



2015 Prospectus

UNIVERSITY PROGRESSION PROGRAMMES

CONTENTS

A MESSAGE FROM THE ACADEMIC DIRECTOR	5
UNIVERSITY PROGRESSION PROGRAMMES	7
ACADEMIC PROGRESSION	8
INTERNATIONAL FOUNDATION YEAR	10
DIPLOMA IN BUSINESS	12
DIPLOMA IN BUSINESS INFORMATION TECHNOLOGY	14
DIPLOMA IN COMPUTING	16
FEES AND SCHOLARSHIPS	18



A MESSAGE FROM THE ACADEMIC DIRECTOR

It is a special pleasure to welcome you to the city which has been my home for over thirty years. During that time thousands of international students have passed through my hands. Many keep in touch on Facebook and many more still live here.

London is truly a global city and this is reflected in the range of course offerings in this prospectus. Courses in business, the social sciences and humanities are designed to provide a wider perspective than that typically experienced in your home country or academic institution. Many will make use of our central London location to help you appreciate and enjoy the arts and humanities at first hand.

Seeing a Shakespeare play at The Globe, visiting Dickens' house, viewing a major art exhibition at the Tate Gallery or seeing the Rosetta Stone at the British Museum are typical examples of how we enhance your cultural experience. Visits to the Bank of England or the Houses of Parliament complement classroom learning in other disciplines.

Our University Progression programmes are an attractive option for students still in

transition from high school to university. They offer flexibility in making future choices, often opening up better choices for future study by helping you to improve study and language skills and personal development.

The pages which follow provide information on LEB programmes, available over the academic year. Whatever your academic, professional and cultural interests, we look forward to welcoming you to our city.

*Ray Hilditch, Academic Director,
Professor of Business and Economics*



UNIVERSITY PROGRESSION PROGRAMMES



LEB Education is an NCC Education accredited partner centre and an exclusive NCC qualification provider in the academic heart of London. NCC Education are a leading awarding body in Business and IT, providing assessment and certification through recognised British qualifications internationally. The qualifications allow candidates to progress through levels at their own pace and receive a certificate at each stage.

University Partnerships

NCC Education have partnerships with over 50 universities globally including in the UK, Australia and USA. This sections contains details of the agreed university progression routes and the student entry requirements.

Accreditation Status

NCC Education is regulated by Ofqual (Office of Qualifications and Examinations Regulations).

Programmes Offered at LEB

- **International Foundation Year**
- **Level 4 Diploma in Business (QCF)**
- **Level 4 Diploma in Business Information Technology (QCF)**
- **Level 4 Diploma in Computing (QCF)**

