



Future Connect



Step
Up
Your
Game

Short Courses

(Business Accounting & Finance)
Prospectus 2019/20

FUTURE CONNECT PUBLICATIONS



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A man in a dark suit and light shirt stands on a balcony, looking out over a city at dusk. The sky is a mix of blue and orange, and city lights are visible in the background. The man is smiling slightly and looking towards the right.

WELCOME

I'D LIKE TO GIVE YOU A WARM WELCOME TO FUTURE CONNECT TRAINING. I AM IMMENSELY PROUD TO BE THE TRAINING MANAGER OF THIS VIBRANT AND DIVERSE INSTITUTION

Future Connect training offers the sort of education that is very relevant and important for present day and age –with offices in the most dynamic cities of the UK, Future Connect is the best choice for enhancing your cultural and business acumen. The teaching staff are incredibly passionate about their subjects and give our talented students the chance to go on and achieve their ambitions. My advice is to come and see for yourself what's happening at our centers across the city. I did, and that's why I was thrilled to accept this amazing role. I look forward to working with you, helping you become part of Future connect 's next generation of talent.

COURSES BY SUBJECT AREA

A ACCOUNTING

- 5.0 Bookkeeping & VAT
- 5.1 Bookkeeping & Payroll
- 5.3 Management Accounts
- 5.4 Accounts Assistant
- 5.5 Final Accounts

B BANKING AND PUBLIC FINANCE

- 8.1 Bank management
- 8.2 Best practice in procurement management
- 8.3 Budgeting and budgetary control
- 8.4 Corporate financial planning
- 8.5 Effective internal auditing
- 8.6 Effective public procurement management
- 8.7 Finance and accounting for non-accountants
- 8.8 Financial planning for organisation effectiveness
- 8.9 Forensic auditing and accounting
- 8.10 International procurement
- 8.11 International Public Sector Accounting Standards (IPAS)
- 8.12 International reporting standards
- 8.13 Maximising value for internal audit
- 8.14 Performance audit
- 8.15 Project financial management
- 8.16 Public financial Administration
- 8.17 Public financial management
- 8.18 Risk management in banking
- 8.19 Risk-based audit
- 8.20 Strategic financial management

C COMMUNICATION & PR

- 6.0 Advanced writing skills for executives
- 6.1 Building and maintaining corporate brands
- 6.3 Corporate image management
- 6.4 Crisis management strategies and techniques
- 6.5 Planning and managing public relations
- 6.6 Report writing skills
- 6.7 Strategic communications
- 6.8 Strategic corporate public relationships

C CORPORATE GOVERNANCE

- 7.1 Change management for higher productivity
- 7.2 Corporate culture and performance
- 7.3 Corporate policy formulation and implementation
- 7.4 Corporate records and information management
- 7.5 Effective corporate governance
- 7.7 Leading a project team
- 7.8 Monitoring and evaluating programme
- 7.9 Public sector governance and ethics
- 7.10 Strategic planning and management
- 7.11 Strategic public affairs management
- 7.12 Team building and management

G DIGITAL MARKETING

- 12.1 SEO
- 12.2 Pay per click
- 12.3 SMO
- 12.4 SMM
- 12.5 SEM
- 12.6 E-Mail Marketing

E ENGLISH

- 11.1 General English (Group, One-to-one, Plus)
- 11.2 General English for Beginners
- 11.3 General English + English for Business
- 11.4 Business English
- 11.5 English for Academic Purposes

G GMC EXAMS

- 13.1 Plab I
- 13.2 Plab II
- 13.3 MRCP

H HUMAN CAPITAL

- 9.1 Capacity building needs assessment
- 9.2 Coaching and succession planning
- 9.3 Developing presentations skills
- 9.4 Formulating and implementing human capital policies
- 9.5 Human Capital management
- 9.6 Implementing total quality management
- 9.7 Leading and managing change
- 9.8 Managing the training function
- 9.9 Performance measurement and appraisal
- 9.10 Setting standards for organisational effectiveness
- 9.11 Strategic recruitment and retention master class
- 9.12 Strategic tools for effective training and development

L LEADERSHIP AND MANAGEMENT

- 10.1 Advanced leadership skills for effective management
- 10.2 Advanced project implementation techniques
- 10.3 Advanced records and information management
- 10.4 Designing competency-based management framework
- 10.5 Developing Executive Management Capacity
- 10.6 Effective contract management
- 10.7 Effective leadership and change management
- 10.8 Effective management of project and programme
- 10.9 Effective policy analysis and implementation
- 10.10 Effective project monitoring and evaluation
- 10.11 Effective public sector reform and capacity building
- 10.12 Executive development programme
- 10.13 High performance management
- 10.14 Implementing sustainable change master class
- 10.15 Improving performance and accountability
- 10.16 Leading high performance teams
- 10.17 Learning and organisation development
- 10.18 Management and leadership development
- 10.19 Project management master class
- 10.20 Strategic and exemplary leadership
- 10.21 Strategic communication management
- 10.22 Strategic leadership masterclass
- 10.23 Trends in information and records management

PRICES & DURATION

OPTION I (Academics only)

