



# **PROSPECTUS**

## **2009-10**

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## **WELCOME**

I am delighted to welcome you to **Bradford Metropolitan College “Aspire Today Inspire Tomorrow”**. Our mission is to provide a high standard of education in a friendly professional environment embracing excellence and commitment in teaching whilst utilising developments in the information age.

We believe our superior quality of service and individual focus on student need marks us out from close rivals and that we can achieve relatively high expectations with small class sizes and dedicated staff. Our philosophy is to follow interactive and practical teaching best suited to our diverse range of students who join us from many different cultures and societies.

Qualified and experienced staff are on hand to equip our students with the latest knowledge and skills in relevant professional, managerial and industrial fields and environments. In addition we enjoy a wealth of resources from academic advisors, and trainers across all disciplines, willing to listen, appreciate, absorb and act upon difficulties and problems and enable Bradford Metropolitan College students to work towards their own unique solutions.

Although, the College comprises of four Schools and a Centre with opportunities for school-leavers, mature and part-time students, there is a definite feeling of identity bonding students together, and possibilities of making lasting relationships, with a chance to become part of a genuine experience

We offer a wide selection of courses at foundation, undergraduate, postgraduate and professional levels across inter-related disciplines, alongside short courses for executives, specialist and new entrants into management, and those needing particular skills and training.

We cater for all size of businesses, and engage professional course designers to consult with practitioners in the field to help, express and convey the feeling of management through virtual real life simulation, and first hand emotion.

At the heart of our approach is a commitment to making sure we understand your goals, and satisfactorily answer your questions and keep you abreast of modern theory and practice to tackle and solve problems. The college is committed to assisting supporting and developing its own community and integrating this seamlessly into the existing surrounding.

Making the right educational choice is important, as the decision you make now may have an effect on your socioeconomic life over a considerable period of time. Please consider our website and prospectus carefully, as we are looking forward to welcoming students capable of making the most of themselves through sharing our resources, rising to personal challenges and later having real impact in their chosen careers.

**Dr Abdul Ghafoor (Principal)**

# **1. INTRODUCTION**

Bradford Metropolitan College is very much aware of the challenges faced by highly advanced, competitive and rapidly growing knowledge based societies, and the need to produce high calibre students for the twenty first century. It is in the vanguard of introducing specialist industrial, business and administration training, supplying expertise and reengineering solutions to meet existing and future world challenges.

## **2. MISSION STATEMENT AND OBJECTIVES**

Our mission is to deliver the best possible educational and professional services to our students and clients, in a comfortable yet challenging modern environment. Our vision is to deal respectfully with individuals whilst informing, enthusing and equipping them with the knowledge, skills and understandings to deal with real life situations using appropriate levels of creativity, dynamism and acquired confidence to make positive differences.

We offer exceptional services for students and employees and are committed to offering equal opportunities to everyone prepared to meet our challenges and willing to strive for excellence.

Our Objectives include

- Exploring new and innovative learning and teaching techniques and styles.
- Fostering and developing deep and sustainable learning strategies.
- Integrating skills development into the curriculum encouraging suitable long term professional practices.
- Working with organisations with similar international curriculum agendas.
- Customising programmes for market opportunities.
- Adopting appropriate quality assurance practices that involve consultation with students and the wider community.
- Providing students a reasonable flexibility in course choice.

## **3. WHY BRADFORD METROPOLITAN COLLEGE?**

### **3.1 COURSE DIVERSITY**

BMC offers a wide range of programmes at foundation, undergraduate, postgraduate and professional levels alongside numerous short-term professional and practical courses. Enormous care is taken in placing students and trainees on courses which reflect their needs, wants and capabilities and optimise their learning. We want students to take and apply knowledge and experience in areas that matter and make differences at personal and societal levels with dignity, pride and respect.

### **3.2 QUALITY EDUCATION**

BMC provides superb education through appointing highly qualified and experienced staff to pass on the latest professional knowledge and skills and provides practical

experience, at the beginning of your chosen career. Our friendly, helpful and flexible staff empathise with the problems you may encounter during your period of study, and will listen and offer guidance and solutions. Furthermore, our small class sizes enable instructors to pay individual attention to each student and help them in achieving their personal goals.

### **3.3 COMPETITIVE FEES**

We keep our prices affordable and competitive without sacrificing quality. This is achieved by, keeping administrative and overheads costs to a minimum and distributing surplus revenue to students in the form of lower fees. Studying at BMC can save you up to 50% of a typical university fee, and can still give you a UK university degree in any of the qualifications on offer.

