Harrow

Route, Destination and **Bus stops**

114 Mill Hill **E T**
Ruislip **B L**

140 Harrow Weald **A R W**
Heathrow Airport **B N V**

182 Harrow Weald **A L R W**
Wembley/Brent Cross **C M P V**

183 Pineer **D L**
Golders Green **E T**

186 Edgware/Brent Cross via Belmont **A L R W**
Northwick Park Hospital **C M P V**

223 Wembley **E M**

258 Watford Junction **A L R W**
South Harrow **C M N V**

Route, Destination and **Bus stops**

340 Edgware **A R W**

350 North Bushey **D**

H10 via South Harrow & Rayners Lane **B**
via Northwick Park Hospital & Kenton **C M**

H11 Mount Vernon Hospital **D**

H14 Northwick Park Hospital **C M**
Harrow End **D L**

H14 Northwick Park Hospital **C M**
Hatch Weald **D L**

H17 Sudbury **C M**

H18 Harrow Weald **C M**

Route, Destination and Bus stops

Night Bus

N18 Harrow Weald **A L R W**
Trafalgar Square **C M P V**

Mobility Buses

978 Uxbridge **F M**

982 Brent Cross **F M**

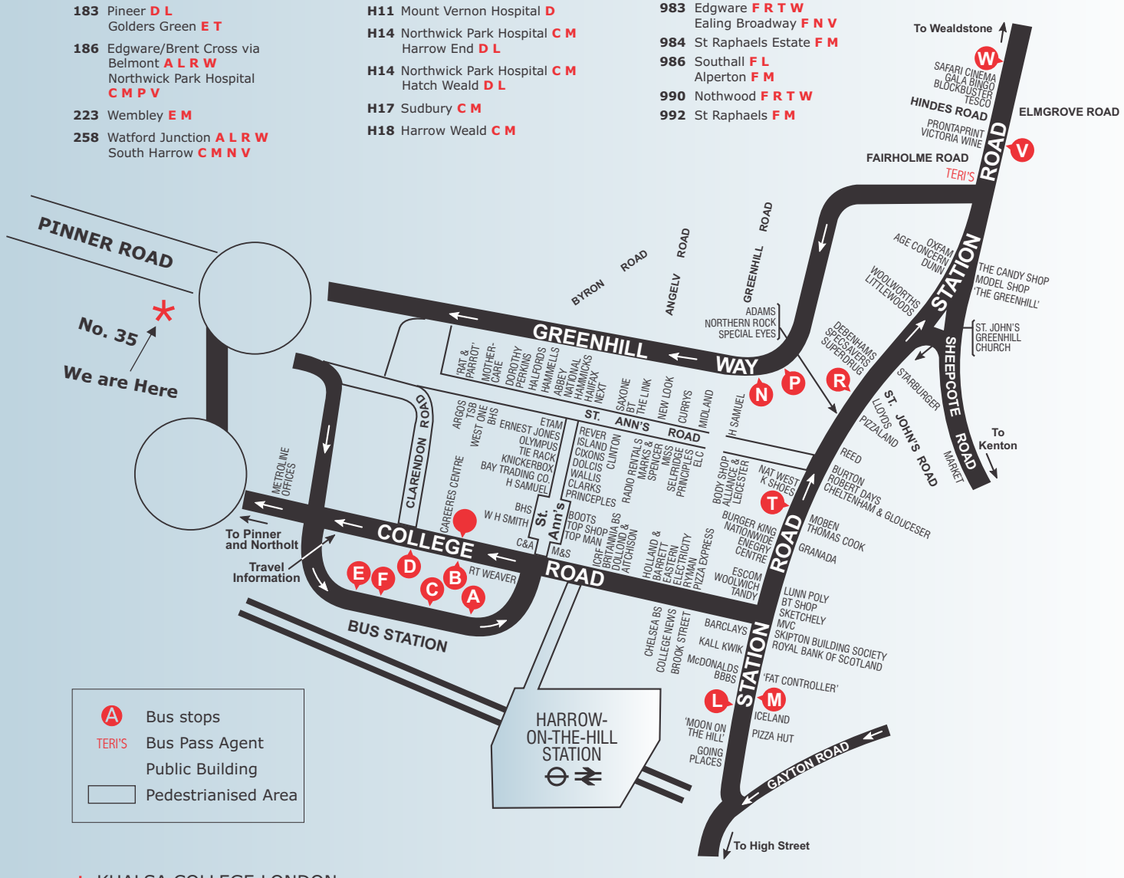
983 Edgware **F R T W**
Ealing Broadway **F N V**

