



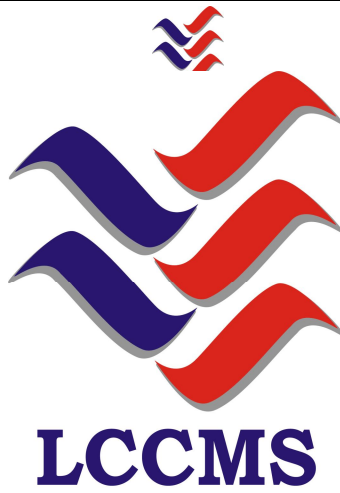
Compliance Procedures

Agents Briefing Pack

Thank you for your interest in representing LCCMS in the recruitment of “bona fide” international students. This pack has been designed to brief prospective agents/recruitment consultants on the expectations we have, from recruitment practices to ethical policies and codes of conduct.

Again, we are grateful, and very much looking forward to collaborating with you.

Revised on 19/01/2011



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About LCCMS

Success in this eon of globalization requires innovative thinkers, creative problem solvers and skilled communicators. At LCCMS you can find unique opportunities to develop these skills and to create academic paths specially tailored to our students' goals and interests.

LCCMS offers an extensive and exciting range of courses i.e. certificate, diploma, advanced diploma and postgraduate diploma in various disciplines in a multicultural environment.

Students from almost every corner of the world come to LCCMS for their educational needs, and they commend our tuition delivery methods as a privilege to study at LCCMS and we strive to uphold these standards.

With this aim, all our courses are designed to meet not only relevant universities and professional bodies' academic syllabuses, but to also give student's primary ideas and professional skills about their respective career paths.

LCCMS welcomes international students and values the richness and cultural diversity they bring to our academic community. We are committed to supporting all students throughout their time with us – from the first enquiry to graduation and beyond.

We also have a professional, experienced and approachable team to provide our students with advice and support on different aspects of student life, including accommodation, financial guidance, part-time employment, plus much, much more.



Courses Offered

Association of Business Executives (ABE)

Business Management

- Diploma in Business Management (Level 4)
- Higher Diploma in Business Management (level 5)
- Graduate Diploma in Business Management (Level 6)
- Graduate Integrated Diploma in Business Management (Level 6)
- Postgraduate Diploma in Business Management (Level 7)

Business Information System

- Diploma in Business Information Systems (Level 5)
- Advanced Diploma in Business Information Systems (Level 6)

Financial Management

- Diploma in Financial Management (Level 5)

Human Resource Management

- Diploma in Human Resource Management (Level 4)
- Higher Diploma in Human Resource Management (level 5)
- Graduate Diploma in Human Resource Management (Level 6)
- Graduate Integrated Diploma in Human Resource Management (Level 6)

Marketing Management

- Diploma in Marketing Management (Level 4)
- Higher Diploma in Marketing Management (level 5)
- Graduate Diploma in Marketing Management (Level 6)
- Graduate Integrated Diploma in Marketing Management (Level 6)

Travel Tourism and Hospitality Management

- Diploma in Travel Tourism and Hospitality Management (Level 4)
- Higher Diploma in Travel Tourism and Hospitality Management (level 5)
- Graduate Diploma in Travel Tourism and Hospitality Management (Level 6)
- Graduate Integrated Diploma in Travel Tourism and Hospitality Management (Level 6)



Association of chartered Certified Accountants (ACCA)

- Fundamentals – Knowledge and Skills
- Professional – Essentials and Optional

Association of Tourism & Hospitality Executives (ATHE)

- Advanced Diploma in Business Management (Level 5)
- Postgraduate Diploma in Business Management (Level 7)
- Postgraduate Diploma in Information Technology (Level 7)
- Postgraduate Diploma in Tourism Management (Level 7)

The Chartered Institute for IT (BCS)

- Diploma in Information Technology (Level 5)
- Professional Graduate Diploma in Information Technology (Level 6)

The Institute for the Management of Information Systems (IMIS)

- Diploma in Management Information Systems (Level 4)
- Higher Diploma in Management Information Systems (Level 5)

London Centre of Marketing (LCMUK)

- Higher Diploma in Business Management and Marketing (Level 4)
- Professional Diploma in Business Management and Marketing (Level 5)
- Advanced Diploma in Business Management and Marketing (Level 6)

Oxford Cambridge and RSA Examinations (OCR)

- Level 1 Certificate (CLAiT)
- Level 2 Certificate (CLAiT Plus)
- Level 3 Certificate (CLAiT Advanced)

The Organisation for Tourism and Hospitality Management (OTHM)

- Professional Certificate in Tourism and Hospitality Management (Level 4)
- Professional Diploma in Tourism and Hospitality Management (Level 5)
- Professional Higher Diploma in Tourism and Hospitality Management (Level 6)
- Post Graduate Diploma in Tourism and Hospitality Management (Level 7)



London College of Computing and Management Sciences (LCCMS)

- English Language Courses

Our Collaborations with.....

