



Excellence and Efficiency



SKL COLLEGE OF EXCELLENCE INT.

PROSPECTUS 2010-2011



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Welcome to the SKL College of Excellence Int.

It gives me great pleasure to present our prospectus, which provides you with details of all scheduled programmes and services offered throughout this year.

Under the impact of global competition, rising expectations, advances in information and new communication technologies, the need to do “more with less,” organisations are beginning to learn how to be different profoundly different. In today’s fast changing world, the training world has evolved over the years and it is transforming the way we learn and do things. It is very important that we adapt to this change and face the challenges in the 21st century. At SKL College of Excellence Int we understand these needs and we deliver training to match the industry standards.



Mr. Linus W Kadzere

At SKL College of Excellence Int we recognise that if you want the best return on your training investment it must be linked clearly to your business goals. We believe that training should be seen as part of a process of planned development, which ties in with organisational objectives. It must be clearly focused to be cost effective.

Our aim is to offer best quality training to meet today’s high standards and we aim to train our students to the highest possible way so that they can be the best in the industry, having gained expertise and experience and transform themselves into real professionals in today’s fast moving world. We train tomorrow’s professionals today.

The SKL College of Excellence Int training approach gives you a higher level of achievement, fulfilment, motivation and confidence to improve performance directly in line with your organizational needs and objectives. Our training methods are unique and we use all our experience and expertise to train the individual to the highest level and our training is individually tailored to meet the needs of the trainee and to meet the challenges and how to perform well under pressure.

Do not miss this unique learning, networking and thoroughly enjoyable training experience.

We look forward to welcoming you to SKL College of Excellence Int.

Director of Studies

Why Study in London?

London is famous for its outstanding museums, galleries, royal palaces, monuments, quaint squares and peaceful green parks. Also one main delight for individuals is shopping at top designer shops, and the exciting nightlife. As the capital of England and the largest city in Europe London has all the characteristics you would expect of a major world city - a vibrant economy offering fantastic career opportunities, world-class visitor attractions and an entertainment scene second to none.

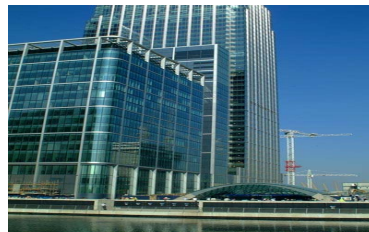
As a student in London you will benefit from a first class learning experience. British training and qualifications are recognised as a global standard of excellence in education. You can advance your skills both personally and professionally as you profit from the quality of teaching methods, the depth of knowledge and the emphasis on skills such as communication, teamwork and problem solving which are much sought after by top class employers.

Studying in London give individuals the opportunity to meet and interact with different people from all over the world.

Whatever your aims and ambitions, your passions and preferences there is something for everyone here in London .



Tower Bridge



Canary Wharf



London Eye



London Buses



London Underground

Applying to Study at SKL College of Excellence Int.

All applicants to SKL College of Excellence Int. must follow the below procedure:

-submit their completed application form along with two passport sized photographs, and a non-refundable registration fee. This fee will be £100 for UK and EU students and £200 for International Students.

-a letter of acceptance will be posted upon an application being approved. Applicants must then send a deposit, upon receipt of which the college will dispatch enrolment details.

-all fees must be paid in full via cheque, cash or international bank transfer, prior to course commencement. If paying by international bank transfer, please contact the Finance Officer who will provide the SKL College of Excellence Int. bank details.

Acceptance on the grounds of falsified academic certificates will result in exclusion from the college and no refund of fees will be offered. Payment of fees via forged cheques will result in the college contacting the legal authorities to deal with this criminal act.

Students below 18yrs will not be accepted on any course of study.

All International students are required to attend minimum of 21 hours of study per week.



Student Services

At SKL we aim to provide an open, flexible and friendly environment, which is accessible to the whole student community regardless of race, colour, creed, religion, ethnic or national origins. The college always try to ensure all its students; will receive fair and equal treatment. Our staff is always willing to get feedback from individuals and try to improve on any situation that needs improving. At SKL College of Excellence Int. student welfare is important and our main priority. We are always willing to help student at all times, whether it is of a personal nature or study related. There is always someone available and willing to talk to individuals. Students are also given letters to assist them to open bank account facilities, council tax and national insurance. We do student counselling.

Overseas students are allowed to work part time (20 hours) a week. Our recruitment team is always ready to find an appropriate job for the students.

ACCOMODATION

Usually the college arranges an accommodation near college premises for overseas students, if requested. The accommodation can be arranged in a hostel or private sharing rooms with other students or as a paying guest with a local family. Some accommodations have an inbuilt heating system and furnished rooms for £65 per week or more and may include a weekly charge for cleaning, change of bed linen, lighting, heating, water heating and breakfast for a single room.

Many students prefer to stay in single or shared rooms in private flats in London, having a provision of self-catering thus having kitchen facilities. The weekly rent for this type of accommodations may range from £50- £80 per week.