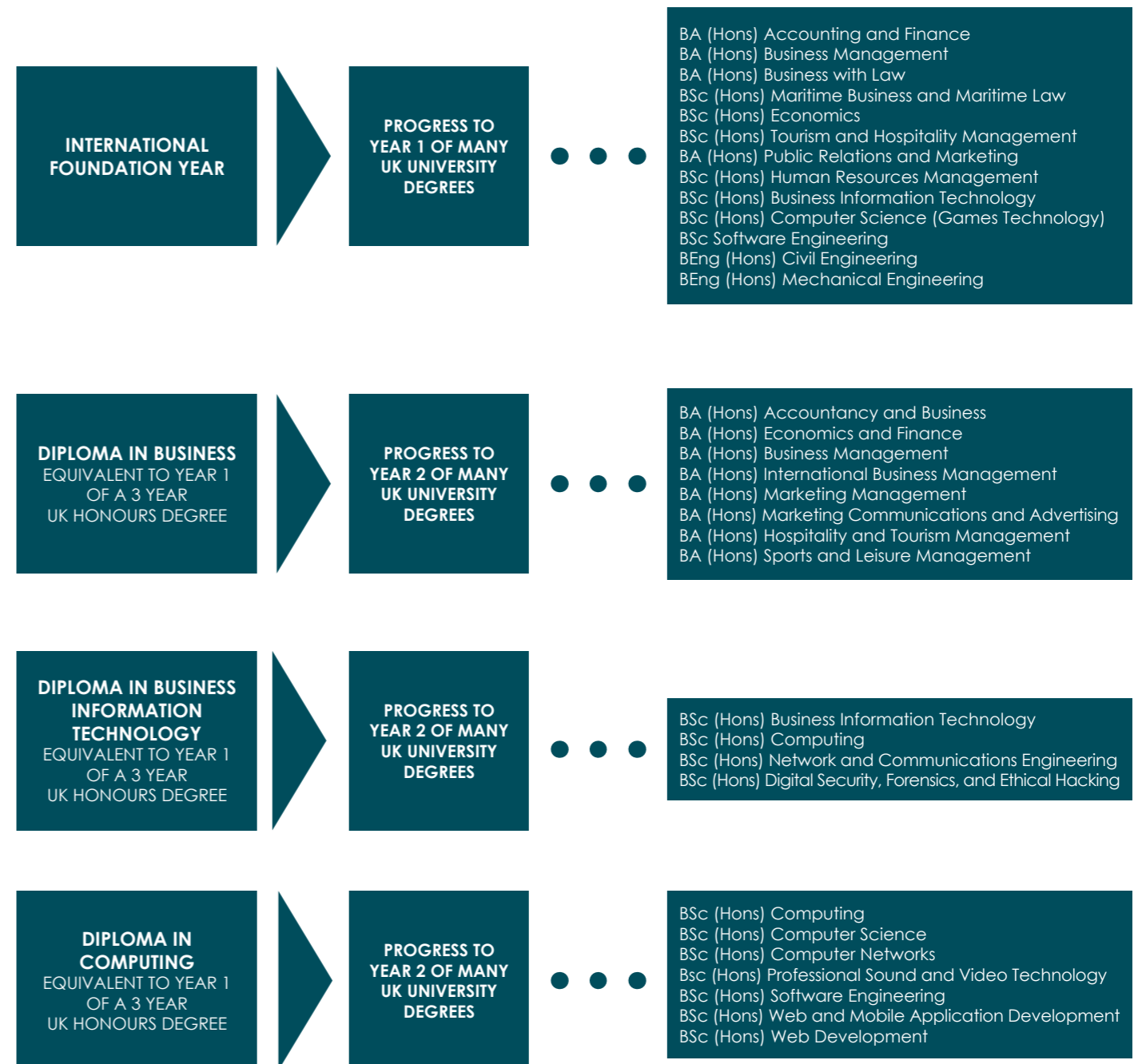
A Bridge to a Degree

High School in Home Country



Success on an Undergraduate Degree Programme

LINGUISTICALLY ••• ACADEMICALLY ••• SOCIO-CULTURALLY



ACADEMIC PROGRESSION

In recent years students have successfully progressed onto their chosen degree at the following universities:

UNIVERSITY OF YORK

UNIVERSITY OF BATH

OXFORD BROOKES
UNIVERSITY

GOLDSMITHS, UNIVERSITY
OF LONDON

UNIVERSITY OF GREENWICH

BIRMINGHAM CITY
UNIVERSITY

SHEFFIELD HALLAM
UNIVERSITY

KINGSTON UNIVERSITY
LONDON

UNIVERSITY OF PORTSMOUTH

MIDDLESEX UNIVERSITY

UNIVERSITY OF CENTRAL
LANCASHIRE

STRATHCLYDE UNIVERSITY

UNIVERSITY OF PLYMOUTH

UNIVERSITY OF
HERTFORDSHIRE

UNIVERSITY OF SUNDERLAND

UNIVERSITY OF BRADFORD

UNIVERSITY OF EAST
LONDON

UNIVERSITY OF BRIGHTON

DE MONTFORT UNIVERSITY

UNIVERSITY OF ESSEX

UNIVERSITY OF STIRLING

UNIVERSITY OF LEEDS

UNIVERSITY OF SUSSEX

HERIOT-WATT UNIVERSITY

UNIVERSITY OF ST ANDREWS

UNIVERSITY OF WARWICK

UNIVERSITY OF
NORTHAMPTON



INTERNATIONAL FOUNDATION YEAR

Progression

The programme allows students entry to the first year of many UK university programmes.