BUCKS NEW University

We are pleased to announce that our students who will pass the Level 6 and level 7 courses can progress to the following courses of Buckinghamshire New University:

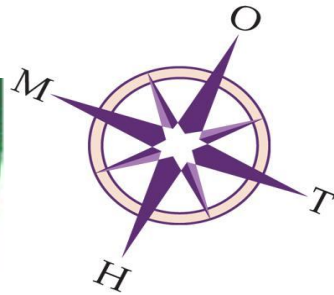
- MBA
- MA Leadership and Management
- MA Communication Management
- MSc Applied Computing

Coventry University (London Campus)

- Students who will pass ABE Level-6 courses of Management or Marketing or Finance can progress to BA Global Business course.
- Students who will pass Postgraduate Diploma in Business Management will progress to MBA programmes.



bucks
new university



accredited college



Institute for the Management of Information Systems



RECOGNISING ACHIEVEMENT



Compliance Procedure – Admission

Document dated 12th of November 2010

Following the review of UKBA and ASIC regulations this document provides the updated protocol to follow in recruiting students hereon:

1. Application form must be fully completed and in provision prior to admission consideration and are to include:

- Next of kin details
- Academic references
- Certified copies of passport (including front page);
- Certified copies of education documents (with initial application);
- An IELTS certificate or Recognised/Verifiable equivalent;
- Terms and Condition's must be signed as "Read and Agreed to" and should be forward along with the above.

As a guide, here is the minimum IELTS or equivalent scores acceptable for admission:

Level of programme applied for	IELTS (per component)	Toefl IBT*	Pearsons PTE Academic (per component)
Certificate/ Level 3:	5.0	59 - 60	43
Diploma/ Level 4-5:	5.5	69 - 70	46
Advanced/ Level 6:	6.0	79 - 80	54
Post graduate/ Level 7:	6.5	90 - 91	62

* Please refer to the following UKBA link for the actual minimum scores required to be competent at CEFR Level B1:
<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/approvedenglishtest4.pdf>

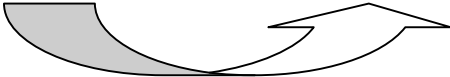



2. All educational documents are referenced to awarding bodies' "Level of Entry: Qualifications List" to establish the level and eligibility of student to pursue their chosen course of study, after which an interview using Skype video call will follow comprising of both an **English competency** interview and a **field interview**.

3. Upon arrival to the college the student will have to attend a face to face interview with an admission officer of LCCMS or may also be required to undertake a written test to check his/her skills in the relevant course in which they have enrolled.

4. A substantial deposit towards the tuition fees must be paid directly to LCCMS.

Only on successful completion of the above four stages can the application proceed to the Principal for proofing and issuance of Confirmation of Acceptance to Studies (CAS).

Fee Structure

<u>Course</u>	<u>Duration</u>	<u>Fee per year</u>
Diploma	1-2 Years 	£3600*
Integrated Diploma	2 Years 	£4099*
Postgraduate Diploma	1 Year 	£4560*
ACCA	2-3 Years 	£3600*

* All prices listed above include VAT



Terms and Conditions of Admission

The following Terms and Conditions are an integral part of an offer to study at London College of Computing & Management Sciences and should be read carefully before you complete and submit the application form.

1. The student must be 18 years old or over to get admission in this college.
2. Once the students receive the conditional offer letter from the college, they must pay the deposit mentioned on their Conditional letter.
3. It is the responsibility of the student to inform the college of any changes to their contact details (within 5 days). i.e. address, e-mail address, mobile, next of kin, starting or changing employer etc.
4. All tuition fees must be paid prior to the commencement of classes in full. At the discretion of the Principal, you may be allowed to pay in instalments.
5. All bank charges will be paid by the students and will not be part of college tuition fee.
6. The students should be aware that books and accommodation are not included in tuition fee.
7. The College policy is very clear. There will be no refunds once a student has been granted a visa. However, tuition fee is only refundable subject to the following conditions:

(I) There will be no refund due, should the student be refused visa for any other reason other than errors in CAS (Confirmation of Acceptance for Studies).

(II) In case of visa application falling for refusal, College will refund the entire deposited amount (only in cases where there are errors in the CAS) except £250 (Administration Charges) directly to the student's account or to the student directly.

(III) Provision of original Refusal Letter issued to the student by British High Commission.