Overseas students arriving in UK should inform the Admission Officer of the college of their problem if any, at least a month prior to their arrival. The International Admission Form must accompany a letter stating the type of accommodation required in London (hostel, flat, single, shared etc.) with a consent to pay the security and rent of one month, in advance, upon arrival in UK amounting to, at least, £400. Any extra money is refundable to the student after payment of the appropriate rent and security for the accommodation.

Jobs

Students are allowed to work 20hrs per week.



Reception Desk



Student Welfare Officer



Library

Student Welfare and Behaviour

The welfare of its students is of paramount importance to SKL College of Excellence Int. As such, a Student Welfare Committee was established having the crucial responsibility of ensuring that the physical and mental well-being of all students is given due attention. The committee should make itself available to assist students with any problems they may be experiencing, be they physical, mental, social, financial or otherwise. The importance of this committee in protecting students and facilitating their academic and personal success cannot be overemphasized. A student representative and Student Welfare Officer will be included in this committee, alongside the Principal of the college.

Furthermore, SKL College of Excellence Int holds the health and safety of all faculty members, students and college visitors as paramount. As such, the college strictly adheres to the standards set in the Health and Safety at Work Act 1974, so as to ensure the well-being of all those entering college premises. Smoking and alcohol consumption are both strictly prohibited within any part of the college.

Finally, a primary obligation of all staff and students is to ensure that the SKL College of Excellence Int policy of non-discrimination and mutual respect is adhered to. This duty obliges all individuals to behave in a manner reflective of the ethos of the college; that is, to welcome all and create an atmosphere where no individual is negatively impacted by the wrongful behaviour of others.

SKL College of Excellence Int notes that discrimination comes in many forms and may be aimed at various aspects of an individual's being; such as race, creed, religion, disability or nationality. By adopting a pragmatic definition of discrimination, the college aims to protect against such discrimination in all its guises.



Student Welfare Officer



College Canteen

Withdrawing from your Programme of Study

International students whose visa application is refused may receive a refund within 28 days of supplying proof of such refusal, minus an administration fee of £200.

Any student wishing to withdraw after 10 days of course start date will receive refund after deducting fees for one course term.

SKL College of Excellence Int reserves the right to amend all terms and conditions contained in its literature, with student notification thereof.

International Students: Visa Requirements

Students wishing to apply for a visa must contact the British High Commission, Consulate, or Embassy to make an application. All such applications will necessitate a letter of acceptance onto a full-time course at SKL College of Excellence Int, as well as a passport valid for at least 6 months. Applicants will also need to assure authorities that they will abide by the following rules:

-non-EU students may only enroll for full-time programmes of study and are generally obliged to submit at least partial payment of fees in advance.

-non-EU students are permitted to work a maximum of 20 hours per week.

There are several visa requirements in relation to non- EU students, these are stated below and should be adhered to without exception. An explanatory guide on such matters, and other pertinent issues, will be issued to international students during Orientation Week:

-a non-EU student wishing to enter the UK must have obtained a visa permitting him/her to remain in the UK for a period of time sufficient to complete the chosen programme of study.

-students seeking a visa should contact the British High Commission, Consulate or the Embassy, allowing adequate time for their visa application to be dealt with. The college can provide proof of admission to a programme of study, but all other visa requirements remain the responsibility of the applicant.

-students must show documentation proving they have sufficient funds to support themselves throughout their programme of study.

-all non-EU students must return to their home country upon expiration of their visa or completion/termination of their programme of studies.

a student wishing to remain in the UK post completion of their studies must apply to the Home Office (Interior Department) for permission to extend their stay.

There are several changes taking place with regard to immigration rules

All of the above visa requirements also extend to Visa Nationals. Additionally, such persons may be required to attend an interview with an Entry Clearance Officer, upon which the SKL College of Excellence Int Student Welfare Officer may provide guidance. During this interview applicants should present themselves as well-spoken, and knowledgeable upon their chosen course of study. Above all else, the applicant should demonstrate that their only motivation for entering the UK is to study their stipulated programme of study, support themselves throughout their stay and leave upon termination of their studies.



BUSINESS AND ACCOUNTING PROGRAMMES



CHARTED INSTITUTE OF MANAGEMENT ACCOUNTANTS

CIMA opens world of opportunity for you. Whatever you want from your career, CIMA qualifications put you in an ideal position to accelerate your progress and achieve your goals. You will develop the financial expertise and strategic insight to make key decisions about the future of businesses. You can study in a way that suits your individual circumstances – at your own pace.

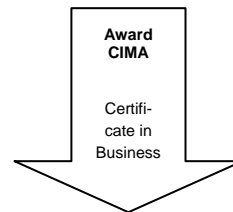
To become a Chartered Management Accountant and receive the initials ACMA after you name, you will need to have successfully completed all three levels of exams and have three years' relevant practical experience.