984 St Raphaels Estate **F M**

986 Southall **F L**
Alperton **F M**

990 Nothwood **F R T W**

992 St Raphaels **F M**



* KHALSA COLLEGE LONDON

Khalsa College London
Charity No. 296012, Registration No. 2081264 DCSF (DfES) No. 310/6083
University Building, 35 Pinner Road, Harrow, Middlesex, United Kingdom, HA1 4ES
Tel: 020 8427 5132. Fax: 020 8427 4880, Email: registrar@sikh-uni.ac.uk

22.02.2017

Khalsa College London

PROSPECTUS

2017-2019

INDEPENDENT SIXTH FORM COLLEGE
(KS3, GCSE, A LEVELS)
&
HND and PROFESSIONAL COURSES LEVEL 2-7

Full Time, Part Time, Weekend Classes

Ofsted

QAA Reviewed
Quality Assurance Agency for Higher Education

College is an approved centre for :

AQA
OCR RECOGNISING ACHIEVEMENT
edexcel advancing learning, changing lives
AIA THE ASSOCIATION OF INTERNATIONAL ACCOUNTANTS STUDY PROVIDER 2017
CIMA
BTEC
TRINITY COLLEGE LONDON
ilm Approved Centre
CTH CONFEDERATION OF TOURISM & HOSPITALITY

MORE THAN 3 DECADES AGO WE BEGAN THE CHANGE

Every step added to the
momentum of change...
taking Khalsa College forward
who can stop the momentum of a turning
with the force of many hundred young students.

It was the hard and difficult times
but with every heart beat
there was a flicker of hope,
we pledged to march forward-in the face
of the challenge thrown on us both by
our friends and enemies.

Many years ago we have tried to take education,
religious and cultural knowledge to
the door-step of our children with a hope to
change their character, their personality and their vision
and slowly we began to see the sunrise on tomorrow,
the dawn of hope.

Today, we look to the future
with greater determination
and confidence.

We are sure - tomorrow is ours
And no one can stop us from marching forward.

KHALSA COLLEGE LONDON ANNUAL REPORT 2016

- Khalsa College London was established on the birth anniversary of Guru Nanak in 1985. It is a registered charity (charity no.296012) aiming to offer quality education at affordable prices.
- The College (Day School), started in September 2006, is approved by Ofsted and QAA.
- The College is an approved examination centre for major Awarding Organisations offering different levels of examinations, covering a wide range of courses and subjects.

The main educational divisions of the College are as follows :

- **Day Time [KS3, GCSE, A/S level, A2 level, HND & Professional Courses CIMA, CTH, BTEC (Person), ILM & AIA]**
- **Saturday School [KS1, KS2, KS3, GCSE, A/S level, A2 level]**
- **Vocational courses [ESOL, Languages, Oriental Music & SELT]**

The College is a secular organisation and follows equal opportunity principles in all of its functioning.

"The leadership and management of the school are good. The proprietor has ensured that all of the independent school standards are met. Students make good progress in their learning and achieve well. The school offers a good choice of courses to meet students' needs."