### **3.4 EXCELLENT SUPPORT SERVICES**

BMC is committed to providing the latest IT facilities. You will find the finest computer systems with Client-Server networking in our computer labs reflecting our mission statement of regularly up dating our IT infrastructure. Currently, our library contains a limited selection of well chosen books, magazines, journals and articles relevant to the courses offered by the college but they are growing gradually with frequent new additions, and more resources becoming available.

### **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. All are equipped appropriately with technologies such as overhead projectors or network facilities to suit delivery requirements.

### **3.6 FOOD AND ENTERTAINMENTS**

The Student Common area is available for relaxing and consuming light meals and snacks and has an adjacent small well equipped kitchen including microwave, refrigerator, crockery, and dishwasher. Students may bring their own prepared food and utilise the facilities to warm and reheat food but are not allowed to smoke or cook in the building. However there are several cafes, restaurants, fast food, takeaways, and shops within a few minutes walk nearby, a wide variety of **Halal**, vegetarian and other types of foods are also readily available.

## **4. BRADFORD: AT A GLANCE**

Bradford is a truly cosmopolitan city, catering for all lifestyles, tastes and cultures. It's an absolute student heaven, irrespective of your budget, as there is so much to do and see, from simply enjoying the magnificent surrounding countryside and excellent architecture to visiting the many museums exhibitions and places of historic and literary interest.

## **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 a 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 COMPRISE?**

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 the 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 extensive 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 your taste is 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.suvarna-students.com](http://www.suvarna-students.com). A list of accommodation providers in Bradford can be available on request. BMC can help

you to find the accommodation that 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.

<b>Cost of Living for one Year</b>		
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.
<b>Total</b>	<b>£ 7,300</b>	
<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 fly directly to 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 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 are 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 the 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 in providing alternative solutions to your problems.

The college provides full 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 the 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.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/conditions-of-your-visa-in-uk/working/> 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.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/conditions-of-your-visa-in-uk/working/> 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](http://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 <http://www.ukba.homeoffice.gov.uk/studyingintheuk>

## **10. ENTRY REQUIREMENTS**

Apart from specific requirements for a specific course that are discussed in the 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.org.uk](mailto:admission@bradfordmet.org.uk)

## **11. STARTING DATE**

Generally, most of 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 and Centre:

- School of Accountancy & Finance
- School of Business & Management
- School of Computing and Engineering
- School of Lifelong Education
- Centre for International Development

## **13. SCHOOL OF ACCOUNTANCY AND FINANCE**

The School of Accounting and Finance has developed a unique hands-on approach in accounting and finance education that enhances your professional knowledge and practical skills. All subjects are taught using interactive and participative approaches by highly skilled, experienced and professional academic staff. Theoretical lectures are underpinned with practical workshops on real case studies based on institutional research and feedback. A support of experienced practitioners from blue-chip companies is also obtained to provide students a flavour of real financial institution and accountancy firms of international standard and demonstrate how things work in the real commercial world. The School offers tuition for foundation and professional programmes in association with the Institute of Financial Accountants (IFA).

### **13.1 COURSES**

The School of Accountancy and Finance offers the following courses;

- Financial Accounting Technician (Technical Level)
- Associate of the Institute of Financial Accountants (Associate Level)
- Fellow of the Institute of Financial Accountants (Fellowship Level)

#### ***13.1.1 FINANCIAL ACCOUNTING TECHNICIAN (TECHNICAL LEVEL)***

The Financial Accounting Technician has an important role to play, either as support staff to the professional (where they undertake sub professional work in the field of financial management) or by taking the role of accountant in a smaller organisation, where an outsourced professional accountant provides the service of supervision and monitoring. The IFA offers this technician grade qualification to individuals who, for whatever reason, are unable to continue or do not wish to continue with their studies. A Financial Accounting Technician may use the designatory letters AFT, and the title Incorporated Financial Accounting Technician.

#### **DURATION**

Financial Accounting Technician (Technician Level) is a six months programme, consisting of only one semester.

#### **ENTRY REQUIREMENTS**

The qualification is accessible to anyone aged 18 years and over. No formal qualification is required but applicants must provide evidence of competence in the English Language. International students can provide IELTS score (minimum 6.0) or TOFEL (minimum 550).

#### **COURSE STRUCTURE**

You will need to complete all four papers to get the Financial Accounting Technician award.

