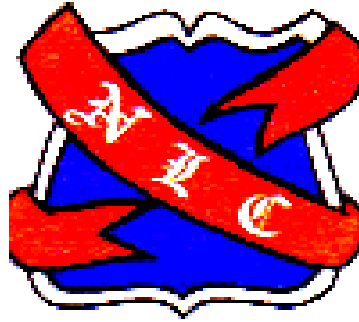


# North London College



EST 1984

## Prospectus

2013 / 2014

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**UK Register of Learning Providers number: 10033089**

Course Information Line +44 (0)208 808 8008



Website: [www.northlondoncollege.co.uk](http://www.northlondoncollege.co.uk) E-mail: [info@northlondoncollege.co.uk](mailto:info@northlondoncollege.co.uk) Tel: 020 8808 8008 Fax: 020 8801 6699

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## Disclaimer

North London College makes every effort to ensure that the contents of and statements made in this publication are fair and accurate, but it cannot accept any responsibility for omissions, errors or subsequent changes that may occur. Programmes or modules may be revised, altered or withdrawn without notice and assessment arrangements may be changed. It should be noted that information on entry requirements for courses and modules is for guidance only. The conditions attached to offers may vary from year to year and from applicant to applicant.

# Our Courses

**Basic Studies**

**A Level**

**Vocational Courses**

**Bachelor's Degree Level / Professional courses**

**Postgraduate Level**



**Our courses are mainly for adults.**

# Foreword from the Principal

I am pleased to be able to present a range of courses that are selected with the specific aim of ensuring that we as staff at North London College provide our students with the opportunity to gain qualifications. These courses and qualifications, in addition to being recognised by the awarding bodies where appropriate, also provide prospective students with the potential to add value to their careers, achieve personal development, enhance their ability to provide for their families and build a better future for themselves and their communities.

The College has been established since 1982 as a private sector organisation providing a range of vocational, academic and professional courses to students. The full time studies started 1<sup>st</sup> October 1984. This date marks the start of full educational services under the Education Act. Many of our students are from overseas and our aim is to ensure that we provide them with a service that is geared to meeting their needs. At the same time our home based students may be enriched by the diversity of experience that they can gain in such a setting. Our interest is to attract only those students who are interested in succeeding in their chosen course of study.

We are pleased to be able to provide tutors and lecturers all of whom are appropriately experienced and qualified. In addition, some of our tutors bring to the classroom up to date practical examples gained from their experience in industry.

Our courses range from Level 2 through to Level 7 with foreign students currently being offered Levels 4 to Level 7 (equivalent to first year bachelor's degree through to postgraduate). Degree pathways are in place and conversion at the appropriate level can be pursued with UK universities. The awarding bodies that accredit our courses already have arrangements in place with specific universities and are continuing to extend their network to widen students' choice. North London College is also pursuing partnership arrangements.

We have deliberately focused our courses within four broad areas:

- Business and Management
- Health and Social Care
- Child Care/Early Years
- Accounting

After browsing through our prospectus, you may wish to apply or call us for more information. We also welcome unscheduled personal visitors but so that we give you the attention you deserve, it may be best if you call us and book an appointment.

We at North London College would be proud to have you as a successful student and to do so, we would ensure that before you embark on a course, we (you and us) are satisfied that it meets with your requirements and that you have the ability to meet the demands of the study programme. All courses are paid for by the student; we therefore want to ensure that she or he is not wasting time and money. Our focus is steadfastly on providing a quality of tuition, mentoring and pastoral support that would guarantee you have all the ingredients for a satisfactory outcome. Our quality assurance framework with its emphasis on student feedback ensures that we continuously strive to improve.

We hope that you choose to study with us but if you feel that the course you are looking for is not covered in this prospectus, please pass our contact details to someone you feel may benefit from being with us. We are very confident that we would be able to provide a service that should exceed expectations.

Now please take a look at our courses that are covered in the following pages.

Yours sincerely,

The Principal

The UK authorities with oversight responsibilities for the national curriculum framework are responsible for setting the grading of courses. We thought that it would be useful for you to understand the course level against the national framework. An overview of the UK academic framework is shown in this table.

