



PROSPECTUS 2009

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WELCOME

I am delighted to welcome you to **Bradford Metropolitan College** “**Aspire Today Inspire Tomorrow**”. Our mission is to provide high standard education in a friendly but professional environment that embraces a commitment to excellence in teaching and an applied contribution to new developments of the information age.

I believe most of the training institutions offer a very similar kind of education. So what makes us different? First we believe in quality not quantity. To achieve our goals, we keep our class size small which improves contact among students and teachers – a key to high quality education. Secondly, we follow interactive and practical teaching approaches that best suit our diverse group of students who join us from different cultures and societies. Finally, our qualified and experienced staff will equip you with the latest knowledge and skills in your relevant field in a friendly but professional environment. On top of which, should you need it, we have well trained and experienced academic advisors in various disciplines who are always willing to listen and understand your future goals and are ready to help you in achieving them. And all of this is available to you at Bradford Metropolitan College.

The College comprises of four Schools and a Centre which have a number of exciting opportunities for school-leavers, mature and part-time students. We offer various courses at foundation, undergraduate, postgraduate and professional levels in a wide range of subjects. We also offer a wide range of short courses for executives from professional organisations.

Often small organisations face difficulties in finding appropriate training courses for their employees due to their budget constraints. We make sure that the smallness of your organisation would not detract you from finding an appropriate training programme for your employees. We can design a training programme that best suit your organisation’s needs taking into account your time and budget constraints. At the heart of our approach is a commitment to making sure we understand your goals, coupled with a genuine desire to help you meet them. The college is also committed to assisting and supporting the local community and is actively engaged in this endeavour through various practical initiatives.

Choosing the right type of education is important, and sometimes vital. The decision you make will have an effect on your socioeconomic life over a considerable period of time and may be irreversible, so it certainly pays to get it right. If you think our activities are interesting and could value your time, I encourage you to continue to explore our prospectus or website.

PRINCIPAL

1. INTRODUCTION

The twenty first century has brought a new era of highly advanced, competitive, and rapidly growing knowledge based societies. Only those societies will gain superiority in industry, business and administration and will reengineer the future of this world, which not only produces high quality knowledge but also make the best use of it. Bradford Metropolitan College accepts these challenges and offers more than traditional education to build a group of intellectual individuals who can cope with the challenges of this modern era.

2. MISSION STATEMENT AND OBJECTIVES

Our mission is to deliver the best educational and professional services to our students and clients and treat them friendly but professionally. Our vision is to be creative, flexible and smart enough to adapt to the dynamic move of ever changing educational needs of a respected society. We want to be the best but exceptional in our services for students and employees with genuine commitment for equal opportunities.

Our main objectives are;

- To promote quality education provision.
- To explore new and innovative learning and teaching techniques and styles.
- To foster the capacity of students to develop deep learning strategies throughout their studies.
- To integrate skills development into the curriculum to encourage students to develop skills which they can use in their both professional career and daily lives.
- To work with organisations which ensure the curriculum is international.
- To use customised programmes where there are market opportunities.
- To adopt appropriate quality assurance practices that involve consultation with students and the wider community.
- To provide students a reasonable flexibility in course choice.

3. WHY BRADFORD METROPOLITAN COLLEGE?

3.1 COURSE DIVERSITY

BMC offers a wide range of courses at foundation, undergraduate and professional levels. The college also offers a number of short-term professional and practical courses with its commitment of building local community's knowledge and skills and making them valuable and worthy members of a respected society. Therefore, whether you're looking for a practical course that puts the focus on work or looking for an excellent environment to take your education to the next level or would like to have general education to build your knowledge and broaden your vision, you should look no further than Bradford Metropolitan College.

3.2 QUALITY EDUCATION

BMC aims to provide high quality education. To achieve its objective, the college has appointed highly qualified and experienced staff who would not only equip you with the latest professional knowledge and skills in your chosen field but would also provide you an on hand practical experience to start with in your life. Our staffs are friendly, helpful and flexible and are ready to listen, understand and solve any problems you may face during your period of study. Furthermore, we keep our class size small so that instructors can pay more attention to students and help them in achieving their individual goals.

3.3 COMPETITIVE FEES

Our goal is to provide you with a quality education at an affordable price. To achieve this goal, the college keeps its administrative and overheads costs as minimal as possible and distributes surplus revenue to students in the form of a lower fee. Studying at BMC can save you up to 50% of a typical university fee, whilst you can still get a UK university degree in all our qualifications.

3.4 EXCELLENT SUPPORT SERVICES

BMC is committed to provide the **latest IT facilities** to its students. Therefore, you will find the latest computer systems with Client-Server networking in our computer labs that reflect our mission to up date IT infrastructure regularly for a better service. The college also provides **library** facilities to its students. Currently, the library contains a very limited in number but carefully selected range of books, magazines, journals and articles relevant to the courses offered by the college. This collection, however, is growing gradually.

3.5 APPROPRIATE CLASSROOMS

The classrooms are of various sizes. The small ones are used for case studies, seminar discussion and specialised classes. The large ones are used for lecturing and group discussions. Most of the classrooms are equipped with overhead projector and network facilities to deliver lectures and seminars.