- Financial Accounting Fundamentals
- Management Accounting Fundamentals
- Personal and Business Taxation
- Law for Accountants

### **PROGRESSION**

Holders of a Financial Accounting Technician certificate can enter the workplace with a recognised qualification since they have the skills and knowledge needed for an accountancy role. Technician level also provides opportunities for progression to other qualifications at the higher levels such as Associate Level.

### ***13.1.2 ASSOCIATE LEVEL***

This is the first level of professional membership offered to individuals who have not yet completed the full examination structure or do not possess the relevant professional work experience. An Associate of the Institute of Financial Accountants has the level of competency considered necessary to complete the final accounts of a business. They will have the ability to interpret accounts, which will assist in day to day management decisions. An Associate Member may use the designatory letters AFA.

### **DURATION**

Associate Level is a one year programme, consisting of two semesters.

### **ENTRY REQUIREMENTS**

Candidates who have Technician Level certificates can proceed to this level. However, there are some other routes of entry as well. For example, candidates who have completed the following may get a direct entry to this level.

- HNC Business and Finance (with the relevant 'pathway')
- ACCA CAT or Part 1
- CIMA Foundation level

### **COURSE STRUCTURE**

You will need to complete all six papers to get the associate level award.

- Financial Accounting
- Management Accounting
- Financial Management
- Audit Techniques
- Information Systems
- Management & Marketing

### **PROGRESSION**

Associate level continues the introduction of subject areas to develop students' analytical skills by consolidating knowledge of current principles, practice and techniques with problems and situations that they will meet at work. Therefore, holders of Associate Level can enter the workplace with a recognised qualification

since they have the skills and knowledge needed for an accountancy role. Technician level also provides opportunities for progression to other qualifications at the higher levels such as Associate Level.

### **BA (Hons) in Accountancy from University of Bolton**

Students who have completed the IFA examination structure at Technician and Associate Levels may study for the Fellow examinations with University of Bolton through its open learning programme. When completed, this would give them a BA Honours Degree in Accountancy plus eligibility to apply to become a Fellow member of the Institute of Financial Accountants. For further information, visit <http://www.ifa.org.uk/boltonins.asp>.

A degree partnership with the University of Bolton will provide IFA members and students with a route to a BA Honours in accountancy. Even if you're a qualified accountant with years of experience, the idea of a BA Honours in Accountancy can still seem appealing. An additional few letters after your name certainly won't do your credibility any harm; it might increase your chances of promotion and better pay, and enable you to join some prestigious professional bodies.

### ***13.1.3 FELLOWSHIP LEVEL***

This is the final level of the IFA qualification and demonstrates competence in all aspects of financial management plus the strategic management skills. Fellows will have completed the full examination structure and have a minimum of three years experience in a senior accountancy capacity. A Fellow Member may use the designatory letters FFA.

#### **DURATION**

Fellowship Level is a six months programme, consisting of one semester only.

#### **ENTRY REQUIREMENTS**

Candidates who have got an Associate Level certificate can proceed to this level. However, there are some other routes of entry as well. For example students who have completed the following may get a direct entry to this level.

- HND Business and Finance (must include achievement of a Merit grade in each of the three units entitled Management Accounting, Financial Systems and Auditing and Financial Reporting).
- Business Degree (including appropriate Financial and Management Accounting modules and awarded by a recognised university)
- S/NVQ Level 4 in Accounting (including appropriate option units)
- CIMA Intermediate level
- ACCA Part 2

#### **COURSE STRUCTURE**

You will need to complete all four papers to get the associate level award.

- Accounting Theory & Practice
- Management Accounting Control Systems

- Financial Reporting & The Regulatory Framework
- Corporate Strategy

### **PROGRESSION**

Since Fellowship Level requires students to demonstrate that they can draw upon the range of knowledge, skills, techniques and technical awareness previously tested, and that they are able to integrate and apply these effectively and creatively in a strategic managerial context, they are eligible to work at senior managerial level.

### **13.2 AWARDING BODY**

Institute of Financial Accountants (IFA), <http://www.ifa.org.uk/memshiproutes.asp>

### **13.3 STARTING DATES**

At Bradford Metropolitan College, courses start in January and July each year. If you are joining this course for first time, you must register with IFA before 31<sup>st</sup> October for the January session and before 30<sup>th</sup> April for the June session.

### **13.4 ASSESSMENT**

All papers are assessed by traditional written three hours exams which are scheduled by the Institute of Financial Accountants. Bradford Metropolitan College is an authorised exam centre of IFA so students do not have to go elsewhere to take the examinations.