<b>Award Certificate/Diploma QCF/NQF Level</b>	<b>Complexity Level</b>	<b>Degree pathway</b>
<b>Level 2</b>	<b>GCSE (A-C)</b>	
<b>Level 3</b>	<b>Two or three A levels</b>	
<b>Level 4</b>	<b>Year 1 Bachelor's Degree</b>	
<b>Level 5</b>	<b>Year 2 Bachelor's Degree; Foundation Degree; HND</b>	
<b>Level 6</b>	<b>Year 3 and Final Bachelor's Degree (with honours)</b>	<b>Dissertation/Project with a UK University</b>
<b>Level 7</b>	<b>Postgraduate Degree</b>	<b>Dissertation/Project with a UK University</b>

## Basic Studies

The College accepts candidates who have no qualifications. They are generally accepted on the Entry Level in the National Qualification Framework. However entry to other levels may be permitted depending on the student's assessed ability and experience.

Entry Level Courses available:

- Childcare
- Basic Business
- Adult Literacy
- Numerical Skills

## A Levels

A limited range of A Level subjects (e.g. Law, Sociology, Mathematics) are taught according to demand. We do not have laboratory facilities.

# Vocational Courses

The College's involvement with vocational courses dates back to 1986 when the College launched GNVQ and NVQ courses. It has its own qualified assessors and verifiers. It teaches, assesses and verifies students' work in the following:-

- Key / Functional Skills: Levels 1 - 4
- Child Care and Education: Levels 2 - 5
- Health & Social Care: Levels 2 - 7
- Assessor Award: Levels 3 - 4

The College is an accredited centre for:-

- Education Development International (EDI)
- Council for Awards in Care, Health & Education (CACHE)

## Health and Social Care and Child Care Levels 2 - 7

For you to work unsupervised you will need level 3.

### Diploma Level 3

Education Development International (EDI) Diploma in Health and Social Care (Adults)

This qualification is to guide and assess the development of knowledge and skills relating to the health and social care workforce. It is relevant to job roles such as:

- Senior care assistants/support workers/key workers in residential settings
- Senior healthcare assistants/support workers in community and primary care environments
- Senior healthcare assistants/support workers in acute health environments
- Senior care assistants/support workers/key workers in domiciliary services
- Senior care assistants/support workers/key workers in day services
- Senior support workers in supported living projects
- Community-based senior care assistants/support workers/key workers, including those working in specialist areas e.g. dementia, learning disabilities
- Personal assistants employed directly by the individual they support or their families
- Emerging new types of workers and multidisciplinary health roles crossing traditional service barriers and delivery models

### Qualification Structure

To achieve the full **Level 3 Diploma** in Health and Social Care, learners must achieve a minimum of 58 credits.

To do this they must achieve:

- 28 credits from the mandatory units in Group A
- 30 credits from the optional units in Group B and/or Group C
- A minimum of 2 credits and a maximum of 7 credits must be achieved from Group B,
- A minimum of 23 credits must be achieved from Group C

Learners can claim an endorsed pathway (**Dementia, or Adults with Learning Disabilities**)

## Diploma in Leadership for Health and Social Care and Children and Young People's Services Level 5

This qualification is to guide and assess development of knowledge, understanding and skills in management and advanced practice within health and social care and children and young people's services. This qualification confirms competence in these areas and serves as the required qualification for registration and regulatory requirements in the sector where appropriate.

### Learners can select one of the following pathways:

- Children and Young People's Residential Management
- Children and Young People's Management
- Children and Young People's Advanced Practice
- Adult Residential Management
- Adult Management
- Adult Advanced Practice

### Qualification Overview

This qualification is to guide and assess development of knowledge, understanding and skills in management and advanced practice within health and social care and children and young people's services. This qualification confirms competence in these areas and serves as the required qualification for registration and regulatory requirements in the sector where appropriate.

### Qualification Structure

To achieve the full EDI Level 5 Diploma in Leadership in Health and Social Care and Children and Young People's Services, learners must achieve a minimum of 80 credits. Learners must select one of the pathways listed above.

## Levels 6 – 7 Programmes

**Level 6:** This is a CACHE Early Years Professional level but it is not yet live. When fully developed it will be a first degree level course.