Overview

The International Foundation Year (IFY) is a one year pre-university qualification, including a significant degree of English language teaching. The qualification is designed to provide you with an entry route to UK university courses or progression onto the Level 4 Diplomas in Business, Business IT and Computing.

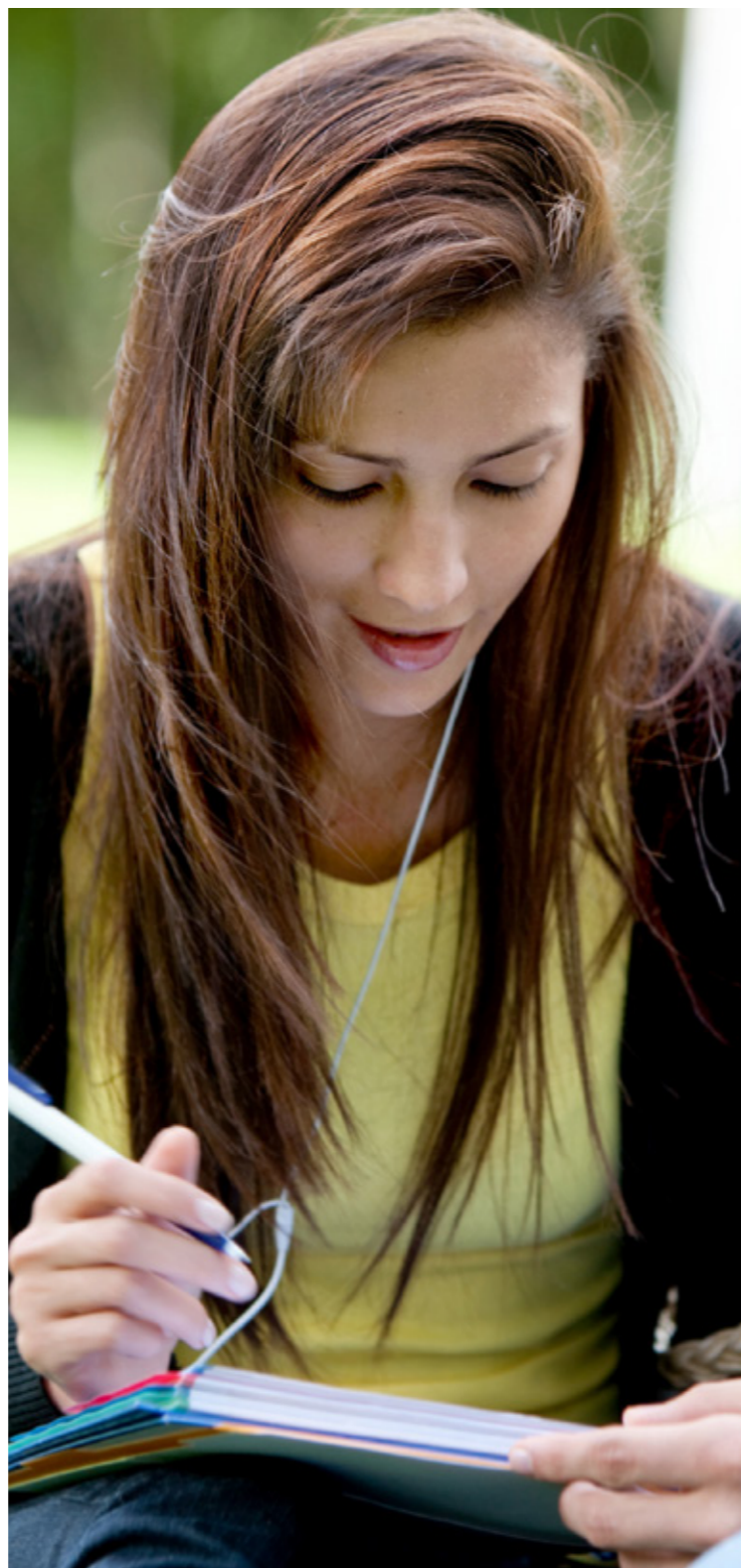
The IFY aims to improve your general and academic English language ability, enhance your study skills and cultural understanding and introduce you to academic study in English in the fields of business and/or computing at a suitable level.