– Ofsted March 2015

Khalsa College London have undergone a review for educational oversight by the Quality Assurance Agency for Higher Education (QAA) and have received its final report, which is available in full at:

www.qaa.ac.uk/en/ReviewsAndReports/Documents/Khalsa%20College%20London/Khalsa-College-London-EO-AM-15.pdf

We have received the following judgements from QAA:

Key findings about Khalsa College London

"From the evidence provided in the annual return and at the monitoring visit, the review team concludes that Khalsa College London has made acceptable progress with implementing the action plan from the June 2014 Review for Educational Oversight report.

The College will continue to build upon the extensive individualised academic and pastoral support it currently provides for its students. This includes an informal open-door policy for students to approach managerial, teaching and administrative staff for help, rather than a formal tutorial system. There is a range of study skill support, and pastoral support is provided by a Student Welfare Officer. The College's Annual Review indicates that additional tuition sessions were provided last year. The issue of support is addressed in staff meetings. There have been developments in the intranet to improve support to students: these include the new Personal Development Planning Guide, which will be introduced to new students at an individual meeting with the Course Coordinator and Welfare Officer, with the aim of ensuring an academic and pastoral focus to achieve their qualifications."

– QAA 2015

Dr. Madhavi Amdekar
Principal
(Ph.D., M.A., B.A., B.Ed.)

ETHOS AND AIMS FOR THE SECONDARY CLASSES, FURTHER EDUCATION AND PROFESSIONAL COURSES

Terminology in this prospectus applies in certain instances to students up to 6th Form status only.

ETHOS

We provide a caring community where individual needs are recognised and supported. We ensure that all students are given a wide range of experiences where every opportunity and encouragement is given to achieve success and reach the highest personal standards, in preparation for life in a fast changing world.

AIMS

- To have high expectations of good behaviour, attitude and personal endeavour in all areas of the College curriculum.
- To develop students with inquiring minds, self respect, self discipline and positive attitude.
- To create an open, positive and supportive atmosphere where each student, irrespective of race, age or gender, is a valued member of our College.
- To provide a challenging National Curriculum which is broad and balanced, appropriate to the needs of the student and promotes learning.
- To execute the curriculum in a manner which promotes effective learning and the spiritual, moral, cultural, social and emotional development of students within the College.
- To involve students, parents, staff, governors and the wider community since education is a team effort.
- To foster and value relationships of those who promote understanding and respect for others irrespective of their culture, nationality, religion or linguistic background.

KHALSA COLLEGE LONDON

Director-Principal	:	Dr. S.S. Kapoor OBE, D.Litt., Ph.D ., M.Com., M.A., FCCA , FCMA, CGMA
Principal	:	Dr. Madhavi Amdekar, Ph.D., M.A., B.A., B.Ed.
Vice Principal (Day Time)	:	Dr. Anne Kapoor, Ph.D., M.A.
Vice Principal (Saturday School)	:	Dr. Jagjit Kaur Sirha, Ph.D., M.A.
Address	:	University Building, 35 Pinner Road, Harrow, Middlesex, United Kingdom, HA1 4ES
Telephone	:	020 84275132
Fax	:	020 84274880
Email	:	registrar@sikh-uni.ac.uk khalsacollegelondon.ha14es@gmail.com
Website	:	www.khalsacollegelondon.com
Type of College	:	Independent College

ADMISSION – 6th Form, Local Students & Overseas Students

Students are admitted to Khalsa College London in accordance with Admission Policy.

Admissions are granted to students without any discrimination as to religion, race, caste, creed and colour. A careful assessment of their past performance and achievements is made to place them at an appropriate level and to ensure that they achieve the maximum potential. Similarly before granting admissions, a detailed discussion is held with the parents about the progress of the student and what they can expect from the College. The expectations of the College are also clearly made known to the parents as well as to the students. College policies are available in a separate policies' document.

Students with special educational needs and with any medical problems are identified and advised about the suitability of this College.

ATTENDANCE

Students must attend regularly and successfully complete their course. An Academic year is 30-33 weeks of study and a student must attend all classes. Rule : 100% attendance.