3.6 FOOD AND ENTERTAINMENTS

The Student Common area has facilities for hot & cold drinks. A small but well equipped kitchen including microwave, refrigerator, crockery, dishwasher, etc. is also available. Students are allowed to bring their own home made food and enjoy the kitchen facilities. However, cooking is not allowed. Furthermore, within a few minutes walk there are many cafes, restaurants, fast food outlets for takeaways, sandwich bars, shops and traditional English pubs where a wide variety of **Halal**, vegetarian and many other types of foods are readily available.

4. BRADFORD: AT GALANCE

If you haven't already visited Bradford, then you're really missing out. If you have, then you'll understand why it's one of the best cities in the UK. Bradford is a city for everyone, catering for all lifestyles, tastes and cultures. It's an absolute student heaven, with so much to see and do, no matter how large or small your budget is.

4.1 A GREAT PLACE TO LIVE

The diversity of the city means you will never be at a loss for activities. Much of Bradford can be enjoyed for surprisingly little amount of cash.

Bradford is home to the National Media Museum, the UK's most visited museum outside London. One of the museum's 'must see' features is the huge 52ft by 64ft IMAX screen which shows an exciting selection of 3D films.

For movie buffs the museum cinema 'Pictureville' screens new and classic films and hosts the annual Bradford Film Festival which is one of the most significant events on the European film festival circuit.

Other museums in the area include Bradford's Museum of Colour which is dedicated to the history, development and technology of colour. The only one of its kind in the country, it is very informative and well worth a visit

If you enjoy the theatre, the world-famous Alhambra Theatre is just few minutes walk from the College and features everything from the Royal Shakespeare Company to ballet, pantomime modern dance and poetry. Nearby St George's Hall, the second home of the Hallé Orchestra, gives you all the benefits of a major live music concert venue.

4.2 WHAT DOES IT LOOK LIKE?

The surrounding areas offer some of the most picturesque scenery in the country. Close to some of England's most beautiful countryside, the Yorkshire Dales and the Pennines are just 20 minutes away by road. There are also regular trains from the city centre to transport you to the heart of the Dales.

A short train or bus ride can lead to historic World Heritage site Saltaire or Ilkley where you can walk over the famous moors and visit the Cow and Calf rocks. Take a canal trip through Bingley's Five Rise Locks or travel by steam train from Keighley through to Oxenhope on the scenic Keighley and Worth Valley Railway.

From the Haworth station it is only a short walk to the Parsonage Museum, home of the Brontë family or to the moors that inspired some of English literature's most famous authors.

As the former 'Wool Capital' of the World, Bradford was once famed for its industrial excellence within the textiles sector. The Wool Exchange and 'Little Germany', the former wool merchants' area of the city, reflect this industrial heritage. Whilst retaining many of its unique features, Bradford is now a very international city with a diverse cultural mix. The city is currently being revitalised through an ongoing programme of investment and renewal.

4.3 SOMETHING FOR EVERYONE

The city offers an extreme choice of places to eat and drink whatever your budget is. All culinary tastes are catered for and many restaurants and cafes have early bird menus ideal for a student budget.

Annual events include the Bradford Festival, now one of the biggest outdoor events in the country and the Bradford Mela, a weekend-long celebration of Bradford's multi-cultural diversity held in one of the city's 34 urban parks.

The city also boasts an International Chamber Music Concert Season, which is held in the magnificent setting of the Bradford Cathedral. Nearby, in Ilkley the annual Literary Festival is one of the largest in the country and attracts writers of national and international acclaim

The lively night life is prominent in the city's 'West End'. A vibrant array of bars, restaurants and nightclubs, are close to the College campus at the heart of the city.

No matter what is your taste in entertainment, it will be well catered for in Bradford. There are student bars, cafés, a wealth of clubs, many offering student nights and discounts, and an abundance of live music venues.

Our richly diverse city blends heritage with a lively night scene, international cuisine and breathtaking countryside on our doorstep.

Bradford is internationally renowned for its Asian restaurants and is often referred to as the 'curry capital' of Britain. However, the choice of world food does not stop there; you'll find Thai, Mexican, Italian, Turkish, Greek and several cuisines from China.

4.4 SPORTS ACTIVITIES

The city of Bradford has a proud sporting tradition and is home to famous teams such as Bradford City Football Club, Bradford Bulls and Yorkshire County Cricket Club. Located throughout the city are a number of gyms and health clubs for those who want to keep fit or unwind and there are lots of opportunities to participate in sports at all levels within the city.

Rich in history, with a diverse economy, thriving cultural scene and cosmopolitan atmosphere, Bradford stands praised as a city of regional, national and international importance.

5. LIVING IN THE UK

5.1 ACCOMMODATION

Among others, a comfortable living environment plays a key role in students' success. BMC aims to provide a quality living environment in addition to first class learning opportunities. The college does not have its own accommodation but has established contacts with many private accommodation providers.