**Level 7:** This is a Post Graduate Management diploma awarded by ABP. The diploma is accepted by Worcester University and counts for 120 out of 180 credits towards the University of Worcester MBA programme.

Candidates are encouraged to go online for full details:

<b>CACHE</b>	<a href="http://www.cache.org.uk">www.cache.org.uk</a>
<b>EDI</b>	<a href="http://www.ediplc.com">www.ediplc.com</a>
<b>Worcester University</b>	<a href="http://www.worc.ac.uk">www.worc.ac.uk</a>
<b>ATHE</b>	<a href="http://www.atheuk.com">www.atheuk.com</a>



# Degree Level and Professional Courses

In the current national qualification framework, courses leading to BA, BSc degrees are QCF level 6. Courses at this level enable students to obtain knowledge, skills etc at the first degree standard.

Postgraduate courses are tagged QCF/NQF level 7.

The College's educational philosophy is to enable students to earn where possible more than one qualification on a single programme. On following one course our students may earn:-

- i. Diploma – recognised by all authorities
- ii. Professional – professional skills that can lead to membership of a UK professional body.
- iii. Work – a diploma that may enable students to obtain jobs while studying either part-time or full time.

Our programmes are aimed at developing the candidates to work, study and achieve recognised qualifications.

This approach is developed, at the moment, in the following areas:-

- i. Accountancy & Finance
- ii. Business & Administration
- iii. Management
- iv. Health & Social Care
- v. Child Care & Education

The programmes are suitable for a number of people:-

- i. Candidates wishing to obtain their degree qualification while studying near their homes
- ii. Candidates who start degree courses locally but transfer later to universities of their choice
- iii. Candidates who want to work while studying
- iv. Mature students – parents may study while their children are in school
- v. Candidates who cannot afford the high fees at universities - our fees can be less than 40% of national fees
- vi. Candidates wishing to obtain their qualifications at a faster pace
- vii. Adult learners who would prefer a more mature learning environment
- viii. Candidates who want to obtain professional membership as well as a university qualification

## **Course Outline**

There are two approaches.

- i. Professional linked programmes
- ii. Distance /On-line Learning programmes

## **Professional Bodies**

The College is accredited by a number of leading UK professional bodies. These include:-

- i. The Association of Chartered Certified Accountants – for accountancy and finance
- ii. The International Association of Book Keepers.

The College is also accredited by a number of UK vocational bodies. These include:-

- i. Educational Development International - for Health & Social Care
- ii. Council for Awards in Care, Health and Education - for Child Care, Learning and Development, and Health & Social Care

## **Distance Learning and On-Line Studies**

In 1986 the College began to provide tuition and learning assistance to students on Distance Learning external degree programmes. The student needs to register with an appropriate university and contact the College.

This has been a well established approach to learning. A number of UK Universities have established this approach. Prominent among such universities is the University of London.

The College supports students (Full time /Part time) on a number of areas, subject to demand including:-

- Law
- Accountancy
- Business Studies

## **Accounting & Finance**

The ACCA developed what some consider the world's best applied accounting degree in partnership with Oxford Brookes University – ACCA/BA/MBA.

Level 6: ACCA Fundamental – Oxford Brookes BSc

Level 7: ACCA Professional – Oxford Brookes MBA

Candidates are encouraged to visit the relevant websites for full details.

ACCA [www.uk.accaglobal.com](http://www.uk.accaglobal.com)

Oxford Brookes University [www.brookes.ac.uk](http://www.brookes.ac.uk)

# Management



ATHE - specialising in management across a range of sectors including business and health & social care, we have made a name for ourselves with good customer service, rewarding qualifications and happy learners with university progression routes.

All ATHE qualifications are on the QCF and have been accepted for recognition by a number of higher education institutes and professionals.

## General Management Courses

The College organises specialist management courses as follows:

### ATHE Level 4 Diploma in Management

The core of these qualifications provides the underpinning knowledge of the general business environment, together with a focus on the development of communication, team building and problem solving skills. This gives learners the opportunity to acquire the essential knowledge and skills required of a manager.

In addition, learners can select specialist units such as Corporate Social Responsibility, Applying Promotional Techniques or/and Finance for Managers to complete their ATHE Level 4 Extended Diploma in Management.