Students are made aware of the College Attendance Policy. Firstly, at time of enrolment, secondly on the induction day and everyday in the morning assembly. Students are also advised that they can also find the Attendance Policy on the College website and displayed on the students' Common Room notice board.

All students will have their attendance recorded twice a day. Significant non-attendance will result in students being withdrawn from their course.

In order to reduce the amount of time students are not in class, either from sickness or other reasons, there will be high expectations and consistent processes to monitor, follow up and report on attendance. Any student absence will be followed up by a member of college staff within 24 hours. Students will be expected to explain in person the reason for their absence and the authorisation of absences will be limited to specific situations.

There will be clear consequences for students whose attendance falls below agreed levels. Conversely high attendance will be recognised and rewarded.

Medical or dental appointments that cannot be arranged outside class time must be notified in advance. Evidence such as an appointment card or letter will be required to authorise this absence. Any student who is unwell and requires a period of time at home or in hospital to recover from a more serious illness or an operation will be required to provide evidence such as a hospital appointment card or a hospital letter.

SANCTIONS AND DISCIPLINARY ACTION

Special Education Needs and Disability Discrimination Act 2010 (for all students upto Key Stage 3-A level)

The College currently does not have facilities to cater to Disabled Students. At the time of admission, special educational needs of the students are discussed and the Principal will make an appraisal and inform the parents if the College can cater to their special needs.

Bullying

The College has zero level tolerance to bullying and takes quick corrective action to prevent and stop bullying in the College.

Leaving the premises

6th form and local students needing to leave the premises during the day must bring a note from their parents or guardian informing their tutor. Authorisation to leave the College will be granted by the Class teacher.

Leave of absence

For all local students, a parent or a guardian must always complete a Leave of Absence form. The College strongly discourages parents from taking students on holiday during the term and will only approve holiday absences in exceptional circumstances. Unapproved absence will be recorded as 'unauthorised'

Smoking

Smoking is forbidden on the College premises and when approaching or leaving College. No student should have tobacco in his or her possession.

Mobile phones

Uses of mobile phones are not permitted in the College at any time. Urgent calls may be made by students from the College Office on request. Examination Boards will disqualify any student from all their examinations if they are found to have a mobile phone in their possession during an examination.

Valuables

Students shall not bring valuable items such as jewellery, Laptops, Mp3 Players or personal stereos to the College premises, unless specifically requested to, the College cannot accept liability for their loss or damage as these are not insured by the College.

Sanctions

Sanctions are imposed as stated in the bullying policy and the behaviour policy, in extreme cases the College will expel/withdraw a student.

Rewards

Rewards are the best way to develop responsibility, and personal achievement is recognised by commendation of quality work, helpful service to the College community and excellent attendance.

CURRICULUM POLICY

The College strictly follows the National Curriculum and syllabuses laid down by the Examination Boards (OCR, PEARSON (EDEXCEL), AQA etc.) for the GCSE, A/S and A Levels and Professional Courses as prescribed by relevant Awarding Organisations (AIA, CIMA, ILM, CTH). The entire teaching is focused with a view to achieve the maximum potential of the student. This prospectus contains subjects and courses offered.

SUBJECTS

KEY STAGE 3 - A LEVEL

SUBJECTS AVAILABLE AT A GLANCE

LANGUAGES

AS/A LEVELS / or EQUIVALENT	GCSE / or EQUIVALENT
English Language	English Language
English Literature	English Literature
Panjabi	Panjabi
Hindi	Hindi
Gujarati	Gujarati
French	French
German	German
	Urdu
	Marathi
	Mandarin

RELIGIOUS STUDIES

AS/A LEVELS	GCSE
Sikhism	Sikhism
Hinduism	Hinduism
Islam	Islam
Christianity	Christianity
Judaism	Judaism
	Buddhism
	Jainism