- Duration : 2-20 Weeks

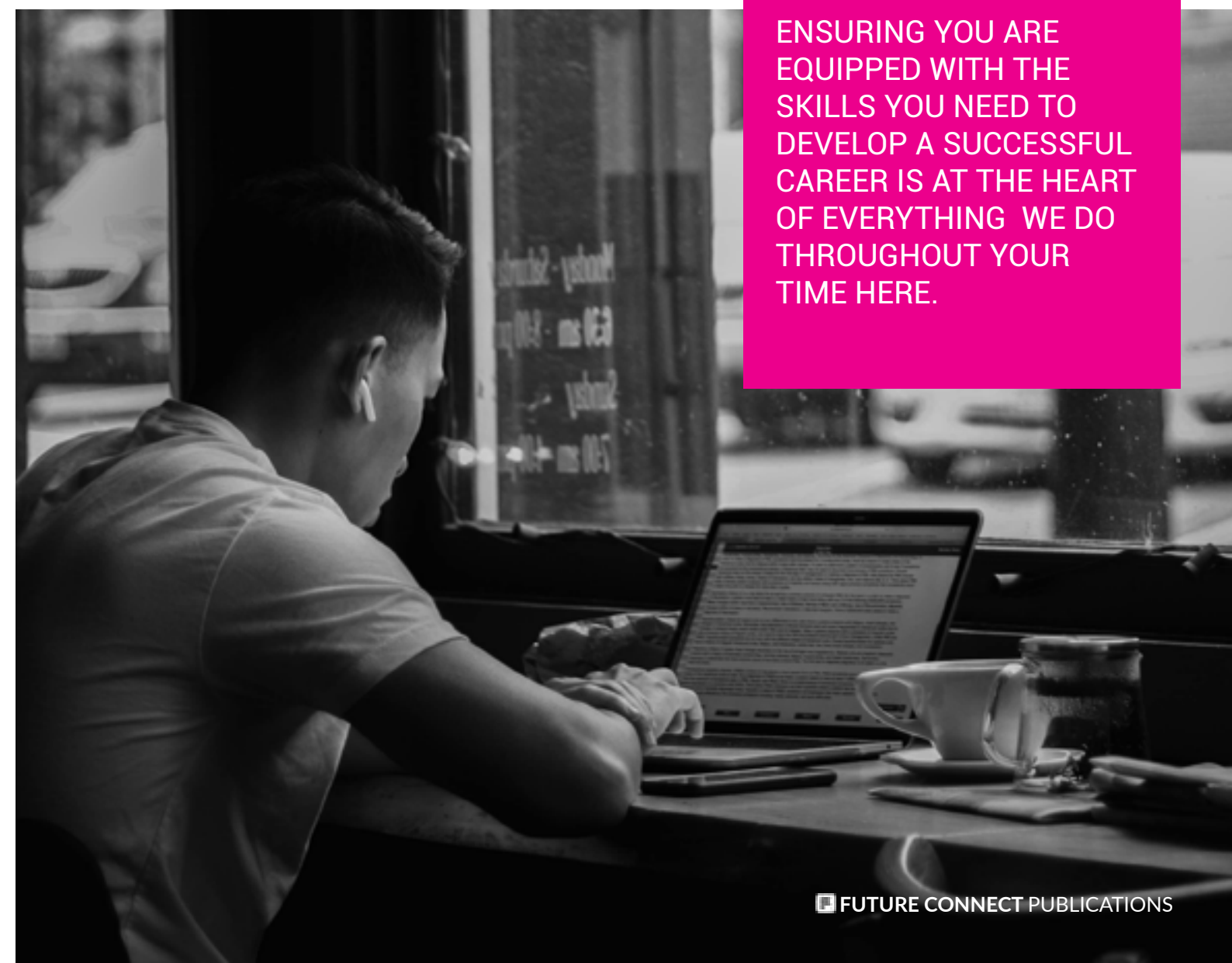
Starting from
£ 2995

OPTION II (Academics with Accommodation)

- Duration : 2-20 Weeks
- Accommodation
- Breakfast & Meal
- Airport transfers
- Excursion & Social trips
- Local travel



Starting from
£ 4995



ENSURING YOU ARE EQUIPPED WITH THE SKILLS YOU NEED TO DEVELOP A SUCCESSFUL CAREER IS AT THE HEART OF EVERYTHING WE DO THROUGHOUT YOUR TIME HERE.



WHY STUDY WITH US?

HERE ARE OUR TOP 10 REASONS TO CHOOSE FUTURE CONNECT TRAINING

5 INTERNATIONALLY ACCREDITED COURSES

All of our courses are CPD approved and have internationally recognised accreditations such as International Association of bookkeepers. Future Connect is accredited by British Accreditation Council giving you the peace of mind that you will be trained keeping in mind highest of the training standards.

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6 ENHANCING CAREER PROSPECTS

We offer career support and advice throughout your time with us and for up to five years after you graduate. Our Graduate scheme embeds career-related skills into every one of our degree courses, from becoming a course rep to studying abroad.

1 HANDS-ON PRACTICAL TRAINING

Our unique blend of theoretical lectures coupled with training on real client gives our students an unprecedented access to gain real life skills. All our courses incorporate work-related experience to make our students job ready.

2 LEARN FROM THE BEST

Our teaching staff come from and maintain links with industry. All of them are qualified professionals – They enrich your learning with years of industry experience to give you a competitive edge and industry tested tips to make you more employable.

3 TRANSFORMED TEACHING

We have transformed our curriculum with a new range of contemporary, flexible courses. We have built practice-based learning and international opportunities into every stage of our programmes. We were awarded silver status for our quality of teaching and placement from Fair Train-An organization testing the level and depth of our training and placement services.

4 A GLOBAL CITY

Study with us and you will be located at the heart of the dynamic cities of London and Birmingham—with all its social and employment possibilities. In fact, Both the cities were recently declared the most rapidly improving city in the country in which to live and work.

7 GET THE HELP YOU NEED

To support you in achieving your full potential, the Centre for Academic Success is available to help with your study, literacy and numeracy skills.

8 CHOICE OF ACCOMMODATION OPTIONS

Our campuses are based in London and Birmingham; you have an option to choose your accommodation in any one of the most lively cities in the world.