### ATHE Level 5 Diploma in Management

### ATHE Level 5 Extended Diploma in Management

Learners are required to undertake a research project in an area of their choice and can choose from a bank of optional units, including units at level 6 where appropriate.

Once a learner has completed the ATHE Level 5 Extended Diploma in Management they can progress to the final year of a BA degree at a university, or to an ATHE level 6 qualification.

### ATHE Level 6 Diploma in Management

Learners may undertake the 120 credit ATHE Level 6 Diploma in Management, or alternatively one or more of the smaller qualifications that are made up of units that feature in the diploma.

This allows centres to tailor programmes to meet the learner's needs and to offer flexible packages to employers who wish to up skill their workforce.

### ATHE Level 7 Diploma in Strategic Management

The content of the ATHE Level 7 Diploma in Strategic Management was developed in line with the traditional content of a university MBA and provides direct access to an MBA top-up at a number of UK universities, (please see [www.atheuk.com/progression](http://www.atheuk.com/progression) for more details on our university partners).

The collection of smaller awards and certificates also offer flexible routes for those learners who would like to accumulate credits towards the diploma while in employment.

## Specialist Management Courses

The certificate, diploma and extended diploma in management for health and social care all contain the unit, 'Health and Social Care in Context,' which provides an overview of organisational frameworks as well as the political and social issues within the industry.

Learners will be required to demonstrate knowledge and understanding of management theories and apply these in various management contexts.

By completing this qualification, learners will gain skills that enable them to work alongside other health and social care professionals to achieve organisational objectives.

The College organises specialist management courses as follows:

### Health Care Management Route

#### ATHE Level 5 Diploma in Management for Health and Social Care

By completing this qualification, learners will gain skills that enable them to work alongside other health and social care professionals to achieve organisational objectives.

The ATHE Level 5 Extended Diploma in Management for Health and Social Care is a 120 credit qualification on the Qualifications and Credit Framework, making it the equivalent size and level of the second year of a degree. The suite also includes a certificate (30 credits) and a diploma (60 credits).

#### ATHE Level 6 Diploma in Healthcare Management

The ATHE level 6 qualifications in healthcare management include one 120 credit diploma and two certificates, however we also provide awards in subjects such as finance in the public sector, along with others which are listed amongst our management qualifications and are also relevant to working in the healthcare industry.

Whilst the core skills and concepts of management are still very much applicable for a manager in the healthcare industry, there are also some specific areas where managers transferring from other industries may struggle. These qualifications consider and address those areas, strengthening the learner's skill set for a healthcare manager position.

#### ATHE Level 7 Diploma in Healthcare Management

The ATHE level 7 qualifications in healthcare management provide strategic management skills for those planning to, or working in the healthcare sector both internationally and in the UK, including additional units that are specifically targeted at those working in the public sector.

Change is a distinctive characteristic of the healthcare sector and it is the strategic managers who should be the first to respond to, and support positive transformation.

Skills that meet this changing environment of healthcare are the vision and research skills as well as the ability to manage continuous organisational improvement included in the ATHE Level 7 Diploma in Healthcare Management.

## Travel and Tourism Route

### ATHE Level 4 Diploma in Management for Travel and Tourism

Travel and tourism is the fastest growing industry in the world, (partly due to the increase of international globalisation and business travel) and these qualifications are in response to the escalating demand for management skills coupled with sector specific knowledge.

The ATHE Level 4 Extended Diploma in Management for Travel and Tourism is a 120 credit qualification and, as well as the 4 mandatory units and optional management units, there are 7 specialist units including The Management of Visitor Attractions, Passenger Transport Operations, Sustainable Tourism Development, Resort Management and Special Interest Tourism.

### ATHE Level 5 Diploma in Management for Travel and Tourism

All the qualifications in this brochure are designed for working managers in a variety of sectors and industries and the following qualifications are especially for those managers in the travel and tourism industry, which is incredibly wide and diverse offering a huge range of opportunities for those with the correct skills and knowledge.

### Short courses

- ATHE Level 6 Award in Financial Decision Making for Managers
- ATHE Level 6 Award in Leading Organisational Equality and Diversity
- ATHE Level 6 Certificate in Project Management
- ATHE Level 6 Certificate in International Healthcare Policy

### Progress to Bachelor Degree Top-up

Once you have completed a level 5 Extended Diploma you will be eligible to study for a Bachelor Degree Top-up.

