the Internet.

The course covers the following subjects:

- 🔥 English Language Training - This is Our standard, classroom based General English programme (15 hours a week, Monday to Friday)
- 🔥 E-learning - Modern, computer based English language training using the most up-to-date methods and technology
- 🔥 IT Training - Computer based training towards the widely recognised 'European Computer Driving Licence -ECDL' certification. This certification programme includes the following:
 - ◆ Basic Concepts of Information Technology
 - ◆ Using the Computers and Managing Files
 - ◆ Word-processing
 - ◆ Spreadsheets
 - ◆ Databases and Filing Systems
 - ◆ Presentation
 - ◆ Information and Communication
- 🔥 Free Internet Access
- 🔥 Membership to the Access College Students Club - the benefits include free special offers, discounts and promotions.

20 hours per week in total, 15 hours per week of classroom based training, 5 hours per week of computer based training Monday to Friday, Time: various



English for Business and Professional People

These courses are targeted to serve business people who need to communicate effectively in English as well as developing their business skills, such as meeting, telephoning and writing memos and business letters. Our standard Business English course will prepare you for the Cambridge BEC (Business English Certificate), which is an examination in reading, writing, listening and speaking in work-related situations.

The examinations are aimed at three levels of competence from:

- BEC Preliminary (lower-intermediate),
- BEC Vantage (upper-intermediate) and,
- BEC Higher (advanced).



● BE15: Business English (15 hours per week)

This is our standard Business English course, which is offered on a full-time or part-time basis. The course is divided into four main modules each lasting approximately one term in the full-time class and two terms in the part-time class:

- Business Communication 1 (Introduction)
- Business Communication 2 (Face to Face)
- Business Communication 3 (Telephone)
- Business Communication 4 (Written and verbal).

Full Time: 15 hours per week, Monday to Friday, 3 hours per day, Time: 9-12, 12-3, 3-6 or 6-9pm. Part Time: 6 hours per week, Monday, Wednesday & Thursday, 2 hours per day, Time: 6-8pm.



● EE5: Executive English (5 hours per week)

This course is designed specifically for senior executives with little time to spare. If you want to improve your business communication skills in short intensive sessions then this course is for you.

5 hours per week, Monday to Friday, 1 hour per day, Time: Various.



● 1-1E: One-to-One English (5 hours per week)

These are special, flexible one-to-one classes which can be arranged to optimise your time with us.

5 hours per week, Monday to Friday, 1 hour per day, Time: Various.



● GE-Combi: English Language Combination Courses

A range of courses combined with English are offered to give you the choice of course that would meet your needs. The following combinations are available:

- General English and Business English
- General English and Conversation
- General English and Computer Studies
- General English and Business Studies
- General English and Travel & Tourism
- Business English and Travel & Tourism
- Business English with Computer Studies (CIT / DIT)
- Business English and Conversation / Pronunciation and Grammar

Full time, Monday to Friday



MODERN LANGUAGE COURSES

If you want to learn a new language, then at Access College London we have a course to meet your needs. Our teachers are experienced native speakers to ensure that you get only the best and relevant communication skills.

SCHOOL OF MODERN LANGUAGES

We offer a range of courses that will meet your needs, whether for business, further studies overseas or traveling. Our language classes are taught by experienced native teachers who are trained on adapting the recent methods and approaches to suit your learning style. This means that you will be able to develop your language skills quickly and effectively.

Currently, classes in the following languages are offered at our Wimbledon branch which is conveniently located in the centre of Wimbledon, within walking distance from the Underground and Main Line stations.

If your language of interest is not included in this list please telephone or simply come along and speak to one of our training advisers, as we are constantly adding new courses to our portfolio.

- ◆ FRENCH
- ◆ SPANISH
- ◆ PORTUGUESE
- ◆ GERMAN
- ◆ RUSSIAN
- ◆ HUNGARIAN
- ◆ JAPANESE
- ◆ KOREAN
- ◆ OTHERS...

As well as teaching language structure and vocabulary, our courses cover the language skills, i.e.

- Speaking ● Listening ● Reading ● Writing

You will join a class at the right level since our language courses are run at the following levels:

- Beginners ● Intermediate ● Advanced



● ML-Eve: Modern Languages, Evening Classes

Designed to offer flexibility for those who would like to study part time, these courses are held as follows:-

Evening Classes: 6:30pm - 8:30pm, 4 hours per week for a period of 10 weeks

Beginners Level Classes: Mondays and Wednesdays

Intermediate Level Classes: Tuesdays and Thursdays

Advanced Level Classes: Mondays and Wednesdays



● ML-WEnd: Modern Languages, Weekend

Our full range of language classes can also be taken at the weekends.

Weekend Classes: Saturdays, 10:00am - 2:00pm or 2:00pm - 6:00pm, 4 hours per week for a period of 10 weeks

Beginners Level Classes: Saturdays, 10:00 am - 2:00pm

Intermediate Level Classes: Saturdays, 2:00pm - 6:00pm

Advanced Level Classes: Saturdays, 10:00 am - 2:00pm



● ML 1-1: Modern Languages, One-to-One

This is our most intensive language training programme that will enable you to develop your language skills according to your specific needs. Once you start this course you will be assigned an experienced teacher dedicated to you alone. On your first day the teacher will give you an interview to determine your aims, objectives and expectations. They will then devise a tailor made training programme for you, which will ensure that your needs are met exactly.

With this course you are able to buy a block of time, which gives you the flexibility to choose the time and pace of study.

Modern Languages

Modern Language Courses

- ◆ ML-Eve Modern Languages, Evenings
- ◆ ML-WEnd Modern Languages, Weekends
- ◆ ML1-1 Modern Languages, One-to-One
- ◆ ML-Comp Modern Languages, Company Group
- ◆ ML-C1-1 Modern Languages, Company One-to-One

● In-Company Group Training



We also provide companies with language training programmes to meet their particular requirements. Training sessions are held either at Access College London or on the client's premises.

Trainees are given a placement test to assess their level and a questionnaire will also be given for needs analysis.

Advice and guidance will be provided to all trainees from the first day until the end of their course and their progress on the course will be regularly monitored.



● In-Company One-to-One Training

These courses are especially designed for companies whose staff do not possess the same linguistic skills and/or the same needs.

As with the 'In-Company Group Training' trainees have the choice of taking the classes either at our training centre or on the clients' premises.



● Access College London Certificate in Modern Languages

On completion of our Modern Language Courses, a certificate stating the language, level, type of course and length of study - will be awarded.

Dates and Fees

For course dates and fees and for additional information please refer to our fees schedule. Alternatively you can telephone us on +4420 8946 7655 or come along and speak to one of our training consultants.



ACCESS COLLEGE LONDON
(ACL) BUSINESS PROGRAMMES

The goal of business management is to create wealth for business owners by providing some value that consumers need. The process of business management involves:

- ✦ Researching the market for profitable business opportunities,
- ✦ Developing strategies for marketing management, operations management, financial management and human resources management, and
- ✦ Implementing the strategies through planning, organizing, motivating and control.

Long-term survival requires that businesses be managed in a responsible and ethical manner by addressing environmental issues and employee career goals. There is also the issue of complying with the law of the land.

Business Management aims to develop skills and knowledge, which will allow students to access, understand and contribute to the dynamic and complex business and information environment.

Business is a key dimension of modern society and Access College London has been in the vanguard of enterprise education.

There has been a growing recognition of the role business education can play in preparing students for employment, both by extending their understanding of business and by developing core skills of problem-solving, working with others and information technology.

The study of business and management offers you a structured insight into both the theoretical and practical dimensions of organisations and management.

Business & Management

In today's sophisticated business environment there is no room for the enthusiastic amateur. Specialist skills are now the key to success and the top jobs invariably go to those who can demonstrate their competence with recognised qualifications. We provide business education to practicing and aspiring managers and directors.



Association of Business Executive (ABE) Programmes

For students looking for more challenging learning experience we offer a range of Association of Business Executives (ABE) business courses.

Founded in 1973 by a group of industrialists, educationalists and politicians, the Association of Business Executives was created as a non-profit-making institute.

The object of the Association is the promotion and advancement of efficient administration and management in industry, commerce and the public service by the continued development of the study and practice of administration and management.

The Association is unique among professional bodies in providing a non-specialist general business education to practicing and aspiring managers and executives, as well as a route to further study through MBA programmes.

Membership is not restricted to U.K. Residents and examinations are conducted internationally.



Business & Management Studies at Access College London

ABE Diploma, Level 4 & 5

- ✦ Business Management Pathway
- ✦ Financial Management Pathway
- ✦ Management of Information Systems Pathway

ABE (Graduate & Graduate Extended/Integrated) Diploma Level 6

- ✦ Business Management Pathway
- ✦ Financial Management Pathway
- ✦ Management of Information Systems Pathway
- ✦ Marketing Management
- ✦ Human Resource Management

IAM Diploma

IAM Advanced Diploma

MDP BSc (Hons) Business Management

EDEXCEL BTEC Level 7 Extended Diploma in Strategic Management & Leadership

- ✦ Studying Business Management will enable you to:
 - display a real understanding of contemporary issues such as globalisation, sustainability and social and demographic change
 - demonstrate a sound appreciation of management practice, including human resources, marketing, accounting and finance and information management
 - critically analyse strategic commercial behaviour.