There are a range of private accommodations with a wide range of support services that may attract you depending upon your choice and budget. For more information on private accommodations you should visit www.unipol.bradford.ac.uk. A list of accommodation providers in Bradford can be available on request. BMC can help you to find the accommodation that's best suits you and help you to feel at home from the first day.

BMC can arrange an accommodation for you if you ask in advance. We recommend booking your accommodation at least four weeks in advance preferable at the time of admission.

5.2 LIVING COST

The cost of living in Bradford is relatively lower than other cities in the UK. The following table will give a rough idea of yearly living costs of a student in Bradford. I hope it will help you to estimate your yearly expenses when you include the tuition fee and the examination/ registration fee of the relevant accredited body.

Cost of Living for one Year		
Accommodation	£ 2,600	Rent, Utility bills
Food	£ 2,000	
Travel	£ 500	Local travel on bus or train
Entertainment	£ 1,000	Cinema, eating out, sport
Learning material	£ 500	
Other	£ 700	Telephone, clothing, insurance, etc.
Total	£ 7,300	
<i>Tuition Fee / Year</i>		
<i>Examination Fee</i>		
<i>Grand Total</i>		

6. INTERNATIONAL STUDENTS

The College welcomes students from various countries. The International Office coordinates the college's overseas activities including international marketing recruitment and admissions, study abroad programme and international collaboration.

The college aims to develop specialised support services to foster the integration of international students into the local student community. These are coordinated by both Student Services and the International Office.

6.1 ARRIVAL IN THE UK

Leeds/Bradford International Airport

If you are arriving in the UK by air, we strongly recommend you to fly directly into Leeds/Bradford International Airport. There are regular connecting flights to/from Amsterdam, Brussels or Paris. Wherever you are flying from you should be able to book your luggage straight to Leeds/Bradford International Airport.

A taxi from Leeds/Bradford International Airport to the College will cost around £15 and will take 20-30 minutes. There is also a frequent bus service (twice an hour during the day, hourly in the evenings) to Bradford Interchange at a cost of around £2.50.

Manchester Airport

Many intercontinental flights fly directly into Manchester Airport, which is about 80 km (50 miles) from Bradford. To save money, it is better if you take a coach from the airport to Bradford Interchange (a two-hourly service costing about £10.00 and taking about one and half hours). Alternatively local council or private taxis are also available at a reasonable price (don't forget to fix the price because there might be a chance for bargaining).

London Heathrow

If you arrive at London Heathrow Airport you have to go through your customs and immigration formalities there, whether you are then flying on to Leeds/Bradford International Airport or not. There is also a direct coach service from Heathrow to Bradford, operated by National Express. The journey takes between four to five hours and the single fare is around £30.00.

6.2 AT THE AIRPORT

We can arrange to receive you at the airport if arriving at the Leeds/Bradford or Manchester airport and will be pleased to arrange a private taxi and temporary accommodation for you if you let us know in advance.

6.3 AT THE COLLEGE

We know it can take time to settle down to normal life in a country where the culture, customs and laws may be very different from those in your own part of the world. We arrange an **induction programme** to shorten this rehabilitation period and to help new international students settle in and feel at home.

The programme includes a variety of social and cultural events as well as practical session on issues such as opening a bank account, registering with the UK police, registering with NHS, registration for library and computer services and passport and visa queries.

The Induction Programme also provides international students an opportunity to get to know each other, to meet members of staff and representatives from student bodies and understand the social and cultural life at BMC. It helps them to familiarise with the city they are going to live in for some time and its surroundings, facilities available at the college and how to use them. We hope it also help our students to feel more comfortable, relaxed and ready to begin their studies.

Assessment of students for their Study Skills is an important event of induction programme. Study Skills of students are assessed by a questionnaire. Students who are not up to standard and/or have been out of education for sometime will join a five days extensive Study Skills programme at the college before commencing their regular classes.

7. STUDENT SUPPORT

7.1 COUNSELLING AND SUPPORT SERVICES

The College offers free and confidential counselling to students on an individual or group basis. All staff are professionally trained, experienced and extremely committed to the work they do. Students experiencing stress such as home sickness, financial problems, social relationships or other personal matters during their period of study can come to the reception desk and book an appointment with one of our staff members and I am sure they would do their best to help you in solving your problem.

The college is committed to provide all support to its students from the beginning to the end of their studies at the college. In case of any problems related to class environment, tutor behaviour, bullying and unconventional treatment, you have all rights and permission to contact college administration any time.

7.2 PART-TIME JOBS

Getting a part-time job is now an important part of student life. In addition to financial support, it also provides a valuable work experience that could be used to fill out your CV. Your tutor/advisor can help you in finding work that fits around your study. For more information, book an appointment with your tutor/advisor at the reception desk. More information is given in Working in the UK.

7.3 SPECIAL NEEDS PEOPLE

The College follows equal opportunity policy and aims to provide all possible facilities to those who need special care. If you have any disability, please don't hesitate to ask your tutor or book an appointment with one of our staff members, our devoted and enthusiastic staff would assess your needs and make special arrangements for you.