### Progress to an MBA Top-up

If you have 4 or more years senior management experience or a bachelors degree then you can register on one of our level 7 Diplomas which provide you the opportunity to progress to an MBA Top up.

Further information on top-up click [here](#)



## Association of Chartered Certified Accountants (ACCA)

ACCA is the largest and fastest-growing international accountancy body, with more than 320,000 students and members in over 160 countries.

ACCA has 100 years' experience in providing a range of qualifications that are well-respected around the world and facilitate lifelong learning. They range from technician level to professional accounting qualifications and continuing professional development opportunities beyond membership.

The ACCA qualification is a global accounting qualification and recognised all over the world. It offers options, which enable students to tailor their qualification to business accounting, public practice and international accounting.

### Course Contents

Part I has 3 modules, while Part II has 8 modules, which could be taken in piecemeal of 2 at a sitting. Part III has 9 modules. A Certificate is awarded at the completion of each part. You can also gain a degree through special arrangement by ACCA with some UK universities:

**BSc after completion of Part I & II**

**MBA after completing Part III**

### Prerequisite

Candidates are required to have minimum entry qualifications of 5 GCSEs and 2 "A" Levels or equivalent. Those who do not meet this will be accepted on CAT programme. On completion of CAT, ACCA will exempt them from some modules. Exemption enquiries should be directed to ACCA.

# Child Care and Education/Early Years



Awarding Body: Council for Awards in Care, Health and Education (CACHE)

## CACHE Level 2 Award, Certificate, Diploma in Child Care and Education

### Programme Features.

It prepares learners to work in a supervised capacity with children and their families in a variety of settings and environments within the sector of Children's Services. **Covering the age range of** Birth to 16 years of age.

- The Award requires a 120 guided learning hours and assessment is by written assignments.
- The Certificate requires a 300 guided learning hours and assessment is by a multiple choice question paper, and written assignments.
- The Diploma requires a 480 guided learning hours plus a further 390 recommended hours working in practical placements. The assessment is by the same methods listed for the Certificate plus a portfolio of work to support professional practice, assignments and a short answer test.

**What related qualifications can learners progress to?:** CACHE Level 3 Award, Certificate, Diploma in Child Care and Education. CACHE NVQ Level 3 in Children's Care, Learning and Development

*\*The Award and Certificate on their own do not qualify learners to practice in the workplace*

## CACHE Level 3 Award, Certificate, Diploma in Child Care and Education

### Programme Features.

Aimed at learners who need the knowledge and understanding of child development and education necessary for working with children in a variety of job roles and settings.

### What are the entry requirements?

Learners should be at least 18 years of age.

### What does the qualification cover?

It prepares learners to work unsupervised or in a supervisory capacity with children and their families in a variety of settings and environments within the sector of Children's Services.

# CACHE Level 4 Certificate in Managing Quality Standards in Children's Services

## Programme Features.

Professional development in quality assurance practices for example, establishing, improving and maintaining quality standards in children's services, managing the preparation required for statutory inspections, analysing their own and their organisation's training needs and developing appropriate learning programmes.

This qualification shows you how to achieve the highest possible quality standards by critically evaluating the quality standards process. You can take it if:

- you are a qualified practitioner who has a Level 3 qualification
- you are a qualified practitioner who is responsible for preparing the setting for accredited quality assurance schemes or statutory inspections
- you are a qualified practitioner who is responsible for assuring quality in your workplace
- you are a qualified practitioner who is interested in progressing into this area of work

The course is theoretical and practical. Assignments focus on real-life situations like preparing for an inspection in two months' time. You will learn about managing staff before, during and after the inspection process. You will also learn how to analyse your own and your organisation's training needs, so that you can develop training programmes.

By the end of the course, you will have gained the skills to raise the quality of practice in your workplace!

## Core Units

**Unit 1** – Establishing, improving and maintaining quality standards in Children's Services. This unit increases your understanding of the principles underpinning quality assurance. It helps you to establish, improve and maintain these standards. You will also evaluate different accredited quality assurance schemes.

