

## PROSPECTUS 2017 - 2018



West London College of  
Business & Management  
Sciences

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# WELCOME TO WLCBMS



It is my pleasure to welcome all prospective students to WLCBMS. The college was established with a primary aim of providing quality education to those who wish to gain not only theoretical knowledge but also practical experience by focusing on the practical application of their relevant fields.

Our institution is strongly committed towards academic excellence and professional growth.

We aim to provide the finest environment for teaching, learning, research and innovation. Our taught programmes are backed by our highly qualified and experienced tutors who are characterised by choice, flexibility and career relevance.

It gives the scope to provide students with opportunity to achieve their full potential.

Thank you again for choosing to join us here at WLCBMS, and I offer you my warmest best wishes for your future success.

Dr MJ Iqbal

A handwritten signature in black ink, appearing to read 'Dr MJ Iqbal'.

Principal

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# ABOUT WLCBMS

## WLCBMS MISSION STATEMENT

*“WLCBMS’ aim is to provide quality education, to maximise the potential of our learners and promote individual achievement at the highest level.”*

## ABOUT US

WLCBMS is committed to developing high quality educational courses to meet the challenges of an increasingly diverse and demanding work places and environments. Situated in the heart of West London, the college is a vibrant centre for learning, which caters for all the needs of home and overseas students.

WLCBMS offers many courses including but not restricted to Business Management, Computing, Health and Social Care, Law and English Language. We provide high quality and globally recognized educational programmes in a modern dynamic environment.

As a benchmark of quality, our courses are accredited by leading educational examining bodies including, Pearson (Edexcel), CILEX and Ascentis.

WLCBMS offers tuition to prepare students for various undergraduate and postgraduate programmes offered by a number of UK universities. This enables our graduates who finish their undergraduate programme to gain a university degree by joining a UK university for their bachelor degree. As our postgraduate students who finalise their programme, they can do a Top-up programme for a Master degree at UK universities.

Our highly qualified and experienced professionals are delivering courses using a variety of teaching methods and strategies. This includes the college’s elearning portal that is available to support our courses and provides an extra help for the students in their day to day study and exam preparation. Our aim is to provide all possible facilities that help students in achieving their full potential and equip them with the confidence and competence they require for their career and personal development.

## FACILITIES AT WLCBMS

At WLCBMS, we intended to make student life enjoyable and you will find activities and opportunities for involvement to help you further your interests and develop your skills outside of the classroom. You will find a network of supportive and caring staff to help you with problems and to ease your transition to the college campus.

### Location

Located 2 miles from Heathrow airport, 1 mile from the M4 exit on to A312 our both sites benefit from easy transport links by road, train and air. Our students can benefit from visits to London galleries, theatres, museums and businesses. The close proximity of Heathrow means there are numerous employment opportunities, with over 5000 employees directly employed at the airport and many complimentary businesses located around its borders.

### Teaching Facilities

WLCBMS has a dedicated teaching team. All our teachers are experts in their chosen fields and are selected on the basis of their commitment to education and students. Courses are delivered using the latest teaching techniques.

### Library Facilities

The college is constantly updating its library facilities and offers a wide range of services for group and private studies. The college library contains a variety of books relevant to the disciplines of business, health and social care, law, management, computing and English language, etc. Library staff is always happy to help students get the most from these sources.

### Moodle/E-Learning Portal

This online resource holds lecture notes, reading materials, assignments, module outlines, links to other online resources and much more.

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# ABOUT WLCBMS

## WLCBMS VALUES

WLCBMS' core values and beliefs are:

- Place the interest of learner at the centre of our activities
- Create a challenging academic environment by dedicated teaching and state of the art research
- Productive internships and intensive career counselling
- Adherence to common ethical and moral standards
- Diversity
- Equality
- Shared governance
- Community service

## COMPUTER LAB

Computer facilities are free to every WLCBMS student. All students have access to computer rooms equipped with high-specification PCs and all the software and hardware that they need to work on assignments, projects and presentations, web browsing or computer studies. All the computers are networked.

## CLASSROOMS

All the classrooms and labs are beautifully designed and equipped with a data projector, stereo sound, multimedia projector and are wired for internet access.

## ACCOMMODATION

WLCBMS has close links with local estate agents, youth hostels and private hostels and can provide help in finding both short and long term accommodation.

## STUDENT ADVISORY SERVICES

Assistance is also provided to people with learning difficulties and disabilities. Support is available to students with varying impairments. We provide guidance in gaining specialist support from external sources.