8. WORKING IN THE UK

8.1 EUROPEAN UNION NATIONALS

Students from European Union countries are allowed to work without any restrictions. If you are a member of one of the new member states (except the Republic of Cyprus or Malta) working in the UK may subject to the Accession State Worker Registration Scheme. If you are subject to scheme, you need a registration in case you work more than one month for an employer in the UK. There is a registration fee as well. Please visit <http://www.bia.homeoffice.gov.uk/newcomerstotheuk/> for further details.

8.2 NON-EU STUDENTS

All students from non-EU countries are allowed to work part time, i.e. up to 20 hours per week during a regular semester and full time during holidays unless otherwise stated on your visa stamp. All international students are advised to strictly follow these immigration rules. The college would not be responsible or would not be able to help in case of any misconduct in this case. Please visit <http://www.bia.homeoffice.gov.uk/newcomerstotheuk/> for further details.

9. ADMISSION / REGISTRATION

9.1 APPLICATION

Applications for full-time places are coordinated by the registry office. You can send a completed application form with documentary evidence to the registry office. Alternatively, you can apply on line at www.bradfordmet.org.uk by following the given instructions. The deadlines for the applications depend on individual programmes, so there is no particular time to submit an application. Applications are welcome throughout the year.

9.2 SELECTION PROCEDURE

Our admission staff gives careful and equal consideration to all applications. Some Schools like to see applicants before making an offer and may invite you to attend an interview. On completion of a successful interview, students would get a conditional acceptance letter. If students accept this offer and pay the required fees, the college would send a full acceptance letter and payment receipts in addition to detailed information about the course. International students who required entry clearance (visa) would receive a Visa support letter as well. Anyone who needs more information about visa/entry clearance should visit www.ukcosa.org.uk.

11. ENTRY REQUIREMENTS

Apart from specific requirements for a specific course that are discussed in individual course structure, all students whose first language is not English must have passed an English language test preferably IELTS with a minimum score of 6.0 or TOEFL with a minimum score of 550. All students below this level will be registered in an English Language course for a semester or two depending upon their score.

If you have already obtained a higher qualification or successfully completed one or two parts of your higher studies in your own country, you might be eligible to register at a higher level or might get exemptions for some courses subject to matching their course structures. For further information on exemptions, please contact our registry office or send an email to admission@bradfordmet.orh.uk

12. Starting Date

Generally, most the courses at Bradford Metropolitan College start in September and March each year. However, applications are welcome throughout the year.

12. ACADEMIC STRUCTURE

Currently, the College comprises of the followings Schools:

- The School of Business & Management
- The School of Computing and Engineering

13. THE SCHOOL OF BUSINESS & MANAGEMENT

The business environment is constantly changing and contemporary businesses cover a wide spectrum of activities locally, regionally and globally. The School of Business Management provides an incredibly rich context in which our students gain professional knowledge and skills required in modern business management.

The School offers a number of exciting opportunities for school-leavers, mature and part-time students in a wide range of subjects. The School also believes in a multidisciplinary approach to learning and actively encourages its students to embrace other subjects in their programmes. For this purpose, the School offers a comprehensive range of joint courses with the School of Computer Studies. The programme contents of each course are extremely relevant to the professional skills and knowledge required by today's top managers. The facilities in the school are state-of-the-art yet at the same time welcoming and professional. The friendly environment and supportive staff are advantages.

13.1 COURSES

The School of Business Management offers the following courses;

- Management & Leadership
 - Level 4 Diploma in Management & Leadership
 - Level 5 Diploma in Management & Leadership
 - Level 6 Diploma in Management & Leadership
 - Level 7 Diploma in Strategic Management & Leadership
 - Level 8 Diploma in Strategic Direction & Leadership
 - Postgraduate Diploma in Business Management

13.1.1 LEVEL 4 DIPLOMA IN MANAGEMENT & LEADERSHIP

The Level 4 qualifications in Management and Leadership are designed to develop personal management capabilities, making effective use of information in the decision-making operations and the development of the skills of managing people.

AWARDING BODY

Chartered Management Institute (CMI)

STARTING DATE

CMI Level 4 Diploma in Management and Leadership is offered twice a year. The intakes are in September and March. All applicants are advised to apply at least 3 months before the programme starting date.

DURATION

CMI Level 4 Diploma in Management and Leadership is a one year programme, consisting of two semesters. Each semester consists of 12 teaching weeks excluding a reading week and a revision week.

ENTRY REQUIREMENTS

Although no previous formal qualifications are required to embark on the Level 4 qualification, participants will need to demonstrate middle management experience. However, if your native language is not English, you must provide evidence of competence in the English Language. International students can provide IELTS score (minimum 6.0) or TOFEL (minimum 550) or equivalent.

COURSE STRUCTURE

To achieve a CMI Level 4 Diploma in Management and Leadership, you need to successfully complete all core units (Group A) and three optional units from Group B to a minimum total of 46 credits. However, you will not go empty handed even if you could not complete all required modules for the diploma. For instance, if you complete 13 credits in any combination of modules you will be qualified to get CMI Level 4 Certificate in Management and Leadership and if you complete only 6 credits CMI will give you a Level 4 Award in Management and Leadership.