CIMA EXAMS



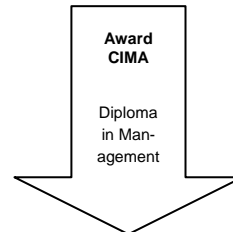
FOUNDATION LEVEL

1. Financial Accounting Fundamentals
2. Management Accounting Fundamentals
- 3a. Economics for Business
- 3b. Business Law
- 3c. Business Mathematics



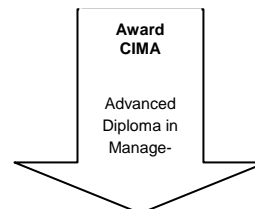
MANAGERIAL LEVEL

4. Finance
5. Business Taxation
6. Financial Accounting
7. Financial Reporting
8. Management Accounting
9. Management Accounting Decision Making
10. Systems and Project Management
11. Organisational Management



STRATEGIC LEVEL

12. Management Accounting business Strategy
13. Management Accounting Financial Strategy
14. Management Accounting Information Strategy
15. Management Accounting Case Study



ABE PROGRAMMES

The Business Administration programme provides a professional qualification that may be used to prepare directly for a career in business, or to gain advanced entry onto a range of professional qualifications and university degrees in the UK and other countries. The programme pro-

CERTIFICATE IN BUSINESS ADMINISTRATION

- Introduction to Business
- Introduction to Accounting
- Introduction to Business
- Communication
- Introduction to Quantitative methods

DIPLOMA IN BUSINESS ADMINISTRATION

Part 1

- Economics
- Organisational Behaviour
- Accounting
- Business Communication and presentation

Part 2

- Marketing
- Human Resource Management
- Quantitative Methods
- Managerial Accounting

Plus one from the following:

- Principles of Business Law
- System Analysis

For more information, visit www.abeuk.com

Duration : 6 Months

Entry Requirements

No formal qualifications are required but applicants must demonstrate competence in the English language by the attainment of one of the following (or equivalent):

1. British Council - Intermediate Certificate in English/ Upper Advanced Certificate in English.
2. LCCI - English for Business (EFB) 1st or 2nd level. Pitman/City & Guilds - English for Speakers of Other languages (ESOL)/English for Business Communications.
3. RSA (OCR) - English language Stage 2. **Or**
4. Confirmation by their college of equivalent standard in the use of English. The decision of Council as to the ability of the candidate shall be final.

Duration : 1 Year

Entry Requirements

Applicants should be recommended by two responsible persons. They must also have attained one of the following entry requirements:

1. ABE Certificate in Business Administration.
2. Two GCE 'A' levels together with four GCSEs at Grade C or above, including English language and Maths.
3. BTEC National award in relevant subjects.
4. Three passes in LCCI Third level in relevant subjects.
5. Three passes in RSA examinations at least two of which must be at Stage 3.
6. Pitmans Qualifications - Three passes at level 3 in relevant subjects.
7. An 'Access' Certificate from a UK College of Further Education.
8. Any NCVQ approved qualifications at level 3 in relevant subjects.
9. Such overseas qualifications which following University of London guidelines may be accepted by the Registrar as being equivalent to the above.

In addition the ABE welcomes applications for student membership from intending Diploma candidates who, although not holding a formal entry qualification, have been in appropriate employment for at least two years. A reference letter from employers must accompany all such applications.

ABE PROGRAMMES



ADVANCED DIPLOMA IN BUSINESS ADMINISTRATION

The **three compulsory** papers are:

- Corporate Strategy
- Management Organisation
- International Business

Students must pass **two** of the following options:

- Strategic Marketing
- Corporate Finance
- Strategic Human Resource Management
- Managing the Information Resource

Duration : 1 Year

Entry Requirements

ABE Diploma in Business Administration.

2. A degree, awarded by a recognised UK or overseas University.
3. Other recognised qualifications of approved overseas Institutions of Higher Education.

For more information , visit www.abeuk.com

BTEC NATIONAL DIPLOMA IN BUSINESS

This Diploma is an internationally recognised qualification and is validated, administered and verified by BTEC which has now merged with University of London Examinations to form [Edexcel](#).

The aim of the BTEC National Diploma is to provide students with a sound, basic business education, suitable for those seeking a range of careers in industry, commerce and public administration and thus enabling them to be more successful when seeking employment. It is a well regarded qualification for entry to Higher Education and advanced professional studies.

The Diploma offered by the college is unique since it is based on an international context and this, together with the learning methods utilised, enable students to take an active part in their own learning. Course tutors help to generate motivation and self-reliance, which stimulates interest among students as they develop into an active group using their skills to work as a team

Students will be assessed on their work during the course and will also have examinations. Equal importance will be attached to the grades obtained in both. Grades are awarded by the college and approved by the BTEC External Verifier.

A BTEC Programmes Manager will be available to guide students through the course and to help them understand the principles of BTEC.

It is, above all, a practical course, designed to develop the skills of students to be able to solve problems, which are likely to arise in daily work. In addition, it en-

ENTRY QUALIFICATIONS

Students should normally be aged 16 years or over.

They must possess four GCSE's or an equivalent qualification, or a BTEC first Diploma, plus a reasonable knowledge of the English language. Mature students (over 21 years of age) may be exempt from this requirement on grounds of experience.

Where students lack the necessary qualifications but have taken and passed the Certificate in International Trade, they will be eligible for entry.

BTEC NATIONAL DIPLOMA IN BUSINESS (continued)

DURATION OF COURSE

Each Course lasts two academic years, a total of approximately 64 weeks.

There are two intakes of students per year, one in February and one in September.