### **13.5 FEES**

Tuition fees for Financial Accounting Technician (Technician Level) is £2000, for Associate Level is £3500 and for Fellowship Level is £3000 excluding a one time non-refundable college registration fee (£150). Students are also expected to pay IFA's registration fee (£20) and an annual subscription fee of £40. Students also have to pay an exam fee for each paper they attempt. It is £35 per paper at all levels.

## **14. 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 further advantages.

### **14.1 COURSES**

School of Business Management offers a range of courses from various awarding bodies such as Edexcel, Chartered Management Institute (CMI) and provides progression routes to a Bachelor degree from University of Wales, and Master Degrees from University of Gloucestershire and University of Huddersfield.

School offers the following courses in collaboration with Edexcel;

- HNC in Business Management
- HNC in Business Marketing
- HNC in Business (Human Resource Management)
- HNC in Business Law
- HNC in Business Information Technology
- HND in Business Management
- HND in Business Marketing
- HND in Business (Human Resource Management)
- HND in Business Law
- HND in Business Information Technology

The School offers the following courses in collaboration with Chartered Management Institute (CMI);

- 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

### **14.1.1 HNC & HND IN BUSINESS**

The BTEC Higher National Certificate (HNC) and Higher National Diploma (HND) is a specialist vocational programme with a strong work related emphasis. The qualification provides a thorough grounding in the key concepts and practical skills required in the sector with national recognition by employers and the UK universities allowing progression direct into employment or to bachelor degree programmes.

#### **AWARDING BODY**

EDEXCEL [www.edexcel.com](http://www.edexcel.com)

#### **STARTING DATE**

HNC/HND in Business 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**

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

#### **ENTRY REQUIREMENTS**

BTEC Higher National Certificate (HNC) and Higher National Diploma (HND) are accredited on the NQF for learners aged 16 and over only. Applicant will normally need to have at least one of the following:

- An AVCE/GNVQ in an appropriate vocational area
- A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at level A-C
- Other related Level 3 qualifications
- An Access to Higher Education Certificate awarded by an approved further education institution
- Related work experience. Mature learners may present a more varied profile of achievement that is likely to include extensive work experience (paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector.
- Candidates who have already achieved a BTEC National Certificate can get direct entry to HND.
- 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**

HNCs are made up of ten units – five core units, which everyone takes, and five specialist units and HNDs are made up of 16 units – eight core units which everyone takes and eight specialised and optional units. The specialist units enable you to study particular areas in depth, and would provide you an opportunity to follow a clear specialised pathway.

### Units available to study for various specialised pathways of HNC in Business

Management	Human Resource Management	Marketing	Law	Information Technology
<b>Core Units (Every one must take)</b>				
Marketing				
Managing Financial Resources and Decisions				
Organisations and Behaviour				
Business Environment				
Research Project				
<b>Specialist Units (all four units must be taken for each specialisation)</b>				
Managing Communications, Knowledge and Information	Human Resources Management	Marketing Intelligence	English Legal System	E- Business Planning and Implementation
Managing Activities to Achieve Results	Human Resources Development	Advertising and promotion	Common Law 2	Information Systems
Working with and Leading People	Employee Relations	Marketing Planning	European Law	Networking Technology
Managing Professional Development	Managing Human Resources	Sales Planning and Operations	Business Law	MS Office Solution Development
<b>Optional Units (select only one unit)</b>				
Employee Relations	Information Systems	Information Systems	Information Systems	Systems Analysis
Advertising and promotion	Advertising and promotion	Advertising and promotion	Advertising and promotion	Networking Concepts
Business Law	Business Law	Employee Relations	Employee Relations	Website Design
Website Design	Website Design	Website Design	Website Design	