(IV) In case of appeal against refusal, refund will not be made until the case is decided.

(V) Student will return all the original letters and receipts of the deposited fee issued by the college.

8. LCCMS reserves the right to cancel or postpone a course:

(i) If there are insufficient students to conduct a class;

(ii) In case of unavoidable circumstances.

However, students will be offered an alternative course or refund of fee.

9. Student may be transferred to another course within the college subject to permission from Head of Academics and an additional fee may be payable, as following:

(i) The student needs to meet the entry requirements for the course and it must be running in the same intake and not be of lower level than that originally accepted on.

(ii) There must be available places on the course.

(iii) A change of course form must be completed or written request made and a charge of £250 must be paid or adjusted from the students' account.

(iv) The fee difference, if lower, will not be refunded, but will be held on our College account for further courses that may be taken by the student.

(v) The funds are not transferable to another student.



10. In case of non-attendance or failure in examination, the student will pay the appropriate re-sit examination fee.
11. It is the student's responsibility to make sure that external examination entries are submitted in time to the appropriate examining body and the Registration/Examination fees for Examination Boards are fully paid.
12. If you arrive 30 minutes after the start of class, you will be marked as Late; only 50% attendance will be allowed for that session. LCCMS Tutors/Lecturers may exclude late arrivals from their class until the scheduled break.
13. You should inform us if you are going on holiday or going abroad. This is not allowed during term time (see Home Office Rules). If there are exceptional and significant circumstances, please put this in writing to the college with any supporting evidence and your request may be considered.
14. Request for deferment – The new Tier 4 Visa rules are very clear. Should a student wish to defer must return to home country and reapply. However, if you have mitigating circumstances, please write a letter or e-mail explaining the situation to the Administration Departments (admin@lccmsltd.org.uk). You must provide evidence to support your request and an appointment will be made for you to further discuss any issues.
- 15- International students are required to attend a full-time course of at least 15 hours of organised day time study per week. The college will not provide attendance certificates to students with less than 85% attendance. Absences through ill health must be supported by a Medical Certificate. 85% attendance is essential to comply with the UK Government Student Visa rules. Under the PBS Tier 4 student visa system (from 31st of March 2009) the college is your licensed sponsor in the UK, and is required BY LAW to report student absent for 10 points of contact.
- 16- The college will not facilitate any students who are in breach of the Immigration Rules. If a student is required by the Home Office to leave the U.K. because of non/poor attendance, or due to any breach of law, tuition fees paid will not be refundable.
17. Care of student belongings – The College takes no responsibility for students' belongings. Any items found in the College should be handed in to Reception. You should contact Reception if you have lost anything.
18. General student rules:
- Please carry your student ID at all times;
 - No smoking is allowed in any part of the college, including the toilets;
 - Switch off your mobile phones in class;
 - No littering, no eating nor drinking in class;
 - No plagiarism (copying) – SEVERE PENALTIES may be applied;
 - No verbal aggression;
 - All students must respect other cultures at all times;
 - Assignment re-submission and late submission procedure and penalties may vary according to Tutor/Course Coordinator.
19. The information provided is correct at the time of going to publication and is subject to change without prior notice.
20. In the case of breach of college &/or UKBA policies and subsequent termination of the student's enrolment &/or visa, **ALL** fees paid will be forfeited.
21. The **application form must be completed in full, signed**, and the following mandatory supporting document must be attached along with the student application form:
- **Certified education certificate;**
 - **Certified copies of passport including the front cover page;**
 - **Last 2 months bank statement;**
 - **An IELTS certificate or Recognised/Verifiable equivalent (if applicable)**
 - **Reference letters (where applicable)**

Note: By making an Application of Admission to LCCMS, Students acknowledge that they have Read and Understood the Terms and Conditions of Admission



Check list for Agents

Agent Company Name:

Agent Name:

Country:

Fully completed Application form	
Passport copy of agent or ID Card	
Pictures of buildings and offices	
Office address proof	
Sample of Ad Material	
Copy of Licensing / Registration Certificate	
Copy of signed LCCMS Ethical Agreement	
Copy of any other certifications your company has	

Comments:

Date

Signature



Epilogue

If you wish to proceed into representing LCCMS College, the next step is to fill in the Agents Application Form attached to this pack, and to ensure that all the documents named in the checklist are available and forwarded to the HR and Administration Manager.

Should any further documentation be required, you will be contacted and expected to provide it (including references).

Your application will then be carefully reviewed and you will be informed of the outcome.

Once the final approval has been made, an Agent Agreement will be signed by both parties and certification will be issued by the College.

We are very much looking forward to collaborating with you!

Best wishes,

Principal,
LCCMS

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