Entry Requirements

- Successfully completed secondary education in an appropriate range of subjects;

AND

- A valid score of 4.5 or above in the International English Language Testing System (IELTS) examination or equivalent. Alternatively you can take the free Standard English Placement Test administered by LEB.



Programme Structure

To complete the qualification you must study and pass eight units.

The qualification consists of the following six core units:

- **Developing English Language Skills** - develops your English language skills to be able to communicate effectively beyond simple everyday contexts. It aims to improve all four skills of reading, writing, listening and speaking and enables you to acquire a broad range of knowledge which you can use to confidently and effectively communicate in English. The unit guides you through Intermediate and then Upper Intermediate levels of English language study.
- **Advanced English Language Skills** - enables you to put into practice the language you have acquired and develop into an advanced user of English. You will make extensive use of the four skills of speaking, reading, listening and writing, as well as extending your knowledge of complex grammar and advanced vocabulary.
- **English for Academic Purposes** - develops your understanding and use of the key linguistic skills necessary to engage effectively in an academic environment where you are being taught in English.
- **Study and Communication Skills** - equips you with the essential study skills needed to succeed at university level. You will learn the basic skills necessary to conduct independent research, write academic papers, give formal oral presentations and apply what has been taught during lectures to your studies.
- **Culture Studies** - enables you to gain awareness and increased understanding of other cultures. You will learn about various features of a foreign country and its culture, with a particular focus on student life and studying abroad.
- **Foundation Mathematics** - builds upon your existing knowledge in the areas of mathematics whilst introducing new topics appropriate across a range of academic disciplines and for your future career.

A further two units must be taken from a choice of four electives:

- **Introduction to Computing** - provides you with a basic introduction to a range of IT topics including organisation of a computer system, the relationship between hardware and software, applications of computers, databases, networking (with a focus on the Internet), graphics and multimedia.
- **Introduction to Programming** - exposes you to extensive practical use of the modern programming language Visual Basic to illustrate the classic programming principles of sequencing, selection

and iteration in the context of object-oriented computer programming.

- **Introduction to Business** - provides you with an introduction to the purpose, types and organisation of businesses. You will also become familiar with a range of business concepts such as basic marketing practices.
- **Introduction to Accounting and Economics** - introduces you to the key principles of accounting and economics. You will become accustomed to concepts such as market structures and monetary policy and also learn how to produce simple financial statements.

Optional Module: Introduction to IELTS - prepares you for assessment by the International English Language Testing System (IELTS). This unit does not carry any credits towards the qualifications and is not assessed by LEB Education.

Assessment and Examination

Assessments and Examinations Assessments for all units will be offered in a number of assessment cycles throughout the year. The units are all assessed by either examination or assignments.

Duration

The programme is designed to be studied full-time over one academic year or part-time over two to three years.

Delivery Method

The programme is taught face-to-face through lectures, tutorials and seminars.

DIPLOMA IN BUSINESS

Progression

The programme allows students entry to the second year of many UK university programmes, or enables you to pursue a career in the business industry.

Overview

The Level 4 Diploma in Business (QCF) (L4DB) is equivalent to the first year of a business degree programme in the UK university system. You will be introduced to the many different aspects of international business in today's world. Embarking on the programme you will be exposed to both academic and vocational aspects of a wide range of subjects, enabling you to gain the necessary knowledge and skills vital for a career in business or further studies. On successful completion of the programme you will be able to continue your studies at a UK university, or work in one of the many areas of the business world.

Entry Requirements

On entry you must have at least ONE of the following:

- One 'A' Level pass or equivalent or an appropriate School Leavers' certificate deemed to be of a similar level.
- Either the NCC Education L3DB or IFY qualifications.
- Any local or international qualification deemed to be of a similar level to either L3DB or IFY. These shall be agreed in advance with LEB Education.
- Mature students, being 21 years of age or over, and able to demonstrate over two years' relevant work experience. Students should also have 'O' Level/ GCSE English and Maths or equivalent.