✦ On a more practical level, you will be able to:

- use appropriate IT business applications to support analysis and enhance reporting
- utilise appropriate qualitative and quantitative techniques to analyse a range of issues
- plan and execute research projects
- effectively communicate results at whatever level is appropriate to the audience





- **ABE-Dip: ABE Diploma in Business Management (Business Management Pathway)** 15 hours per week

ABE Level 4 Diploma

You will cover the following topics :

- Introduction to Business
- Introduction to Business Communication
- Introduction to Quantitative Methods
- Introduction to Accounting

ABE Level 5 Diploma (Higher)

You will cover the following topics :

- 6 Compulsory Units
 - Financial Accounting
 - Human Resource Management
 - Marketing Policy, Planning and Communication
 - Organisational Behaviour
 - Quantitative Methods for Business and Management
 - The Business Environment
- Plus 2 optional units from:
 - Managing the Customer Relationship
 - Economics for Business
 - Principles of Business Law
 - Entrepreneurship and Business Development
 - Managerial Accounting

Entry Requirement: ABE Certificate

Duration: 2 Years

Progression: 2nd year of UK University Degree, ABE Level 6 (Graduate) Diploma



- **ABE-GDip: ABE Level 6 (Graduate) Diploma in Business Management (Business Management Pathway)** 15 hours per week

- 3 Compulsory Units
 - Corporate Strategy and Planning
 - International Business Case Study
 - Managing in Organisations

- Plus 2 optional units from:
 - Strategic Human Resource Management
 - Strategic Marketing Management
 - Project Management
 - Corporate Finance

Entry Requirement:
Completion of ABE Diploma Level 5

Duration:
51 Weeks

Progression:
Postgraduate or MBA from a UK University



- **ABE-Dip: ABE Diploma in Business Management (Financial Management Pathway)** 15 hours per week

ABE Level 4 Diploma

You will cover the following topics :

- Introduction to Business
- Introduction to Business Communication
- Introduction to Quantitative Methods
- Accounting for Financial Managers

ABE Level 5 Diploma (Higher)

You will cover the following topics :

- 8 Compulsory Units
 - Financial Accounting
 - Human Resource Management
 - Marketing Policy, Planning and Communication
 - Organisational Behaviour
 - Quantitative Methods for Business and Management
 - The Business Environment
 - Managerial Accounting
 - Systems Management and Internal Financial Controls

Entry Requirement: ABE Level 5 Diploma

Duration: 1 Year

Progression: 2nd year of UK University Degree, ABE Level 6 (Graduate) Diploma



● **ABE-GDip: ABE Level 6 (Graduate) Diploma in Business Management (Financial Management Pathway)**
15 hours per week

🔥 **5 Compulsory Units**

- Corporate Strategy and Planning
- International Business Case Study
- Managing in Organisations
- International Business Finance and Planning
- Corporate Finance

Entry Requirement:

Completion of ABE Diploma Level 5

Duration:

51 Weeks

Progression:

Postgraduate or MBA from a UK University



● **ABE-Dip: ABE Diploma in Business Management (Management of Information Systems Pathway)**
15 hours per week

ABE Level 4 Diploma

You will cover the following topics :

- Introduction to Business
- Introduction to Business Communication
- Introduction to Quantitative Methods
- Introduction to Management Information Systems

ABE Level 5 Diploma (Higher)

You will cover the following topics :

🔥 **6 Compulsory Units**

- Financial Accounting
- Human Resource Management
- Marketing Policy, Planning and Communication
- Organisational Behaviour
- Quantitative Methods for Business and Management
- The Business Environment

🔥 **Plus 2 optional units from:**

- Managing the Customer Relationship
- Information Systems Applications for Business
- Information Systems Development

Entry Requirement: ABE Certificate

Duration: 2 Years

Progression: 2nd year of UK University Degree, ABE Level 6 (Graduate) Diploma



● **ABE-GDip: ABE Level 6 (Graduate) Diploma in Business Management (Management of Information Systems Pathway)** 15 hours per week

🔥 **5 Compulsory Units**

- Corporate Strategy and Planning
- International Business Case Study
- Managing in Organisations
- Information Systems for Strategic Management
- Project Management

Entry Requirement:

Completion of ABE Diploma (Higher) Level 5

Duration:

51 Weeks

Progression:

Postgraduate or MBA from a UK University



● **ABE-Dip: ABE Diploma in Human Resource Management**
15 hours per week

ABE Level 4 Diploma

You will cover the following topics :

- Introduction to Business
- Managing People
- Personnel Administration
- Introduction to Business Communication

ABE Level 5 Diploma (Higher)

You will cover the following topics :

🔥 **6 Compulsory Units**

- The Business Environment
- Human Resource Management
- Human Resource Development
- Organisational Behaviour
- People Planning and Resourcing
- Employment Relations

🔥 **Plus 2 optional units from:**

- Principles of Business Law
- Quantitative Methods for Business and Management
- Managing the Customer Relationship
- Personnel Information Systems

Entry Requirement: ABE Level 4 Diploma

Duration: 2 Years

Progression: 2nd year of UK University Degree, ABE Level 6 (Graduate) Diploma





ABE-GDip: ABE Level 6 (Graduate) Diploma in Human Resource Management (15 hours per week)

- ✦ **3 Compulsory Units**
 - Strategic Human Resource Management
 - Managing Organisational Change and Development
 - Performance Management and Reward
- ✦ **Plus 2 optional units from:**
 - Corporate Strategy and Planning
 - Managing in Organisations
 - Project Management

Entry Requirement:
Completion of ABE Diploma (Higher) Level 5

Duration:
51 Weeks

Progression:
Postgraduate or MBA from a UK University



ABE-Dip: ABE Diploma in Marketing Management (15 hours per week)

ABE Level 4 Diploma
You will cover the following topics :

- Introduction to Business
- Introduction to Marketing
- Introduction to Quantitative Methods
- Introduction to Business Communication

ABE Level 5 Diploma (Higher)

You will cover the following topics :

- ✦ **6 Compulsory Units**
 - The Business Environment
 - Marketing Policy, Planning and Communication
 - Managing the Customer Relationship
 - Organisational Behaviour
 - Principles of Marketing
 - Marketing Information Systems
- ✦ **Plus 2 optional units from:**
 - Principles of Business Law
 - Quantitative Methods for Business and Management
 - Sales Management
 - Economics for Business

Entry Requirement: ABE Level 4 Diploma

Duration: 2 Years

Progression: 2nd year of UK University Degree, ABE Level 6 (Graduate) Diploma

ABE-GDip: ABE Level 6 (Graduate) Diploma in Marketing Management (15 hours per week)

- ✦ **4 Compulsory Units**
 - International Marketing
 - Contemporary Issues in Marketing
 - Integrated Marketing Communications
 - Strategic Marketing Management
- ✦ **Plus 1 optional units from:**
 - Corporate Strategy and Planning
 - Project Management

Entry Requirement:
Completion of ABE Diploma (Higher) Level 5

Duration:
51 Weeks

Progression:
Postgraduate or MBA from a UK University



● ABE Graduate, Extended / Integrated Diploma QCF Level 6 Programmes (15 hours per week)

The ABE QCF Level 6 Diploma (Graduate Integrated) in Business Management and the Level 6 Extended Diplomas in Human Resource Management, Marketing Management, and Travel, Tourism and Hospitality Management comprise 13 units in one qualification.

Both Graduate Integrated and Extended Diplomas are complete stand-alone management qualifications covering theory, practical application and strategy across the 13 units.

Students can study the units in any order, or may approach their studies by subject area, for example taking Organisational Behaviour and Managing in Organisations or Financial Accounting and Corporate Finance in the same examination sitting.

Programme structure There are nine compulsory units (ten in the Marketing Management Extended Diploma) and the student can select the remaining units from two separate groups of options.

The first examinations in the new QCF units were held in December 2011. Students who registered to transfer onto either the Integrated or an Extended Diploma and who had previously passed NQF Diploma examinations in the subjects common to both syllabuses, have had those passes transferred over to the new Diploma, but these passes will not carry any QCF credit points.

Entry requirements for the Graduate Integrated and Extended Diplomas
Applicants must have attained one of the following:

- An ABE Level 4 Diploma or equivalent
- Two GCE A levels or any Level 3 equivalent together with four GCSEs at Grade C or above, including English and Mathematics
- BTEC National Diploma or overseas equivalent
- An Access Certificate from a UK College of Further Education
- Any NVQ Level 3 qualification

In addition, ABE welcomes applications for student membership from intending Level 6 Graduate Integrated / Extended Diploma candidates who, although not holding a formal entry qualification, have been in appropriate employment for at least 2 years. A signed and dated reference letter from the employer(s) must accompany all such applications.



Institute of Administrative Management (IAM)

Established in 1915, the Institute of Administrative Management is the only professional body for both practising and aspiring Administrative Managers. Students and Members are professionals who are responsible for the management of:

- " Systems
- " Human Resources
- " Communication
- " Information Technology
- " Facilities
- " Training & Development
- " Finance



21st Century Managers need to ensure continuous professional development and a systematic approach to life-long learning to ensure career advancement. Management is, after all, a transferable skill across a range of specialisms.

IAM qualifications and Membership of the Institute will provide you with the expertise, knowledge and practical skills to sustain your competitive advantage. The iam supports managers (and aspiring managers) at all levels. Our aim is to improve both personal and organisational performance through a systematic approach to Professional Development.

● IAM-Dip4: IAM Diploma in Business and Administrative Management - QCF Level 4 (15 hours per week)

This qualification is for those who wish to develop their understanding of business generally and management in particular. It enables a systematic and fresh approach to organisational and information management most importantly it will improve your management skills and provide an excel. The IAM Level 4 Diploma in Business and Administrative Management supports those already working in, or aspiring to work in, business management positions. Holders of the qualification will also be eligible for progression to various UK university degree programmes. A combination of mandatory and optional units offers learners the flexibility to study those units that are of interest to them. The course can be studied full time, which takes one year; or part time, which takes two years. Students are assessed by formal examination, controlled assessment, case studies and assignments.

The qualification is accredited by the appropriate qualification Regulatory Authorities.

🔥 Qualification aim

This qualification is based on the IAM's 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. Thus administrative management and administrative managers have a key role in ensuring that businesses gain and maintain their competitive advantage. The qualification explores how businesses design and operate internal structures and systems that support these goals.

Candidates will develop a holistic approach to business together with the analytical and evaluative skills necessary for those in management positions. They will gain fundamental knowledge, understanding and skills to manage effectively and efficiently business and administrative functions across organisations.

The qualification has a flexible structure and includes a range of optional units. This enables candidates to tailor it to their specific needs while maintaining the consistence of the qualification.

The qualification leads to further studies in management at level 5 and to higher education.