For those starting in February:

The first academic year commences in February and ends in early December. The second academic year commences in late September and ends in June the following year.

For those starting in September:

The first academic year commences in late September and ends in June the following year. This is the same for the second academic year.

The course is structured around formal classes, seminars, tutorials and individual tuition. In addition, students will be expected to undertake private study. Students



Library

SYLLABUS

The course consists of a core of eight modules spread over two years and eight option modules, four of which are taken in each year. There is also a Common Skills element.

The eight core modules are as follows:

1. Business Structures and Goals.
2. Business Environment.
3. Marketing Process.
4. Physical Resources.
5. Financial Resources.
6. Human Resources.
7. Administrative Systems.
8. Innovation and Change.

Options to be taken by all students are as follows:

1. Information Systems.
2. International Marketing Systems.
3. Accounting Procedures.
4. Quantitative Methods.
5. Behaviour at Work..

The Common Skills which will be developed throughout the course are as follows:

1. Managing and developing self.
2. Working with and relating to others.
3. Communicating.
4. Managing tasks and solving problems.
5. Applying numeracy.
6. Applying technology.
7. Applying design and creativity.

These common skills will be developed through the core modules, and in particular, through a programme of core assignments .

On successful completion to the course, students will be awarded the BTEC National Diploma.



INFORMATION TECHNOLOGY PROGRAMMES



ABE PROGRAMMES

CERTIFICATE IN BUSINESS INFORMATION SYSTEMS

- Introduction to the World of Computers
- IT Applications and Skills
- Introduction to Business



Duration : 6 Months

Entry Requirements

No formal qualifications are required but applicants must demonstrate competence in the English language by the attainment of one of the following (or equivalent):

1. British Council - Intermediate Certificate in English/ Upper Advanced Certificate in English.
2. LCCI - English for Business (EFB) 1st or 2nd level. Pitman/City & Guilds - English for Speakers of Other languages (ESOL)/English for Business Communications.
3. RSA (OCR) - English language Stage 2. **Or**
4. Confirmation by their college of equivalent standard in the use of English.

The decision of Council as to the suitability of the candidate shall be final.

DIPLOMA IN BUSINESS INFORMATION SYSTEM

Part 1

- Computer Fundamentals
- Computer Application in Business and Finance
- Business Communication and Presentation

Plus one from the following:

- Organisational Behaviour
- Accounting

Part 2

- Principles of Programming
- Networks and Distributed Systems
- Quantitative Methods
- Systems Analysis

Plus one from the following:

- Human Resource Management
- Managerial Accounting

Duration : 1 Year

Entry Requirements

Applicants should be recommended by two responsible persons. They must also have attained one of the following entry requirements:

1. ABE Certificate in Business Administration.
2. Two GCE 'A' levels together with four GCSEs at Grade C or above, including English language and Maths.
3. BTEC National award in relevant subjects.
4. Three passes in LCCI Third level in relevant subjects.
5. Three passes in RSA examinations at least two of which must be at Stage 3.
6. Pitmans Qualifications - Three passes at level 3 in relevant subjects.
7. An 'Access' Certificate from a UK College of Further Education.
8. Any NCVQ approved qualifications at level 3 in relevant subjects.
9. Such overseas qualifications which following University of London guidelines may be accepted by the Registrar as being equivalent to the above. In addition the ABE welcomes applications for student membership from intending Diploma candidates who, although not holding a formal entry qualification, have been in appropriate employment for at least two years. A reference letter from employers must accompany all such applications.

ABE PROGRAMMES



ADVANCED DIPLOMA IN BUSINESS INFORMATION SYSTEMS

The **four compulsory** papers are:

- Contemporary Application Development Methods
- Internet Systems Development
- Managing Systems Change
- Relational Database Applications in Business

Duration : 1 Year

Entry Requirements

1. ABE Diploma in Business Information Systems.
2. A degree, awarded by a recognised UK or overseas University.
3. Other recognised qualifications of approved overseas Institutions of Higher Education.

Students must also pass **one** of the following subjects:

- Strategic Human Resource Management (Management Pathway)
- Corporate Finance (Finance Pathway)

The Advanced Diploma papers are set and marked to the level of the second

IT Practitioners (IT & e-Business) - BTEC National Diploma

LEVEL 3

What will I need?

5 GCSE's at Grade A* - C (inc. English & Maths)

OR Level 2 IT Qualification at Merit (plus English & Maths GCSE or equiv)

A keen interest in IT & Computing

How long is the course?

Two years



Classroom



What will I do?

The course is made up of 18 units. There are 6 compulsory core units and 12 specialist units. The 12 specialist units are chosen to allow the candidates to study particular areas in depth.

The Core Units Are:

- Communication and Employability Skills for IT
- Computer Systems
- Information Systems
- Organisational Systems Security
- e-Commerce
- Impact of the Use of IT on Business Systems

The Specialist Units Will Include:

- Developing Computer Games
- Event Driven Programming
- Website Production & Management
- Digital Graphics and Computers

What are the outcomes?

The course is worth three full A Levels.

How will I be taught?

Lessons and lectures are underpinned by tutorial support and seminar presentations, assignments, individual study, group discussion, projects and Interactive Learning Technologies (ILT)

How will I be assessed?