If you're a potential student whose first language is not English, you will need to obtain a valid score of 5.5 or above in the International English Language Testing System (IELTS) examination or equivalent. Alternatively, take the free NCC Education Higher English Placement Test, which is administered by LEB.



Programme Structure

You must study the following eight core modules:

- **Essentials of Management** - covers the principles and functions of management. You will be taught the key elements in planning and decision-making, and the significance of different controls required in an organisation.
- **Fundamentals of Economics** - covers fundamental economic theories and concepts which are applied in decision-making in a business environment. You will gain an understanding of the economic environment and its effect upon business organisations and their markets.
- **Communications for Business** - gives an introduction to a wide range of skills for business professionals. You will cover the production of various types of documents and presentations as well as the skills needed to communicate effectively in a business environment.
- **Understanding Business Organisations** - introduces the objectives, roles, functions and various forms of business organisations as they adapt to a dynamic and changing environment.
- **Business Mathematics** - covers a range of mathematical techniques and formulae to support your business studies and develop your ability to make informed business decisions. You will also be taught to present and analyse business data.
- **Introduction to Finance** - introduces the basic concepts and techniques of financial and managerial accounting. It considers the role of accounting in recording and reporting financial performance and in providing information to decision makers.
- **eBusiness** - explores a wide range of applications for eCommerce and the use of these in solving business problems. You will learn about state-of-the-art technologies and their major impact on the business world.
- **Principles of Marketing** - examines the role and value of marketing in today's increasingly competitive and dynamic environment. You will practise marketing principles in order to analyse, plan and implement policies to achieve marketing and corporate objectives.

Assessments and Examinations

Assessments for all modules are offered in a number of assessment cycles throughout the year. All modules are assessed by either examination or coursework assignments.

Award Conditions

The NCC Education Level 4 Diploma in Business (QCF) will be awarded when you have successfully passed all eight modules. A module is passed when an overall mark of 40% or more is achieved. You can resit modules if you need to but this must be done within three years of your first assessment in the programme.

Duration

The programme is designed to be delivered over one academic year for full-time study, but it is also flexible in its delivery in order to accommodate part-time learning.

Delivery Method

The programme is taught face-to-face, through lectures, tutorials, seminars and laboratory sessions.

Accreditation Status

NCC Education is regulated to award the Level 4 Diploma in Business (QCF) (L4DB) by Ofqual (Office of Qualifications and Examinations Regulation) in England. Ofqual qualification reference number 600/1325/4.

Learning Outcomes

On successful completion of the Level 4 Diploma in Business (QCF) you will be able to demonstrate a clear understanding of business principles and concepts. You will also gain a solid foundation and a breadth of knowledge in business management, economics and eBusiness, and improve your research and lifelong learning skills.

DIPLOMA IN BUSINESS INFORMATION TECHNOLOGY

Progression

The qualification allows students entry to the second year of a UK Bachelor's degree or to pursue a career in the IT and Business industry.

Overview

Level 4 Diploma in Business Information Technology (QCF) (L4DBIT) equips you with fundamental skills and knowledge in IT, preparing you for further study or enhancing your professional development and employability within the IT industry. The programme is equivalent to the first year of an IT degree programme in the UK university system. You will be given the opportunity to develop essential thinking and study skills in IT and business through a balance of academic and vocational subjects. You will be able to contribute to the development of computer systems and networks, databases and websites in a business context, whilst also developing an awareness of business needs. The programme will allow you to understand and enter the IT and business profession with the necessary knowledge expected within the industry and the ability to apply the skills to a range of IT-related functions. On successful completion of the programme, you will be able to transfer to the second year of a UK Bachelor's degree or pursue a career in the IT industry.

Entry Requirements

On entry you must have at least ONE of the following:

- One 'A' Level or equivalent, or an appropriate School Leavers' certificate deemed to be of a similar level.
- Either the NCC Education L3DC or IFY qualifications.
- Any local or international qualification deemed to be of a similar level to either L3DC or IFY. These shall be agreed in advance with LEB Education.
- Mature students, being 21 years of age or over, and able to demonstrate over two years' relevant work experience. Students should also have 'O' Level/ GCSE English and Maths or equivalent.



