



LONDON CENTRE FOR TRAINING & DEVELOPMENT (LCTD)

Short-Term Study Visa Option Available

**BA (HONS) IN BUSINESS MANAGEMENT
(Top-Up)**

INFORMATION BOOKLET.



Established in Great Britain, London Centre for Training and Development (LCTD) is an independent training provider committed to world-class teaching, innovation, career development and continuing education. At LCTD, we recognise the need for a continuous development program (CPD) for professionals in the public and private sectors. We offer a range of courses that allows the update of knowledge, skills and improved proficiency.

LCTD currently offers a high-quality course built around a distinctive core curriculum leading to a dual certification award issued by LCTD, and other recognised awarding bodies/membership organisations. We distinguish ourselves as one among the lot independent training providers that deliver management courses, workshops and seminars which reflects the quality of our world-class faculty members, excellent customer care and affordable fees.

We capitalise on our strength at LCTD. Our student enjoys studying with us because we can maintain the following features:

Experienced faculty

LCTD run a faculty-led short course. All faculty members are experienced and good at what they do. You will get value for money as a participant on any course you are enrolled onto.

Affordable and flexible payment plan

All our courses are affordable and of great value to a corporate entity, individuals both in public and private practice. We accept an initial deposit on all our courses. Our fees structure also accommodates different categories of students, including residential (accommodation inclusive) and non-residential (with no accommodation) Students.

Students' welfare, support and guidance

Our friendly customer services team will support you from the initial point of enquiry to the point of departure from the UK after your course. You will have the opportunity to message our customer services team during out of working hour on all issues concerning your enrolment. They aim to make sure you have a great experience as a participant.

Quality memorabilia

We will provide you with branded quality memorabilia as students enrolled on the course. We also give out memorabilia of some corporate and professional membership organisations that are education and research partners of LCTD.

LCTD is based at the heart of the world financial capital

You will have the opportunity to benefit from post-course self-tour around London before your departure. London is not only an international centre of business and finance. London is also one of the most exciting and stimulating cities to learn and network.



BA (HONS) IN BUSINESS MANAGEMENT

❖ PROGRAMME STRUCTURE

STAGE 1: RELEVANT OTHM DIPLOMA (S)

- ✓ DELIVERED BY LONDON CENTRE FOR TRAINING & DEVELOPMENT AS AN OTHM APPROVED CENTRES
- ✓ EXTERNALLY QUALITY ASSURED BY OTHM
- ✓ AWARDED BY OTHM

STAGE 2: TOP-UP PROGRAMMES

- ✓ SOLELY DELIVERED BY LONDON GRADUATE SCHOOL
- ✓ VALIDATED AND AWARDED BY UNIVERSITY OF CHICHESTER

❖ RELEVANT OTHM DIPLOMA, PROGRESSION, DELIVERY LOCATION & INTAKES

Level 4 & 5 Diploma in:
Business Management (240 Credits)

Leading to
University of Chichester, UK.
BA (Hons) in Business Management (Top-Up)
Solely delivered by London Graduate School

Delivery Methods & Location:

- A. Blended Learning: 6 Months intensive (Full-Time) in London + Online Study
- B. Distance Learning: Strictly Online Self-study

Intakes

STAGES	STAGE 1 OTHM LEVEL 4 & 5	STAGE 2 BA (Hons) (Top-up)
INTAKES	March	September
INTAKES	July	January
INTAKES	November	May
INTAKES	All-Year-Round	Intake available on completion

EXPECTED DELEGATES

The UK, EU and International Students* (with busy work life) who want to achieve BA qualification (Full Time, Part-time & Distance Learning)

FEES

Blended Learning: £4,500 (with short-term study visa opportunity*)

Distance Learning: £2,500

All fee is inclusive of all administration cost relating to your admission as well as any fees payable to the Awarding Body.

**International Students will require a short-term study visa.*

WHAT YOUR FEE COVERS:

Your fee covers Stage 1 of the BA (Hons)(Top-up) course. LCTD will support all learners who complete STAGE 1 with visa letters for Stage 2.

STAGE 1

6 MONTHS INTENSIVE (FULL-TIME) BLENDED LEARNING IN LONDON + ONLINE STUDY (DELIVERED BY LONDON CENTRE FOR TRAINING & DEVELOPMENT-LCTD)

STAGE 2

VIRTUAL LEARNING PLATFORM (DELIVERED AND ASSESSED BY LONDON GRADUATE SCHOOL AND THE UNIVERSITY OF CHICHESTER) IN SEPTEMBER, JANUARY AND MAY.

