



LONDON CENTRE FOR TRAINING & DEVELOPMENT



**N
C
F
E**

Level 3 Diploma in Adult Care

6 Months Standard Visitor Visa
Option Available.



info@lctd.co.uk



www.lctd.co.uk



+448006894834

CONTENTS

Our Mission Statement	3
Why choose LCTD?	4
About the Course	5
Course Specification	6
How to Apply / Internationals' Accommodation	7
LCTD Course Enrolment	8
How to Make a Payment	9
No Show & Cancellations	10
Understanding Your Visa & Refund	11-12



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 professional for professionals**

Our courses are written by industry professionals with expertise in the subject and a wealth of knowledge to share

- **Reflective Practice**

You will attend a one-to-one reflective practice session with an expert in your field. Each session is delivered at our London centre.

- **Affordable Higher Education**

Our courses are competitively priced. International students may require a standard visitor visa.

- **Certification**

After successful completion of the Level 3 Foundation Diploma in Health and Social Care, you will receive a certificate and be able to progress to a university undergraduate degree.

- **LCTD in 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.



NCFE CACHE Level 3 Diploma in Adult Care

This qualification develops the knowledge and skills needed when working in care settings. It contains both mandatory and optional units allowing learners to tailor the qualification to meet their needs, interests, preferred progression paths and the context of their job role.

How is this qualification structured?

Learners are required to successfully achieve 39 credits from the mandatory units and a minimum of 19 credits from the optional units. At least 35 credits must be achieved at level 3 or above.

How is it assessed?

This qualification is internally assessed and externally quality assured via a portfolio of evidence.



COURSE INFORMATION

COURSE FEES	DURATION	START DATE	MODE OF STUDY	AWARD	VISA OPTION AVAILABLE
£3,000 (International students only)	6 Months	February July October	Blended	Level 3 Diploma in Adult Care	Standard Visitor Visa (6 Months)



COURSE SPECIFICATION

This qualification develops the knowledge and skills needed when working in care settings. It contains both mandatory and optional units allowing learners to tailor the qualification to meet their needs, interests, preferred progression paths and the context of their job role. The qualification covers a wide range of areas which includes units covering: (i) aspects of support (ii) specialisms (iii) clinical skills or healthcare tasks and (iv) leadership and management skills.

MANDATORY UNITS

- AC M1 Promote communication in care settings (A/650/1366)
- AC M2 Handling information in adult care (D/650/1367)
- AC M3 Promote own continuous personal and professional development (F/650/1368)
- AC M4 Person-centred practice, choice and independence (H/650/1369)
- AC M4B Understand how to promote personal wellbeing (L/650/1370)
- AC M5 Promote equality, diversity, inclusion and human rights in care settings (M/650/1371)
- AC M6 Promote health and safety in care settings (R/650/1372)
- AC M6B Support the health and wellbeing of individuals in a care setting (T/650/1373)
- AC M7 Scope and responsibilities of an adult care worker (Y/650/1374)
- AC M8 Understand duty of care (A/650/1375) 39 AC M9 Understand how to safeguard individuals (D/650/1376)
- AC M10 Understand mental capacity and restrictive practices (F/650/1377)
- AC M11 Infection prevention and control in a care setting (H/650/1378)



HOW TO APPLY

Applying to study LCTD's Level 2
Care Certificate

Step 1- Submission of Application
form (Download application
form here)

Step 2- Credibility Interview

Step 3- Accepting your Offer and
Making a deposit Payment

Step 4- Visa letter & supporting
documents

Step 5- Submission of your visa
application

step 6- Arrival & Enrolment

Please contact us on 08006894834
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. [Click here](#) to find out more about the accommodations on offer.

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 £200/week £2,400/12 Weeks

En-suite £235/week £2,820/12 Weeks

LCTD COURSE ENROLMENT

WHAT YOU NEED TO KNOW ABOUT ENROLMENT

Once your registration is accepted and your payment is confirmed, the course administrator will issue you with an acceptance letter and invoice. Once LCTD receives the full payment of the course fee (or part-payments according to an 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 COVERS

- Course fee.
- Course Material- via dedicated online student portal.
- Visa letter and supporting documentation for visa application.
- Visa form submission.
- Ofqual recognised Diploma Certificate Issued by NCFE.

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.

NO SHOW & CANCELLATIONS

NO SHOW OR STUDENTS' SUBSTITUTIONS

We will not refund delegates/students under "NO SHOW" circumstances, and we will report a NO SHOW case to relevant authorities. We allow student substitution without incurring an additional fee, however, we will require early notification of the change. Only an LCTD accredited agent may request for student's substitution.

CHANGE AND ALTERATIONS TO LCTD COURSE

LCTD reserve the right to vary, amend or alter courses. This also extends to the possibility of a course cancellation or offer of 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 requests a future start date, for a course that has already been booked. The student can, however, be substituted (see above).

A refund may be processed under the following condition:

- 50% of the fee if the cancellation is notified three weeks or more before the starting date of the course/event
- 40% 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

UNDERSTANDING YOUR VISA

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 standard visitor visa.

Given that LCTD is accredited by ASIC, (Accreditation Service for International Schools, College and Universities), 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 their visa application.

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 & REFUND



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 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** administrative fee. In this case, the student will have the option of switching from blended learning mode to distance learning (distance learning fees will then apply accordingly).

LCTD can only process a 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.

Candidates whose visa was refused due to false documentation will not be entitled to a refund.



LONDON CENTRE FOR TRAINING AND DEVELOPMENT

REGISTRATION & ACCREDITATIONS

Company registered in England No: 10478477

VAT REG. Number: 306906506

Centre Number for NCFE Qualifications: 9001955

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



LONDON CENTRE FOR TRAINING & DEVELOPMENT