Units available to study for Level 4 Diploma include:

Unit Title	Unit Code	Credit Value
Group A		
An Introduction to managerial style	4001	6
Managing stakeholder expectations	4002	7
Introducing organisational culture, values and behaviour	4003	7
Personal Development as a manager and leader	5001	6
Group B		
Managing team dynamics	4004	7
Management report writing	4005	7
Management and leadership influencing skills	4006	7
Managing and guiding interviews	4007	7

Managing equality and diversity	4008	7
An introduction to staff inspection techniques	4009	8
Being a leader	5012	7
Introduction to management coaching and mentoring	5014	9

ASSESSMENT

Each module is internally assessed through work based assignments and verified by the external examiner arranged by CMI. Grades awarded are Pass or Fail.

FEE

Tuition fees for one year are £2500 for EU and £4500 for Non-EU students excluding one time non-refundable registration fee, i.e. £150. The tuition fee includes the CMI registration fee.

PROGRESSION

The qualification (Level 4 in Management & Leadership) provides opportunities for progression to other qualifications at the same or higher levels, which could also be work-based or more academically structured. It also supports learners in meeting the requirements for work and/or employment within all area of management and leadership at this level.

13.1.2 LEVEL 5 DIPLOMA IN MANAGEMENT & LEADERSHIP

The Level 5 qualifications in Management & Leadership are designed for practicing middle managers who wish to develop their core management skills and practices. These qualifications focus on the personal development of the individual learner's management capabilities and competencies.

AWARDING BODY

Chartered Management Institute (CMI)

STARTING DATE

CMI Level 5 Diploma in Management and Leadership is offered twice a year. The intakes are in September and March. All applicants are advised to apply at least 3 months before the programme starting date.

DURATION

CMI Level 5 Diploma in Management and Leadership is a one year programme, consisting of two semesters. Each semester consists of 12 teaching weeks excluding a reading week and a revision week.

ENTRY REQUIREMENTS

Although no previous formal qualifications are required to embark on the Level 5 qualification, participants will need to demonstrate middle management experience. Students who have got Level 4 Diploma in Management and Leadership can proceed to this level. However, if your native language is not English, you must provide evidence of competence in the English Language. International students can provide IELTS score (minimum 6.0) or TOFEL (minimum 550) or equivalent.

COURSE STRUCTURE

To achieve a CMI Level 5 Diploma in Management and Leadership, you need to successfully complete all core units of Group A, at least one core unit of Group B and three optional units of Group C to a minimum total of 62 credits. However, you will not go empty handed even if you could not complete all required modules for the diploma. For instance, if you complete 13 credits in any combination of modules you will be qualified to get CMI Level 5 Certificate in Management and Leadership and if you complete only 6 credits CMI will give you a Level 5 Award in Management and Leadership.

Units available to study for Level 5 Diploma include:

Unit Title	Unit Code	Credit Value
Group A		
Personal development	5001	6
Information based decision making	5002	7
Resource management	5004	7
Meeting stakeholder and quality needs	5005	6
Conducting a management project	5006	10
Group B		
Performance management	5003	9

Being a leader	5012	7
Group C		
Financial control	5007	9
Marketing planning	5008	9
Project development and control	5009	6
Human resource development	5010	6
Managing recruitment and selection	5011	7
Leadership practice	5013	7

ASSESSMENT

Each module is internally assessed through work based assignments and verified by the external examiner arranged by CMI. Grades awarded are Pass or Fail.

FEE

Tuition fees for one year are £2500 for EU and £4500 for Non-EU students excluding one time non-refundable registration fee, i.e. £150. The tuition fee includes the CMI registration fee.

PROGRESSION

The Diploma in Management & Leadership is recognized by the Chartered Management Institute as the benchmark qualification for full membership of the Institute and enables you to progress towards Chartered Manager status. The qualification (Level 5 in Management & Leadership) provides opportunities for progression to other qualifications at the same or higher levels, which could also be work-based or more academically structured. It also supports learners in meeting the requirements for work and/or employment within all area of management and leadership at this level.

13.1.3 LEVEL 6 DIPLOMA IN MANAGEMENT & LEADERSHIP

Level 6 in Management & Leadership is meant for the development of the role and skill of senior managers. These qualifications aim to develop personal management capabilities, make effective use of information in decision-making, operations and the development of the skills in managing people.

AWARDING BODY

Chartered Management Institute (CMI)

STARTING DATE

CMI Level 6 Diploma in Management and Leadership is offered twice a year. The intakes are in September and March. All applicants are advised to apply at least 3 months before the programme starting date.

DURATION

CMI Level 6 Diploma in Management and Leadership is a one year programme, consisting of two semesters. Each semester consists of 12 teaching weeks excluding a reading week and a revision week.

ENTRY REQUIREMENTS

Although no previous formal qualifications are required to embark on the Level 6 qualification, participants will need to demonstrate middle management experience. Students who have got Level 5 Diploma in Management and Leadership can proceed to this level. However, if your native language is not English, you must provide evidence of competence in the English Language. International students can provide IELTS score (minimum 6.0) or TOFEL (minimum 550) or equivalent.