## RETURNING TO LEARNING

We recognise that individuals, groups and communities may feel excluded from society as a result of their early disengagement from education. The college support students from backgrounds that have traditionally excluded them from education. By providing support, the college sets out to make education provision accessible and available to those who can benefit from it and enable students to fulfil their potential and achieve their aspirations.

## STUDENT REPRESENTATIVES

Student Representatives play a crucial role in the College by communicating the student 'voice' to others. They represent the needs and issues of students in the College and pass these on to the college management. Being Student Representatives you will learn more about the college, influence decision makers and instigate changes. You will also enhance your CV and make some friends along the way!

## EXTRA CURRICULAR ACTIVITIES

We hold a number of highly subsidised trips throughout the year, arrange football and cricket matches and competitions.

## STUDENT FINANCE

Many students are eligible for loans and/or grants to assist with tuition fees and living costs. Full information regarding eligibility and up to date information on changes to funding can be found at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance).

In all cases we try to ensure that our students have access to quality facilities and services to meet their needs.



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# HE HIGHER EDUCATION COURSES



## **BUSINESS**

PEARSON BTEC Level 4  
HNC Diploma in Business

PEARSON BTEC Level 5  
HND Diploma in Business  
(Business Management)

Pearson Extended BTEC Level 7  
Extended Diploma in Strategic  
Management and Leadership

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## **COMPUTING**

PEARSON BTEC Level 4 HNC  
Diploma in Computing and Systems  
Development

PEARSON BTEC Level 5 HND  
Diploma in Computing and Systems  
Development

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## **HEALTH AND SOCIAL CARE**

PEARSON BTEC Level 4 HNC  
Diploma in Health and Social Care  
(Management)

PEARSON BTEC Level 5 HND  
Diploma in Health and Social Care  
(Management)

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## **LAW (Chartered Institute Of Legal Executives)**

CILEX Level 6 Higher Diploma in Law  
Practice

# PEARSON BTEC LEVEL 4 HNC DIPLOMA IN BUSINESS

BTEC Higher National Certificate Diploma in Business provides a specialist work-related programme of study that covers the key knowledge, understanding and practical skills required in the sector. The qualification prepares learners for employment in the sector and is suitable for those who have already decided that they wish to enter this area of work. As a nested qualification, the HNC is an embedded component of the BTEC Level 5 HND Diploma in Business. However, it can be taken as a stand-alone BTEC HNC in Business qualification. This qualification is at level 4 with a minimum of 120 credits.

## Assessment/Examination

Each unit is internally assessed using written assignments, work-based assignments, practical assessment, portfolio development and presentations and are graded by lecturers. Grades awarded are Pass, Merit or Distinction.

## Course Duration

12 Months

## Starting Dates

September, January, April

## ENTRANCE REQUIREMENTS

You will normally need to have at least one of the following:

- A/GNVQ in an appropriate vocational area
- A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at level A-C
- Other related Level 3 qualifications
- Mature students with related work experience

Applicants whose first language is not English, must satisfy the College of their English Language proficiency.

## BTEC LEVEL 4 HNC IN BUSINESS

### Mandatory Units

- |  | Level | Credit |
|--|-------|--------|
| 1 Business and The Business Environment                | 4     | 15     |
| 2 Marketing Essentials                                 | 4     | 15     |
| 3 Human Resource Management                            | 4     | 15     |
| 4 Management and Operations                            | 4     | 15     |
| 5 Management Accounting                                | 4     | 15     |
| 6 Managing a Successful Business Project (Pearson-set) | 4     | 15     |

### Optional Units (choose 30 credits)

- |  |   |    |
|--|---|----|
| 8 Innovation and Commercialisation               | 4 | 15 |
| 9 Entrepreneurship and Small Business Management | 4 | 15 |

Optional units are subject to charge

# PEARSON BTEC LEVEL 5 HND DIPLOMA IN BUSINESS (BUSINESS MANAGEMENT)

## ENTRANCE REQUIREMENTS

You will normally need to have at least one of the following:

- A BTEC National Certificate or Diploma in an appropriate area
- An AVCE/GNVQ in an appropriate area
- A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at level A-C
- Other related Level 3 qualifications
- An Access to Higher Education Certificate awarded by an approved further education institution
- Mature students with work experience

Applicants whose first language is not English, must satisfy the College of their English Language proficiency.

BTEC Higher National Diploma in Business provides suitable work experience so that learners can apply their knowledge and practical skills in the workplace during their study. BTEC Level 5 HND Diploma in Business is a minimum of 240 credits qualification. HND Business programme must contain a minimum of 125 credits at level 5.