🔥 Assessment

The mandatory units are grouped into four assessment groups. Candidates pass or fail the full group. This means that two mandatory units are assessed by one assessment. The assessments for all mandatory units are set and marked by the IAM. This minimises the assessment burden for candidates and centre staff while enabling candidates to complete the qualification in small, achievable steps. The thematic grouping of the units provides centres and candidates with a coherent, logical structure for tuition and assessment. All optional units are assessed individually, by an assignment set by the IAM, marked by the centre and moderated by the IAM. This ensures that the qualification caters for the needs of candidates who may have some difficulty with writing examinations while keeping the rigour of assessment and not placing a considerable assessment burden on centre staff.

Duration: 1 to 2 Years

Progression: Diploma in Business and Administrative Management - QCF Level 5

Please note that we are pleased to consider individual applicants based on their work experience. Entries are usually by interview/cv which may be conducted personally or by telephone.

🔥 Qualification Structure

The IAM Level 4 Diploma in Business and Administrative Management is made up of a combination of mandatory and optional units.

IAM Mandatory units

Group 1 Administrative management and systems	
Fundamentals of administrative management	15
Administrative systems	10
Group 2 Managing operations and quality	
Managing operations	15
Managing quality	10
Group 3 Managing and developing human resources in organisations	
Personal effectiveness	10
Managing people in organisations	15
Group 4 Managing finance, information and knowledge	
Managing information and knowledge	15
Finance for administrative managers	10

IAM Optional units

Administration for executive assistants	10
Introduction to Islamic finance	10
Managing business facilities	10

Imported optional units

Management accounting: costing and budgeting	15
Marketing intelligence	15
The Internet and e-business	15
Business events management	15

🔥 Rules of Combination (RoC)

To achieve the IAM Level 4 Diploma in Business and Administrative Management candidates must achieve a minimum of 120 credits. Candidates must complete all eight mandatory units, worth 100 credits, plus two optional units worth a minimum of 20 credits.

🔥 Candidate entry requirements

There are no formal entry requirements for this qualification. However, the IAM recommend that candidates should have a level 3 qualification or equivalent work experience in the business administration area. The IAM recommend a English language knowledge equivalent to level 6 IELTS.





IAM-ADip: IAM Diploma in Business and Administrative Management - QCF Level 5 (15 hours per week)

The IAM Level 5 Diploma in Business and Administrative Management supports those already working in, or aspiring to work, in business management positions. Holders of the qualification will also be eligible for progression to various university degree programmes.

A combination of mandatory and optional units offers learners flexibility to study those units that are of interest to them. The course can be studied full time, which takes one year; or part time, which takes two years. Students are assessed by formal examinations, controlled assessments, case studies and assignments.

The qualification is accredited by the appropriate qualification Regulatory Authorities.

🔥 Qualification aim

This qualification is based on the IAM's 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. Thus administrative management and administrative managers have a key role in ensuring that businesses gain and maintain their competitive advantage. The qualification builds on the knowledge, understanding and skills that candidates developed at level 4. It explores, in more depth and in more complex contexts, how businesses design and operate internal structures and systems that support these goals.

Candidates will develop a holistic approach to business together with the analytical and evaluative skills necessary for those in management positions. They will also become familiar with the theory that underpins research, with the elements of formal research and with research methods and techniques.

The qualification has a flexible structure and includes a range of optional units. This enables candidates to tailor it to their specific needs while maintaining the consistency of the qualification.

The qualification leads to further studies in management at level 6 and to higher education.

🔥 Assessment

The mandatory units are grouped into four assessment groups. Candidates pass or fail the full group. This means that several mandatory units are assessed by one assessment. The assessments for all mandatory units are set and marked by the IAM. This minimises the assessment burden for candidates and centre staff while enabling candidates to complete the qualification in small, achievable steps. The thematic grouping of the units provides centres and candidates with a coherent, logical structure for tuition and assessment.

All optional units are assessed individually, by an assignment set by the IAM, marked by the centre and moderated by the IAM. This ensures that the qualification caters for the needs of candidates who may have some difficulty with writing examinations while keeping the rigour of assessment and not placing a considerable assessment burden on centre staff.

Duration:

1 to 2 Years

Progression:

This qualification leads to further studies in management at level 6 and to higher education.

Qualification structure

Nine mandatory units; seven optional units. Candidates have to complete all mandatory units and, in addition to this, any two optional units of their choice. They need to achieve a minimum of 120 credits to complete the qualification.

IAM Mandatory units

Group 1 Strategic administration of operations, information and finance	
Operations management	15
Information for strategic decision-making	10
Advanced finance for business managers	10

Group 2 Strategic administration of human resources, knowledge and change

Organisational analysis and change	15
Human resource management	10
Knowledge management strategy	5

Group 3 Governance, leadership and motivation

The context of corporate governance	10
Leadership, motivation and group dynamics	10

Group 4 Business research

Business research	15
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IAM Optional units

Economics for business	15
Organisational facilities management	10
Islamic finance	10

Imported optional units

Financial systems and auditing	15
Small business enterprise	15
European business	15
Business ethics	15

Rules of Combination (RoC)

To achieve the IAM Level 5 Diploma in Business and Administrative Management the candidate must achieve a minimum of 120 credits. Candidates must complete all nine mandatory units, worth 100 credits, plus two optional units worth a minimum of 20 credits.

Candidate entry requirements

There are no formal entry requirements for this qualification. However, the IAM recommend that candidates should have a level 4 qualification or equivalent work experience in the business administration area. The IAM recommend a English language knowledge equivalent to level 6 ILETS.





EDEXCEL: BTEC Level 7 Extended Diploma in Strategic Management & Leadership (QCF) 15 hours per week

This course provides an even broader work-related focus than the Edexcel BTEC Level 7 Diploma and is particularly useful for learners who wish to progress to an MBA or other Masters degree programme.

Key features of the Edexcel BTEC Level 7 qualifications in Strategic Management and Leadership

The Edexcel BTEC Level 7 Professional qualifications in Strategic Management and Leadership have been developed to give learners the opportunity to:

- ◆ engage in learning that is relevant to them and which gives them opportunities to develop a range of skills, techniques and attributes essential for successful performance in working life.
- ◆ achieve a nationally recognised Level 7 vocationally-related qualification
- ◆ progress to employment in a particular vocational sector
- ◆ progress to related general and/or vocational qualifications.

Rules of combination for the Edexcel BTEC Level 7 Extended Diploma qualification

- ◆ Qualification credit value: a minimum of 120 credits.
- ◆ Minimum credit to be achieved at, or above, the level of the qualification: 115 credits.
- ◆ All credits must be achieved from the units listed in this specification.

The Edexcel BTEC Level 7 Extended Diploma in Strategic Management and Leadership is a 120-credit qualification that consists of three mandatory units plus optional units that provide for a combined total of 120 credits (where at least 115 credits must be at Level 7 or above).

Mandatory units	Credit	Level
◆ Developing Strategic Management and Leadership Skills	10	7
◆ Professional Development for Strategic Managers	5	7
◆ Strategic Change Management	10	7

Optional units (choose a minimum of 95 credits)

Developing Corporate Culture	5	7
Leading E-strategy	10	7
Creative and Innovative Management	10	7
Strategic Marketing Management	10	7
Corporate Communication Strategies	10	7
Managing Corporate Responsibility in the Wider Business Environment	10	7
Strategic Human Resource Management	10	7
Strategic Quality and Systems Management	10	7
Strategic Planning	15	7
Managing Financial Principles and Techniques	15	7
Strategic Supply Chain Management and Logistics	15	7
Developing Successful Business Teams	5	5
Research Methods for Strategic Managers	15	7
Project Development and Implementation for Strategic Managers	20	7

🔥 Assessment

All units within this qualification are internally assessed. The qualification is criterion referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' a learner must have successfully passed all the assessment criteria.

🔥 Qualification grade

Learners who achieve the minimum eligible credit value specified by the rule of combination will achieve the qualification at pass grade.

In the Edexcel BTEC Level 7 Professional qualifications each unit has a credit value which specifies the number of credits that will be awarded to a learner who has achieved the learning outcomes of the unit. This has been based on:

one credit for those learning outcomes achievable in 10 hours of learning time

learning time being defined as the time taken by learners at the level of the unit, on average, to complete the learning outcomes of the unit to the standard determined by the assessment criteria

the credit value of the unit remaining constant regardless of the method of assessment used or the qualification to which it contributes





Assessment:

- There are two assessments in each module:
- A 2,000 word assignment (30% of module mark)
 - A three hour examination at the end of the module (70% of module mark)

A draft of the assignment can be submitted approximately half way through the module in order to get feedback. The final version of the assignment must be submitted by the end of the module.

The examinations involve a mix of traditional examination questions and case studies. In some instances a case study may be provided in advance of the examination in order that students can undertake background reading. After passing the four modules the programme is completed by the submission of a 13,000 word project report.

Award of Degree

At the end of the programme successful participants receive exactly the same degree as students studying full-time at the University of the West of England.

The degree certificate does not state how or where the student studied: this is included in a separate transcript.

Management Development Partnership (MDP)

As an Affiliated Institution of the University of the West of England, MDP worked with colleagues in the Business School to develop the following top-up degrees for students who have achieved 240 credit points at Levels 4 and 5 through OFQUAL regulated qualifications:



The top-up programme is a full time, taught course that can normally be completed in 9 – 12 months.

The programme is delivered by MDP to students at colleges who have been vetted by the University and signed an agreement with MDP. On successful completion of a top-up programme, a student is awarded their degree by the University of the West of England.



BSc (Hons) Business Management (Top-up Degree) (120 Credits at Level 6)

The programme consists of the following four modules plus a work-based project:

- Managing into the Future (20 credits)
- Strategic Management (20 credits)
- Organisation Theory and Change Management (20 credits)
- Leadership: Theory and Practice (20 credits)
- Project (40 credits)

A thematic approach underpins the course design. The programme starts by examining the role of managers as initiators and leaders of organisational development. It then proceeds to an analysis of how organisations create strategies to manage and grow their business in an environment of constant change. In the third module, organisation theory and the ability of management to introduce change is examined, with the final module considering the role of personal leadership in effecting change and achieving strategic objectives.