Programme Structure

You must study the following eight core units:

- **Skills for Computing** - provides the essential skills for a computing student (study, presentation, report-writing and data handling). Not only will this unit prepare you for successful outcomes in your studies, but it will also provide you with skills that can be applied in the workplace.
- **Computer Networks** - networking and communication skills are vitally important in today's connected world. In this unit you will develop a good understanding of basic theory, but will also develop useful practical skills.
- **Computer Systems** - addresses the development of practical skills in the configuration, maintenance, fault-finding and trouble-shooting of modern computer systems and develops knowledge of computer architecture.
- **Designing and Developing a Website** - develops practical skills in website design by providing a detailed understanding of markup languages, style sheets, design techniques and testing.
- **Databases** - provides thorough training in practical techniques of the design and development of database systems together with developing a sound understanding of the underpinning theory.
- **eBusiness** - gives you the opportunity to examine how organisations can use all aspects of eBusiness to create new products and services, reduce the cost of existing business processes and improve the efficiency of their operations using typical revenue models.
- **Essentials of Management** - covers the principles and functions of management, teaching you the key elements in planning and decision-making and the significance of different controls required in an organisation.
- **Understanding Business Organisations** - provides an introduction to the objectives, roles, functions and various forms of business organisation as they adapt to a dynamic and changing environment, and also considers information and technology in regards to efficiency and performance.

Assessments and Examinations

Assessments for all units are offered in a number of assessment cycles throughout the year. All units are assessed by both examination and coursework assignments.

Award Conditions

NCC Education's Level 4 Diploma in Business Information Technology will be awarded when you have successfully passed all eight units. A unit is passed when an overall mark of 40% or more is achieved. You can resit units if you need to but this must be done within three years of your first assessment in the programme.

Duration

The programme is designed to be delivered over one academic year for full-time study, but it is also flexible in its delivery in order to accommodate part-time learning.

Delivery Method

The programme is taught face-to-face, through lectures, tutorials, seminars and laboratory sessions.

Accreditation Status

NCC Education is regulated by Ofqual (Office of the Qualifications and Examinations Regulator) to award the Level 4 Diploma in Business Information Technology (QCF) in England. Ofqual Qualification reference number 600/0624/9.

Learning Outcomes

On successful completion of Level 4 Diploma in Business Information Technology you will be able to fully demonstrate a clear understanding of computing systems. You will also gain a solid foundation and a breadth of knowledge in business which will allow you to implement effective strategies for research and lifelong learning.

DIPLOMA IN COMPUTING

Progression

The programme allows students entry to the second year of many UK university programmes, or enables you to pursue a career in the IT industry.