9 BOOST YOUR EMPLOYABILITY

More and more employers now actively seek students with international experience of studying abroad. Having anew perspective on different cultures, language skills and a willingness to try new things will certainly enhance your CV!

10 94% EMPLOYED /IN FURTHER STUDY

Our commitment to ensuring students develop the skills and experience employers need means that 94% of our graduates are in employment or further study within six months of graduation.

We are in **HEART**
(BIRMINGHAM)

& SOUL
(LONDON)

Not only is Birmingham one of the UK's most exciting and diverse cities, it is also one of the most accessible. We are at the centre of the UK's road, rail and coach networks, so travelling further afield is no problem, while commuting from the surrounding area to our centrally located campuses is easy to do



TRAIN TIMES FROM BIRMINGHAM

LONDON	1H 26M
LEICESTER	1H 00M
NOTTINGHAM	1H 10M
MANCHESTER	1H 3 0M
LIVERPOOL	1H 3 5M
LEEDS	2H 0 0M
BRISTOL	1H 30M
NEWCASTLE	3H 15M

All journey times and routes are approximate



TRAIN TIMES FROM LONDON

BIRMINGHAM	1H 26M
LEICESTER	2H 00M
NOTTINGHAM	2H 16M
MANCHESTER	3H 40M
LIVERPOOL	4H 35M
LEEDS	4H 15M
BRISTOL	3H 30M
NEWCASTLE	4H 15M

All journey times and routes are approximate



OF THE UK

London the capital of UK and is truly a global and vibrant city. There are many Historic and significant places where you can truly gain international exposure. London is also a Global Financial Hub.

your studies with us in the London campus will surely enhance your job profile.

Living cost

LONDON

APPROX MONTHLY COST

£1200pp



LIVING COST LONDON

RESTAURANTS

Meal, Inexpensive Restaurant	£ 15.00
Meal for 2 People, Mid-range Restaurant, Three-course	£ 50.00
McMeal at McDonalds (or Equivalent Combo Meal)	£ 6.00
Cappuccino (regular)	£ 2.72
Coke/Pepsi (0.33 liter bottle)	£ 1.32

TRANSPORTATION

One-way Ticket (Local Transport)	£ 2.50
Monthly Pass (Regular Price)	£ 140.00
Taxi Start (Normal Tariff)	£ 5.00

UTILITIES (Monthly)

Basic (Electricity, Heating, Cooling, Water, Garbage) for 85m2 Apartment	£ 157.10
1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	£ 0.13
Internet (60 Mbps or More, Unlimited Data, Cable/ADSL)	£ 32.35

SPORTS AND LEISURE

Fitness Club, Monthly Fee for 1 Adult	£ 43.90
Tennis Court Rent (1 Hour on Weekend)	£ 11.00
Cinema, International Release, 1 Seat	£ 12.00

All journey times and routes are approximate

BIRMINGHAM

Living cost

APPROX MONTHLY COST

£800pp



LIVING COST BIRMINGHAM

RESTAURANTS

Meal, Inexpensive Restaurant	£ 12.00
Meal for 2 People, Mid-range Restaurant, Three-course	£ 50.00
McMeal at McDonalds (or Equivalent Combo Meal)	£ 6.00
Cappuccino (regular)	£ 2.64
Coke/Pepsi (0.33 liter bottle)	£ 1.48

TRANSPORTATION

One-way Ticket (Local Transport)	£ 2.50
Monthly Pass (Regular Price)	£ 60.00
Taxi Start (Normal Tariff)	£ 3.50.00

UTILITIES (Monthly)

Basic (Electricity, Heating, Cooling, Water, Garbage) for 85m2 Apartment	£ 126.74
1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	£ 0.10
Internet (60 Mbps or More, Unlimited Data, Cable/ADSL)	£ 30.33

SPORTS AND LEISURE

Fitness Club, Monthly Fee for 1 Adult	£ 22.60
Tennis Court Rent (1 Hour on Weekend)	£ 7.00
Cinema, International Release, 1 Seat	£ 9.00

AMENITIES NEAR LONDON OFFICE



London Hotels List

A screenshot of a hotel booking website showing a list of 16 hotels in London. The hotels are displayed in a grid format, each with a small image, name, rating, and price. To the right of the list is a map of London with blue pins indicating the locations of the hotels.

- Hotels listed:** Park Regis Birmingham (£77), Birmingham Marriott Hotel (£85), Jura Inn Birmingham (£80), Best Western Plough and Harrow (£53), Novotel Birmingham Centre (£47), Hallmark Hotel Birmingham (£41), Hampton by Hilton Birmingham (£59), The Blue House (£50), Holiday Inn Birmingham (£22), Premier Inn Birmingham (£51), Holiday Inn Express Birmingham (£56), and easyHotel Birmingham (£45).

AMENITIES NEAR BIRMINGHAM OFFICE



Birmingham Hotels List

A screenshot of a hotel booking website showing a list of 9 hotels in Birmingham. The hotels are displayed in a grid format, each with a small image, name, rating, and price. To the right of the list is a map of Birmingham with blue pins indicating the locations of the hotels.

- Hotels listed:** Travelodge London Harrow (£39), ibis London Earl's Court Hotel (£67), Z Hotel at Gloucester Place (£75), Travelodge London Finchley (£39), Ramada London South Ruislip (£48), The Z Hotel Soho (£158), Radisson Blu Edwardian, Heathrow (£69), Travelodge London Heathrow (£29), and Park Inn by Radisson London (£49).

CLOTHING & CLIMATE

SO WHAT SHOULD I EXPECT

Although UK weather is unpredictable, it is rarely extreme. In summer, the average temperature ranges from 9–18 degrees Celsius (48–64 degrees Fahrenheit). On occasion, it can reach around 30 degrees Celsius (86 degrees Fahrenheit) in a heatwave.