COURSE STRUCTURE

To achieve a CMI Level 5 Diploma in Management and Leadership, you need to successfully complete all core units of Group A and three optional units of Group B to a minimum total of 55 credits. However, you will not go empty handed even if you could not complete all required modules for the diploma. For instance, if you complete 14 credits in any combination of modules you will be qualified to get CMI Level 6 Certificate in Management and Leadership and if you complete only 7 credits CMI will give you a Level 6 Award in Management and Leadership.

Units available to study for Level 6 Diploma include:

Unit Title	Unit Code	Credit Value
Group A		
Managing organisational culture	6001	7
Ethical organisational management	6002	7
Managing the change process	6003	7
Leading equality and diversity	6004	7
Personal development as a strategic manager	7001	6
Group B		
Managerial networks	6005	7
Management systems and structures	6006	7

Managing ideas and innovation	6007	7
Managerial decision making	6008	7
Being a strategic leader	7013	7

ASSESSMENT

Each module is internally assessed through work based assignments and verified by the external examiner arranged by CMI. Grades awarded are Pass or Fail.

FEE

Tuition fees for one year are £2500 for EU and £4500 for Non-EU students excluding one time non-refundable registration fee, i.e. £150. The tuition fee includes the CMI registration fee.

PROGRESSION

The Diploma in Management & Leadership is recognized by the Chartered Management Institute as the benchmark qualification for full membership of the Institute and enables you to progress towards Chartered Manager status. Holders of Level 6 can proceed to Level 7 in Strategic Management & Leadership as well as gaining direct entry on Masters Level to one of the leading UK Universities. It also supports learners in meeting the requirements for work and/or employment within all area of management and leadership at this level.

13.1.4 LEVEL 7 DIPLOMA IN STRATEGIC MANAGEMENT & LEADERSHIP

The Level 7 qualifications in Strategic Management & Leadership are designed for managers who have the authority and personal inspiration to translate organizational strategy into effective operational performance.

AWARDING BODY

Chartered Management Institute (CMI)

STARTING DATE

CMI Level 7 Diploma in Strategic Management and Leadership is offered twice a year. The intakes are in September and March. All applicants are advised to apply at least 3 months before the programme starting date.

DURATION

CMI Level 7 Diploma in Strategic Management and Leadership is a one year programme, consisting of two semesters. Each semester consists of 12 teaching weeks excluding a reading week and a revision week.

ENTRY REQUIREMENTS

Although no previous formal qualifications are required to embark on the Level 7 qualification, participants will need to demonstrate upper management experience. Students who have got Level 6 Diploma in Management and Leadership can proceed to this level. However, if your native language is not English, you must provide evidence of competence in the English Language. International students can provide IELTS score (minimum 6.0) or TOFEL (minimum 550) or equivalent.

COURSE STRUCTURE

To achieve a CMI Level 7 Diploma in Strategic Management and Leadership, you need to successfully complete all core units of Group A and three optional units of Group B to a minimum total of 66 credits. However, you will not go empty handed even if you could not complete all required modules for the diploma. For instance, if you complete 13 credits in any combination of modules you will be qualified to get CMI Level 7 Certificate in Strategic Management and Leadership and if you complete only 6 credits CMI will give you a Level 7 Award in Strategic Management and Leadership.

Units available to study for Level 7 Diploma include:

Unit Title	Unit Code	Credit Value
Group A		
Personal development as a strategic manager	7001	6
Strategic performance management	7002	7
Financial management	7003	7
Strategic information management	7004	9
Conducting a strategic management project	7005	10
Organisational direction	7006	9
Group B		

Financial planning	7007	6
Strategic marketing	7008	6
Strategic project management	7009	6
Organisational change	7010	7
Strategic planning	7011	9
Human resource planning	7012	8
Being a strategic leader	7013	7
Strategic leadership practice	7014	7

ASSESSMENT

Each module is internally assessed through work based assignments and verified by the external examiner arranged by CMI. Grades awarded are Pass or Fail.

FEE

Tuition fees for one year are £2500 for EU and £4500 for Non-EU students excluding one time non-refundable registration fee, i.e. £150. The tuition fee includes the CMI registration fee.

PROGRESSION

The qualification (Level 7 in Strategic Management & Leadership) provides opportunities for progression to other qualifications at the same or higher levels, which could also be work-based or more academically structured. It also supports learners in meeting the requirements for work and/or employment within all area of strategic management and leadership at this level.

13.1.5 LEVEL 8 DIPLOMA IN STRATEGIC DIRECTION & LEADERSHIP

Level 8 qualifications are designed for directors and senior managers who have the authority across organisations and personal inspiration to translate organisational strategy into effective performance. The qualifications require directors and senior managers to build on their skills in strategic direction and leadership and to focus on the requirements of inter-organisational strategy.