QUALIFICATION REGULATION AND SUPPORT

The level 4 & 5 Diploma in Business Management (RQF) has been developed and is awarded by OTHM Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF includes qualifications regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

Course Duration:	6 Months
Mode of Study:	4 days per week spent at the Centre
Hours	10am – 5pm
Qualification number:	(603/2174/X) & (603/2176/3)
Credit value:	240 (120 Credits each leave)
Guided learning hours (GLH):	960

ENTRY REQUIREMENTS

This qualification is approved for delivery to students aged 18+. It is advised that students have a minimum of level 2 in literacy and numeracy before enrolling onto this course. International students from Nigeria must provide evidence of O'level result with at least a credit pass in English Language.

RECOGNITION OF PRIOR LEARNING (RPL):

LCTD may apply to use recognition of prior Learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how LCTD can apply to use RPL as described above, please refer to LCTD Recognition of Prior Learning (RPL) policy on LCTD website. Matured students with higher qualification are welcome to enrol on this course to meet their continuous professional development plan (CPDP).

ASSESSMENT METHODS:

Assessment methods are only assignments. There are no examinations in this course. You will be given tasks and topics to write assignments.

AWARDS & GRADUATION

Stage 1- (240 credits) – Level 4 & 5 Diploma in Business Management (Certificate & Transcript)

Stage 2 – BA (Hons)(Top-up) degree (Certificate and Transcript)- Validated and awarded by University of Chichester.

TOP UP PROGRAMME FEES & GRADUATION CEREMONY

The Business Management (Top-up) course fee is £4,950 and starts in September, January and May. The option to attend Graduation Ceremony at the University of Chichester, UK, after achieving the BA (Hons)(Top-up) degree will also be available. LCTD will support all students with Visa supporting letters.

SCHOLARSHIPS AND DISCOUNTS FOR 2020

We are offering £500 discounts to (UK/EU/International) students who apply and pay 40% tuition fee upfront.

ACCOMMODATION FOR INTERNATIONAL DELEGATES:

London Centre for Training & Development has concluded a partnership arrangement with Britannia Students Services to provide accommodations services to all our International students. [Click here](#) for various type of accommodations.

All International students who seek for accommodation through LCTD are "resident delegates". In support of resident delegates application, LCTD will usually issue an accommodation confirmation letter.

- **Estimated Budget for Accommodation:**

Standard	£200/week	£2400/12 Weeks
En-suite	£235/week	£2,820/12 Weeks

HOW TO APPLY

For a place on LCTD MBA Intensive workshop, all applicant will need to email the following documents to info@lctd.co.uk:

- LCTD complete **application form**
- A copy of your passport data page;
- Up-to-date CV
- Academic credentials including your degree certificate
- Proof of your English Language test (IELTS, WAEC or O'Level result with at least credit pass in English Language for Nigerian applicant)
- Evidence of payment

If you are an international student, you may need to apply for a Short-term visa. LCTD will send you **supporting documents** for your visa application.

BLOCK RELEASE STUDENTS FROM THE SAME EMPLOYER & MEMBERSHIP ORGANISATIONS

London Centre For Training & Development is pleased to accept group students from the same Employer, and or professional membership organisations who want their staff/members to achieve the OTHM Level 4 & 5 Diploma in Business Management. Interested employers/Institutes should please contact us directly here info@lctd.co.uk

WHAT YOU NEED TO KNOW ABOUT ENROLMENT

Once your registration is accepted, the Course Administrator will issue the applicant with an acceptance letter and invoice. Once LCTD receives the full payment of the course fee (or part-payments according to agreed instalment plan), a visa letter will be issued to assist with the student's application at the British Embassy/ High Commission.

- **What your fee cover**

- Enrollment and post-enrollment support
- Course fee
- Course Material
- Visa letter and supporting documentation for visa application.
- Complimentary Heathrow pick up (one-way)
- Starter packs- LCTD Souvenir
- Internet access

- **Payment**

LCTD requires that 100% of the course fees MUST be paid at least two weeks before the commencement of the course.

LCTD reserve the right to cancel any application received without full payments as mentioned above.

If you have an LCTD approved instalment payment plan in place, you must comply with the terms and conditions.

- **Value Added Tax (VAT)**

LCTD is a VAT registered training provider; therefore, VAT is chargeable on all courses at a standard rate of 20.0% according to UK tax law. Your letter of acceptance will detail the VAT charge on your course fee.