Entry Requirements:

- HND Business
- ABE Advanced Diploma in Business Management
- ABE Level 6 Graduate Diploma in Business Management
- ICM Advanced Diploma in Business Studies
- NCC Education International Advanced Diploma in Business
- IAM Level 5 Diploma in Business and Administrative Management
- Degree from home country recognised by NARIC and IELTS Level 6 or above (or equivalent)



ACCOUNTANCY COURSES

Our mix of academic and practical approach to teaching ensures rapid learning, whether you are already working in the profession or you are completely new to Accounting and Finance.

Why study accountancy at Access College London?

- Develop transferable skills, including quantitative and decision-making skills, and perceptive abilities.
- Develop your intellectual capability through arguments; learn how to question existing knowledge and approaches; develop a critical appreciation of the subject matter; improve their communicative style; and develop their interpersonal skills.
- Develop supervisory and management skills through peer accountability and responsibility and learn to take on more challenges which will lead to greater fulfilment.

Our accountancy programmes will provide you with a good understanding of accounting, the environment in which it operates, and the ability to apply a wide range of accounting skills and competencies. Aimed at providing a course of study in accounting that is appropriate for students who are in full-time education.

You will:

- develop knowledge and understanding of the theory and practice of accounting
- interpret complex material and relate theory to practice in a number of subject areas in the field of accounting.
- develop a range of analytical skills that will enable them to critically appraise and challenge existing accounting practices
- develop the skills required for the preparation of financial statements from the transactions of the reporting entity
- develop an understanding of organisations, their management, the environment in which they operate and how decisions are made in organisations
- acquire quantitative skills that can be applied in the analysis of management and accounting problems.

Professional Courses

We now live in a global economy. It has become increasingly important to have an international qualification which will enable you to find employment anywhere in the world. Our Professional programmes provide in-depth training in money accounting and finance. They will equip you with knowledge in the functioning and regulation of financial markets as well as an understanding of the role of accounting and finance in economic activity.



Association of Chartered Certified Accountants (ACCA)

The Association of Chartered Certified Accountants (ACCA) was founded in 1904. Today, it is one of the world's leading and fastest-growing international accountancy organisations, with 362,000 students and 131,500 members across 170 countries. ACCA is one of the world's leading accountancy organisations. Its members are internationally recognised in public practice, industry, commerce and the public sector. ACCA membership also allows you to obtain status as a Registered Auditor.

ACCA Entry requirements
Professional Examination Route:
Minimum Entry requirements to register for the ACCA course, starting at the ACCA Knowledge level, are two A Levels plus 3 GCSEs in five separate subjects (including English and Mathematics), or the equivalent. Those students in possession of higher qualifications may be eligible for exemptions from some of the ACCA examinations.

Exemptions for Degree Holders
Holders of recognised business and/or accounting degrees will be considered for ACCA exemption from some or all of the papers in Knowledge & Skills levels, if they have previously studied and been assessed in comparable subject areas. Students with non-relevant degrees will not receive exemption from the examinations. We advise you to check your starting point with ACCA before you enrol on the course.

ACCA Exemption Application Deadlines:
31 July - for December exams
31 December - for June exams

The ACCA Syllabus
The ACCA Syllabus aims to develop a comprehensive understanding of the knowledge, skills and techniques required by the modern professional accountant. The broad range of subjects is designed to ensure a depth of high quality, relevant

knowledge which can be applied throughout your chosen career.

In addition to completing the examinations successfully, students are required to obtain a minimum of three years' relevant supervised practical experience in order to qualify.

ACCA exam dates
There are 2 exam sittings each year:
• June • December

Registration with ACCA
All students who wish to sit ACCA examinations must:
• Register as a student with ACCA
• Register to sit specific exams with ACCA (you will be sent an exam entry form once you have registered with ACCA)

Enrolment on an Access College London course does not register you with ACCA.

ACCA exam entry deadlines
You must register to sit exams:
• For June exams - Between 8th March to 8th April (late entry: 9th April to 8th May. Online Only)
• For December exams - Between 8th September to 8th October (late entry: 9th October to 8th November. Online Only)

Note: ACCA charges a fee for late entries. You may also be eligible for a discount if you apply early i.e. on 8th March\September (online only). Please Check with ACCA for terms and conditions.

ACCA enquiry service
For further information on entry requirements, ACCA exam registration, and exemptions contact:

ACCA Connect
Central Quay, 89 Hyde Park Street
Glasgow, G3 8BW, United Kingdom
Tel: +44 (0) 141 582 2000
Fax: +44 (0) 141 582 2222
Email: students@accaglobal.com
Website: www.accaglobal.com

Note: Exemption, registration and exam entry deadline dates are approximate and should be checked with ACCA.

ACCA Course Structure (ACCA QUALIFICATION)
Please see the ACCA 2011 syllabus page to familiarise yourself with recent changes.

FUNDAMENTALS LEVEL (9 papers in all)	
KNOWLEDGE MODULE (all 3 papers) F1 Accountant in Business (AB) F2 Management Accounting (MA) F3 Financial Accounting (FA)	
SKILLS MODULE (all 6 papers) F4 Corporate and Business Law (CL) F5 Performance Management (PM) F6 Taxation (TX) F7 Financial Reporting (FR) F8 Audit and Assurance (AA) F9 Financial Management (FM)	
PROFESSIONAL LEVEL (5 papers in total)	
ESSENTIALS MODULE (all 3 papers) P1 Governance, Risk & Ethics (GR&E) P2 Corporate Reporting (CR) P3 Business Analysis (BA)	
OPTIONS MODULE (any 2 papers) P4 Advanced Financial Management (AFM) P5 Advanced Performance Management (APM) P6 Advanced Taxation (ATX) P7 Advanced Audit and Assurance(AAA)	





The ACCA syllabus consists of 14 papers divided into four levels:

- Knowledge - 3 papers
- Skills – 6 papers
- Essentials – 3 papers
- Options – 2 papers from 4

🔥 FUNDAMENTALS LEVEL (9 papers in total)

- KNOWLEDGE MODULE (all 3 papers)
 - Accountant in Business - F1 (AB)
 - Management Accounting F2 (MA)
 - Financial Accounting F3 (FA)

? These 3 papers' exams can be taken online as Computer Based Exams (CBE) at Access College London

- SKILLS MODULE (all 6 papers)
 - Corporate and Business Law - F4 (CL)
 - Performance Management - F5 (PM)
 - ? Taxation - F6 (TX)
 - Financial Reporting - F7 (FR)
 - Audit and Assurance - F8 (AA)
 - Financial Management - F9 (FM)

🔥 PROFESSIONAL LEVEL (5 papers in total)

- ESSENTIALS MODULE (all 3 papers)
 - ? Governance, Risk and Ethics - P1 (GR&E)
 - ? Corporate Reporting (UK or International) - P2 (CR)
 - ? Business Analysis - P3 (BA)

- OPTIONS MODULE (any 2 papers)
 - ? Advanced Financial Management - P4 (AFM)
 - ? Advanced Performance Management - P5 (APM)
 - ? Advanced Taxation - P6 (ATX)
 - ? Advanced Audit and Assurance (UK or Intl) - P7 (AAA)

🔥 Exam Regulations

- All modules must be sat in order
- Maximum of four papers to be taken in one sitting
- Papers within a module may be sat in any order but ACCA recommends that they should be sat in numerical order
- Papers from a variety of levels may be sat at any one time. i.e. Knowledge and Skills or Skills and Essentials
- The three Essentials papers do not have to be sat together
- Students have 10 years to pass all the examinations
- The pass mark for all examinations is 50%
- In addition to the above 14 papers, students are required to study and sit an on-line module in Professional ethics. It is recommended that this is studied at the same time as P1
- Practical experience required

🔥 ACCA 2011 Syllabus

This guide is an important summary for existing ACCA Students. Student who yet to start their ACCA course are not affected. Students re-sitting any ACCA exams must ensure that they are up to date with the recent changes to the syllabus and are not revising topics that are no longer covered in the exam.

🔥 Summary

- There is no structural change to the syllabus; students will still have to complete all 14 papers, including a choice of 2 out of 4 options.
- The rules relating to: registration, exemption and progression through the syllabus are unchanged.
- There are the same number of papers at each level, covering the same broad subject matter with one change -
 - ? P1 "Professional Accountant" will now be referred to as "Governance, Risk and Ethics"
- The examinations will continue to be set twice a year, taking place in June and December
 - ? With Computer Based Examination (CBE) available for the three papers in the Knowledge module (Papers F1, F2, F3)

🔥 Fundamentals Knowledge Module (Papers F1, F2, F3)
No changes to the Knowledge Module will be made until December 2011. Fundamentals Skills Module (Papers F4 to F9)

🔥 Fundamentals Skills Module (Papers F4 to F9)
Paper F4 Corporate Business Law
Removed from syllabus
No change to syllabus
Added to Syllabus

F5 Performance
Implications of switching costing techniques for pricing, sales strategy, performance management and decision-making.
Back-flush Accounting Management
Additional decision-making techniques and advanced variance analysis.

F6 Taxation
Nothing deleted from the syllabus. Change to exam paper format to reflect simplification of capital gains tax.
Inheritance Tax and additional VAT knowledge.

F7 Financial Reporting (INT)
Nothing deleted from the syllabus
Consolidation exemptions and exceptions.

F8 Audit and Assurance
Planning and Risk Assessment Planning an Audit
Audit Framework and Regulation; Internal Control; Audit Procedures and Audit Evidence.

F9 Financial Management
Nothing deleted from the syllabus
Concepts of Islamic Finance

🔥 Core Professional Level (Papers P1 to P3)

Paper P1 Governance, Risk and Ethics
Removed from syllabus
Nothing removed from the syllabus
Added to Syllabus
Identifying and Assessing Risk; Controlling and Managing Risk.