AWARDING BODY

Chartered Management Institute (CMI)

STARTING DATE

CMI Level 8 Diploma in Strategic Direction and Leadership is offered twice a year. The intakes are in September and March. All applicants are advised to apply at least 3 months before the programme starting date.

DURATION

CMI Level 8 Diploma in Strategic Direction and Leadership is a one year programme, consisting of two semesters. Each semester consists of 12 teaching weeks excluding a reading week and a revision week.

ENTRY REQUIREMENTS

Although no previous formal qualifications are required to embark on the Level 8 qualification, participants will need to demonstrate senior management experience. Students who have got Level 7 Diploma in Strategic Management and Leadership can proceed to this level. However, if your native language is not English, you must provide evidence of competence in the English Language. International students can provide IELTS score (minimum 6.0) or TOFEL (minimum 550) or equivalent.

COURSE STRUCTURE

To achieve a CMI Level 8 Diploma in Strategic Direction and Leadership, you need to successfully complete all core units of Group A and one optional units of Group B to a minimum total of 67 credits. However, you will not go empty handed even if you could not complete all required modules for the diploma. For instance, if you complete 20 credits in any combination of modules you will be qualified to get CMI Level 8 Certificate in Strategic Direction and Leadership and if you complete one unit only with 10 credits CMI will give you a Level 8 Award in Strategic Direction and Leadership.

Units available to study for Level 8 Diploma include:

Unit Title	Unit Code	Credit Value
Group A		
Personal development as a strategic Leader	8001	10
Collective strategy development	8002	10
Inter-organisational strategic planning	8003	10
Inter-organisational strategic direction	8004	10
Strategic communication	8005	10

Strategic culture	8006	10
Group B		
Being a strategic leader	7013	7
Strategic leadership practice	7014	7

ASSESSMENT

Each module is internally assessed through work based assignments and verified by the external examiner arranged by CMI. Grades awarded are Pass or Fail.

FEE

Tuition fees for one year are £2500 for EU and £4500 for Non-EU students excluding one time non-refundable registration fee, i.e. £150. The tuition fee includes the CMI registration fee.

PROGRESSION

The qualification (Level 8 in Strategic Direction & Leadership) provides opportunities for progression to other qualifications at the same or higher levels, which could also be work-based or more academically structured. It also supports learners in meeting the requirements for work and/or employment within all area of strategic management and leadership at this level.

13.1.6 POSTGRADUATE DIPLOMA IN BUSINESS MANAGEMENT

Postgraduate Diploma in Business Management covers a wide range of contemporary issues and develops the critical, analytical and technical skills needed by senior managers. The programme will also develop the academic skills required for further study at postgraduate level.

AWARDING BODY

Postgraduate Diploma in Business Management is awarded by NCC Education. For further details please visit www.nccedu.com

STARTING DATE

Postgraduate Diploma in Business Management is offered twice a year. The intakes are in September and March. All applicants are advised to apply at least 3 months before the programme starting date.

DURATION

Postgraduate Diploma in Business Management is a one year programme, consisting of two semesters. Each semester consists of 12 teaching weeks excluding a reading week and a revision week.

ENTRY REQUIREMENTS

- An honours degree from a UK university (minimum 2:2) in any subject, or equivalent award from a non-UK university.
- An IELTS score of 6.5 or above for students who do not hold degree level qualification wholly taught and examined in English or their first language is not English.

COURSE STRUCTURE

A candidate who successfully completes 120 credits will be awarded an NCC Education Postgraduate Diploma in Business Management. However, if a candidate discontinues due to any reason and have completed at least 60 credits in any combination of modules will be awarded an NCC Education Postgraduate Certificate in Business Management.

Modules for PgD in Business Management

Unit Title	Unit Code	Credit Value
Semester I		
Study Skills for Postgraduate Learning	BM101	15
Information and Knowledge Management	BM102	15
International Marketing Strategy	BM103	15
Strategic Management	BM104	15
Semester II		
Research Methods	BM201	15
Management Control & Accountability for Financial Resources	BM202	15
Managing People in Organisation	BM203	15
Strategic Operation Management	BM204	15

ASSESSMENT

Most of the modules are assessed by a combination of written examinations and coursework assignments. Full detail of assessment method for each module is given below:

Assessment Methods for PgD in Business Management

Unit Title	Examination	Coursework Assignment	Proposal
Semester I			
Study Skills for Postgraduate Learning	-	100%	-
Information and Knowledge Management	30%	70%	-
International Marketing Strategy	30%	70%	-
Strategic Management	30%	70%	-
Semester II			
Research Methods	-	-	100%
Management Control & Accountability for Financial Resources	30%	70%	-
Managing People in Organisation	30%	70%	-
Strategic Operation Management	30%	70%	-

Management			
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Examination is a 90 minutes written examination. Coursework is a set of one or more tasks assessed by a written report. Proposal is a single, assessed research report. The overall module mark is computed from the weighted average of its components. The pass marks for a module is 40%. Where a module is assessed by examination and coursework, a mark of 30% or more must be achieved in both components.

FEE

Tuition fee for Postgraduate Diploma in Business Management is £4000 excluding one time non-refundable registration fee, i.e. £150. The tuition fee includes the NCC Education registration fee.