In winter the average is between 2 and 7 degrees Celsius (36–45 degrees Fahrenheit), but temperatures often drop to just below 0 degrees Celsius (36 degrees Fahrenheit). Thankfully, most houses, buildings, trains and buses have good heating systems.

WHAT DO PEOPLE WEAR

Most UK towns and cities have a large range of shops selling clothes to suit all styles and budgets. As well as high-end luxury boutiques and high-street shops, there are plenty of second-hand and vintage shops. These are perfect for bargain-hunting and are often found in student areas.

You will see all kinds of fashion at UK schools, colleges and universities, and almost anything goes. Students usually dress casually during the day – jeans and t-shirts are fine – and more smartly if you're going out in the evening. Very few student bars and pubs have a dress code.



For parties and nights out, people dress in many different styles, from casual jeans to glamorous outfits. If it's a more formal evening event, such as a graduation, this might mean wearing a dress or suit and tie. You can avoid the expense of buying formal wear by hiring it from a local shop or outfitters.

The weather in the UK is rarely extreme, but it can change quickly. In just one day, you might have warm sunshine, rain and cold wind. Wear several layers so you can put them on or take them off as the weather changes, and always carry an umbrella.

The UK is a multicultural place and it is common for people to wear clothing associated with their culture and religion, for example a head scarf, kippah, turban, sari or long skirt. In major towns and cities you will find specialist shops selling clothing from around the world, particularly Asian and Middle Eastern clothing

WE HAVE SEASONS

- Spring (March, April and May) is a time for sudden rain showers, blossoming trees and flowering plants.
- Summer (June, July and August) is the UK's warmest season, with long sunny days, occasional thunderstorms and, in some years, heatwaves.
- Autumn (September, October and November) can be mild and dry or wet and windy. It's the season when the leaves fall from the trees and the temperature dips.
- Winter (December, January and February) is the UK's coldest season, with freezing temperatures, icy conditions and sometimes snow.

DAYLIGHT HOURS

There is a big difference in daylight hours throughout the year in the UK.

- The longest daylight hours are on 21 June each year. On this day, the sun rises just before 05.00 (5am), and sets just after 21.00 (9pm).
- The shortest daylight hours are on 21 December. On this day, the sun rises around 08.00 (8am) and sets around 16.00 (4pm).

On the last Sunday in March, the clocks go forward by one hour (at 1am), and they go back again on the last Sunday in October (at 2am). The period when the clocks are 1 hour ahead (meaning there is more daylight in the evenings) is called British Summer Time (BST).

USEFUL CLOTHING

It's important to wear what you feel comfortable in, but you'll probably find that most students in the UK have these key items in their wardrobes:

Winter coat – choose one that will keep you warm and dry in all weather, although you can also bring a separate, lighter raincoat for those spring showers. And definitely take an umbrella! Gloves, a scarf and a warm hat or earmuffs.

Trainers (sneakers), or any shoes comfortable enough for running to class if you're late!

Waterproof shoes such as Wellington or hiking boots, for rainy and snowy days. Remember: rain can damage leather, so treat any leather boots, gloves and bags with a protective waterproof spray.

Jeans. For many college and university students, a good, comfortable pair of jeans is like a uniform.

Jumpers (sweaters), cardigans or hoodies. A woolly cardigan and a big thick scarf are perfect for curling up in a corner of the library when you're studying.

Clothes you don't mind getting dirty! You might be taking part in a charity race, a baking competition, a muddy obstacle course or a game of paintball for somebody's birthday – and you'll be grateful for that old tank top and tracksuit bottoms.



THIS IS
THE SIGN
YOU'VE BEEN
LOOKING FOR

BE HERE

GET INSPIRED

WHATEVER YOU WANT TO
ACHIEVE, WE WILL GIVE YOU
THE SUPPORT, SKILLS,
KNOWLEDGE AND
EXPERIENCE TO MAKE
A DIFFERENCE



OUR TEACHING STANDARD

Our teachers are our greatest strength. They are supportive, professional and focused on helping you achieve your personal goals.

Teaching Style

The Future Connect approach to all our programme delivery is 'Learner Centred'. This means that we focus on the needs, interests, and aims of our students, and plan the content of the course on the basis of this information. Our learners are encouraged to participate actively in the process of learning and acquiring a new skill, and we aim to promote learner independence. All our teachers plan fastpaced interactive lessons so that students are motivated to learn and our courses are interesting, relevant and enjoyable..

Qualifications

All our teachers are qualified with professional degrees in accounting. The English faculty is all native-level English speakers, and many have years of experience. We also have a high ratio of Diploma and Masters qualified teachers at our training centres.

Teacher Development Programme

All our centres have a teacher development programme helping our teachers to continually improve their skills. We also encourage them to take further qualifications and all teachers are regularly observed and appraised.

Observations

As part of our teacher development effort, we employ a group-wide scheme of graded teacher observations, whereby teachers can learn from the practice of others and receive feedback on their performance and progress. This process helps to maintain consistent teaching standards at all our centers and upholds Future Connect's reputation for high-quality teaching.

Student Feedback

Student feedback is very important to us and is vital to our success. Feedback is gathered from students at the end of their course, via an online questionnaire. In 2018, most students rated teaching at Future Connect as exceeding their expectations, having consistently increased over the past 4 years. We hold bi-annual focus groups at each centre. These are formed of small groups of students from different countries, age ranges and language programmes. They discuss various topics including the quality of teaching, facilities, and student services. In 2018, the friendliness of teachers and the quality of teaching were rated, on average, as between "exceeding expectations" and "excellent"

SUCCESS STORIES

WHETHER IT IS SETTING UP SUCCESSFUL COMPANIES OR PREDICTING THE LATEST FINANCIAL TRENDS, OUR TRAINEES ARE SHAPING THE WORLD WITH THE SKILLS THEY HAVE HONED RIGHT HERE.