### Assessment/Examination

Each unit is internally assessed using written assignments, work-based assignments, practical assessment, portfolio development and presentations and are graded by lecturers. Grades awarded are Pass, Merit or Distinction.

### Course Duration

24 Months

### Starting Dates

September, January, April

## BTEC LEVEL 5 HND IN BUSINESS

### Level 4 Units

- 1 Business and Business Environment
- 2 Marketing Essentials
- 3 Human Resource Management
- 4 Management and Operations
- 5 Management Accounting
- 6 Managing a Successful Business Project (Pearson-set)
- 8 Innovation and Commercialisation
- 9 Entrepreneurship and Small Business

### Level 5 Units

- 11 Research Project (Pearson-set)
- 12 Organisational Behaviour
- 16 Operations and Project Management
- 17 Understanding and Leading Change
- 18 Global Business Environment
- 32 Business Strategy
- 35 Developing Individuals, Teams and Organisations Management

### Credit

Core Unit	15
Optional Unit	15
Optional Unit	15
Core Unit	30
Core Unit	15
Specialist Unit	15
Specialist Unit	15
Specialist Unit	15
Optional Unit	15
Optional Unit	15

\* Optional units are subject to change

# PEARSON BTEC LEVEL 7 EXTENDED DIPLOMA IN STRATEGIC MANAGEMENT AND LEADERSHIP

## ENTRANCE REQUIREMENTS

Applicants must possess either a Bachelors degree, or HND /BTEC award in the relevant subject. However, students with an approved professional qualification deemed to be of an equivalent standard and mature students with at least 3 years experience in posts involving professional or administrative responsibilities are also considered for admission on this course.

Applicants from overseas, who are not from Major English Speaking Countries, must satisfy the College of their proficiency in English by providing evidence of one of the followings:

- IELTS 6.0
- Cambridge First Certificate Proficiency
- TOEFL or SAT test results
- GCSE 'O' level in English with a minimum of Grade C pass

BTEC Level 7 Extended Diploma in Strategic Management and Leadership provides great depth and specialisation needed for senior management roles. The diploma is awarded by Pearson (Edexcel) which is one of the most globally recognised examining and awarding organisation.

BTEC Level 7 Extended Diploma in Strategic Management and Leadership is a 120-credit qualification that consists of three mandatory units plus optional units that provide for a combined total of 120 credits (where at least 115 credits must be at Level 7 or above).

### Pathway to MBA

The qualification is widely recognised as the pathway to an MBA and most UK Universities consider this as an entry requirement to complete an MBA when a student does not have the prerequisite academic qualifications.

### Assessment/Examination

Each unit is internally assessed using written assignments, work-based assignments, practical assessment, portfolio development and presentations.

### Course Duration

9 - 12 Months

### Starting Dates

September, January, April

## BTEC LEVEL 7 EXTENDED DIPLOMA IN STRATEGIC MANAGEMENT AND LEADERSHIP

### Mandatory Units

- 1 Developing Strategic Management and Leadership Skills
- 2 Professional Development for Strategic Manager
- 3 Strategic Change Management

### Optional Units (choose a minimum of 95 credits)

- 4 Developing Corporate Culture
- 5 Strategic Marketing Management
- 6 Managing Corporate Responsibility
- 7 Strategic Human Resource Management
- 8 Strategic Quality and Systems Management
- 9 Strategic Planning
- 10 Managing Financial Principles and Techniques
- 11 Research Methods for Strategic Managers
- 12 Project Development and Implementation for Strategic Managers

### Level

7  
7  
7

### Credit

10  
5  
10

7  
7  
7  
7  
7  
7  
7  
7  
7

5  
10  
10  
10  
10  
15  
15  
15  
20

# PEARSON BTEC LEVEL 4 HNC DIPLOMA IN COMPUTING AND SYSTEMS DEVELOPMENT

## ENTRANCE REQUIREMENTS

Applicants must be at least 18 years of age. You will normally need to have at least one of the following:

- A BGNVQ in an appropriate vocational area
  - A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject.
  - Other related Level 3 qualifications / related work experience
  - Mature students and students with other qualifications or an interest
- Applicants whose first language is not English, must satisfy the College of their English Language proficiency.

As a nested qualification, the HNC is an embedded component of the BTEC Level 5 HND Diploma in Computing and Systems Development (QCF). However, it can be taken as a stand-alone BTEC HNCs (Higher National Certificates) qualification. This qualification is at level 4 with a minimum of 120 credits of which Unit 1, Unit 2, and Unit 3 are the mandatory core units, and the program must contain a minimum of 90 credits at level 4.