P2 Corporate Reporting (INT)
Hyperinflation Implementation issues on adoption of IFRSs
IFRIC interpretations
Reconstruction schemes; IFRS for SMEs; Consolidation Exemptions and Exceptions

P3 Business Analysis
Quality Issues
Performance Management
Reward Management
Cost and Management Accounting; Forecasting; Project Management; E-business.

🔥 Optional Professional Level (Papers P4 to P7)

Paper F4 Corporate Business Law
Removed from syllabus
No change to syllabus
Added to Syllabus

P4 Advanced Financial Management
Preparing advice on personal finance
Predicting corporate failure (old sections derivatives)
Financial Strategy Formulation – risk diversification; Current developments

P5 Advanced Performance Management
Pricing
Performance measurement systems and design; Strategic performance measurement; Performance evaluation and corporate failure; Current developments.

P6 Advanced Taxation
Nothing removed from the syllabus
Nothing added to the syllabus

P7 Advanced Audit and Assurance
Some basic aspects of practice management, assignments and reporting.
The impact of internal audit on an external audit.





Chartered Institute of Management Accountants (CIMA)

The Chartered Institute of Management Accountants (CIMA) offers the most relevant international accounting qualification for business. They are the world's leading and largest professional body of management accountants. Most accounting qualifications train people to work in private practice, working on external audit and tax issues. CIMA prepares people for a career in business. It teaches skills for strategic advice, managing risk and making key decisions.

In order to study towards this professional qualification you must register as a student member with CIMA.

CIMA's aim is to provide a valuable qualification for students, to support members and employers, and protect the public interest. CIMA has over 88,000 students and 70,000 members in 161 countries. CIMA's focus on management functions makes it unique, and it is internationally recognised as offering the financial qualification for business. CIMA works with leading employers in the UK and around the world to train and qualify financial managers. CIMA prides itself on the commercial relevance of its syllabus, which is continually enhanced to reflect the latest business developments.

Qualifications

The CIMA qualification framework is divided into two parts, the entry level certificate in business accounting and the professional qualification. At Access College London we provide courses to help you complete exams for the following elements of the entry level and professional qualifications.

- The Entry level - five exams
- The Operational level - three exams
- The Management level - three exams
- The Strategic level - three exams

All the exams are operated by CIMA and take place in CIMA designated exam centres in late May and late November. In order to register for these exams you must be a CIMA registered student. For more details on CIMA student membership please visit www.cimaglobal.com.

CIMA Entry Requirements

CIMA qualifications are open to everyone, but your entry level will depend on your previous experience. The syllabus builds step-by-step, and you will develop your knowledge and skills as you progress through the qualification.

CIMA course exemptions

You may previously have passed exams which entitle you to exemptions from some of the CIMA exams. You can expect to receive exemptions if you hold a relevant degree or a relevant professional qualification. For example, AAT membership offers exemption from the whole Certificate level. We advise you to check your starting point with CIMA. To obtain written confirmation of your exemptions status, visit www.cimaglobal.com/exemptions



The Entry Level - Certificate in Business Accounting

This level comprises of:

- Fundamentals of management accounting
- Fundamentals of financial accounting
- Fundamentals of business mathematics
- Fundamentals of business economics
- Fundamentals of ethics, corporate governance and business law

You can sit the five certificate subjects in any order and in any combination to suit your requirements. See suggested study route and paper combination options (PDF 27KB).

Exams

All certificate exams are computer based and can be taken at any time.

Progressing to the professional qualification

You must:

- pass all five certificate computer based assessments (unless you received exemptions) before sitting any operation or management level papers
- complete all computer based assessments by 1 March to be eligible to sit any operational/management papers in May, and by 1 September to sit in November.



The Operational Level - Diploma in Management Accounting

The Operational level comprises of three subjects that are examined separately. Once you have passed all three papers you will be entitled to a CIMA Diploma in Management Accounting.

These subjects are:

- P1: Performance Operations
- E1: Enterprise Operations
- F1: Financial Operations

Exam sequence

We advise students to pass the operational level paper before attempting the management level paper in the same pillar. However, it is possible for students to study and sit an operational paper in one pillar and a management paper in another pillar.

Students must pass all operational and management subjects before attempting the strategic level.

Assessment

There is a three hour written exam paper, plus 20 minutes of pre-exam reading time, with three sections:

- Section A - 20 marks: a variety of compulsory objective test questions, each worth between two and four marks. Mini scenarios may be given, to which a group of questions relate.
- Section B - 30 marks: six compulsory short answer questions, each worth five marks. A short scenario may be given, to which some or all questions relate.
- Section C 50 marks: one or two compulsory questions. Short scenarios may be given, to which questions relate.

Pass marks

The pass mark for each operational and management level subject is 50%. Permanent credit is awarded for any paper where candidates score 50% or more.

Award Students who pass all three operational level papers will be awarded the CIMA diploma in management accounting.



The Management Level - Advanced Diploma in Management Accounting

The Management level comprises of three subjects that are examined separately. Once successful in passing all three you will be entitled to a CIMA Advanced Diploma in Management Accounting.

The subjects are:

- P2: Performance Management
- E2: Enterprise Management
- F2: Financial Management



The Strategic Level - Member of CIMA

It is feasible to have exemptions from individual papers based on previous study (normally university degrees), details of which can be obtained by visiting the CIMA website. Once you have completed the Operational and Management levels you will then be ready to progress to the Strategic level.

The strategic level composes of:

- P3: Enterprise Strategy
- E3: Enterprise Strategy
- F3: Financial Strategy

For your first effort at this level you must attempt all three papers at the same exam sitting.



TRAVEL, TOURISM & HOSPITALITY COURSES

At Access College London we offer an excellent range of courses for those interested in a career in the fast growing industry of Travel, Tourism and Hospitality. They are designed to offer students a choice of routes into further education and employment.

What is Leisure & Tourism?

The leisure and tourism industries are some of the most diverse industries to work in. According to Courses Careers UK, in the last 10 years, international tourism has accounted for one in six of all jobs. In the UK 1.75 million people are employed in 125,000 tourism businesses.

The leisure industry encompasses careers based in indoor leisure centres such as fitness instructors, managers or lifeguards. It also includes careers in the outdoor arena such as sports instructors, players and coaches. Another aspect to the industry is entertainment movies, theatres, casinos. In fact, anything that people do in their 'leisure time' falls within the leisure industry. The tourism industry is slightly more adventurous. Think white water rafting, hiking, cross-country skiing, or skydiving. But it too has its relaxing side. If a beach holiday appeals, chances are your travel agent, air-hostess, hotel concierge or tour guide have all studied an undergraduate degree in tourism.

Is Leisure & Tourism for me?

If you're a people person, then the leisure and tourism industries are for you. These industries are all about people, hospitality and customer service. As well as, fun, adventure and challenges. If you're passionate about the outdoors, different cultures, travel and entertainment, then the tourism industry is for you. If you enjoy sports, fitness and keeping a healthy and active lifestyle, then you'll be better suited to a career in the leisure industry. To be successful in either of these areas, you'll need to be an outgoing, adventurous person who enjoys spending time with others, working towards goals, and not afraid to take risks.

What are the career prospects for Leisure & Tourism graduates?

Fitness instructor, hotel concierge, policy maker, travel agent, tour guide - these careers are only the tip of the iceberg for leisure and tourism graduates. However, the industries are competitive and it is important to look for as many opportunities as possible for work experience while you study.

Travel, Tourism & Hospitality

Many countries in the world increasingly depend on tourism for their revenue. Therefore the demand for well-trained staff continues to grow.



Association of Business Executive (ABE) Programmes

Access College London also offers exam preparation courses for ABE Certificate, Diploma and Advanced Diploma qualifications in Travel, Tourism and Hospitality. These courses provide a pathway through which students aspiring to management roles in the sector can develop a combination of key skills and industry knowledge in preparation for the varied and demanding careers which the industry offers.

Method of Assessment

All subjects will be assessed by a written external examination of three hour duration. The subjects and requirements for each level are indicated below:



- ABE-Dip: ABE Diploma in Travel, Tourism & Hospitality Management (15 hours per week)

ABE Level 4 Diploma

You will cover the following topics :

- Introduction to Business
- Introduction to Marketing
- Introduction to Travel, Tourism and Hospitality
- Introduction to Business Communication

ABE Level 5 Diploma (Higher)

You will cover the following topics :

- 6 Compulsory Units
- The Business Environment
- Travel, Tourism and Hospitality

Tourism & Hospitality at Access College London

- ABE Diploma, Level 4 & 5
- ABE Graduate Diploma Level 6

- OTHM Diploma - QCF Level 4
- OTHM Diploma - QCF Level 5
- OTHM Diploma - QCF Level 6
- OTHM Diploma - QCF Level 7

- CTH Diploma - QCF Level 4
- CTH Advanced Diploma - QCF Level 5
- CTH Graduate Diploma - QCF Level 6
- CTH Postgraduate Diploma - QCF Level 7
- MDP BSc (Hons) Tourism and Hospitality Management

- Managing the Customer Relationship
- Organisational Behaviour
- IT in Hospitality and Tourism Operations
- Travel, Tourism and Hospitality Operations Management

- Plus 2 optional units from:
 - Principles of Business Law
 - Human Resource Management
 - Sales Management
 - Marketing Policy, Planning and Communication

Entry Requirement: ABE Level 4 Diploma

Duration: 2 Years

Progression: 2nd year of UK University Degree, ABE Level 6 (Graduate) Diploma



ABE-GDip: ABE Level 6 (Graduate) Diploma in Travel, Tourism & Hospitality Management (15 hours per week)

- 3 Compulsory Units
 - Strategic Hospitality Management
 - International Travel, Tourism and Hospitality
 - Sustainable Tourism Planning and Development

- Plus 1 optional units from:
 - Strategic Human Resource Management
 - Project Management
 - Strategic Marketing Management

Entry Requirement: Completion of ABE Diploma (Higher) Level 5

Duration: 51 Weeks

Progression: Postgraduate or MBA from a UK University





OTHM-Dip4: QCF Level 4 Diploma in Tourism and Hospitality Management (15 hours per week)

Who is this suitable for?