Ongoing assessment of coursework, assignments and projects

Where could it take me?

Successful candidates can progress to our Higher National Diploma in Computing, to a degree program in university or to a career in many possible areas of IT or Computing.



BTEC Higher National Diploma IT Practitioners

(Equivalent to two years of a three year BSc programme)

LEVEL 5

What will I need?

A minimum of 100 points on the UCAS tariff, which includes success in at least one 6-unit subject in GCE or VCE A Level or success in the VCE 12-unit double award (excluding General Studies)

OR a recognised access course with at least 14 points (including 12 at Level 6)

OR business experience in the computing industry and IT-related skills (over 21s only).

NB: You will also be expected to take part in an interview to gain a place on the course. Key Skills UCAS points are accepted.

How long is the course?

The course runs for 34 weeks per year for two years during which candidates will attend directed study lessons for approximately 15 hours per week.

What will I do?

You will take 16 units of work over two years, including:

Six core units:

- Computer Platforms
- Systems Analysis
- Programming Concepts
- Database Design Concepts
- Networking Concepts
- Personal Skills Development

Two compulsory specialist units:

- Information Systems Project
- Information Systems

Eight of the following units:

- Quality Systems
- Financial Systems
- Networking Technology
- Data Analysis and Design

- Management in IT
- End-User Support
- MS Office Solution Development
- Multimedia Design and Authoring
- Website Design
- Internet Server Management
- Work Experience
- Human Computer Interface
- Project Management
- e-Business Strategy, Development, Technology, Project
- Professional Development
- Knowledge Systems

How will I be taught?

Lessons and lectures are underpinned by tutorial support and seminar presentations, assignments, individual study, group discussion, projects and Interactive Learning Technologies (ILT)

How will I be assessed?

Ongoing assessment of coursework, assignments and projects

Where will it take me?

Academically:

- Applied Computing
- Business Information Technology
- IT Software
- IT Networks

Careers:

- Computer Programmer
- Software/Systems Engineer
- Networking
- Database Designer
- Other IT-related careers



New Computer Lab



HEALTH AND SOCIAL CARE



NVQ IN HEALTH AND SOCIAL CARE

NVQ LEVEL 2

NVQ Care Level 2 provides the formal carer with recognition for the day-to-day care delivery they provide to their client group.

THIS COURSE IS NOT AVAILABLE FOR OVERSEAS CANDIDATES

Duration : 6 months

Entry Requirements

18+ Age, Secondary School or High School pass, and students willing to work for Health Care

Course Content

This course consists of 4 Core units and 2 Optional Units. The unit will need to match your skills and relevant experience in the caring environment.

Assessment

Throughout the course you will have an assessor who will assess you at your place of work.

You will need to present a portfolio of your evidence for verification.

LEVEL 3

NVQ 3 Care Level 3 provides qualifications for senior care

Duration : 1 Year

Entry Requirements

You must be working in a Health and Social care settings in a supervisory role.

Course Content

This course consists of 4 Core units and 4 Optional Units. The unit will need to match your skills and relevant experience in the caring environment

Assessment

Throughout the course you will have an assessor who will assess you at your place of work.

You will need to present a portfolio of your evidence for verification.

BTEC QUALIFICATIONS

BTEC NATIONAL CERTIFICATE IN CARE

The Level 3 BTEC Nationals in Care have been developed to prepare learners to work in care-related careers, in a professional capacity. They provide the knowledge, skills and understanding required for working in a social care environment, and are designed to provide a contribution to the underpinning knowledge for the level 3 NVQ in Health and Social Care.

The candidate is required to complete seven core units and four optional units.

Duration : 1 Year

Entry Requirements

You will normally need to have at least one of the following:

- A BTEC First Certificate or Diploma in a related subject
- An Intermediate GNVQ in a related subject
- At least four GCSEs at grades A*-C
- Appropriate work experience.



BTEC NATIONAL DIPLOMA IN CARE

The Level 3 BTEC Nationals in Care have been developed to prepare learners to work in care-related careers, in a professional capacity. They provide the knowledge, skills and understanding required for working in a social care environment, and are designed to provide a contribution to the underpinning knowledge for the level 3 NVQ in Health and Social Care.

The candidate has to complete seven mandatory units and nine optional units.

Duration : 1 Year

Entry Requirements

You will normally need to have at least one of the following:

- A BTEC First Certificate or Diploma in a related subject
- An Intermediate GNVQ in a related subject
- At least four GCSEs at grades A*-C
- Appropriate work experience.

BTEC QUALIFICATIONS

BTEC NATIONAL CERTIFICATE IN HEALTH STUDIES

The BTEC National certificate in health studies offer a specialist work related qualification to confirm and extend work experience in the health sector. It also provides a suitable qualification for those wishing to change career or move into a particular area of employment following a career break.

Duration : 1 Year

Entry Requirements

You will normally need to have at least one of the following:

- A BTEC First Certificate or Diploma in a related subject
- An Intermediate GNVQ in a related subject
- At least four GCSEs at grades A*-C
- Appropriate work experience.