### Assessment/Examination

Each unit is internally assessed using written assignments, work-based assignments, practical assessment, portfolio development and presentations and are graded by lecturers. Grades awarded are Pass, Merit or Distinction.

### Course Duration

12 Months

### Starting Dates

September, January, April

## BTEC LEVEL 4 HNC DIPLOMA IN COMPUTING AND SYSTEMS DEVELOPMENT

### Mandatory Units

- |  | Level | Credit |
|--|-------|--------|
| 1 Business Skills for e-Commerce             | 4     | 15     |
| 2 Computer Systems                           | 4     | 15     |
| 3 Employability and Professional Development | 4     | 15     |

### Specialist Units - choose credit value of 75 credits

- |                               |   |    |
|-------------------------------|---|----|
| 6 Managment in IT             | 4 | 15 |
| 9 Systems Analysis and Design | 4 | 15 |
| 14 Website Design             | 4 | 15 |
| 17 Database Design Concepts   | 4 | 15 |
| 18 Procedural Programming     | 4 | 15 |
| 24 Networking Technologies    | 4 | 15 |

# PEARSON BTEC LEVEL 5

## HND DIPLOMA IN COMPUTING AND SYSTEMS DEVELOPMENT

BTEC Level 5 HND Diploma in Computing and Systems Development allows progression into or within employment in the IT and computing sectors, either directly on achievement of the award or following further study to degree level. BTEC Level 5 HND Diploma in Computing and Systems Development is a minimum of 240 credits qualification. HND Computing and Systems Development programme must contain a minimum of 125 credits at level 5.

### Assessment/Examination

Each unit is internally assessed using written assignments, work-based assignments, practical assessment, portfolio development and presentations and are graded by lecturers. Grades awarded are Pass, Merit or Distinction.

### Course Duration

24 Months

### Starting Dates

September, January, April

### ENTRANCE REQUIREMENTS

Applicants must be at least 18 years of age. You will normally need to have at least one of the following:

- A BTEC National Certificate or Diploma in an appropriate area
- An AVCE/GNVQ in an appropriate vocational area
- A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject.
- Other related Level 3 qualifications / related work experience
- Mature students and students with other qualifications or an interest in the subject are encouraged to apply

Applicants whose first language is not English, must satisfy the College of their English Language proficiency.

### BTEC LEVEL 5 HND DIPLOMA IN COMPUTING AND SYSTEMS DEVELOPMENT

#### Mandatory Units

1	Business Skills for e-Commerce
2	Computer Systems
3	Employability and Professional Development
4	Project Design, Implementation and Evaluation

#### Optional Units (choose a credit value of 175 credits)

8	Management of Project
9	Systems Analysis and Design
20	Event Driven Programming Solutions
14	Website Design
17	Database Design Concepts
24	Networking Technologies
29	e Commerce Strategy
33	Information System in Organisations
33	Data Analysis and Design
36	Internet Server Management
35	Web Application Development
48	IT Security Management

#### Level

4  
4  
4  
5

#### Credit

15  
15  
15  
20

# PEARSON BTEC LEVEL 4 HNC DIPLOMA IN HEALTH & SOCIAL CARE (MANAGEMENT)

## ENTRANCE REQUIREMENTS

Applicants must be at least 18 years of age. You will normally need to have at least one of the following:

- An AVCE/GNVQ in an appropriate vocational area
- A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject.
- Other related Level 3 qualifications/related work experience
- Mature students and students with other qualifications or an interest in the subject are encouraged to apply

Applicants whose first language is not English, must satisfy the College of their English Language proficiency.

The BTEC Level 4 HNC Diploma in Health and Social Care provides opportunities for learners to apply their knowledge and practical skills in the workplace. Students will be able to do this through formal work placements or part-time employment experience.

This qualification prepares students for employment in the health and social care sector and will be suitable for students who have already decided that they want to enter this area of work.

This course can also allow students to progress onto university to obtain a full undergraduate degree in a related field.

### Assessment/Examination

Each unit is internally assessed using written assignments, work-based assignments, practical assessment, portfolio development and presentations and are graded by lecturers. Grades awarded are Pass, Merit or Distinction.