TO SEE MORE OF OUR FORMER STUDENTS' ACHIEVEMENTS, VISIT <http://SUCCESSSTORIES.FCTRAINING.ORG>



OLGA MAN
Leadership & Management

The training was very flexible and I could choose the timing and days as well. I would recommend Future Connect Training to all accounting students so they can get into jobs as soon as they finish the academics.



FULGA APOSTOL
Final Accounts

Trainers at FC training were very knowledgeable and training was delivered one to one basis which gives you complete understanding about the day to day accountancy work.



AMANJ ALI
Accounts Assistant Training

The Program at FC extremely practical and market-oriented. It was a great high-quality learning experience in terms of Instructor's knowledge deliverability, course content of the program, notes, quality of video lectures and especially the support staff for handling questions & queries right on time.



TANVIR SINGH SANGHERA
Bookkeeping & VAT Training

This is perfect for anyone looking to gain practical training in accounting, the training uses the most common software's used in all accounting jobs including Sage, Xero and QuickBooks and with the confidence you gain in using these software's you'll be sure to ace any job interview that require these essential skills. The bookkeeping course covers all the basics of accounting that you'll need to know using Sage and is a great foundation for further progression.



PRABHDEEP PAHWA
Management Accounts

I was looking for Management accounting Training. As I always wanted to pursue a career as a Management Accountant. After shopping around, I found Future Connect training. The moment I met one of their consultants, I was sure this is what I am looking for. They are so thorough in their consultations; they map out your full training program with days and dates that suite the schedule. Fact that they are open 7 days a week is a big plus. After my training, I got my CV review done. Straight after, I started getting Phone calls from recruiters. The team helped me in narrowing down my options, they advised me on my interview skills.

YOU CAN BE OUR NEXT SUCCESS STORY

"Sage training came in really handy in order to enhance my skills within accountancy."

Vimla-Bookkeeping Trainee

"Not many Training providers conduct an event for free for one day like Sage training like Future Connect. They gave me all the information I needed so that why I have signed up. I am really pleased and would recommend everyone to join Future Connect training."

James_Accounts Assistant Trainee

"Future Connect were straight to the point and really insightful about the programmes they offer."

Ali-Bookkeeping Trainee

"Really amazing session and learned a lot about Sage programme."

Anita-Accounts Assistant Trainee

"The environment was very welcoming and professional at the same time."

Olu-Account Assistant Trainee

"Trainers at FC training were very knowledgeable and training was delivered one to one basis which gives you complete understanding about the day to day accountancy work."

Emily-Final Accounts Trainee

"Future Connect really help me by giving me amazing reference to add on my CV."

Samira-Bookkeeping Trainee

"The Sage, Xero, QuickBooks and Excel programmes really came in handy in order to handle my Dad halal shop in Harrow road and made me realise the finance side of my dad shop seem a lot easier than before. Thanks to them."

Natalie-Management Accounts Trainee

"Trainers were amazing, helpful and clear in order for me to understand Sage and other programmes."

Arita Bookkeeping Trainee

"When I came in for the consultation at FC training I did not have a plan what I want to learn and did not know what jobs I should look for within accountancy sector. Future Connect really help me by making plan in which programmes I should learn and the jobs I can look for within the accountancy sector."

Bina-Management Accounts Trainee

IMMIGRATION GUIDANCE

What is a Short-term study visa?

A Short-term study visa will allow you to come to the UK for a period of up to 6 months to take a short course/courses. If you are 16 or over, you apply as a short-term student, and if you are under 16 you apply as a short-term student (child).

When should I apply for a Short-term study visa?

You can apply up to 3 months before the date that you intend to travel to the UK. The length of time it takes to issue a visa varies so we recommend you check visa processing times for your country.

How do I apply for a Short-term study visa?

I am a visa national:

You must apply for entry clearance as a short-term student before you travel. We strongly recommend that you read the Home Office's guidance on supporting documents before making an application.

Online applications: When you apply online select 'Short-term student visa' to start this application. You do not need CAS number for your Short-term study visa application.

When selecting the length of planned stay in the UK please ensure that you select 6 months. Short-term study (11 months) visa only allows you to study an English language course.

Please submit your completed visa application and supporting documents to your nearest visa application centre. Your visa will be in the form of a sticker placed in your passport, and it will specify the category it has been issued for, eg C-Visit-Student or Short-term student. Please check you have been given the correct type of visa and that it has been issued for the correct length of time.

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When you travel to the UK, bring all the documents that you submitted with your visa application as you may be asked to present them to officials at the UK Border.

I am a non-visa national:

You can apply for a Short-term study visa either before you travel to the UK or request permission to enter as a short-term student upon arrival at a port of entry to the UK, eg London Heathrow Airport. If you decide to apply upon arrival at a port of entry to the UK, you must declare that you are here to study and show UK Border Force Officers the visa letter we send you when you book your course. Please also be ready to provide evidence that you can support yourself financially for the duration of your time here and to present any supporting documents if asked.

Explain to the UK Border Force Officer that you want to enter the UK as a short-term student and ask that the stamp in your passport indicates you are here as a short-term student. Failure to obtain the correct stamp upon entry to the UK may result in you not being able to study here for more than 30 days.

Arriving via the Republic of Ireland?

If you plan to enter the country via the Republic of Ireland, please read this important advice from the UK Council for International Student Affairs.