Overview

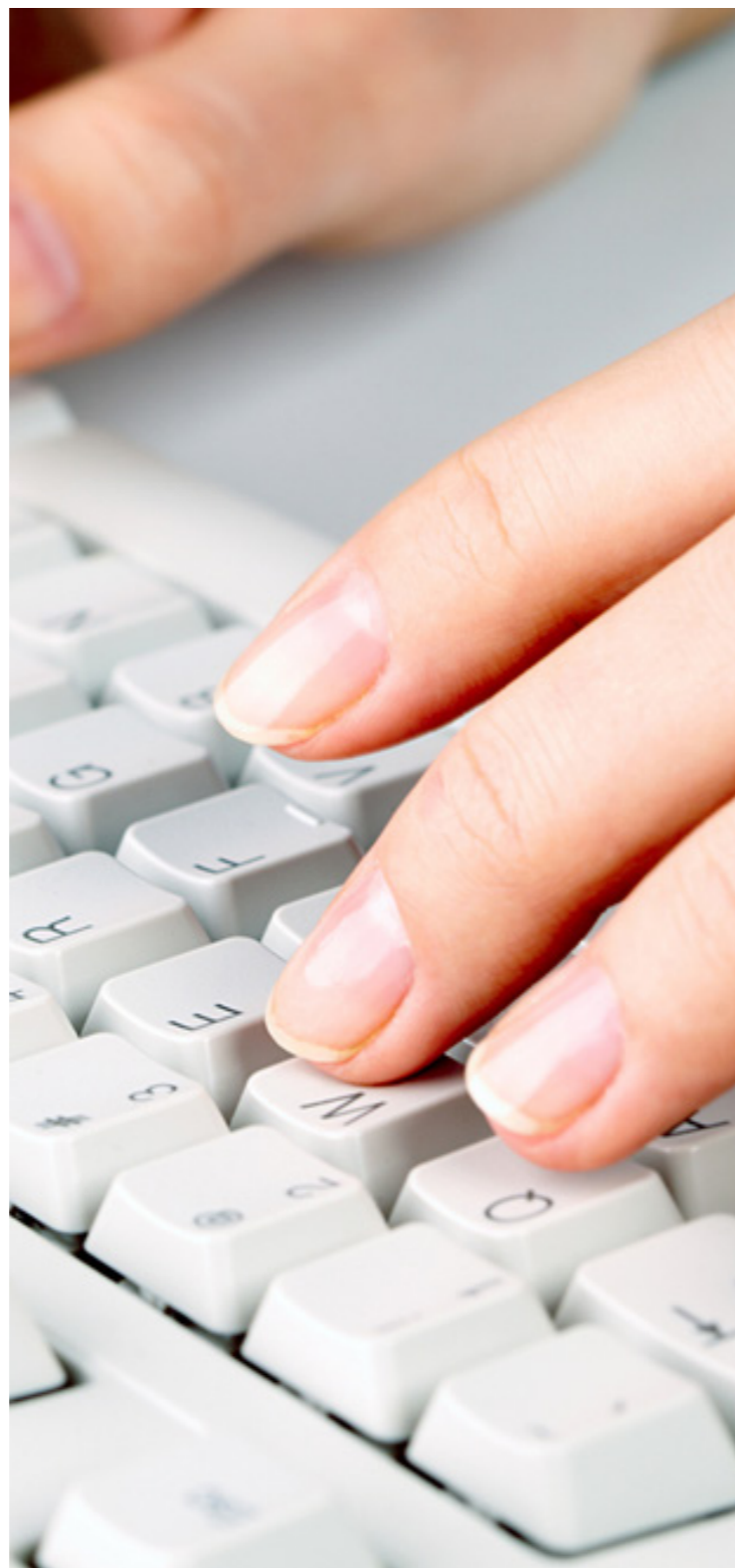
Level 4 Diploma in Computing (QCF) (L4DC) is equivalent to the first year of an IT degree programme in the UK university system. You will be given the opportunity to develop essential thinking and study skills, not only within the computing domain, but also within the context of business through a balance of academic and vocational subjects. The programme will allow you to understand and enter the computing profession with the necessary knowledge expected within the industry and the ability to apply the skills to a range of IT-related functions. On successful completion of the programme you will be able to transfer to a university, the second year of a UK Bachelor's degree or pursue a career in the IT industry.

Entry Requirements

On entry you must have at least ONE of the following:

- One 'A' Level or equivalent, or an appropriate School Leavers' certificate deemed to be of a similar level.
- Either the NCC Education L3DC or IFY qualifications.
- Any local or international qualification deemed to be of a similar level to either L3DC or IFY. These shall be agreed in advance with LEB Education.
- Mature students, being 21 years of age or over, and able to demonstrate over two years' relevant work experience. Students should also have 'O' Level/ GCSE English and Maths or equivalent.

If you're a potential student whose first language is not English, you will need to obtain a valid score of 5.5 or above in the International English Language Testing System (IELTS) examination or equivalent. Alternatively, take the free NCC Education Higher English Placement Test, which is administered by LEB.