### Course Duration

24 Months

### Starting Dates

September, January, April

## BTEC LEVEL 4 HNC DIPLOMA IN HEALTH & SOCIAL CARE (MANAGEMENT)

### Mandatory Units

1	Communicating in Health and Social Care Organizations	4	15
2	Principles of Health and Social Care Practice	4	15
3	Health and Safety in the Health and Social Care Workplace	4	15
4	Personal and Professional Development in Health and Social Care*	5	15
5	Working in Partnership in Health and Social Care	4	15
13	Managing Human Resources in Health and Social Care	4	15
14	Managing Financial Resources in Health and Social Care	4	15

### Specialist Units - choose credit value of 15 credits

7	Social Policy	4	15
10	Safeguarding in Health and Social Care	4	15
11	The Role of Public Health in Health and Social Care	4	15
12	Physiological Principles for Health and Social Care	4	15

\* Unit 4: Personal and Professional Development in Health and Social Care requires at least 200 hours of work experience to be completed.

# PEARSON BTEC LEVEL 5

## HND DIPLOMA IN HEALTH & SOCIAL CARE (MANAGEMENT)

### ENTRANCE REQUIREMENTS

Applicants must be at least 18 years of age. You will normally need to have at least one of the following:

- A BTEC National Certificate or Diploma in an appropriate area
- An AVCE/GNVQ in an appropriate vocational area
- A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject.
- Other related Level 3 qualifications / related work experience
- Mature students and students with other qualifications or an interest in the subject are encouraged to apply

Applicants whose first language is not English, must satisfy the College of their English Language proficiency.

The BTEC Level 5 HND Diploma in Health and Social Care provides opportunities for learners to apply their knowledge and practical skills in the workplace. Students will be able to do this through formal work placements or part-time employment experience.

This qualification prepares students for employment in the health and social care sector and will be suitable for students who have already decided that they want to enter this area of work.

#### Assessment/Examination

Each unit is internally assessed using written assignments, work-based assignments, practical assessment, portfolio development and presentations and are graded by lecturers. Grades awarded are Pass, Merit or Distinction.

#### Course Duration

24 Months

#### Starting Dates

September, January, April

### BTEC LEVEL 5 HND DIPLOMA IN HEALTH & SOCIAL CARE (MANAGEMENT)

#### Mandatory Units

	Level	Credit
1 Communicating in Health and Social Care Organisations	4	15
2 Principles of Health and Social Care Practice	4	15
3 Health and Safety in the Health and Social Care Workplace	4	15
4 Personal and Professional Development in Health and Social Care*	4	15
5 Working in Partnership in Health and Social Care	4	15
6 Research Project	4	20
13 Managing Human Resources in Health and Social Care	4	15
14 Managing Financial Resources in Health and Social Care	4	15

#### Optional Units (choose a credit value of 175 credits)

7 Social Policy	4	15
10 Safeguarding in Health and Social Care	4	15
11 The Role of Public Health in Health and Social Care 1	4	15
12 Physiological Principles for Health and Social Care	4	15
19 Contemporary Issues in Health and Social Care	5	15
23 Employability Skills	5	15
26 Facilitating Change in Health and Social Care	5	15
27 Managing Quality in Health and Social Care	5	15

\* Unit 4: Personal and Professional Development in Health and Social Care requires at least 200 hours of work experience to be completed.

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# CILEX LEVEL 6

## PROFESSIONAL HIGHER DIPLOMA IN LAW AND PRACTICE

### ENTRANCE REQUIREMENTS

The qualification is at Level 6 of the Qualifications and Credit Framework (QCF), and CILEX does recommend that students embarking on a programme of study towards either qualification have a minimum of GCE Advanced level or above or equivalent qualifications or CILEX professional diploma in law. Applicants whose first language is not English, must satisfy the College of their English Language proficiency.

#### Progression

Once you have completed the Level 6 Diploma in Law and Practice you will need to complete a period of qualifying employment and then you will be able to apply to become a Fellow of CILEX and use the designation FCILEX.

CILEX is the professional body which represents 22000 trainee and practicing Legal Executives. CILEX's role is to enhance the role and standing of Legal Executives in the legal profession. CILEX was founded in 1892 and became a company limited by guarantee with the support and cooperation of the Law Society.

If you are considering a switch to a career in law, or want to earn whilst you learn and avoid student debt, CILEX is your first choice!

#### Assessment/Examination

All law and practice units are assessed by examination except Legal Research Skills and Client Care Skills which are skills based tasks set by CILEX and undertaken with the centre and quality assured by CILEX.

#### Key Facts

Part time evening

#### Starting Dates

February and August

### CILEX LEVEL 6 DIPLOMA IN LAW AND PRACTICE

#### Unit Title

Unit 2 Contract Law

Unit 9 Land Law

Unit 13 Law of Tort

Unit 15 Civil Litigation

Unit 17 Conveyancing

Unit 22 Client Care

Unit 23 Legal Research

#### Stand alone

Unit 8 Immigration Law

#### Course structure

To achieve the Level 6 Diploma in Law and Practice, you must achieve six units in accordance with the following rules. One Practice unit plus its linked Law unit + any other two Law units + both Professional Skills units.