### Units available to study for various specialised pathways of HND in Business

Management	Human Resource Management	Marketing	Law	Information Technology
<b>Core Units (Every one must take)</b>				
Marketing				
Managing Financial Resources and Decisions				
Organisations and Behaviour				
Business Environment				
Common Law 1				
Business Decision Making				
Business Strategy				
Research Project				
<b>Specialist Units (all four units must be taken for each specialisation)</b>				
Managing Communications, Knowledge and Information	Human Resources Management	Marketing Intelligence	English Legal System	E- Business Planning and Implementation
Managing Activities to Achieve Results	Human Resources Development	Advertising and promotion	Common Law 2	Information Systems
Working with and Leading People	Employee Relations	Marketing Planning	European Law	Networking Technology
Managing Professional Development	Managing Human Resources	Sales Planning and Operations	Business Law	MS Office Solution Development
<b>Optional Units (select only four unit from each option)</b>				
Web Design	Web Design	Web Design	Web Design	Working with and Leading People
Information Systems	Information Systems	Business Law	Information Systems	Business Law
Business Law	Managing Professional Development	Managing Professional Development	Managing Professional Development	Managing Professional Development
Managing Human Resources	Business Law	Managing Human Resources	Managing Human Resources	Managing Human Resources
Human Resource Development	European Law	Common Law 2	Employee Relations	Common Law 2
Employee Relations	Working with and Leading People	Employee Relations	Human Resources Development	European Law
Common Law 2	Common Law 2	Working with and Leading People	Working with and Leading People	Human Resources Development
European Law	Managing Activities to Achieve Results	Managing Activities to Achieve Results	Managing Activities to achieve Results	Managing Activities to Achieve Results

## **ASSESSMENT**

Each unit is internally assessed and graded by lecturers. Grades awarded are Pass, Merit or Distinction. There is no overall grade awarded for this qualification.

## **FEE**

Tuition fees for one year are £3000 for EEA and £4,000 for Non-EEA students excluding a onetime non-refundable registration fee, i.e. £150.

## **PROGRESSION**

HNC and HND in various specialised pathways of Business 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 Business at this level. Holders of HNC can get direct entry to second year and holders of HND can get direct entry to third year of a University Bachelor Degree programme.

### ***14.1.2 DIPLOMA IN MANAGEMENT & LEADERSHIP***

There are three levels of Diploma in Management and Leadership. Level 4 is 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. Level 5 is 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 and Level 6 is designed for the development of the role and skill of senior managers.

#### **AWARDING BODY**

Chartered Management Institute (CMI), <http://www.managers.org.uk/>

#### **STARTING DATE**

All levels of Diploma in Management and Leadership are 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**

At each level, 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. However, candidates can achieve an Award or a certificate by completing 6 or 13 credits at each level. Please check the web site for further details.

#### **ENTRY REQUIREMENTS**

Although no previous formal qualifications are required to embark on any Level qualification, participants will need to demonstrate supervisory level experience for Level 4, middle management experience for Level 5 and senior management experience for Level 6. 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. For Level 5 Diploma, 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. For a Level 6 Diploma, 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 the required modules for the diploma. For instance, if you complete 13 credits in any combination of modules you will be qualified to get CMI Certificate in Management and Leadership and if you complete only 6 credits CMI will give you a Award in Management and Leadership at each level.

### Course Structure of Various Levels of Diploma in Management & Leadership

Level 4		Level 5		Level 6	
Unit Title	Credit	Unit Title	Credit	Unit Title	Credit
<b>Group A (Must take all units)</b>		<b>Group A (Must take all units)</b>		<b>Group A (Must take all units)</b>	
An Introduction to managerial style	6	Personal development	6	Managing organisational culture	7
Managing stakeholder expectations	7	Information based decision making	7	Ethical organisational management	7
Introducing organisational culture, values and behaviour	7	Resource management	7	Managing the change process	7
Personal Development as a manager and leader	6	Meeting stakeholder and quality needs	6	Leading equality and diversity	7
<b>Group B (Select three units only)</b>		Conducting a management project	10	Personal development as a strategic manager	6
Managing team dynamics	7	<b>Group B (Select one unit only)</b>		<b>Group B (Select three units only)</b>	
Management report writing	7	Performance management	9	Managerial networks	7
Management and leadership influencing skills	7	Being a leader	7	Management systems and structures	7
Managing and guiding interviews	7	<b>Group C (Select three units only)</b>		Managing ideas and innovation	7
Managing equality and diversity	7	Financial control	9	Managerial decision making	7
An introduction to staff inspection techniques	8	Marketing planning	9	Being a strategic leader	7
Being a leader	7	Project development and control	6		
Introduction to management coaching and mentoring	9	Human resource development	6		
		Managing recruitment and selection	7		
		Leadership practice	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 £3000 for EEA and £4000 for Non-EEA students excluding a one time non-refundable registration fee, i.e. £150. The tuition fee includes the CMI registration fee.

**PROGRESSION**

Level 4 qualification 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 areas of management and leadership at this level.

Level 5 Diploma in Management & Leadership is also 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. Furthermore, holders of a Level 5 Diploma in Management & Leadership can enter into the final year of a Bachelor Degree in Business Management from the University of Wales through an International Advanced Diploma in Business Management.

