

# LONDON CENTRE FOR TRAINING & DEVELOPMENT



**Short-Term Study Visa**  
**Highfield Level 1 & 2 Functional**  
**Skills in English Language**  
**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 recognize the need for continuous development program (CPD) for professionals in public and private sectors. We offer a range of courses that allows 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 recognized awarding bodies/membership organizations. 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 are able to maintain the following features:

#### Experienced faculty

LCTD run a faculty led short courses. 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 corporate entity, individuals both in public and private practice. We accept 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 opportunity to message our customer services team during out of working hour on all issues concerning your enrolment. Their aim is to make sure you have a great experience as 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 LCTD is working with.

#### 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; it's also one of the most exciting and stimulating cities to learn and network.

## Highfield Functional Skills English Qualification



# London Centre for Training & Development

...leading provider of affordable short courses



### Qualification Key Dates, Course & Enrollment Fees

Application closing date	Start Date	End date	Course Fee, Enrolment and Awarding Body Registration & Certification
31 <sup>st</sup> January 2020	28 <sup>th</sup> February 2020	31st December 2021	£4,500
30 <sup>th</sup> April 2020	29 <sup>th</sup> May 2020	31 <sup>st</sup> March 2021	£4,500
31 <sup>st</sup> July 2020	31 <sup>st</sup> August 2020	31st June 2021	£4,500
30 <sup>th</sup> October 2020	30 <sup>th</sup> November 2020	30th September 2021	£4,500

This qualification specification is designed to outline all you need to know about Highfield Functional Skills Qualification in English at Level 1 and Level 2. It relates to the reformed qualifications that must be taken by learners registered on Highfield's functional skills qualifications from 1 September 2019.

## **IMPORTANT NOTE TO ALL STUDENTS**

### **Qualification regulation and support**

The Highfield functional skills qualifications in English at level 1 and level 2 are regulated by the regulators of England (Ofqual).

This qualification is designed for learners who wish to develop their skills in English to help them gain the most from work, education and everyday life. Its assessment requires the learner to apply skills-based and problem-solving techniques in realistic settings. Functional skills qualifications are recommended for learners over the age of 14.

The Department for Education (DFE) state the purpose of each of the qualifications to be:

‘A qualification for work, study and life. Achievement of the qualification demonstrates the ability at an appropriate level to read, write, speak, listen and communicate in English, and to apply these skills effectively to a range of purposes in the workplace and in other real-life situations’.

<b>Course Duration:</b>	10 Months
<b>Mode of Study:</b>	2 days per week spent at the Centre
<b>Hours</b>	11am – 4pm
<b>Qualification number:</b>	Level 1:603/4993/1 Level 2:603/4997/9
<b>Learning aim reference:</b>	603/4993/1 & 603/4997/9
<b>Assessment method:</b>	On screen Assessment/Paper-based Assessment
<b>Guided learning hours (GLH):</b>	110
<b>Total qualification time (TQT):</b>	125

### **Entry requirements:**

This qualification is approved for delivery to students aged 14+.

There are no formal entry requirements for learners wishing to take these qualifications.

### What you need to know about enrolment:

In order to enroll on any LCTD shorts course, a written personal statements, copy of applicant's up to date cv and application form should be send by email to [info@lctd.co.uk](mailto:info@lctd.co.uk). Applicant applying through LCTD accredited agent should email all documents directly to the agents.

If the registration is accepted, the Course Administrator will issue the applicant with an acceptance letter and invoice. Once LCTD receive the full payment of the course fee (or part payments according to agreed installment 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
- E-portfolio Enrolment
- Awarding Body registration
- Ofqual regulated certificate issued by Highfield Qualification
- 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 2 weeks prior to 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 installment payment plan in place, you must comply with the terms and conditions. Your payment plan will be structured as follows:

	<b>One-off payment</b>	<b>Two Monthly Installments**</b>	<b>Four Monthly Installments**</b>
	<b>£4,500.00</b>	<b>£3,000 x 2</b>	<b>£2,433.3 x 3</b>
<b>Fee</b>	<b>£4,500.00</b>	<b>£6,000.00</b>	<b>£5,920.9</b>

**NOTE: All fees are VAT exclusive.**

### 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](mailto: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 "London Centre for Training and Development Ltd" must have applicants/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](mailto:info@lctd.co.uk) official invoice/receipt issued to you by our Agent after making payments.

### **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 substitution. 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 courses 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.

## **Cancellations**

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.

## **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 short-term study visa. As LCTD is accredited by Accreditation Service for International Schools, College and Universities (ASIC) - a UKBA approved accreditation body-all LCTD Students applying for short-term study visa will be provided with documents about their course to support 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 employment;
- Six months itemized bank statements (Self sponsor applicants);
- Letter from your sponsor (employer), confirming they are paying for the course;
- Evidence of accommodation in London (LCTD resident students will get a letter confirming reservation of accommodation);
- Personal statement/ Additional Information to support purpose of visit and intention to return back to your home country;

Detailed information with regard to visa requirements can be found on your local British Embassy's website or click here [www.gov.uk/study-visit-visa](http://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.

***Student whose visa application is refused will receive a refund less £650 post-enrollment cost.***

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 not later than 5 working days from the date of your refusal. Please email your request together with your refusal letter to: [info@lctd.co.uk](mailto: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, other 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 properly and lawfully;
- 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;
- 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.





## **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 Highfield Awarding Body for Compliance: 15117

UKLRP Number: 10062529

ICO Number: ZA448567

ASIC Accreditation Number: AS58287/1018

### **CONTACT US**

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Mobile: 009447413043871

[info@lctd.co.uk](mailto:info@lctd.co.uk)

[www.lctd.co.uk](http://www.lctd.co.uk)