



LONDON CENTRE FOR TRAINING & DEVELOPMENT



OTHM LEVEL 3 DIPLOMA IN BUSINESS MANAGEMENT

6 Months Standard Visitor Visa
Option Available.



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www.lctd.co.uk



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OUR MISSION STATEMENT

LCTD's mission is to remain a highly reputable education provider that creates opportunities, success and futures for everyone.

We provide you with the opportunity to progress with your career aspiration.

WHY CHOOSE LCTD?

- **Designed by UK Recognised Awarding Body**

Our courses are accredited by UK based Awarding Organisation regulated by Ofqual (Office of the Qualifications and Examinations Regulation).

- **Teaching & Assessment**

You will attend group or one-to-one sessions with your tutor/assessor. Each session is delivered at our London centre.

- **Affordable Qualification**

Our courses are competitively priced, for both Home and International students. Please note that international students may require a standard visitor visa, which is available on this course.

- **Certification**

After successful completion of the Level 3 Diploma in Business Management, you will receive a certificate and be able to progress to a UK university undergraduate degree.

- **LCTD London**

LCTD is based at the heart of one of the world's leading financial capitals. London is a great place to study, known for being a hub of technology, culture and education. Once you finish your course, you will have time to take a self-tour around London before your departure.



LEVEL 3 DIPLOMA IN BUSINESS MANAGEMENT

The objective of the OTHM Level 3 Diploma in Business Management qualification is to provide learners with an in-depth understanding of the operations and structure of businesses.

The qualification will provide learners with the underpinning knowledge, understanding and skills associated with business activities. It will prompt research, investigation and review of aspects of business which include Business Communication, The Business Environment, People Management, Customer Service, Finance and Marketing.

COURSE INFORMATION

COURSE FEES	DURATION	START DATE	MODE OF STUDY	QUALIFICATION	VISA OPTION AVAILABLE
£6,500 (International students only)	6 Months	July October	Blended	RQF Level 3 Diploma In Business Management	Standard Visitor Visa (6 Months)



COURSE SPECIFICATION

OTHM qualifications at Level 3 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to GCE AS/A Levels.

The OTHM Level 3 Diploma in Business Management qualification consists of 6 mandatory units making a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

MANDATORY UNITS

Communication for Business (20 credits)

The Business Environment (20 credits)

People Management (20 credits)

Customer Service (20 credits)

Finance in Business (20 credits)

Marketing (20 credits)

PROGRESSION

Successful completion of the OTHM Level 3 Diploma in Business Management qualification provides learners with the opportunity for workplace and academic progressions to a wide range of OTHM Level 4 diplomas. UK universities acknowledge the ability of learners after studying the OTHM Level 3 Diploma in Business Management and may consider them for direct entry into a range of their Bachelor's degree programmes.





HOW TO APPLY

Applying to study LCTD's Diploma in Business Management:

- Step 1- Submission of application form (Download application form www.lctd.co.uk)
- Step 2- Attend a credibility interview
- Step 3- Accept your offer and Make a deposit payment
- Step 4- Visa letter & supporting documents emailed to you
- Step 5- Submission of your visa application
- Step 6- Arrival & Enrolment

Please contact us on +448006894834 or email info@lctd.co.uk if you require any additional information.

INTERNATIONALS

ACCOMMODATION FOR INTERNATIONAL STUDENTS

London Centre for Training & Development is in partnership with Britannia Students Services to provide accommodation services for all our International students. Information about accommodation can be found on our website - www.lctd.co.uk

All International students who seek accommodation through LCTD are "resident students". In support of resident students' applications, LCTD will issue an accommodation confirmation letter.

Estimated Budget for Accommodation:

Standard	£125/week	£3,000/24 Weeks
En-suite	£250/week	£6,000/24 Weeks

LCTD COURSE ENROLMENT

WHAT YOU NEED TO KNOW ABOUT ENROLMENT

Once your application is accepted and you have passed the credibility interview, we will then invoice you for full tuition payment. Upon receipt of your payment, the course administrator will issue you a visa letter and supporting documents, which you will need to make an application at the British Embassy / High Commission.

WHAT YOUR FEE COVERS

- Enrolment
- Course fee
- Awarding Body Registration
- E-portfolio & Resources
- Course Material
- Visa letter and supporting documentation for visa application
- Complimentary Heathrow pick up (one-way)
- Certificate of completion

PAYMENT

LCTD requires that 100% of the course fees are paid at least two weeks before the commencement of the course. LCTD reserves the right to cancel any application received without full payment 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 A PAYMENT

There are three ways payment can be made; online, bank transfer or cheque.

PAY ONLINE

Click here to pay online:

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

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.

PAY BY CHEQUE

LCTD accepts only a/c payee cheques that are drawn in favour of "London Centre for Training and Development Ltd". Additionally, we require that every cheque made out to the London Centre for Training and Development Ltd must have the applicant's/student's enrolment number on the back.

Cheques may take up to 5 working days to clear, please allow enough time when using this method of payment.

VISA REFUSAL & REFUNDS

The fees refund policy is related to tuition fees paid by International Students who are applying for any of our courses and would like to enter the UK via the Standard Visitor Visa. Applicants who require a Standard Visitor Visa sponsorship must pay a non-refundable administrative fees of £250 at the time of making the application. The administrative fee is inclusive of the tuition fees which must be paid in full before the Unconditional Offer Letter (Visa Letter) is issued.

Tuition Fees

The tuition fees you are required to pay for your programme(s) will be stated in the offer letter. The non-refundable administrative fee paid at the time of the application will be adjusted against total amount paid, should a student get a refused visa by the UK Visa and Immigration Service. For example:

- The tuition fees for the Diploma in Level 3 Business Management is £6,500 and the student makes an application with payment of £250 non-refundable amount to LCTD.
- The student pays part payment of £4000 upon receipt of conditional offer from LCTD.
- Total amount paid £4,250 (out of the £6,500 full tuition fee). At this stage, an unconditional offer (visa letter) will be email to student, confirming total amount paid to date.
- If the visa is refused the student will get a refund of £4,000 which is after the deduction of the £250 administration fees.

Refund Request Process

In the event that your visa application is refused, we will require you to provide a copy of the refusal notice issued by the Home Office/UKVI and you data identification page of your passport.

Applications for a refund must be made in writing to LCTD course administrator via admin@lctd.co.uk. You will receive a response within 48hrs with a refund application form.

A decision will be made within 7 working days provided that the refund application form has been completed correctly and all the relevant information has been submitted to LCTD. Should further information be required for a final decision to be made, we will notify the applicant. Please note, this may delay the process further and thus the initial 5 working days processing time may be extended.

NO SHOW CIRCUMSTANCES

We will not refund students under "NO SHOW" circumstances, and we will report a NO SHOW case to relevant authorities.

UNDERSTANDING YOUR VISA

Following full receipt of the course fee payment, LCTD is permitted by the Home Office/UKVI 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 standard visitor visa.

The following is a list of recommended documents that students/delegates 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

UNDERSTANDING YOUR VISA



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

All students requiring a visa must apply for the course at least eight 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 £250 administrative fee.



LONDON CENTRE FOR TRAINING AND DEVELOPMENT

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

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