#### Why CILEX

The CILEX route is the ideal way to obtain a law qualification for school leavers, graduates, legal support staff and mature students. More detailed information can be found on the CILEX website [www.cilex.org.uk](http://www.cilex.org.uk)

The CILEX Level 6 Professional Higher Diploma in Law and Practice is the second and final academic stage towards becoming a Legal Executive Building on the CILEX Level 3 Professional Diploma in Law and Practice, students are required to demonstrate a broad and detailed understanding of the law in three specific areas.

The CILEX Level 6 Diploma in Law and Practice is set and assessed at level 6, honours degree level. For those already holding a qualifying law degree, CILEX also offers a new Graduate Fast-track diploma which can be used instead of the LPC or BPTC to complete your legal studies.

For one of these areas, the candidate must also demonstrate a sound practical understanding of the legal practice that arises from the law.

The candidate must also demonstrate the required level of underpinning professional legal skills by undertaking two mandatory Professional Skills units.



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## FURTHER EDUCATION COURSES



### **BUSINESS**

Access to HE Diploma (Business)

Pearson (90 credits) BTEC  
Diploma in Business  
Level 3

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### **HEALTH AND SOCIAL CARE**

PEARSON BTEC Level 3 (90  
credits) Diploma in Health and  
Social Care  
Access to HE Diploma (Nursing)

### **LAW (Chartered Institute Of Legal Executives)**

CILEX Level 3 professional  
Diploma in Law and Practice

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### **ENGLISH LANGUAGE COURSES**

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# PEARSON BTEC LEVEL 3 DIPLOMA IN BUSINESS

## ENTRANCE REQUIREMENTS

Applicants must be at least 18 years of age. You will normally need to have at least one of the following:

- An ideal candidate should have a GCSE Grade C or above in English & Maths and be involved in work experience 1 day a week
- Other related Level 2 qualifications / related work experience
- Students with other qualifications or an interest in the subject are encouraged to apply, and will be considered after interview
- Applicants whose first language is not English, must satisfy the College of their English Language proficiency

This course will prepare you for a career in business and management, giving you a qualification that you can use for entry to a suitable higher education course in a relevant area.

This course will prepare you for a career in business and management, giving you a qualification that you can use for entry to a suitable higher education course in a relevant area.

### Assessment/Examination

Assessment is through 100% coursework, there are no examinations. This is a practical, work related course

and you will learn by completing projects and assignments that are based on realistic situations. Each unit is internally assessed using written assignments, work-based assignments, practical assessment, portfolio development and presentations and are graded by lecturers. Grades awarded are Pass, Merit or Distinction

### Course Duration

12 Months

**Starting Dates** January, April and September

## PEARSON EDEXCEL BTEC LEVEL 3 DIPLOMA IN BUSINESS (MANAGEMENT)

### Mandatory Core Units

Unit 1	The Business Environment	10 Credits
Unit 2	Business Resources	10 Credits
Unit 3	Introduction to Marketing	10 Credits
Unit 4	Business Communication	10 Credits

### Management Pathway Units

Unit 17	Training in the Business Workplace	10 Credits
Unit 18	Managing a Business Event	10 Credits
Unit 19	Developing Teams in Business	10 Credits
Unit 20	Managing Physical Resources in Business Environment	10 Credits

*Optional units are subject to change*

### Optional Unit

Unit 36	Starting a Small Business	10 Credits
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# PEARSON BTEC LEVEL 3 (90 CREDITS) DIPLOMA IN HEALTH AND SOCIALCARE

## ENTRANCE REQUIREMENTS

Applicants must be at least 18 years of age. You will normally need to have at least one of the following:

- An ideal candidate should have a GCSE Grade C or above in English & Maths and be involved in work experience 1 day a week.
- Other related Level 2 qualifications / related work experience.
- Students with other qualifications or an interest in the subject are encouraged to apply, and will be considered after an interview.
- Applicants whose first language is not English, must satisfy the College of their English language proficiency.

Students will gain a broad range of practical health and social care skills. This course can lead to entry into higher education including an HNC/HND or foundation degree in a range of health and social care subjects. From there students can go on to complete their degree course at university.

To gain an BTEC Level 3 qualification students require a minimum of 90 credits. Students are required to complete four core units (worth 10 credits each) and further elective units totaling 50 credits. Personal and Professional Development in Health and Social Care requires at least 100 hours of work experience.

In some cases credits may be awarded through Recognition of Prior Learning (RPL) which may give students exemption from some units.