The OTHM Level 4 is suitable for students who have already gained an OTHM Level 3 Award or original Introductory Certificate or who have qualifications at the level of GCE/GCSE or equivalent. It is also suitable for mature students with at least 5 years relevant experience.

This qualification will help team leaders and supervisors and those who want to rise to the first tier of management.

Work experience

Although it is desirable that Level 4 students have some experience in the industry, no minimum is required.

Modules

OTHM Level 4 Diploma in Tourism and Hospitality Management consists of 6 Units:

- Unit 1 - Understanding the Tourism and Hospitality Industry
- Unit 2 - Understanding the Tourism and Hospitality Business Environment
- Unit 3 - Understanding Communication and Customer Care in the Tourism and Hospitality Industry
- Unit 4 - Understanding Accounting and Finance in the Tourism and Hospitality Industry
- Unit 5 - Academic and Employability Skills
- Unit 6 - Understanding Events Management in Tourism and Hospitality

Each Unit requires 90 hours of classroom teaching, including business English, tutorials and site visits over the academic year.

Recommended teaching period - full academic year with examinations & assessments in June & December each year. Recommended 3 units assessment per exam sitting.

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 the OTHM Education and Examination board (Minimum 90 days required)

Progression

On passing the OTHM Professional Certificate (NQF - old syllabus (4 units)) or the Level 4 Diploma (QCF - new syllabus (6 units)), members will be eligible to be considered for OTHM Level 5 Diploma in Tourism and Hospitality Management (QCF). Students must pass all of the OTHM Level 4 Professional Certificate (NQF) to be eligible to join the new OTHM Level 5 Diploma (QCF)

Organisation for Tourism and Hospitality Management (OTHM)

OTHM is a membership body founded in London in 2001 by a group of specialists from the industry and academia. OTHM was incorporated in 2003 as a not for profit company.



The aim of OTHM is to support the people who work in the tourism and hospitality industry. OTHM:

- aims to act as a forum for the discussion of issues relevant to the industry
- promotes professionalism in the industry
- promotes ethical practice and environmental awareness in the industry

Membership

Anyone who works in the tourism and hospitality industry is eligible to join OTHM's Professional Membership track. Your level of membership will reflect your experience and status in the industry.

People who wish to study for OTHM qualifications must follow the examination part of the membership track.

Management Qualifications

A major part of OTHM's work is to provide a track of professional management qualifications for people who wish to develop a career in the industry.

Range of Qualifications

OTHM offers 5 levels of Professional Qualifications in the area of Tourism and Hospitality. In 2007 six new 'stand alone' modules were introduced to add further training opportunities for students and individuals at work.

Accreditations and Status of OTHM

The long term academic partners of OTHM, The London South Bank University has signed an articulation agreement with OTHM, that recognises OTHM qualifications for entry into their BA (Hons) and Master's Level.

The Thames Valley University also accredited OTHM programmes in September 2007 to allow access to their Tourism and Hospitality Degree and Postgraduate programmes.





OTHM-Dip5: QCF Level 5 Diploma in Tourism and Hospitality Management (15 hours per week)

Who is this suitable for?

OTHM Level 5 Diploma in Tourism and Hospitality Management is suitable for people who have passed the OTHM Level 4 (or equivalent) or who are already working at supervisory or management level.

On completion of the OTHM Level 5 Diploma in Tourism and Hospitality Management, you can also be put forward for election as an Associate Member of OTHM.

Work experience

OTHM Level 5 Diploma students are expected to either have work experience in the industry before joining the course or be working part-time in the industry during the course or both. Candidates should note that if they intend to study for further professional qualifications in the industry a certain amount of industrial experience will probably be required.

Modules

- Unit 1 - Managing Marketing Objectives in Tourism and Hospitality
- Unit 2 - Managing Marketing Planning in Tourism and Hospitality
- Unit 3 - Managing Human Resources in a Tourism and Hospitality Organisation
- Unit 4 - Managing Operations in Tourism and Hospitality
- Unit 5 - Managing Financial Accounts in Tourism and Hospitality
- Unit 6 - Managing Customer Relations in Tourism and Hospitality

This qualification consists of 6 units, requiring a total minimum of 1 academic year full-time study (540 Guided Learning Hours), with scope for extra revision and exam preparation. Students normally sit three units per exam cycle : three in June and three in December.

Recommended teaching period - full academic year with examinations & assessments in June & December each year. Recommended 3 units assessment per exam cycle.

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 (NQF - old syllabus) or the Level 5 Diploma (QCF - new syllabus), members will be eligible to be considered for OTHM Level 6 Diploma in Tourism and Hospitality Management (QCF). Students must pass all of the OTHM Level 5 Professional Diploma (NQF) to be eligible to join the new OTHM Level 6 Diploma (QCF)

OTHM-Dip6: QCF Level 6 Diploma in Tourism and Hospitality Management (15 hours per week)

Who is this suitable for?

The OTHM Level 6 Diploma in Tourism and Hospitality Management is suitable for people who work in the Tourism and Hospitality Industry and who have already gained an OTHM Level 5, or other qualifications at a suitable level.

This qualification is appropriate for middle and senior managers. On completion of the OTHM Level 6 Diploma in Tourism and Hospitality Management, you can also be put forward for election as a Full Member of OTHM.

Work experience

OTHM Level 6 students are expected to either have work experience in the industry before joining the course or be working part-time in the industry during the course or both. Candidates should note that if they intend to study for further professional qualifications in the industry a certain amount of industrial experience will probably be required.

Modules

- Unit 1 - Marketing Communications for Tourism and Hospitality
- Unit 2 - Working in the International Tourism and Hospitality Business Environment
- Unit 3 - Analysing Tourism and Hospitality Business
- Unit 4 - Using Management Information Systems for Tourism and Hospitality
- Unit 5 - Strategic Human Resources Management in Tourism and Hospitality
- Unit 6 - Researching Tourism and Hospitality Operations (Written Project)

This qualification consists of 6 units, requiring a total minimum of 1 academic year full-time study (600 Guided Learning Hours), with scope for extra revision and exam preparation. Students normally sit three units per exam cycle: three in June and three in December.

Recommended teaching period - full academic year with examinations & assessments in June & December each year. Recommended 3 units assessment per exam cycle.

Assessment

Each Unit 1 to 5 is assessed by a three hour written examination. Unit 6 is assessed by a project. Examinations are held 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 (NQF - old syllabus) or the Level 6 Diploma (QCF - new syllabus) Members will be eligible to enter the OTHM Level 7 Diploma in Tourism and Hospitality Management (QCF). (Post Graduate Level) Students must pass all of the OTHM Level 6 Higher Professional Diploma (NQF) to be eligible to join the new OTHM Level 7 Diploma (QCF)





OTHM Dip7: QCF Level 7 Diploma in Tourism and Hospitality Management

The Organisation for Tourism and Hospitality Management is one of the fastest growing British professional bodies supplying qualified & part qualified personnel to the Tourism and Hospitality Industry.

The OTHM Post Graduate Diploma (Level 7) prepares students for management within the Tourism and Hospitality Industry. Continued growth has brought about an increasing need for flexible and skilled managers able to operate at all levels. It is currently being upgraded from the original, 4 unit, 15 credits per unit qualification to a 5 unit, 20 credits per unit qualification commencing January 2011.

Target Group:

The OTHM Level 7 (Descriptor: Post Graduate Diploma) – in Tourism and Hospitality Management is suitable for professionals who work in the industry and have already gained the OTHM Level 6 or similar qualification.

The qualification is appropriate for senior managers.

Work Experience

OTHM Level 7 Diploma (Post Graduate) students are expected to have worked in the industry and be working part time during the course.

Modules

- Unit 1 - Managing Operations and Marketing for Tourism and Hospitality Organisations
- Unit 2 - Destination Management: Policy, Planning and Promotion
- Unit 3 - Contemporary Management in Tourism and Hospitality
- Unit 4 - Ethics, Risk and Decision Making in the Tourism and Hospitality Industry
- Unit 5 - Tourism and Hospitality Business Strategy
- Unit 6 - Advanced Research Methods for Tourism and Hospitality

Guided Learning Hours: 1200 hours (combined total for all 6 units).

Progression Options:

On completion of the OTHM Level 7 Diploma (QCF) or the original OTHM Post Graduate Diploma (NQF) students are eligible to apply to OTHM partner universities to complete a MSc International Tourism and Hospitality Management or MSc International Tourism Management.

Confederation for Tourism & Hospitality (CTH)

The Confederation of Tourism & Hospitality was established in 1982 to provide recognised standards of management training appropriate to the needs of the hotel and travel industries, via its syllabi, examinations and awards. These have been continuously developed and improved to ensure they are relevant and up to date. This has been carried out under the careful scrutiny and supervision of experts in all aspects of the hotel, tourism and travel industries.



Over 7000 students study CTH qualifications per year. CTH programmes are well respected across the hospitality, tourism and travel industries. This is clear from the programme endorsements it has received from the Institute of Hospitality, Virgin Atlantic, Star Alliance and GTMC. Students can be confident that gaining a CTH qualification is an excellent start to a promising career with truly global opportunities.

Those studying for the examinations of the Confederation are offered a structured learning process, encompassing both the theoretical and practical aspects of the industry, integrating the various subjects, together with a clearly defined pattern of career development through progressive grades of membership.



● CTH-Dip: CTH Diploma in Hotel Management - QCF Level 4 (15 hours per week)

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. This programme has been devised on the basis that students will attend a course of study of not less than 450 hours. Private study will be required over and above this figure. Each of the modules has a two and a half hour examination, set and marked by CTH.

● Syllabus Overview

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





● CTH-ADip: CTH Advanced Diploma in Hotel Management - QCF Level 5 (15 hours per week)

The Advanced Diploma in Hotel Management aims to provide an understanding of the managerial, decision making and leadership aspects of the international hotel industry.

In addition it is also designed to develop independent research and study skills which will be required when working at senior managerial level in the industry. The scheme has been devised on the basis that students will attend a course of study of not less than 450 contact hours. Private study will be required over and above this figure. Five of the six modules are assessed by an assignment and a three hour examination. The sixth module is assessed through a 5000 word Management Research Report. All assessments are marked by CTH.