Holders of Level 6 can proceed to Level 7 in Strategic Management & Leadership as well as gain direct entry on Masters Level to some of the leading UK Universities.

### **14.1.3 LEVEL 7 DIPLOMA IN STRATEGIC MANAGEMENT & LEADERSHIP**

CMI 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. It also starts in September and March each year and takes one year to complete as full time.

#### **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 a Bachelor Degree or a 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 the 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:**

<b>Unit Title</b>	<b>Unit Code</b>	<b>Credit Value</b>
<b>Group A</b>		
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
<b>Group B</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 £3000 for EEA and £4000 for Non-EEA students excluding a 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.

Holders of Level 7 Diploma can get direct entry into the second year of an MBA programme (part-time) at the University of Huddersfield or the University of Gloucestershire.

## ***14.1.4 LEVEL 8 DIPLOMA IN STRATEGIC DIRECTION & LEADERSHIP***

CMI 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. It also starts in March and September and can be completed in one year as full time.

## **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 a 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 the 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
<b>Group A</b>		
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
<b>Group B</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 £3000 for EEA and £4000 for Non-EEA 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 areas of strategic management and leadership at this level.

## **15. SCHOOL OF COMPUTING & ENGINEERING**

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 Computing & Engineering 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 Computing & Engineering 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 an 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 the 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 staff are also very supportive and helpful in dealing with students’ academic and personal problems. They are friendly but firm and believe in academic ethics.

### **15.1 COURSES**

The School of Computing & Engineering offers the following courses;

- Certificate in Information Technology
- Diploma in Information Technology
- Professional Diploma in Information Technology

#### ***15.1.1 CERTIFICATE IN INFORMATION TECHNOLOGY***

This is the foundation level of BCS Professional Examinations. Certificate qualification is academically equivalent to a 1<sup>st</sup> Year of a UK University Honours degree. It is recognized by the Ofqual – Office of the Qualifications and Examinations Regulators as Level 4. Holders of this certificate are eligible to apply for BCS Associate Membership (AMBCS).

#### **AWARDING BODY**

Certificate in Information Technology is awarded by the BCS (British Computing Society).

## **STARTING DATE**

At Bradford Metropolitan College, Certificate in Information Technology starts in January and July each year. If you are joining this course for the first time, you must register with BCS on time.

## **DURATION**

Certificate in Information Technology is a six month programme.

## **ENTRY REQUIREMENTS**

There are no formal academic requirements although the candidate will have finished 12 years of school education before embarking on this course and they should be able to communicate in English.

## **COURSE STRUCTURE**

The course is made up of three (3) core modules. Candidate must complete all three units to gain a Certificate in IT.

- Information Systems
- Software Development
- Computer & Network Technology

## **ASSESSMENT**

BCS recommends a minimum of 200 hours study per module. All modules are assessed by written examinations which last for two hours.

## **FEE**

The tuition fee for a Certificate in Information Technology is £2000 excluding a one time non-refundable registration fee, i.e. £150. The tuition fee does not include the BCS registration fee.

## **PROGRESSION**

Students who complete the Certificate in Information Technology can proceed to their Diploma in Information Technology or join the 2<sup>nd</sup> year of an undergraduate programme at various universities.

### ***15.1.2 DIPLOMA IN INFORMATION TECHNOLOGY***

The Diploma in IT (incorporating diploma project) of BCS Professional Examinations is academically equivalent to a 2<sup>nd</sup> Year of a UK University Honours degree and is recognized by the Ofqual – Office of the Qualifications and Examinations Regulators as Level 5.

## **AWARDING BODY**

Diploma in Information Technology is awarded by the BCS (British Computing Society).

## **STARTING DATE**

At Bradford Metropolitan College, Diploma in Information Technology starts in January and July each year. If you are joining this course for the first time, you must register with BCS on time.

## **DURATION**

Diploma in Information Technology is a one year programme.

## **ENTRY REQUIREMENTS**

Although there are no formal academic qualification requirements to join a Diploma in IT, candidates must acquire a certificate level knowledge of Information Technology. All international students must be able to communicate in English.

## **COURSE STRUCTURE**

Diploma in IT comprises of one core module, three optional modules and a 200 hours project. Some of the optional modules are offered once in a year so be careful when you select your optional modules.