HOW TO MAKE PAYMENT

A. Pay online:

Click here to pay online:

<https://lctd.transfermateeducation.com/>

B. Pay by Bank Transfer

LCTD requires full payment to be made in Pounds Sterling to:

Bank:	Lloyds Bank, London, UK.
Account Holder:	London Centre for Training & Development
Sort Code:	30-91-91
Account No:	26448060
IBAN:	GB80LOYD30919126448060
BIC:	LOYDGB21456

Please scan and email evidence of bank transfer to info@lctd.co.uk.

C. Pay by Cheque

LCTD accepts only a/c payee cheques that are drawn in favour of "London Centre for Training and Development Ltd". It is also a requirement that every cheque raised in favour of the London Centre for Training and Development Ltd must have the applicant's/student's enrolment number. Please allow enough time when paying through Cheques as it may take up to 5 working days at the clearing.

D. Pay through local Agents

You must seek for LCTD approval before making payments through LCTD approved agent in your Country. Email info@lctd.co.uk the official invoice/receipt issued to you by our agent after making payment. All Nigerian applicant can pay directly into **UBA Account Number: 1022568156, Account Name: LCTD ACADEMY**

No Show or students' substitutions

We will not refund delegate/students under a "NO SHOW" circumstances, and we will report a NO SHOW case to relevant authorities. We allow students substitution without any additional fee been incurred. However, we require earlier notification of such change. Only LCTD accredited agent may request for student's substitution.

Change and Alterations to LCTD Course

LCTD reserve the right to vary, amend, alter, courses or published a brochure. This also extends to the possibility of cancellation of course at any time and offer an alternative date. In this instance, students will be entitled to a full refund or credit, without liability for significant or insignificant consequential loss or damage.

Canellations

LCTD will charge a fee if a student cancels (or transferred to future dates) course that has already been booked. The student can, however, be substitute-see above.

A refund may, however, be processed under the following condition:

- 60% of the fee if the cancellation is notified three weeks or more before the starting date of the course/event;
- 50% of the fee if notice of cancellation is given between one-two weeks before the starting date of the course/event;
- No refund if notice of cancellation is given less than one week before the starting date of the course/event.

All candidates who opted for distance learning are not entitled to a refund.

VISAS

Following full receipt of the course fee payment, LCTD is permitted by the United Kingdom Border Agency (UKBA) to support visa applications. Students will be provided with a visa letter to support their application at the British Embassy/High Commission.

All applicants enrolled on LCTD courses must apply for a short-term study visa. Given that LCTD is accredited by Accreditation Service for International Schools, College and Universities (ASIC) (a UKBA approved accreditation body), all LCTD Students applying for a short-term study visa will be provided with documents about their course to support the visa application.

The following is a list of recommended documents that students/delegate can include as part of their visa applications:

- Passport or travel documents, valid for at least six months (the passport must have at least one clear page for the Visa);
- Two recent passports sized colour photographs with a white background;
- Correct application form fully completed in English;
- All visa support letters from LCTD;
- Letter of employment and other relevant proof of work/means of living;
- Six months itemised bank statements (self sponsor applicants);
- Letter from your sponsor (employer/parents), confirming they are paying for the course as well as responsible for your maintenance while in the UK;
- Evidence of accommodation in London (LCTD resident students will get a letter confirming the reservation of accommodation);

- Personal statement/ Additional Information to support the purpose of visit and intention to return to your home country;

Detailed information about visa requirements can be found on your local British Embassy's website or click here www.gov.uk/study-visit-visa

All students requiring a visa must apply for the course at least four weeks before the commencement date or course latest start date. This will enable enough time to prepare and send supporting documents for their visa applications.

Any student whose visa application is refused will receive a refund less £500 post-enrollment cost. Student will also have the option of switching from blended learning mode to distance learning (distance learning fees will then apply accordingly)

LCTD can only process student refund if a "refund request" is made together with supporting evidence (i.e. a copy of refusal letter) to be emailed no later than five working days from the date of your refusal. Please email your request together with your refusal letter to info@lctd.co.uk.

DATA PROTECTION POLICY

London Centre for Training and Development collects, holds and processes information about employees, executives, and other data subjects for course enrollment, additional services and administrative purposes. When handling such information, LCTD and all staff or others who process or use any personal information comply with the principles set out in the UK Federal Act on Data Protection. This means that London Centre for Training and Development must:

- Manage and process personal data lawfully and adequately;
- Ensure that the information collected is accurate, up to date and adequate, relevant and not excessive for the purpose;
- Protect the individual's rights to privacy;
- Provide an individual with access to all personal information held on them, on request;
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- Observe its legal responsibility to comply with the Act. This is the responsibility of the data protection officer.

LCTD ensures that every member of staff who holds information about identifiable living individuals complies with the Data Protection Procedures in managing that information. Individuals can be liable for breaches of the Act.