What do I need to know about the conditions of the Short-term study visa?

- You must not intend to stay in the UK for longer than 30 days after the course end date given in the visa application and leave the UK within 30 days after the course has ended, or before your visa expires, whichever is sooner.



- You will not be given permission to work (this includes unpaid work and internships).
- You cannot apply or switch to any other immigration category whilst in the UK, and you cannot extend this permission.
- You will not be entitled to free treatment from the National Health Service (NHS). This means that you will need to have medical insurance to cover your stay in the UK.

- you have already spent 5 or 6 months in the UK and then return to the UK for a few months or more after less than two months in your home country;
- you are living in the UK for successive short periods of time, broken up by short periods out of the country. For example, if you live in the UK during the week and then leave the UK at weekends.

We strongly recommend that you do not visit the UK for more than 180 days (6 months) in any 12 month period. Please carefully read page 11 of the UKVI's Short-term study visa guidance of what the Home Office considers to be frequent or successive study.

Can I enter the UK more than once as a short-term student?

There are guidelines about how often and how long you can stay in the UK on a Short-term student visa. For example, you may be refused entry to the UK if:

ADMISSION GUIDANCE

Promoting British values

Democracy

- Your opinions count
- Don't forget to vote

The rule of law

- No one is above the law
- Laws protect everyone
- Innocent until proven guilty

Individual liberty

- Freedom of speech

Respect and tolerance for:

- All backgrounds and cultures
- All ages
- All genders and sexualities
- All religious belief

Student charter

You can expect:

- Accurate information about courses and our services
- Friendly and helpful staff who will treat you with respect
- Easy and accessible enrolment procedures
- Good teaching
- Support if you find learning difficult
- A safe and pleasant place to learn
- A service which is open and promotes learning for all
- That we listen and respond to your concerns
- Staff who are trained to work within the council's guidelines on safeguarding children and vulnerable adults.

We expect you to:

- Arrive on time so that you don't disrupt other people's learning
- Attend regularly and let us know when you are going to be absent
- Bring everything you need for the class
- Pay the appropriate fees
- Treat all staff and students with consideration and respect
- Take an active part in promoting health and safety
- Abide by our policies at all times
- Participate in the learning activities and complete any work set
- Turn off your mobile phones when in class.
- Agree your individual learning plan and review your progress to get the most from your class.

Equal opportunities

The adult learning and skills service will ensure that no one is discriminated against because of their ethnic or national origin, race or colour, gender, age, class, sexual orientation, or because of their religious or political beliefs, disability or income.

If you feel you have been discriminated against please talk to your lecturer or ask at reception to speak to a manager.

Keeping track of your learning

All students will have an Individual Learning Plan (ILP). This sets out what you want to learn on the course. It includes an assessment of what you know and can do at the start, a record of the progress that you are making, and what you have achieved by the end of the course. The ILP also gives you a chance to comment on what is helping you to learn and anything that you would like to be changed. Your tutor will use all of this information to help plan their teaching. ILP is part of your e-portfolio.

Additional learning support

Anyone enrolled in an adult education class can receive extra help with their learning through a number of varied support options offered by the service. If you have a support need please notify us as early as possible at enrolment, or by calling Salman Haq on 0203 790 8674 or emailing him at salman.haq@fctraining.org to arrange a confidential interview.

The service can provide:

- Confidential interviews about any additional support you may require.
- Help with language, literacy and numeracy skills.
- Free access to computers and the internet in the Study Support sessions.
- Adaptive equipment for students with a learning difficulty or disability.
- Experienced 1-2-1, and whole group, learning support assistants.

- Dedicated classes for discrete learner groups.

Literacy, language and numeracy support

Like many adults, you may find reading, writing and number skills difficult, particularly if you are returning to study after a long break. Students whose first language is not English may find their course difficult because of this. If you think you may experience difficulties during your course, please speak to your tutor as soon as possible and/or email salman.haq@fctraining.org.

Learning difficulty or disability support

If you are interested in our provision for learners with learning difficulties and disabilities, or would benefit from some additional support, or access to adaptive technology, because of a learning difficulty or disability please call Salman Haq on 023 790 8674 or email him at salman.haq@fctraining.org to arrange a confidential interview.

Recruitment policy

It is our policy to help students enrol on the course that is right for them. Any entry requirements will be clearly set out in the course information sheet. We will also make it clear where courses are designed to meet the needs of specific groups.

Disability statement

The service is committed to supporting disabled people by:

- Making our building as accessible as possible
- Making information available in different formats, including symbols
- Providing specialist equipment or materials
- Having support staff at premises.
- Encouraging you to tell us about your needs and arranging private interviews.
- Making sure class materials are accessible.
- Having a range of classes especially for people with learning difficulties including access to certification and advice on progression routes
- Having study support sessions where you can get extra help and practice your skills. Please ask at reception for details.
- Working with other organisations such as Action on Disability and MIND to get more help and advice if we need it.

What happens if I need extra help to do my exams?

- We need to know if you need extra help for any classes, but especially if you are going to do an exam.
- When you are registered to do a qualification we will inform the examination board of your additional needs.
- The additional support you may get will depend on your individual circumstances and you will have to provide medical evidence to support your request. You may be allowed to have a reader, scribe, special equipment or additional time
- Please declare any additional support needs, as early as possible, on the form at enrolment or inform your tutor at the beginning of your course.

Learner Voice

We seek the views of our learners – past, present and future.

The service seeks to capture these views in several ways:

- Annual student satisfaction survey
- Learner focus groups
- Monitoring letters of complaints and compliments
- Celebrating learners success at events and exhibitions
- Suggestion boxes and learner feedback cards
- Learner feedback on our website
- Learner evaluation during courses.
- Observations of teaching and learning (OTLA)

Paying by instalments

Students who are enrolling on a year-long course can apply to pay in instalments. Please ask when enrolling. First instalment is taken at the time of enrolment.