BTEC NATIONAL DIPLOMA IN HEALTH STUDIES

The BTEC national diploma extends and deepens the specialist focus available in the BTEC national certificate in health studies. The qualification prepares t learners for employment in the sector.

Duration : 1 Year

Entry Requirements

You will normally need to have at least one of the following:

- A BTEC First Certificate or Diploma in a related subject
- An Intermediate GNVQ in a related subject
- At least four GCSEs at grades A*-C
- Appropriate work experience.

BTEC HND in Health & Social Care

BTEC HND in Health & Social Care with Edexcel

COURSE LENGTH: 2 Years full-time

AWARD: BTEC/EDEXCEL Higher National Diploma

COURSE OUTCOME: To prepare and equip students with knowledge and skills in the practice and management of Health and Social Care programmes leading to employment or further and higher education to degree level.

COURSE ASSESSMENT: Students are expected to complete successfully all the units to obtain the award. Assessment will be by combination of approaches including coursework, written assignments, presentations, projects, group work and other

COURSE UNITS:

6 Core/compulsory units:

- Communicating in Health and Social Care
- Principles of Practice
- Ensuring Health and Safety
- Continuing Development A
- Working in Partnership

10 Specialist units:

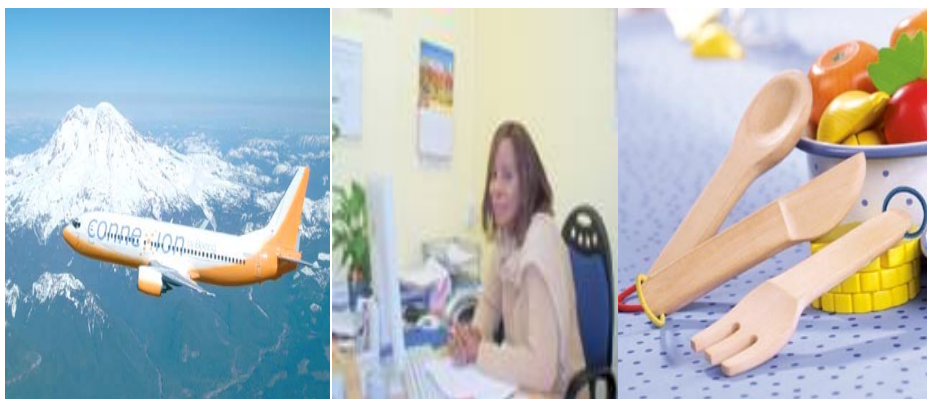
- Social Policy
- Ensuring Best Outcomes for Individuals
- Understanding Abuse
- Public Health
- Managing Human Resources in Health & Social Care
- Psychology for Health and Social Work
- Community Development Work
- Contemporary Issues in Health & Social Care
- Developing Counseling Skills
- Managing Quality in Health & Social Care

What are the Academic Requirements?

Applicants to SKL College of Excellence Int. are assessed on an individual case by case basis - provided they have completed their O or A-Level or equivalent overseas qualifications. We may also consider your work experience in the related fields. Please also check the entry requirements of the course you are interested in.



TRAVEL, TOURISM AND HOSPITALITY



ABE PROGRAMMES

This programme offers a combination of key business skills and knowledge of the tourism industry. It provides a pathway through which student aspiring to management roles can prepare themselves for leadership in the Travel, Tourism and Hospitality sector.

CERTIFICATE IN TRAVEL, TOURISM AND HOSPITALITY

- Introduction to Business
- Introduction to Accounting
- Introduction to Business communication
- Introduction to Travel, Tourism and Hospitality

Duration : 6 Months

Entry Requirements

No formal qualifications are required but applicants must demonstrate competence in the English language by the attainment of one of the following (or equivalent):

1. British Council - Intermediate Certificate in English/ Upper Advanced Certificate in English.
2. LCCI - English for Business (EFB) 1st or 2nd level. Pitman/City & Guilds - English for Speakers of Other languages (ESOL)/English for Business Communications.
3. RSA (OCR) - English language Stage 2. **Or**
4. Confirmation by their college of equivalent standard in the use of English. The decision of Council as to the suitability of the candidate shall be final.

DIPLOMA IN TRAVEL, TOURISM AND HOSPITALITY

Part 1

- Economics
- Organisational Behaviour
- Accounting
- Travel, Tourism and Hospitality

Part 2

- Marketing
- Human Resource Management
- Travel, Tourism and Hospitality operation Management

Plus two from the following:

- Management Accounting
- Principles of Business Law
- Systems Analysis

Duration : 1 Year

Entry Requirements

Applicants should be recommended by two responsible persons. They must also have attained one of the following entry requirements:

1. ABE Certificate in travel, tourism and hospitality.
2. Two GCE 'A' levels together with four GCSEs at Grade C or above, including English language and Maths
3. BTEC National award in relevant subjects.
4. Three passes in LCCI Third level in relevant subjects.
5. Three passes in RSA examinations at least two of which must be at Stage 3.
6. Pitmans Qualifications - Three passes at level 3 in relevant subjects.
7. An 'Access' Certificate from a UK College of Further Education.
8. Any NCVQ approved qualifications at level 3 in relevant subjects.
9. Such overseas qualifications which following University of London guidelines may be accepted by the Registrar as being equivalent to the above. In addition the ABE welcomes applications for student membership from intending Diploma candidates who, although not holding a formal entry qualification, have been in appropriate employment for at least two years. A reference letter from employers must accompany all such applications.