ACCOUNTING AND BUSINESS STUDIES

AS/A LEVELS	GCSE
Accounting	Accounting, if available
Economics	Economics
Business Studies	Business Studies
Law	Law

Fees on application for Tuition/Course, Examination, Course Material
Fees once paid are non-refundable

SCIENCES AND SOCIAL SCIENCES

AS/A LEVELS	GCSE
Mathematics	Mathematics
Statistics	Statistics
Physics	Physics
Chemistry	Chemistry
Biology	Biology
Computing / ICT	Computing / ICT
	History
	Geography
	PSHE

KEYSTAGES 3 Subjects at a glance:

Khalsa College London teaches the following subjects at Key stages 3.

1. Mathematics
2. Science
3. History
4. Geography
5. ICT
6. English
7. French
8. Religious Studies
9. Oriental Languages
10. PSHE

Fees on application for Tuition/Course, Examination, Course Material
Fees once paid are non-refundable

The entire teaching structure, methodology and focus are to enable the students to achieve highest marks in accordance with their potential for the external Board exams.

The College promotes extra curricular activities e.g art, singing, dancing, instrumental music and gives students the opportunity to display their talents at the Annual Function.

Religious Studies

The College does not have any affiliation to any particular religion or religious denomination, and teaches the principals of several religions of the world. Spiritual and moral education is important across the whole curriculum. All students follow a course in religious studies.

An act of collective worship is held within the scheduled assembly programme. Parents may withdraw their child's religious studies lessons and collective worship by writing to the Principal.

PSHE Education and Guidance

The Personal, Social and Health Education (PSHE) course for all students includes education in sex and relationships, drugs, alcohol and smoking. It also includes Careers and Further Education guidance.

Appointments for parents who wish to accompany their children to career discussions can be arranged.

Industry Awareness days are arranged annually.

OTHER GENERAL INFORMATION

Student Diary

This Diary is an important link between students their parents and the College. It is used to record set homework, and contains pages which record the targets agreed between the student and the tutor during academic tutorials.

The Diary is monitored by tutors and senior staff and we ask parents to read and sign it every week (Key Stage 3). The homework timetable is copied by students into their Student Diary.

Reporting to Parents

Parents receive full written reports in all years and a review is sent each term. Parents of students with particular educational needs will receive more information throughout the year.

Reviews give both a predicted and potential grade for each subject. Predicted grades are the grades student could achieve if the exam were taken at that point in their course. The potential grade is the minimum grade the student should achieve at GCSE, AS & A2 level.

These grades are regularly monitored by tutors and subject teachers. Tutors discuss them with students in academic tutorials and set new targets to encourage improvement.

Parents have the right, on request, to see their child's records which are kept on file at the College - and receive reports on progress in relation to the National Curriculum.

KEY STAGE 3 - A LEVEL

Homework

Homework is an integral part of a child's educational programme. It is a time for research, and to complete course work and set tasks.

Please encourage your student's to complete homework, and to understand its importance. If possible, provide a regular work space.

Homework is set according to a homework timetable issued at the beginning of each College year.

Students and their Tutors

Every student belongs to a group under the care of a specific tutor. The student care involves guidance, counselling, activities, registration, and spending some informal time with the group. The tutor is responsible to see that students settle well into their new College environment.

The student has individual contact with their tutor through academic tutorials to discuss important issues including progress and setting targets, and to review career choices.

Moodle

Every student is given a password to the Khalsa College London, Moodle portal, students are expected to visit the site to obtain further course resources, updates and news. The site is secure and monitored.

ICT

The College has extensive networked facilities which include PCs equipped with the latest software, laser printers, scanners and digital cameras.

In addition to the two fully equipped ICT rooms, all curriculum areas and the library are networked and have their own ICT facilities. Data projectors are used by staff and students for presentations.

Students use fast broadband for access to the Internet from all areas to compliment their studies.