### Assessment/Examination

Assessment is through 100% coursework, there are no examinations. This is a practical, work related course and you will learn by completing projects and assignments that are based on realistic situations. Each unit is internally assessed using written assignments, work-based assignments, practical assessment, portfolio development and presentations and are graded by lecturers. Grades awarded are Pass, Merit or Distinction.

### Course Duration

12 Months part time

### Starting Dates

September, January, April

## BTEC LEVEL 3 (PART TIME) DIPLOMA IN HEALTH AND SOCIAL CARE

### Core Units

Unit 1: Developing Effective Communication in Health and Social Care	10 Credits
Unit 2: Equality, Diversity and Rights in Health and Social Care	10 Credits
Unit 3: Health, Safety and Security in Health and Social Care	10 Credits
Unit 4: Development Through the Life Stages	10 Credits

### Elective Units

Unit 5: Anatomy and Physiology for Health and Social Care	10 Credits
Unit 6: Personal and Professional Development in Health and Social	20 Credits
Unit 11: Safeguarding Adults and Promoting Independence	10 Credits
Unit 21: Nutrition for Health and Social Care	10 Credits
Unit 26: Caring for Individuals with Additional Needs	5 Credits
Unit 27: Dealing with Challenging Behaviours	5 Credits
Unit 28: Caring for Older People	5 Credits
Unit 40: Dementia Care	5 Credits

*Elective units are subject to change*

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# CILEX LEVEL 3 PROFESSIONAL DIPLOMA IN LAW AND PRACTICE

## ENTRANCE REQUIREMENTS

There are no formal entry requirements for either qualification. However, the qualifications are at Level 3 of the Qualifications and Credit Framework (QCF), and CILEX does recommend that students embarking on a programme of study towards either qualification have a minimum of four GCSEs at grades C or above (including English Language or Literature) or equivalent qualifications.

Applicants, whose first language is not English, must satisfy the College of their English Language proficiency.

### What is CILEX

CILEX is the professional body which represents 22000 trainee and practicing Legal Executives. CILEX's role is to enhance the role and standing of Legal Executives in the legal profession.

The CILEX route is the ideal way to obtain a law qualification for school leavers, graduates, legal support staff and mature students. More detailed information can be found on the CILEX website [www.cilex.org.uk](http://www.cilex.org.uk)

### Assessment/Examination

All law and practice units are assessed by examination except Legal Research Skills and Client Care Skills which are skills based tasks set by CILEX and undertaken with the centre and quality assured by CILEX.

### Course Duration

12/24 Months

### Starting Dates

January and September

## CILEX LEVEL 3 DIPLOMA IN LAW & PRACTICE AND DIPLOMA IN LAW & PRACTICE

### Unit Title

- Unit 1 Introduction to Law and Practice
- Unit 2 Contract Law Unit 3 Criminal Law Unit 4 Land Law
- Unit 5 Law of Tort Unit 9 Civil Litigation Unit 10 Conveyancing
- Unit 11 Criminal Litigation
- Unit 16 Client Care Skills
- Unit 17 Legal Research Skills

*More units can be found on the CILEX website*

### The structure of the CILEX Level 3 Professional Diploma in Law and Practice

To achieve the Level 3 Certificate in Law and Practice, you must achieve five units in accordance with the following rules. Unit 1 Introduction to Law and Practice, Unit 16 Client Care Skills, Unit 17 Legal Research Skills, plus one Practice unit (chosen from the 3 Practice units options), the Law unit linked to the Practice unit you have chosen. Students can complete the Level 3 Certificate in Law and Practice en-route to the larger (10 unit) Level 3 Professional Diploma in Law and Practice.

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# ENGLISH LANGUAGE COURSES

## ENTRANCE REQUIREMENTS

**Entry Level 1:** No formal requirement.

**Entry Level 2:** Entry Level 1 Certificate or the learner should be able to demonstrate that they are at Entry Level 1.

**Entry Level 3:** Entry Level 2 Certificate or the learner should be able to demonstrate that they are at Entry Level 2

**Level 1:** Entry Level Certificate or the learner should be able to demonstrate that they are at Entry Level 3

**Level 2:** Level 1 Certificate or learner should be able to demonstrate that they are at Level 1.

Throughout the world English is the language of diplomacy, commerce and science. Students who wish to study any academic or vocational subject in the UK will need to have a good command of the English language. WLCBMS provides English Language training to those students who need to improve their English Language skills before starting their main course of study. Students take a simple placement test upon arrival to identify their current level of English and are then placed into the appropriate level class. There are 5 levels of English Language Skills for Life and skills for work qualifications.