Programme Structure

You must study the following eight core modules:

- **Skills for Computing** - provides the essential skills for a computing student (including study, presentation, report-writing and data handling skills). Not only will this unit prepare you for successful outcomes in your studies, but it will also provide you with skills that can be applied in the workplace.
- **Computer Networks** - networking and communication skills are vitally important in today's connected world. In this unit you will develop a good understanding of basic theory, and also develop useful practical skills.
- **Computer Systems** - supports the development of practical skills in the configuration, maintenance, fault-finding and trouble-shooting of modern computer systems and develops knowledge of computer architecture.
- **Designing and Developing a Website** - develops practical skills in website design by providing a detailed understanding of markup languages, style sheets, design techniques and testing.
- **Databases** - provides thorough training in practical techniques of the design and development of database systems together with developing a sound understanding of the underpinning theory.
- **Designing and Developing Object-Oriented Computer Programs** - provides a thorough introduction to computer programming using Java.
- **Software Development Techniques** - addresses the wider issues of software development together with a language-independent survey of useful data structures and algorithms.
- **Office Solutions Development** - develops practical skills in the automation of common office applications to support a variety of tasks.

Assessments and Examinations

Assessments for all modules are offered in a number of assessment cycles throughout the year. All modules are assessed by both examination and coursework assignments.

Award Conditions

NCC Education's Level 4 Diploma in Computing will be awarded when you have successfully passed all eight modules. A module is passed when an overall mark of 40% or more is achieved. You can resit modules if you need to but this must be done within three years of your first assessment in the programme.

Duration

The programme is designed to be delivered over one academic year for full-time study, but it is also flexible in its delivery in order to accommodate part-time learning.

Delivery Method

You will receive face-to-face teaching, including lectures, group discussions in seminars and tutorials, and will be guided through private study tasks.

Accreditation Status

NCC Education is regulated by Ofqual (Office of Qualifications and Examinations Regulation) to award the Level 4 Diploma in Computing (QCF) in England. Ofqual Qualification reference number 600/0406/X.

Learning Outcomes

On successful completion of Level 4 Diploma in Computing (QCF) you will be able to demonstrate a clear understanding of computing systems. You will also be competent in the development, testing and maintenance of software and database systems which will allow you to implement effective strategies for research and lifelong learning.

FEES AND SCHOLARSHIPS

Scholarships

We offer many funding opportunities to support students while studying at LEB. To find out whether you are eligible for a scholarship, please speak to a member of LEB staff.

How to apply

UNIVERSITY PROGRESSION PROGRAMMES

The quickest and most efficient method for applying for admission is by sending the application form with the required documents via email to info@lebeducation.co.uk. If you prefer to submit a paper-based application form, you can download our PDF application form from our website: www.lebeducation.co.uk. Please include your supporting documents with the application and post all to:

LEB EDUCATION
88 KINGSWAY
LONDON
WC2B 6AA

Supporting documents:

- Copy of passport page showing full name, photo, date of birth and signature;
- All academic transcripts;
- Copies of degree/diploma certificates;
- One academic reference;
- Personal statement;
- Certificate to show competency in the English language, if English is not your first language.

All documents must be in English or have a certified translation. Transcripts should be either original or a certified photocopy. If students send a photocopy it must have the original certification stamp and be certified by a notary, an organisation such as the British Council in your country.

If students send scanned and emailed documents and are made an offer, they will be required to send certified copies or original documents as a condition of the offer.

How to Pay

All applicants must pay the full amount prior their studies at LEB. Students are also expected to have maintenance

funds to support their living costs whilst studying. The maintenance sum should be budgeted to cover food, books and domestic bills and travel in London.

We accept the following methods of payment:

- Bankers draft
- Bank transfer

When making the payment, please indicate the full name and date of birth. Please notify us that payment has been made by emailing info@lebeducation.co.uk.

If students decide to defer or cancel their studies before joining LEB, they may be eligible to request a tuition fee refund. This must be done by submitting a written request by email to info@lebeducation.co.uk.

If you have any questions regarding fees, scholarships and payments, please contact:

- info@lebeducation.co.uk
- +44 (0) 207 681 6210

University Progression Programmes	Tuition*
International Foundation Year	£10,000
Level 4 Diploma in Business (QCF)	£10,000
Level 4 Diploma in Business Information Technology (QCF)	£10,000
Level 4 Diploma in Computing (QCF)	£10,000
*All fees are subject to revision and may increase annually.	



TO APPLY OR FOR FURTHER INFORMATION:

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