🔥 Syllabus Overview

- Food and Beverage Management
- Strategic Management
- Facilities Management
- Management Accounting
- Human Resource Management
- Management Research Report

● CTH-GDip: CTH Graduate Diploma in Hospitality and Tourism Management - QCF Level 6 (15 hours per week)

Designed as a 360 credit qualification which can lead to postgraduate and Masters level studies. Students will attend a course of study of not less than 1800 contact hours with additional private study required over and above this figure. All units are assessed either by an examination or an assignment. All assignments and examinations are marked and/or moderated by CTH.

Please note CTH Diploma and Advanced Diploma students may get credit entry to the relevant level of the graduate Diploma.

🔥 Admission requirements

Students must have completed formal secondary education and have at least English IELTS 5.0 level or an approved equivalent. (watch this space for more details).

🔥 Syllabus Overview

Stage 1 - Mandatory Units

- Understanding the Global Hospitality and Tourism Industries
- Travel & Tourism Operations
- Hospitality Operations
- The Financial Aspects of Hospitality and Tourism Businesses
- Building Customer Relationships In Hospitality & Tourism

Stage 2 - Mandatory Units

- Decision Making for Hospitality & Tourism Managers
- Strategic Management for Hospitality & Tourism

- Human Resource Management for Hospitality & Tourism
- Sustainable Tourism Management
- Hospitality Operations Management

Stage 3 - Mandatory Units

- Emerging Issues in the Tourism Industry
- Strategic Impact of the Business Environment

Plus two from options below:

- Business Strategy for Hospitality and Tourism
- Managing Events for Hospitality & Tourism
- Resource Management in Hospitality & Tourism
- Developing Marketing Strategies for Hospitality and Tourism



● CTH-PgDip: CTH Postgraduate Diploma in Hospitality & Tourism Management - QCF Level 7 (15 hours per week)

This programme has been devised on the basis that students will attend a course of study not less than 120 credits which equates to 240 hours tuition and 960 hours of directed learning. Candidates have an opportunity to gain credit towards either an MA, or an MSc degree. They also have an opportunity to develop higher level academic skills that can be applied in a vocational context.

🔥 Objectives of the Postgraduate Diploma in Hospitality and Tourism Management

- To understand the interrelationship between the hospitality and tourism sectors.
- To explore the strategic issues in business development, rather than operational level issues.
- To secure employment at senior supervisory / management level.
- To secure progression on to the dissertation stage of a Masters Degree.

🔥 Assessment

The Postgraduate Diploma assessment methods have been designed to enable students to demonstrate Level Seven outcomes for this level of qualification.

Given the broad and highly varied nature of the hospitality and tourism industry, candidates will need to demonstrate the higher-level skills and qualities specified in the Level Seven outcomes within a non-homogeneous vocational context.

Assessment involves investigative assignments, presentations and action research activities. The assessment of candidates' work is centre based, against the specified learning outcomes and directed by CTH.

To maintain the quality of these qualifications, all centres are expected to demonstrate a robust assessment system. In order to manage the quality of assessment within approved centres, CTH carries out external marking and moderation of assessments.

🔥 Syllabus Overview:

- Module 1: Hospitality and Tourism Marketing Strategies
- Module 2: Management and Leadership Across Cultures
- Module 3: Hospitality and Tourism Strategic Planning

🔥 Plus ONE of the following options:

- Module 4: Managing Hospitality and Tourism Projects
- Module 5: Research Methods for Hospitality and Tourism Managers

🔥 Graduate progression opportunities

Students who have successfully completed the Level 7 Postgraduate Diploma awarded by CTH are eligible to gain entry to MA/MSc degrees with advanced entry at the following universities. Students can choose any combination of optional modules on the programme to secure progression on to these universities. Please



note the terms and application process stated at the end of this document. Information on the fees charged for each option should be requested from the respective university.

University of Sunderland:

Students who have completed the Level 7 Postgraduate Diploma awarded by CTH are eligible to gain direct entry at MSc in Hospitality & Tourism Management (Dissertation) stage at the University of Sunderland or one of their approved delivery centres. Students are required to complete a 60 credit Dissertation only to convert the CTH's Postgraduate Diploma to an MSc degree.

London South Bank University

Students who have completed the Level 7 Postgraduate Diploma awarded by CTH are eligible to gain direct entry at MSc in International Hospitality & Tourism Management (Dissertation) stage at London South Bank University. Students are required to complete a Dissertation and a two day workshop in Research Methods to convert the Postgraduate Diploma to an MSc degree.

Please note that this programme is currently undergoing University's validation. Therefore you will not see this award on available courses at www.lsbu.ac.uk as yet, so when applying please mention the MSc International Tourism and Hospitality Management (to be validated).

Thames Valley University

Students who have completed the Level 7 Postgraduate Diploma awarded by CTH are eligible to gain direct entry at either MA in Tourism (Dissertation) or MA in Hospitality (Dissertation) stage at Thames Valley University. Students are required to complete a Dissertation and a two day workshop in Research Methods to convert the Postgraduate Diploma to an MA degree.

Anglia Ruskin University

Students who have completed the Level 7 Postgraduate Diploma awarded by CTH are eligible to gain direct entry at MA in International Sustainable Tourism Management (Advanced Entry) stage at Anglia Ruskin University in Chelmsford or Cambridge. Students are required to complete three modules and a Dissertation to convert the Postgraduate Diploma to an MA degree.

Notes:

1. All admissions are subject to terms and conditions of the respective awarding university and CTH's Level 7 Postgraduate Diploma does not necessarily guarantee advanced entry.
2. Students are advised to complete the online application from available at the respective University's website and submit along with all other supporting documents as prescribed by the University.
3. It remains the responsibility of the student to complete the application and submit supporting documents and apply before the deadlines set by the University.
4. Final admission decision will be made by the awarding University.
5. All fees for the MSc/MA are payable directly to the awarding University.
6. Non-EU students are required to meet further requirements set out by the UK Border Agency, in addition to the requirements set by the University.



Management Development Partnership (MDP)

As an Affiliated Institution of the University of the West of England, MDP worked with colleagues in the Business School to develop the following top-up degrees for students who have achieved 240 credit points at Levels 4 and 5 through OFQUAL regulated qualifications:

The top-up programme is a full time, taught course that can normally be completed in 9 – 12 months.

The programme is delivered by MDP to students at colleges who have been vetted by the University and signed an agreement with MDP. On successful completion of a top-up programme, a student is awarded their degree by the University of the West of England.

BSc (Hons) Tourism and Hospitality Management (Top-up Degree) (120 Credits at Level 6)

The programme consists of the following four modules plus a work-based project:

- Managing into the Future (20 credits)
- Strategic Management in Tourism and Hospitality (20 credits)
- Organisation Theory and Change Management (20 credits)
- Marketing in Tourism and Hospitality (20 credits)
- Project (40 credits)

A thematic approach underpins the course design. The programme starts by examining the role of managers as initiators and leaders of organisational development. It then proceeds to an analysis of how organisations create strategies to manage and grow their business in an environment of constant change. In the third module, organisation theory and the ability of management to introduce change is examined, with the final module considering the role of personal leadership in effecting change and achieving strategic objectives.

Entry Requirements:

Candidates must meet one of the requirements below

- HND Business
- ABE Advanced Diploma in Business Management
- ABE Level 6 Graduate Diploma in Business Management
- ICM Advanced Diploma in Business Studies
- NCC Education International Advanced Diploma in Business
- IAM Level 5 Diploma in Business and Administrative Management
- Degree from home country recognised by NARIC and IELTS Level 6 or above (or equivalent)

Assessment:

- There are two assessments in each module:
- A 2,000 word assignment (30% of module mark)
 - A three hour examination at the end of the module (70% of module mark)

A draft of the assignment can be submitted approximately half way through the module in order to get feedback. The final version of the assignment must be submitted by the end of the module.

The examinations involve a mix of traditional examination questions and case studies. In some instances a case study may be provided in advance of the examination in order that students can undertake background reading. After passing the four modules the programme is completed by the submission of a 13,000 word project report.

Award of Degree

At the end of the programme successful participants receive exactly the same degree as students studying full-time at the University of the West of England.



HEALTH AND SOCIAL CARE COURSES

Health and social care is a vast service sector undergoing rapid change, with new government initiatives giving it a higher profile than ever. Priorities on the healthcare agenda include being more responsive to patient needs, and preventing illness by promoting a healthy lifestyle. The focus in frontline health and social care is on giving service-users more independence, choice and control. These developments mean there's greater demand for well-trained and multi-skilled people across a range of rewarding employment opportunities. Providing help and care for those in need or who are vulnerable offers a unique sense of personal and career fulfilment. Through Access College London, you can become part of this essential and worthwhile sector or you can build on your existing professional experience and progress your career in a particular area of health and social care.

Our wide-range of health and social care courses cover today's topical and most important issues, and are expertly designed to inspire and challenge you. They offer a broad-based background: Exploring principles and approaches to caring across the health and social care sector. Policies and practices Focus on particular aspect of provision, such as caring for those with mental health problems, palliative care or examining the role of complementary and alternative medicine. All draw on the latest research and the experience of practising professionals, to provide you with valuable insight and real-world skills and knowledge.

Health & Social Care



Why choose City & Guilds?
A City & Guilds qualification is proof that you have the right skills to do your job well - which is why so many employers look for people who have one. You can be confident your qualification is well respected within your industry. City & Guilds qualifications are engaging and rewarding, and can lead to a whole range of fulfilling careers - including many of the UK's happiest professions.

What are the Diploma in Health and Social Care qualifications about?
This wide-ranging Diploma covers the skills and knowledge needed to care for others in a broad range of health or social care settings. It is flexible to suit all fields of health and social care. You can choose a pathway that suits your role - for example, working with people with a learning disability, people with dementia or children and young people. This is the main qualification required by the Quality Care Commission in England and the Care Councils in Wales and Northern Ireland.