**Unit 2** - Managing the statutory inspection process in Children's Services. This unit explores how to manage an inspection – the impact that it has and how its outcomes influence future practice. You will also consider the contribution made by individual staff members, as well as the importance of professional development in ensuring best practice.

Click on the link below to download the  
**Little Book of CACHE QCF Qualifications**

[http://www.cache.org.uk/Lists/Publications/Attachments/1/LBQ\\_2011\\_V2.pdf](http://www.cache.org.uk/Lists/Publications/Attachments/1/LBQ_2011_V2.pdf)

- if this link no longer works (because of a new edition), look for the new link on  
[www.cache.org.uk/Pages/Home.aspx](http://www.cache.org.uk/Pages/Home.aspx)





# Course Entry Requirements

Course	Level	Awarding Body	Entry Requirements
ACCA - Professional Scheme	NQF/QCF Level 6  NQF/QCF Level 7 - Masters Level	ACCA (the Association of Chartered Certified Accountants)  Oxford Brookes University	Various means of entry available to take account of differing qualifications and previous experience. For direct entry to the ACCA professional qualification scheme an applicant must be over 18 years of age and possess one of the following qualifications: <ul style="list-style-type: none"> <li>• 2 UK A-level and 3GCSEs (5 separate subjects including English and mathematics)</li> <li>• LCCI-3 Higher level passes and 2 Intermediate level passes (5 separate subjects including English and mathematics)</li> <li>• CAT (certified accounting technicians) level B/Intermediate level (complete)</li> <li>• Degree (from a recognised institution, in any subject)</li> <li>• ACCA Certified Diploma in Accounting &amp; Finance (complete)</li> </ul>
Health and Social Care – NVQ/Diploma Level 3, 4, 5 and 7	NVQ/Diploma Level 3, 4 & 5	Cache & EDI	No formal qualifications are required. However experience of working with others in a Care setting is desirable. Candidates wishing to do Level 4 must have a Level 3 Certificate to be enrolled. Those undertaking level 5 must have a level 4 or equivalent qualification/experience.
Early Years/Child Care and Education – Level 3,4,& 5	Diploma Levels 3,4&5	Cache	No formal qualifications are required. However experience of working with others in a Care setting is desirable. Candidates wishing to do Level 4 must have a Level 3 Certificate to be enrolled. Those undertaking level 5 must have a level 4 or equivalent qualification/experience.
Law	LLB	Relevant University (for example University of London).	5 GCSEs and 2 'A' Levels or equivalent. Students must first register as external candidates with the university of their choice.
Science/Social Sciences	A' Level	OCR, AQA, Edexcel, WJEC	GCSEs in relevant subjects.

# Entry Requirements Policy

All candidates will be interviewed by North London College to ensure that candidates are selected for suitability on the course by meeting the following criteria: proof of being capable of meeting the required standards; can read and communicate clearly and accurately enough to meet the requirements of their training and the assessment tasks for each course; proof that they do not have a criminal background which might prevent them from gaining practical experience during their study with children or vulnerable adults. Candidates entering the Health and Social Care workforce are legally required to undergo criminal record checks prior to taking up employment/work placement in addition, mature students without the listed entry requirements but having relevant experience may be considered following clearance from the relevant awarding body. Students on external degree programmes must first register with their university of choice before they can be accepted by North London College.:

## Duration of Courses

All courses are full-time with duration ranging from 1 to 4 years.  
All full-time courses are for a minimum of 17.5 hours per week.

## Travelling to the College

Many buses (listed on the College home page) pass in front of or near the College. The College can also be reached by rail (Bruce Grove, Tottenham Hale and South Tottenham) or Underground (Victoria Line - Tottenham Hale or Seven Sisters). There is also a public car park (free 8:30am to 5.30pm) very nearby. For travel directions see the College website or the Transport for London website - [journeyplanner.tfl.gov.uk/user/XSLT\\_TRIP\\_REQUEST2?language=en](http://journeyplanner.tfl.gov.uk/user/XSLT_TRIP_REQUEST2?language=en)



About 5 minute's walk away from the College is a library and Tottenham Green Leisure Centre. There is space for quiet study, and students can register free to borrow books.



There are many shops near the College and a retail park 10 minutes walk away