### **Course Duration**

3, 6, 12 Months

### **Starting Dates**

September, January, April

## ENGLISH LANGUAGE COURSES

### **Courses**

Entry Level 1

Entry Level 2

Entry Level 3

Level 1

Level 2

# PEARSON BTEC LEVEL 4 HNC DIPLOMA IN BUSINESS - DISTANCE LEARNING

## ENTRANCE REQUIREMENTS

You will normally need to have at least one of the following:

- A/GNVQ in an appropriate vocational area
- A GCEA Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at level A-C
- Other related Level 3 qualifications
- Mature students with related work experience

Applicants whose first language is not English, must satisfy the College of their English Language proficiency.

BTEC Higher National Certificate Diploma in Business provides a specialist work-related programme of study that covers the key knowledge, understanding and practical skills required in the sector. The qualification prepares learners for employment in the sector and is suitable for those who have already decided that they wish to enter this area of work. As a nested qualification, the HNC is an embedded component of the BTEC Level 5 HND Diploma in Business. However, it can be taken as a stand-alone BTEC HNC in Business qualification. This qualification is at level 4 with a minimum of 120 credits.

### Assessment/Examination

Each unit is internally assessed using written assignments, work-based assignments, practical assessment, portfolio development and presentations and are graded by lecturers. Grades awarded are Pass, Merit or Distinction.

### Course Duration

24 Months part time

### Starting Dates

November, December, February, April, June, August

## BTEC LEVEL 4 HNC IN DIPLOMA BUSINESS (BY DISTANCE LEARNING)

### Mandatory Units

1	Business and The Business Environment	4	15
2	Marketing Essentials	4	15
3	Human Resource Management	4	15
4	Management and Operations	4	15
5	Management Accounting	4	15
6	Managing a Successful Business Project (Pearson-set)	4	15

### Optional Units

8	Innovation and Commercialisation	4	15
9	Entrepreneurship and Small Business Management	4	15

*Optional units are subject to change*

# POLICIES

## ADMISSION POLICY

WLCBMS sets policies and procedures for the registration of both home and overseas students. WLCBMS considers all applications equally regardless of gender, disability and social or ethnic origin.

Applicants must meet the admission requirements for each course they are seeking to join. Application forms and entry requirements may be obtained by visiting the college admission office, by writing to us at [admin@wlc.co.uk](mailto:admin@wlc.co.uk) or visiting the college website: [www.wlc.co.uk](http://www.wlc.co.uk).

## ADMISSION PROCEDURE

The minimum age for registration at WLCBMS is 18 years. Students requiring admission must send a completed admission application form along with certified copies of their academic documents, including certificates and, where available, formal transcripts of their academic record, providing full details of the degrees, diplomas, classes, or grades obtained including the units taken, results of any English Language test along with two academic or work references.

Once you have submitted your application, the relevant department will assess your application. You may then be called for interview in person or over the phone or over the Internet. The department will contact you directly to arrange this if it is necessary.

The college will send you a letter letting you know the outcome of your application. If you are successful you will receive a conditional offer, and this will include financial conditions that you will need to meet and will ask for evidence of funding your studies.

In some cases the College may feel that you have met the minimum criteria for acceptance but they are unable to make any more offers due to number of available spaces. WLCBMS may put you on a waiting list (and you will receive a letter letting you know the situation) in case any additional places do become available.

Before a place at the college is confirmed, the student must pay the course fees and any other fees due to the college, payments can be made in cash, by cheque, bank transfer or bank draft payable to WLCBMS. If a student is applying to Student Finance England for a tuition loan, confirmation of this must be brought to the college.

## ENROLMENT/ INDUCTION

At the time of enrolment, you need to bring all your original certificates, your conditional/unconditional offer letter, two passport size photographs, your original passport, details of your current UK address, contact details and proof of work experience (if applicable). The college will provide you with your program time table, student ID and any other required documents at this stage.

## EQUALITY AND DIVERSITY

Under our equality scheme everyone is treated fairly and without prejudice. A copy of the full scheme is available upon request.

## CODE OF CONDUCT

All students are required to comply with the College's Code of Conduct throughout their studies. The code promotes an atmosphere of respect and any breaches are taken seriously. You will be required to sign your acceptance of our code upon enrolment.

## TUITION FEES

WLCBMS provide high quality courses at competitive low price. All fees are subject to an annual increase with inflation. For up-to-date information about tuition fees please visit the College website [www.wlc.co.uk](http://www.wlc.co.uk)

## CONTACT US



## Find out more about WLCBMS

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