ABE PROGRAMMES

ADVANCED DIPLOMA IN TRAVEL, TOURISM AND HOSPITALITY

The **three compulsory** papers are:

1. Corporate Strategy
2. International Travel, Tourism and Hospitality
3. Tourism and the Environment

Students must pass **two** of the following options:

4. Management Organisation
5. Strategic Marketing
6. Strategic Human Resource Management
7. Managing the Information Resource

Duration : 1 Year

Entry Requirements

Applicants must have attained one of the following entry qualifications:

1. ABE Diploma in Travel, Tourism and Hospitality.
2. A degree, awarded by a recognised UK or overseas University.
3. Other recognised qualifications of approved overseas Institutions of Higher Education.



SHORT COURSES



ESOL COURSES

ESOL-BASIC

Through listening, reading and writing tasks, candidates are evaluated in using English adequate for basic needs and simple situations that corresponds to the English speaking union's Assessment Scale Level 2. The award is suitable for those studying English as a foreign or second language or the local or national language.

Duration : Flexible, depending on your needs and goals. Full time and part time courses.

Entry Requirements

No formal qualifications are required, you will be interviewed to help determine the right level of class for your needs.

ESOL-ELEMENTARY

This award is suitable for those studying English as a foreign or second language or the local or national language. Candidates are assessed, through listening, reading and writing tasks. In using English that corresponds to the English-speaking unions Assessment Scale Level 3 and is sufficient for simple practical needs.

ESOL-INTERMEDIATE

Candidates are recognised in using English, which corresponds to the English speaking Union's Assessment Scale Level 5, independently and effectively in familiar situations. Tests cover listening, reading and writing. The award is open to those studying English as a foreign or second language or the local or national language.

ESOL-ADVANCED

This award is appropriate for candidates with English language skills corresponding to the English speaking Union's Assessment Scale Level 7, or those studying English as a foreign language or the local or national language.

English for Business Communications

Those working in or speaking for occupations requiring the ability to write business communications in English Communications will find this award suitable. Candidates whose first language is not English need equivalent of ESOL intermediate skills. This qualification assesses understanding of business communications intermediate level English understanding of business communications intermediate level English and skills needed to carry out written tasks concisely and clearly.

IT SHORT COURSES (City & Guilds)

Introduction to Pcs

Duration : 4hrs

This course introduces general computer use and terminology. Student will learn about the basic hardware components of a PC and necessary basic skills for using software programs in a Windows environment.

MS Word

This course enables students to learn how to create documents, how to add, delete, and format text, and various paragraph formatting techniques. Advance topics includes page formatting, printing, creating tables, and inserting objects into Word documents.

Duration :

Introductory: 10hrs
Intermediate : 20hrs
Advance : 30hrs

MS ACCESS

In this course, student learns how to create, plan, and modify databases. Course cover the following topics: understanding relational databases, creating and planning databases, selecting and printing database objects, creating tables, entering records, modifying tables and field properties, using advanced sorts, finding records, applying and removing filters, establishing and managing table relationships, specifying query criteria, creating calculated fields.

Duration :

Introductory: 10hrs
Intermediate : 20hrs
Advance : 30hrs

MS EXCEL

This course includes creating and editing spreadsheets, navigating, editing, and working with text, values, and formulas, printing, formatting, creating charts and databases, and using image sheet.

Duration :

Introductory: 10hrs
Intermediate : 20hrs
Advance : 30hrs

MS PowerPoint

The course objectives are to enable learners, creating and editing presentations and individual slides, outlining presentations, and printing presentations. The course also detail topics such as formatting presentations and slides and using masters, colour schemes, and templates. Learners will find out how to incorporate pictures, clip art, sound, video, and animation into a presentation.

Duration :

Introductory: 10hrs
Intermediate : 20hrs
Advance : 30hrs

Internet

Duration : 4hrs

The course objectives are to enable use internet, searching on the internet, to create and email account, sending and receiving an email. Sending and receiving files. Downloading files. Chatting.

IT SHORT COURSES (City & Guilds)

Photoshop

This course is designed to introduce students to the functions of Photoshop. It includes navigating the Photoshop interface, opening, closing, and saving files, and changing image resolution and size, selecting, cropping, and retouching images, and using text, files, and actions. Advanced topics include creating and manipulating layers, using plug-ins, and the Transform command. Image manipulation techniques are also discussed, including lighting, sharpening, blurring, and adjusting focus.

Duration :

Introductory: 10hrs

Intermediate : 20hrs

Advance : 30hrs

SAGE Instant Accounting

Sage Accounting System is a comprehensive accounting solution for the business needs. It is designed to streamline accounting routines, reduce data entry and save time. This course will enable you to create, store, access and update all your financial information.

