



## LONDON CENTRE FOR TRAINING & DEVELOPMENT (LCTD)

**Short-Term Study Visa Option Available**

**MASTER OF BUSINESS ADMINISTRATION  
MBA (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.



## MASTER OF BUSINESS ADMINISTRATION-MBA (Top-Up)

### ❖ 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 7 Diploma in:**

Strategic Management & Leadership (120 Credit)

#### **Leading to**

University of Chichester, UK.

Master of Business Administration MBA (Top-Up)

Solely delivered by London Graduate School

#### **Delivery Methods & Location:**

- A. Blended Learning: 1-week Intensive class held in London + Online Study
- B. Distance Learning: Strictly Online Self-study

## Intakes

STAGES	STAGE 1 OTHM LEVEL 7	STAGE 2 MPA (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 MBA qualification (Full Time, Part-time & Distance Learning)

### FEES

**Blended Learning:** £3,000 (with short-term study visa opportunity\*)

**Distance Learning:** £2,450

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 MBA course. LCTD will support all learners who complete STAGE 1 with visa letters for Stage 2.

### STAGE 1

1-WEEK INTENSIVE PLUS BLENDED LEARNING (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.

## **ABOUT the OTHM Level 7 Diploma in Strategic Management & Leadership (120 Credit) Leading to University of Chichester, UK- Master of Business Administration MBA (Top-Up)**

This Master of Business Administration (MBA) (top-up) programme is offered to people who already hold the OTHM Level 7 Diploma in Strategic Management and Leadership (120 credits) qualification. This MBA (top-up) course allows you to achieve an MBA qualification in up to six months, so it is a fast track to new opportunities and enhanced career prospects. To join the course, you should already hold the OTHM Level 7 Diploma in Strategic Management and Leadership (120 credits) qualification, and you should have a suitable managerial experience. An MBA is widely seen as a passport to a successful career. It demonstrates the breadth and depth of your functional competence, strategic knowledge, and problem-solving ability.

### **DURING THIS COURSE YOU WILL:**

- Develop your existing skills and knowledge to management level
- Apply your Learning to actual business situations
- Gain a strategic perspective on business

### **WHO SHOULD ATTEND?**

This qualification is useful for individuals from all over the world. It is such a unique opportunity for aspiring business professionals who have clear dedication and determination to succeed in the fields of Business, Enterprise, and Entrepreneurship. LCTD 1-week intensive class plus blended learning programmes are flexible and are designed to help you balance both work and home commitments. The programme structure and learning materials enable you to study at your convenience; allowing you to develop your learning schedule while offering opportunities to engage with your peers. The course is for you if:

- You are already on the job and seeking a job progression, or want to update your personal and professional development and/OR
- You have completed a bachelor's degree or equivalent Qualification in business or relevant subject and want to progress to a UK MBA.
- You are seeking a career change And/OR
- You want to progress to our Doctoral equivalent level qualification - Level 8 Diploma in Strategic Management and Leadership And/OR
- You want to achieve the world recognised MBA qualification.

## ENTRY REQUIREMENTS

- A Bachelor's degree/ HND Qualification from a recognised Institution.
- Membership of a recognised professional body
- ILETS 5.5 or above if English is not your native language. An exemption can be provided on a case-to-case basis (if you have recognised English qualification abroad)

\*Registration for this award is restricted to applicants with at least two years of relevant managerial experience.

## 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 (120 credits) – Level 7 Diploma in Strategic Management and Leadership (Certificate & Transcript)

Stage 2 – MBA degree (Certificate and Transcript)

## GRADING TYPE

The final award for students passing the MBA is that of a Pass, Merit, or Distinction. As the MBA (top-up) is based around one 60 credits' Consultancy Project' module, the final award classification will be based just on this module (i.e. if a student gains 50-59% they will achieve a pass; 60-69% a Merit, and 70%+ a distinction).

The option to attend Graduation Ceremony at the University of Chichester, UK, after achieving the MBA degree will also be available. LCTD will support all students with Visa supporting letters.

## SCHOLARSHIPS AND DISCOUNTS FOR 2020

We are offering £1000 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](mailto: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 LCTD Level 7 Diploma in Strategic Management & Leadership leading to University of Chichester, UK- Master of Business Administration MBA (Top-Up). Interested employers/Institutes should please contact us directly here [info@lctd.co.uk](mailto: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](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 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](mailto: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.

### **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.

*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](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.

**Any student whose visa application is refused will receive a refund less £650 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](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, 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;
- Observe its legal responsibility to comply with the Act. This is the responsibility of the data protection officer.



## Admission Application Form

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.

*Please complete in typescript or black ink and return to [info@lctd.co.uk](mailto:info@lctd.co.uk)*

<b>Qualification Title</b>			
<b>Stage 1: Start Month</b>			
<b>Title (Miss/Mr etc.)</b>			
<b>Learner First Name(s) (As per passport)</b>			
<b>Learner Middle (As per passport)</b>			
<b>Learner Family/Surname (As per passport)</b>			
<b>Passport Details</b>	<b>Passport No:</b>	<b>Issued and expire dates:</b>	<b>Place of Issues:</b>
<b>Learner Full Name</b>			
<b>Current Home or Work Address:</b>			
<b>Country:</b>		<b>Post Code:</b>	
<b>Email Address:</b>	<b>(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)</b>		
<b>Date of Birth (DD/MM/YYYY):</b>			
<b>City of Birth:</b>			
<b>Country of Birth:</b>			
<b>Nationality:</b>			
<b>Country of Permanent Residence:</b>			
<b>Telephone Number with the country code:</b>			
<b>Mobile Number with the country code:</b>			

## **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](mailto: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](mailto:info@lctd.co.uk)

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