Invoicing your employer

We can invoice your employer for course fees. You must bring written proof that your employer agrees to pay and an additional fee of £15 is charged for administration.

Fees

Please note: Course fees, times and dates are correct at time of going to press. In exceptional circumstances however we may need to update the amounts to be charged. You should check that you have the correct details before enrolling.

How to apply?

Before you can apply for the Learner Support Funds, you must attend an interview and enrol on your course.

Further information and application forms are available from reception

If something goes wrong?

We recognise that things do go wrong and want to know so that we can seek to remedy the matter. All complaints received are taken seriously and are dealt with according to the complaints procedure. Firstly please see if any difficulty can be answered by the staff you are in contact with. If this is not satisfactory please contact a manager at the centre where you are registered.

Refunds

A full or partial refund of your course fee will only be made when:

1. We close, merge or reschedule your course and you cannot get to the alternative.
2. There is a medical reason supported by a certificate or doctor's letter.

An administrative charge of £10 will be made for this refund. We do not provide refunds where individual sessions have to be cancelled, but will make every effort to offer an alternative session.

- If you paid by debit/credit card, we will require the original card used in order to provide a refund.
- Please note where a refund is approved, we are able to do this immediately for card payments but for fees paid by cash or cheque, it will be processed within one week (at the beginning of terms this process may take longer).

Quality assurance

We are committed to providing the highest quality of learning opportunities. Our approach to quality assurance is based on building quality, and equity, into every aspect of the service. We believe ensuring quality is part of everybody's job and all policies and procedures are directed to improving the quality of provision. We promote an ethos of critical analysis and continuous improvement.

We carry out a number of checks to assure and improve the quality of our service. These include:

- Regular visits to classes to observe the quality of teaching and learning, by both our own staff and external inspectors
- External verification of quality standards by Accrediting bodies
- Monitoring recruitment, retention and achievement
- Course and curriculum reviews
- An annual student satisfaction survey and report
- Regular reviews of our systems and procedures.

All of this information is fed into an annual self-assessment report, and a quality improvement and a development plan.

Assessment appeals

If you wish to appeal against an assessment of your work you should raise it with a member of staff. The tutor will discuss the assessment with you and take appropriate action. If you are dissatisfied with the outcome please ask at reception about the next stage of the appeals procedure. For accredited courses the awarding bodies have their own appeals procedure and this can be requested at reception.

Health and Safety – Hazards and first aid

Responsibilities

Everyone has a duty to ensure the safety of themselves and others who may be affected by what they do or do not do. Please help yourself and the service in making this a safe and enjoyable environment in which to learn, by following health and safety procedures and by suggesting and making improvements with regard to health and safety.

Reporting hazards

Report any hazard that you find to your tutor or centre staff. This will be a major help in preventing accidents.

Recording accidents and incidents

Your tutor will record any accidents or incidents in the accident/incident book kept at reception. Managers will then investigate and, where necessary, identify changes to the work routine workplace to make it safer for all. A no blame culture is operated when investigating accidents to ensure the root causes are found.

Evacuating the building

Please make sure you know how to leave the building safely in case of an emergency and that you are familiar with the fire procedures displayed in all adult education centres. When you hear a fire alarm your tutor will escort you from the room to the assembly point for that centre. Please make sure you stay with your tutor so they can check that everyone is safely out of the building.

First aid

A list of qualified first aiders and first aid equipment is available at reception.

Never handle blood, open wounds or body fluids unless you are wearing safety gloves.

Manual handling

Many injuries are caused through poor manual handling; that is moving an object from point A to point B. Please stop and think before you move or handle anything heavy or awkward. Always ask for help if you are not sure.

Equipment and machinery

Health and safety regulations state that only trained people can use certain equipment and machinery. If you have not been instructed in the use of our equipment and machinery speak to your tutor for guidance and instruction.

Tidy work areas

Keeping your work area tidy reduces the risk of accidents, improving health and safety for all. Take time before the end of every session to ensure the room is left in a clean and tidy condition.

Smoking

In line with legislation, smoking (both tobacco and e-cigarettes) is not permitted anywhere on the premises or grounds of the service.

Mobile phones

Students are asked to respect others when using their phones and their use is not permitted in classrooms or work areas.

Food and drink in classrooms

No food or drink (except for bottled water) is allowed in classrooms. Students are asked to not take food or drink into classrooms.

Confidentiality and data protection

The service takes great care to ensure that any information you provide to us is treated as confidential. All your data is protected and accessible under GDPR Regulations.

Reception

Opening Times

Monday to Friday
9.00am-6.30pm
(last Consultation 6.15pm)

Saturday 9.00am-12.00 noon

Opening times may change, please call for details (last enrolment time will be 15 minutes prior to closure).

Do you need work experience?

Volunteer work placements give real experience for those who want to take the first steps towards securing employment. Hours can be arranged to fit around residents' availability.

Call: 0203 790 8674

Becoming Self Employed

If you are thinking about becoming self employed Job Centre Plus can support you with a mentor who can advise and guide you through the process, including drawing up a business plan and obtaining funding.

You may qualify for the New Enterprise Allowance to support you through the early days of self-employment.

FC Recruitment

FC Recruitment is a recruitment service that cares. Based at both offices in London and Birmingham, it will help you identify skills, assist with CV writing, application forms and prepare you for interviews as well as help build your confidence so that you are successful in getting a job.