<b>Module Title</b>	<b>Status</b>
Professional Issues in Information Systems Practice	Core Module
Computer Networks	Optional
Database Systems	Optional
IT Project Management	Optional
Object Oriented Programming	Optional
Systems Analysis	Optional
Principles of Internet Technologies	Optional (April only)
IT Service Management	Optional (April only)
Software Engineering 1	Optional (April only)
Systems Design	Optional (April only)
Principles of User Interface Design	Optional (April only)

In order to complete the Diploma in IT, candidates must complete a professional project with a recommended minimum study time of 200 hours. Candidates must submit project proposal to BCS by the closing date. However, in advancing to the Professional Graduate Diploma in IT level, candidates are not required to complete a Professional Project at this level.

## **ASSESSMENT**

BCS recommends a minimum of 225 hours study per module. All modules are assessed by written examinations which last for two hours.

## **FEE**

Tuition fee for Certificate in Information Technology is £3500 excluding a one time non-refundable registration fee, i.e. £150. The tuition fee does not include the BCS registration fee.

## **PROGRESSION**

Students who complete the Diploma in Information Technology can proceed to their Professional Graduate Diploma in Information Technology or join the 3<sup>rd</sup> year of an undergraduate programme at various universities.

### **15.1.3 PROFESSIONAL GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY**

The Professional Graduate Diploma in IT (incorporating PGD project) is an advanced level course which is academically equivalent to a UK University Honours degree. It is recognized by the Ofqual – Office of the Qualifications and Examinations Regulators as Level 6. Holders of BCS Professional Graduate Diploma in IT are eligible to continue their postgraduate study at a number of UK Universities.

#### **AWARDING BODY**

Professional Diploma in Information Technology is awarded by the BCS (British Computing Society).

#### **STARTING DATE**

At Bradford Metropolitan College, Professional Graduate Diploma in Information Technology starts in January and July each year. If you are joining this course for the first time, you must register with BCS on time.

#### **DURATION**

Professional Diploma in Information Technology is a six month programme.

#### **ENTRY REQUIREMENTS**

Although there are no formal academic qualification requirements to join Diploma in IT, candidates must acquire diploma level knowledge of Information Technology. All international students must be able to communicate in English. Practical experience is essential on this level.

#### **COURSE STRUCTURE**

In order to complete the Professional Graduate Diploma in IT, candidates must complete any four modules from the following list and a professional project. The professional project should be a minimum study time of 300 hours. Candidates are advised to submit their project proposal by the closing date.

<b>Module Title</b>
Advance Database Management Systems
Management Information Systems
Software Engineering 2
Computer Services Management
Distributed and Parallel Systems (April only)
Knowledge Based Systems (April only)
Network Information Systems (April only)
Programming Paradigms (April only)
Realising the User Interface (April only)
Systems Design Methods (April only)
Web Engineering (April only)

#### **ASSESSMENT**

BCS recommends a minimum of 250 hours study per module. All modules are assessed by written examinations which last for three hours.

**FEE**

The tuition fee for a Certificate in Information Technology is £3000 excluding a one time non-refundable registration fee, i.e. £150. The tuition fee does not include the BCS registration fee.

**PROGRESSION**

Students who complete the Professional Graduate Diploma in Information Technology can proceed to any other postgraduate programme at various universities.

## **16. SCHOOL OF LIFELONG EDUCATION**

In the context of global change, lifelong perspectives have crucial roles to play in the search for sustainable development and the growing need for social equity. These challenges call for a comprehensive and connective vision of education, which requires a critical exploration of learning from early years to adulthood and of different sites and contexts of learning, both formal and informal. The School of Lifelong Education is established to cope with these challenges and to serve the academic needs of the Chassidic communities, whose unique culture, commitment and life style require bold and innovative approaches to higher learning.

All programmes at SLE are open to school leavers, mature and motivated candidates whose learning is facilitated in a variety of ways with or without their attending regularly scheduled classes. Instructions are offered in a variety of modalities to accommodate the student's lifestyle and commitments to family and occupation. However, traditional classes are held for courses required by the accreditation institutions for certifications.

### **16.1 COURSES**

Currently the School of Lifelong Education offers the following courses:

#### **Foundation Level Courses:**

- Certificate in Higher Level Study Skills

#### **Language Courses**

- ESOL (Entry Level 1, 2 and 3)
- ESOL: Skills for Life (Level 1 and Level 2)
- IELTS

#### ***16.1.1 CERTIFICATE IN HIGHER LEVEL STUDY SKILLS***

Certificate in Higher Level Study Skills is a unique qualification which bridges the gap between Level 3 vocational qualification and HE programmes and/or professional training. It has been specially designed for those students who have achieved Level 3 through vocational qualifications or work and who wish to manage the demand of professional training or university degree programmes. It provides a sound basis for progression to Foundation and Honours Degrees and other professional qualifications. It also aims towards the government initiatives to increase the numbers participating in higher level education and training and Lifelong learning.