PROGRESSION

The PgD in Business Management provides opportunities for progression to other qualifications such as MBA. It also supports learners in meeting the requirements for work and/or employment within all area of Business Management and Leadership at this level.

13.2 CONTACT US

For general enquiries please write to:

Admission Office

Bradford Metropolitan College
Unit 19 Listerhills Park of Science & Commerce, Campus Road.
Bradford, BD7 1HR, UK

Tel: 01274 730 687

Email: info@bradfordmet.org.uk

Website: www.bradfordmet.org.uk

14. THE SCHOOL OF COMPUTER STUDIES

The accelerating convergence of computer science, information technology and telecommunications, and the increasing importance of media and mobility, has changed the relevance and impact of computer studies. Consequently, the School of Computer Studies has been identified by the Bradford Metropolitan College as a priority area for major strategic investment and growth, in teaching, equipment and networking provision.

The School of Computer Studies offers a wide range of courses across the areas of pure and applied computing and information technology. The School also has a policy of continually developing new courses and in near future we will be adding a new range of ICT (Information and Communication Technologies) courses.

The School has excellent computer laboratory available for student use. There are also a number of additional small laboratories that are available for lecturers and project work. Depending upon the course requirement, students may also have access to other specialist multimedia and client-server networking facilities. All these laboratories are equipped with latest computer systems. Along with our well-equipped laboratories we also provide the latest software and in many cases this will be the “industry standard”.

Our lecturers are highly qualified and experienced. Most of them acquire doctorate degrees and have a wealth of experience in higher education and research. The School intends to join a Research Assessment Exercise in the near future to prove the potential and ambition of its highly specialised staff to reach the top of their profession. Our staffs are also very supportive and helpful in dealing with students’ academic and personal problems. They are friendly but firm and believe in academic ethics.

14.1 COURSES

The School of Computer Studies offers the following courses;

- Postgraduate Diploma in Strategic Business IT

14.1.1 PGD IN STRATEGIC BUSINESS IT AWARDED BY NCC EDUCATION

This Postgraduate Diploma (PgD) extends your theoretical knowledge and practical skills of IT further and prepares you for the demanding contemporary world of Business Management. The main objectives of this qualification are:

- Merges the practical world of information technology with theoretical business models
- Offer the best examples of work practice
- An affordable route to a Masters degree

On successful completion of the PgD in SBIT students can further online study to gain an MSc with the University of Portsmouth.

AWARDING BODY

The PGD in Strategic Business IT is awarded by NCC Education.

STARTING DATE

At Bradford Metropolitan College, Postgraduate courses start in March and September each year. If you are joining this course for first time, you must register with NCC Education through the College on time.

DURATION

Postgraduate Diploma in Business Management is a one year programme, consisting of two semesters. Each semester consists of 12 teaching weeks excluding a reading week and a revision week.

ENTRY REQUIREMENTS

- A Bachelor's degree in IT or equivalent or
- A Non-IT degree but with at least three years work experience in an IT environment, together with some management or supervisory experience or
- Five years work experience in an IT environment together with some management or supervisory experience
- An IELTS score of 6.5 or above for students who do not hold degree level qualification wholly taught and examined in English or their first language is not English.

COURSE STRUCTURE

A candidate who successfully completes 120 credits will be awarded an NCC Education Postgraduate Diploma in Strategic Business IT.

Modules for PgD in Business Management

Unit Title	Unit Code	Credit Value
Semester I		
Research in Information Technology	SBIT101	30
Enterprise Software and Business Infrastructure	SBIT102	30
Strategic Information Systems Analysis	SBIT103	30
Project Management	SBIT104	30

ASSESSMENT

Most of the modules are assessed by a combination of written examinations and coursework assignments. Full detail of assessment method for each module is given below:

Assessment Methods for PgD in Strategic Business IT

Unit Title	Examination	Coursework Assignment
Semester I		
Research in Information Technology	-	100%
Enterprise Software and Business Infrastructure	30%	70%
Strategic Information Systems Analysis	30%	70%
Project Management	30%	70%

Examination is a 90 minutes written examination. Coursework is a set of one or more tasks assessed by a written report. Proposal is a single, assessed research report. The overall module mark is computed from the weighted average of its components. The pass marks for a module is 40%. Where a module is assessed by examination and coursework, a mark of 30% or more must be achieved in both components.

FEE

Tuition fee for Postgraduate Diploma in Strategic Business IT is £4000 excluding one time non-refundable registration fee, i.e. £150. The tuition fee includes the NCC Education registration fee.

PROGRESSION

Students who complete the PGD in Strategic Business IT can proceed and do their MSc in Strategic Business IT.

14.2 CONTACT US

For all enquiries please write to:

ADMISSION OFFICE

Bradford Metropolitan College
Unit 19 Listerhills Park of Science & Commerce, Campus Road.
Bradford, BD7 1HR, UK

Tel: 01274 730 687

Email: info@bradfordmet.org.uk
Website: www.bradfordmet.org.uk