For information:

Call: 0203 7908674

Email: support@fctraining.org

National Careers Service

Helping you to take the next step

- Online, on the phone or face-to-face
- Help to choose or change career
- Skills tests, course search, job search advice.
- Personalised help from careers advisers

Call: 0800 100 900

Or visit: www.nationalcareersservice.direct.gov.uk

TERM DATES

Intake	Schedule	Venue
Jan 14, 2019	Full Time	London , Birmingham
Mar11, 2019	Full Time	London , Birmingham
May 13, 2019	Full Time	London , Birmingham
July 8, 2019	Full Time	London , Birmingham
Sep 9, 2019	Full Time	London , Birmingham
Nov 11, 2019	Full Time	London , Birmingham

Out of office hours & Emergency support

Student support officer
Salman Haq

If you need any help out of office hours please feel free to call on 075 88454536 or 0203 790 8674

Notes

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List of Embassies

AZERBAIJAN REPUBLIC

Embassy of the Republic of Azerbaijan

4 Kensington Court W8 5DL
020 7938 3412
Fax 020 7937 1783
london@mission.mfa.gov.az
www.azembassy.org.uk
Consular Section Tel/Fax 020 7938 5482

BAHRAIN

Embassy of the Kingdom of Bahrain

30 Belgrave Square SW1X 8QB
020 7201 9170
Fax 020 7201 9183
www.bahrainembassy.co.uk
information@bahrainembassy.co.uk
Monday-Friday 09.00 -16.00

BANGLADESH

High Commission for the People's Republic of Bangladesh

28 Queen's Gate London SW7 5JA
020 7584 0081
Fax 020 7581 7477
info@bhclondon.org.uk
www.bhclondon.org.uk
Monday-Friday 10.00-17.30
Consular Section Monday-Thursday 10.00-13.00 & delivery 15.00-16.30 Friday 10.30-12.45 & delivery 15.00-16.30

BULGARIA

Embassy of the Republic of Bulgaria

186-188 Queen's Gate SW7 5HL
020 7581 3144, 020 7584 9400, 020 7584 9433
Ambassador's Office 020 7591 0781
Fax 020 7584 4948
info@bulgarianembassy.org.uk
ambass.office@bulgarianembassy.org.uk
www.bulgarianembassy-london.org

CAMEROON

High Commission for the Republic of Cameroon

84 Holland Park W11 3SB
020 7727 0771
Fax 020 7792 9353
Monday-Friday 09.30 -17.30
info@cameroonhighcommission.co.uk
www.cameroonhighcommission.co.uk

CANADA

High Commission of Canada

Canada House Trafalgar Square SW1Y 5BJ
0207 004 6000
Fax 0207 004 6050
ldn@international.gc.ca
www.UnitedKingdom.gc.ca

CHINA

Embassy of the People's Republic of China

49-51 Portland Place W1B 1JL
020 7299 4049
Monday-Friday 09.00-12.30, 14.00-17.00
www.chinese-embassy.org.uk

INDIA

Office of the High Commissioner for India

India House Aldwych WC2B 4NA
020 7836 8484
Fax 020 7836 4331
administration@hcilondon.in
adm.london@mea.gov.in
www.hcilondon.in

IRAN

Embassy of the Islamic Republic of Iran

16 Prince's Gate SW7 1PT
020 7225 4208-9
Fax: 020 7589 4440
iranemb.lon@mfa.gov.ir
www.london.mfa.ir

IRAQ

Embassy of the Republic of Iraq

21 Queens Gate SW7 5JE
020 7590 7650
Fax 020 7590 7679
lonemb@mofa.gov.iq
www.mofamission.gov.iq
Monday-Thursday 09.00-16.00
Friday 09.00-15.00

IRELAND

Embassy of Ireland

17 Grosvenor Place SW1X 7HR
020 7235 2171
Fax 020 7201 2515 londonembassymail@dfa.ie
www.embassyofireland.co.uk
Monday-Friday 09.30 -12.30 -14.30 -16.30

KENYA

Kenya High Commission

45 Portland Place
London W1B 1AS
Tel: 0207 636 2371
Fax: 0207 323 1932
www.kenyahighcom.org.uk

NEPAL

Embassy of Nepal

12A Kensington Palace Gardens W8 4QU
020 7229 1594/6231/7243 7853
Fax 020 7792 9861
eon@nepembassy.org.uk
www.uk.nepalembassy.gov.np
Monday-Friday 09.00-13.00 & 14.00-17.00

Nigeria

High Commission for the Federal Republic of Nigeria

Nigeria House 9 Northumberland Avenue WC2N 5BX
020 7839 1244
Fax 020 7839 8746
Monday-Friday 09.30-17.30
chancery@nigeriahc.org
information@nigeriahc.org.uk
www.nigeriahc.org.uk

PAKISTAN

High Commission for the Islamic Republic of Pakistan

35-36 Lowndes Square SW1X 9JN
020 7664 9276
Fax 020 7664 9224
phclondon@phclondon.org
www.phclondon.org
Monday-Friday 09.30-17.30

QATAR

Embassy of the State of Qatar

1 South Audley Street W1K 1NB
020 7493 2200
Fax 020 7493 2661
Monday-Friday 09.30-16.00
amb@qatarembassy.org.uk
amblondon@mofa.gov.qa

RUSSIA

Embassy of the Russian Federation (Main Building)

6/7 Kensington Palace Gardens, London, W8 4QP
0207 229 6412
Fax 0207 727 8625
kanc@rusemb.org.uk
www.rusemb.org.uk

For a complete list of all the embassies and counselor services speak to your student welfare officer.



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07588454536



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24-26 Arcadia Avenue, Finchley Central,
London ,N3 2JU



Cobalt Square, Hagley Road, Edgbaston,
Birmingham,West Midlands, B16 8QG.



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