Duration : 30hrs

Visual Basic 6

This course provides an in-depth look at Visual Basic 6.0. It includes the Visual Basic programming process, development environment, and program structure, and creating controls and setting properties, data types, literals, variables, and storing and calculating data. Coding tools and other supplied tools such as subroutines, arguments, and various functions. Manipulation of data files and printing from an application is discussed. Advanced topics covered in this course include tuning your program with additional Visual Basic tools, and preparing a Visual Basic program for distribution.

Duration : 30hrs

Webpage Development

This course presents concepts for designing and building Web sites. It covers how to plan the structure of a Web site, maintaining the Web site files, and considering the affect that various browsers, monitors, and systems can have on the display of a site. Strategies for making a site download quickly and display well across all browsers and systems are presented, along with creating colour schemes, backgrounds, GIF transparencies, and image maps. Additional topics covered in this series include the use of HTML and graphics for formatting and layout, and other useful tools such as frames, animated GIFs, dynamic HTML, JavaScript, QuickTime, Flash, and Shockwave.

Duration : 30hrs

Courses Fee

Course Name	ANNUAL FEES
ABE – Certificate	£3250.00
ABE – Diploma	£2250.00
ABE – Advance Diploma	£4000.00
CIMA Certificate in Accountancy	£2500.00
CIMA Managerial Level	£3000.00
CIMA Strategic Level	£4000.00
Certificate courses	£3250.00
Diploma courses	£3250.00
NVQ level 2 (Not available for overseas candidates)	£1300.00
NVQ level 3	£2800.00
NVQ in Care Level 4	£3250.00
BTEC in National Diploma in Health and Social Care	£3250.00
BTEC National Diploma in Business	£3250.00
BTEC National Diploma in E– Business Strategy	£3250.00
BTEC National Diploma in IT Practitioners	£3250.00
HND in E Business Strategy (Level 4-5)	£4000.00
HND in Health and Social Care (Level 4-5)	£4000.00
HND in IT Practitioners (Level 4-5)	£4000.00

Awarding Bodies & Accreditations

City & Guilds

www.city-and-guilds.co.uk



OCR Oxford Cambridge & RSA Examinations

www.ocr.org.uk



Edexcel

www.edexcel.org



ACCA The Association of Chartered Certified Accounts

www.accaglobal.com



CIMA Chartered Institute of Management Accountants

www.cimaglobal.com



ABE Association of Business Executives

www.abeuk.com



Council for Awards Children's Care and Education www.cache.org.uk



*SKL is Regulated and inspected by Commission for Social Care Inspection (CSCI)

Inside SKL College



Students using computer facilities



One of the College Corridors



College students



Students in class room



NVQ Students



Computer Lab



Computer Lab



Library

Inside SKL College of Excellence Int.



Lecture Room



Reading Room



Main Entrance



Seminar Room



Canteen



Admin Office



Seminar Room

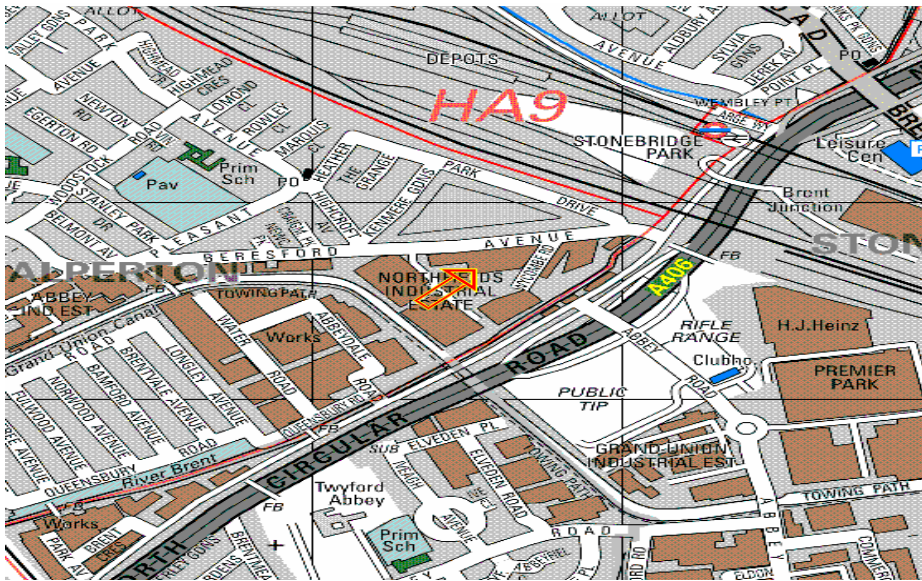


Common Room

Location

SKL is situated in North West London. The College is located just off the Northbound (Clockwise) section of the North Circular Road. The North Circular (A406) is the dual carriageway that circles the London on its North side. This gives road access out to the A40/M40, A4/M4 and M11 all of which link with the M25 motorway. The college is approx. 7 miles from the central London.

Some landmarks nearby are the Wembley Stadium and Wembley Conference centre, which is just over 1.1 miles, the Neasden Temple and Heathrow Airport approximately 9 miles away. Also it allows easy access to Brent Cross Shopping Centre.



Nearest Tube Station:	Stonebridge Park (Bakerloo)
	Silver Link Train
Bus:	224 from Alperton Station
	18 from Euston or Sudbury

SKL COLLEGE OF EXCELLENCE INT

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