#### **AWARDING BODY**

Certificate in Higher Level Study Skills is awarded by the City & Guilds. It has been designed to conform with the descriptors for a qualification at Level 4 in the QCA National Qualification Framework and the QAA Certificate [C] level.

## **DURATION**

At Bradford Metropolitan College, courses start in March and September each year. There are a minimum of 90 guided learning hours excluding assessment which a candidate normally can complete in one year. However, there is a flexibility to extend the period up to a maximum of two years. Total notional learning time is likely to be at least 300 hours.

## **ENTRY REQUIREMENTS**

Although there are no formal entry requirements but since the qualification is designed for candidates who want to progress to higher level learning and need to develop their knowledge and skills in preparation for working at that level, applicants are likely to have the following qualifications:

- NVQ Level 3 (in any occupation sector)
- Level 3 vocationally-related qualifications
- Higher Education Certificate awarded by an approved further education institution
- Alternatively, candidates will have extensive work experience, including non-accredited training equivalent to Level 3 or higher, sufficient to enable them to gain access to programmes preparing them to higher level qualifications.

(Mature learners may present a varied profile of achievement that is likely to include extensive work experience (paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector.)

## **COURSE STRUCTURE**

Certificate in Higher Level Study Skills comprises of three units:

- Higher Level Study, Research and Analysis
- Interpersonal Communication and Presentation Skills
- Reflective Learning and Critical Thinking

These units are set out in generic terms to enable the programme to be given either an academic or vocational focus. In this way candidates can build on their work experience and knowledge of a particular sector or area of learning to provide a context within which the skills required for study at a higher level can be developed.

## **ASSESSMENT**

Candidates may be assessed for each unit individually (whether seeking individual unit accreditation or the full Certificate) or they may undertake a single assessment covering all three units (for the full Certificate) depending upon circumstances. All assessment activities would be devised and assessed by the instructor subject to approval from an external moderator.

## **FEE**

Certificate in Higher Level Study Skills has been accredited by QCA and is, therefore, eligible for funding under Sections 96 & 97.

The tuition fee for one year is £3000 for EEA and £ 4000 for Non-EEA students excluding a one time non-refundable registration fee i.e. £150. The tuition fee does not include the registration and certification fee charged by the City & Guilds.

### **PROGRESSION**

Since Certificate in Higher Learning Study Skills has been designed to conform with the descriptors for a qualification at level 4 in the QCA National Qualification Framework and QAA Certificate [C] level, it has two key progression pathways.

- Holders of this certificate can join the City & Guild Level 4 Higher Professional Diplomas programmes in various subjects. See City & Guilds web site for further details.
- Holders of this certificate can also get access to Foundation or Honours Degrees and other professional qualifications.

### ***16.1.2 LANGUAGE COURSES***

The School aims to establish a worldwide reputation for excellence in languages. To achieve this goal, the school seeks to enhance the students' experience and enjoyment through a range of extra-curricular activities ranging from international parties to quiz nights. The School includes a thriving English language programme as a Foreign Language, specialising in preparing students for study in English. Our other language programmes are to help community integration and to understand the cultural and social values of each other. Our School takes great pride in its multicultural character and offers a warm welcome to students from a wide variety of ethnic groups.

The School provides a cosmopolitan and friendly environment. It brings together lecturers with expertise in foreign languages, linguistics, translating and interpreting and English as a Foreign Language teaching and research. It teaches six foreign languages with programmes covering all levels.

### **COURSES**

The School offers the following languages courses;

- ESOL (Entry Level 1, 2 and 3)
- ESOL: Skills for Life (Level 1 and Level 2)
- IELTS

### **STARTING DATE**

All language courses are started in January, April, July and October. Applicants can contact any time during the year. The instructor may allow you to start during the session or may suggest you to start in a new session depending on your previous knowledge.

### **DURATION**

Each course lasts for three months. The instructor will assess your progress on reading writing and spoken skills at the end of each session. If you reach to a certain level of communication, the instructors will recommend you for a certificate otherwise they will suggest you continue your classes in the next session.

**FEE**

Fees depend upon the level and the duration of the course.