Who are they for?
These are the recognised qualifications for care workers and senior care workers in health and social care. To take the Level 3 qualification you must be working in a care setting already. For the Level 2 qualification, you might have no previous experience, or you might be working in care and want recognition for your current skills.



City & Guilds Level 2 Diploma in Health and Social Care (Adults)

- You complete 9 core units:
 - Introduction to communication in health, social care or children's and young people's settings
 - Introduction to personal development in health, social care or children's and young people's settings
 - Introduction to equality and inclusion in health, social care or children's and young people's settings
 - Principles of safeguarding and protection in health and social care
 - The role of the health and social care worker
 - Implement person centred approaches in health and social care
 - Contribute to health and safety in health and social care
 - Handle information in health and social care settings
 - Introduction to duty of care in health, social care or children's and young people's settings.

If you're learning in Wales you complete 1 more core unit: Introductory awareness of sensory loss.

You also choose optional units that suit your career plans. Units you might choose include:

- Causes and spread of infection
- Understand the impact of acquired brain injury on individuals
- Introductory awareness of models of disability
- Approaches to enable rights and choices for individuals with dementia whilst minimising risks
- Support individuals to eat and drink
- Contribute to the care of a deceased person.

A full list of optional units and pathways can be found in the City & Guilds qualification handbook.



City & Guilds Level 2 Diploma in Health and Social Care (Adults)

- You complete 9 core units:
 - Promote communication in health, social care or children's and young people's settings
 - Engage in personal development in health, social care or children's and young people's settings
 - Promote equality and inclusion in health, social care or children's and young people's settings
 - Principles for implementing duty of care in health, social care or children's and young people's settings
 - Principles of safeguarding and protection in health and social care
 - The role of the health and social care worker
 - Promote person centred approaches in health and social care
 - Promote and implement health and safety in health and social care
 - Promote good practice in handling information in health and social care settings.





☛ You also choose optional units that suit your career plans. Units you might choose include:

- ◆ Purpose and principles of independent advocacy
- ◆ Understand the role of communication and interactions with individuals who have dementia
- ◆ Understand theories of relationships and social networks
- ◆ Principles of supporting an individual to maintain personal hygiene
- ◆ Understand how to support individuals with autistic spectrum conditions
- ◆ Responding to the advocacy needs of different groups of people
- ◆ Test for substance use
- ◆ Administer medication to individuals and monitor the effects
- ◆ Enable rights and choices of individuals with dementia whilst minimising risks.

A full list of optional units and pathways can be found in the City & Guilds qualification handbook.



Management Development Partnership (MDP)

As an Affiliated Institution of the University of the West of England, MDP worked with colleagues in the Business School to develop the following top-up degrees for students who have achieved 240 credit points at Levels 4 and 5 through OFQUAL regulated qualifications:

The top-up programme is a full time, taught course that can normally be completed in 9 - 12 months.

The programme is delivered by MDP to students at colleges who have been vetted by the University and signed an agreement with MDP. On successful completion of a top-up programme, a student is awarded their degree by the University of the West of England.

● BSc (Hons) Health and Social Care (Top-up Degree) (120 Credits at Level 6)

The programme consists of the following four modules plus a work-based project:

- ◆ Managing into the Future (20 credits)
- ◆ Managing Health and Social Care Services (20 credits)
- ◆ Organisation Theory and Change Management (20 credits)
- ◆ Managing Risk in Health and Social Care (20 credits)
- ◆ Project (40 credits)

A thematic approach underpins the course design. The programme starts by examining the role of managers as initiators and leaders of organisational development. It then proceeds to an analysis of how

organisations create strategies to manage and grow their business in an environment of constant change. In the third module, organisation theory and the ability of management to introduce change is examined, with the final module considering the role of personal leadership in effecting change and achieving strategic objectives.

☛ Entry Requirements:

Candidates must meet one of the requirements below

- ◆ HND Business
- ◆ ABE Advanced Diploma in Business Management
- ◆ ABE Level 6 Graduate Diploma in Business Management
- ◆ ICM Advanced Diploma in Business Studies
- ◆ NCC Education International Advanced Diploma in Business
- ◆ IAM Level 5 Diploma in Business and Administrative Management
- ◆ Degree from home country recognised by NARIC and IELTS Level 6 or above (or equivalent)

☛ Assessment:

There are two assessments in each module:

" A 2,000 word assignment (30% of module mark)

" A three hour examination at the end of the module (70% of module mark)

A draft of the assignment can be submitted approximately half way through the module in order to get feedback. The final version of the assignment must be submitted by the end of the module.

The examinations involve a mix of traditional examination questions and case studies. In some instances a case study may be provided in advance of the examination in order that students can undertake background reading. After passing the four modules the programme is completed by the submission of a 13,000 word project report.

☛ Award of Degree

At the end of the programme successful participants receive exactly the same degree as students studying full-time at the University of the West of England.



Studying in the United Kingdom

Access College London's ideal location makes it an excellent starting point to explore this exciting city.



London Life and Social Programmes

London is one of the world's most famous and attractive cities with its variety of cultures and entertainment, world famous landmarks, rich historical places, beautiful green parks, traditional pubs, shopping areas, business and financial centres. Some of the main attractions include the British Museum, Madam Tussaud, Buckingham Palace, The London Eye, Westminster Abbey, Big Ben, the Tower of London, Portobello Market, Hyde Park Corner, The Royal Albert Hall and many more.

Access College London's ideal location makes it an excellent starting point to explore this exciting city. It offers a truly international and friendly environment with students attending from all over the world. You will meet people from a large number of other countries in your class, in our Coffee Bars or when you attend our social activities.

We offer an active and varied social programmes with excursions to the main tourist attractions, historical places, cultural events and beauty spots within London and UK. We also arrange regular student parties, pub nights, teacher quiz nights, video days, picnics in the park and other activities where you can carry on practising your English and meet with other students and staff in an informal, relaxed



Wimbledon Town

Access College London is located in Wimbledon in the South West of London, approximately 10 kilometers (15 minutes by Underground) from Central London. Wimbledon is exceptionally well served by road, bus and rail links.

The main railway station is Wimbledon, which is also a terminal for the District Line of the London Underground network.

Wimbledon and the surrounding area has numerous restaurants, pubs, bars, supermarkets, many discotheques, a cinema, four theatres and a large shopping complex. It is mainly a district of high quality housing with tidy gardens to match. There are many open spaces and sports grounds. Every year, in the last week of June and first week of July, we have the Wimbledon Championship, world famous tennis tournament.



Student Welfare at Access College London



Personal Services

At Access College London, we offer our students comprehensive support during their stay in London. Our office staff speak several languages and will always be pleased to give assistance on visa applications, accommodation, airport transfer, social activities and other aspects of student life in the UK.

Students who require a visa to enter the UK to study must attend a daytime course of at least 15 hours instruction per week, prove that they are able to accommodate themselves and sustain themselves financially during their stay

Once we receive the completed application form together with the payment of all requested fees for tuition, accommodation (optional) and registration, we will send the student a 'Certificate of Enrolment' to be presented to the British Authorities.

We can also arrange for the student to have a 'Student Photocard', which will save 30% off their travel expenses (subject to Terms and Conditions of the transport authorities). At the end of their course, we can issue the student a 'Certificate of Attendance' and/or a 'Certificate of Achievement', stating their progress during their studies.

Accommodation

Access College London offers a wide range of good quality, reasonably priced accommodation to meet the needs and requirements of our students. Our Accommodation Advisors are happy to arrange accommodation in a friendly family house, a student hostel or a flat share.

We provide accommodation usually within walking distance from the College. You may also expect to take a short bus ride, train or underground journey to our campus.

All our accommodation places are carefully selected and regularly inspected. This ensures that we maintain the high standard of service and comfort that you naturally expect from Access College London.



Student Hostel & Flat Share Accommodation

We can also arrange single or double rooms in a student hostel or flat share for students who want to have a more independent life-style but these usually have limited availability due to high demand.

We recommend that the accommodation is normally arranged for four weeks starting on Saturday or Sunday. We are however quite flexible and will accept booking for a minimum of two weeks.

We will do our best to find accommodation for you at short notice but it is advisable to inform the College of your requirements at least four weeks before the date of your arrival. A small finding fee is charged for this service.

Home Stay Accommodation

We recommend Home-stay accommodation for students who wish to benefit from home comforts at an English speaking family environment. Staying with a UK family will give you an excellent opportunity to improve your English and to learn about British culture.

We provide Home-stay for a single person or two people sharing a double room in three different options:

Self-Catering

Students need to purchase and prepare their own breakfast and meals.

Bed and Breakfast

Breakfast is provided by the family.

Bed, Breakfast and Dinner (Half Board)

Breakfast and dinner are provided by the family.



Airport Transfer

We also provide an airport transfer service for students who wish to be met by a College representative on their arrival in the UK.

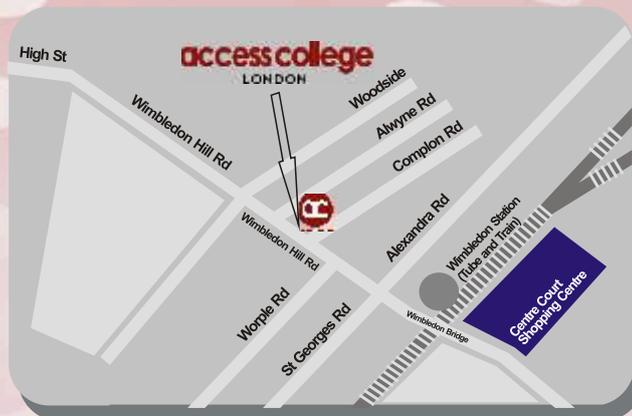
A driver from a reputable taxi company working for the College will welcome you at Heathrow or Gatwick Airport and take you to the College or your accommodation.

In order for us to arrange the airport transfer service, you will need to inform the College of your flight details at least four weeks before your arrival. These details should include:

- Airline name and flight number
- Arrival airport and terminal name
- Arrival date and time

Studying abroad can be both daunting as well as exciting. Access College London will do its utmost to make this experience rewarding and as pleasurable as possible.

Contacting Access College London



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