Admission Application Form

PLEASE COMPLETE IN TYPESCRIPT OR BLACK INK AND RETURN TO INFO@LCTD.CO.UK

Qualification Title			
Stage 1: Start Month			
Title (Miss/Mr etc.)			
Learner First Name(s) (As per passport)			
Learner Middle (As per passport)			
Learner Family/Surname (As per passport)			
Passport Details	Passport No:	Issued and expire dates:	Place of Issues:
Learner Full Name			
Current Home or Work Address:			
Country:		Post Code:	
Email Address:	(Please note: You must enter a valid email address. This is important as all communication(s) relating to your application and studies with us will be made through this email)		
Date of Birth (DD/MM/YYYY):			
City of Birth:			
Country of Birth:			
Nationality:			
Country of Permanent Residence:			
Telephone Number with the country code:			
Mobile Number with the country code:			

PERSONAL STATEMENT

Minimum 350 words and Maximum 600 words -

Please use the space below for summarising your academic interests and your reasons for choosing your intended course of study.

ACADEMIC HISTORY

Please write your highest level of the qualification in the following section. Attach your up-to-date CV details of other educational achievement.

Name of the Institution	
Country	
Qualification Completed	
Grade Achieved	
Start Date (DD/MM/YYYY)	
End Date (DD/MM/YYYY)	

CAREER HISTORY

Please give details of relevant employment and/or professional experience – the most recent, please attach a CV.

Job title	
Name of Employer	
Address and Country of Employer	
Job responsibilities	
Start Date (DD/MM/YYYY)	
End Date (DD/MM/YYYY), if it is a current job just type 'current'	

Employer/Sponsor Reference

Please reference (Employer)

Name of the referee	
Job Title	
Company Name	
Address and Country of Employer	
Email address	
Telephone or Mobile Number	

OTHER INFORMATION

A disabled person is defined under the Equality Act 2010 as someone with a *'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.'*

Do you consider yourself to be disabled under the Equality Act 2010? Please mark 'X' in the appropriate box.

YES		NO	
PREFER NOT TO SAY		DON'T KNOW	

Do you have any medical conditions or temporary disabilities that may affect your contribution to this course?

Yes / No

Details:

Is English your First Language?

Yes / No

FEES AND FINANCES

Qualification Title	Total Fees	Pay Fees with your name as reference	
		Account Name:	London Centre For Training and Development
		Bank Name:	Lloyds Bank,
		Bank Address:	London, UK.
		Sort Code:	30-91-91
		Account Number:	26448060
		IBAN:	GB80LOYD30919126448060
		Swift/BIC Code:	LOYDGB21456

HOW WILL YOU PAY FEES?

Select one option

PAYMENT IN LOCAL CURRENCY DIRECTLY TO ACCREDITED PARTNERS/ LCTD ACADEMY	
DEBIT / CREDIT CARD	
BANK TRANSFER/PAYMENT BY FRIEND DIRECTLY TO LCTD, UK	

DECLARATION

I confirm that the information in this application (and supporting documents) is true and correct to the best of my knowledge and belief. By completing this Application Form, the applicant gives consent to London Centre For Training & Development and its accreditation awarding body relating to this course to access this personal data, including in some cases sensitive personal data, as defined in the Data Protection Act 2018. London Centre For Training & Development will use this data to process this application and for other administrative purposes relating to this application. This personal data may also be shared with and used by third parties in connection with this application, for example to verify applicant's identity, qualifications, work experience and other information that the applicant provides. Some of these third parties may be located outside the UK (including outside the European Economic Area). By submitting your application, you will be deemed to be giving your consent to the processing and use of your data as set out in this paragraph.

Print Full Name:

Date:

SUBMIT YOUR DOCUMENTS

Please return this completed application form with a scanned copy of your passport, CV and/or previous qualifications to info@lctd.co.uk

Or Post your application to

Admission Team
London Centre For Training & Development
Romer House, Lewisham High Street,
SE13 6EE, London,
Greater London,
England United Kingdom



LONDON CENTRE FOR TRAINING AND DEVELOPMENT

Romer House, Lewisham High Street, SE13 6EE, London, Greater London,
England United Kingdom

REGISTRATION & ACCREDITATIONS

Company registered in England No: 10478477

VAT REG. Number: 306906506

Centre Number for OTHM Qualifications: DC2001384

Centre Number for Highfield Awarding Body for Compliance: 15117

UKLRP Number: 10062529

ICO Number: ZA448567

ASIC Accreditation Number: AS58287/1018

CONTACT US

Tel: 009448006894834

Mobile: 009447413043871

info@lctd.co.uk

www.lctd.co.uk