FULL TIME COURSES

FULL TIME COURSES-KEY STAGE 3

Level/Classes : **Subjects:**
Mathematics, Science, ICT/Computing, English,
English literature, Economics, Accounts, History, Geography,
PSHE, Religious Studies

FULL TIME COURSES-GCSE

Level/Classes : **Subjects:**
Mathematics, Statistics, Physics, Chemistry, Biology, ICT/
Computing, English, Economics, Business Studies, History,
Geography, Religious Studies, Panjabi, Gujarati.

FULL TIME COURSES- AS / A2 LEVELS

Level/Classes : A/S and A2 Level - **Subjects:**
Mathematics, Sciences (Physics, Chemistry, Biology), Computing/
ICT, English, Economics, Accounts, Religious Studies, Panjabi

Duration (Academic year) : 1-2 Year/s

Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

PROFESSIONAL COURSES LEVEL 2-7

CIMA

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)

CIMA is the world's largest professional body of management accountants.

Currently CIMA courses are exam based, however, in January 2015 there is a move towards computer based testing. We would suggest students follow this link http://www.cimaglobal.com/Students/ to gain the most up to date information on the proposed changes. However, we continue to offer the courses as published in this prospectus.

Course	:	Chartered Management Accountant
Awarding Body	:	CIMA
Level	:	7

Subjects :

CERTIFICATE IN BUSINESS ACCOUNTING

1. CO1- Fundamentals of Management Accounting
2. CO2- Fundamentals of Financial Accounting
3. CO3- Fundamentals of Business Mathematics
4. CO4- Fundamentals of Business Economics
5. CO5- Fundamentals of Ethics, Corporate Governance & Business Law

For more information go to **www.cimaglobal.com**
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

CIMA

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)

DIPLOMA IN MANAGEMENT ACCOUNTING OPERATIONAL LEVEL

The Operational Level is made up of three papers:

E1- Enterprise Operations

P1- Performance Operations

F1- Financial Operations

ADVANCED DIPLOMA IN MANAGEMENT ACCOUNTING MANAGEMENT LEVEL

E2- Enterprise Management

P2- Performance Management

F2- Financial Management

CIMA MEMBERSHIP STRATEGIC LEVEL

E3- Enterprise Strategy

P3- Performance Strategy

F3- Financial Strategy

For more information go to **www.cimaglobal.com**
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

PROFESSIONAL COURSES

CIMA

CIMA's globally recognised qualification is the perfect choice for a successful career in business. Becoming a Chartered Management Accountant can accelerate your career and boost your salary. It is a proven path to business success.

CIMA trained people work in industry, commerce, management consultancies, banks and not for profit and public sector organisations. Many of our members work in prestigious, high paying roles.

PROFESSIONAL COMPETENCE LEVEL
T4 Test of Professional Competence in Management Accounting

Part A Initial Professional Development – Work Based

Part B Case Study – examination based on pre-see and unseen material

CIMA has partnered three UK universities to offer students the opportunity to get a degree while also studying towards their CIMA qualification.

Universities participating in the scheme are:

- Manchester Metropolitan University
- Robert Gordon University
- Nottingham Trent University.

For more information go to **www.cimaglobal.com**
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

PROFESSIONAL COURSES

BTEC

BTEC (Pearson)

Pearson BTEC Level 4 HNC Diploma 120+ in Business (QCF)

Pearson BTEC Level 5 HND Diploma 240+ in Business (QCF)

Pearson BTEC Level 5 HND Diploma 240+ in Business (Marketing) QCF

We are currently awaiting the new specification for September 2016

Pearson BTEC Higher Certificates and Diplomas are designed to provide a specialist vocational programme that offer a strong sector related emphasis on practical skills development alongside the development of requisite knowledge and understanding.

The qualifications provide a thorough grounding in the key concepts and practical skills required in their related sector and allow for direct progression to employment or progression to higher education.

Learners must achieve a minimum of 240 credits (of which at least 65 must be at level-4 and at least 125 must be at level-5) to be awarded the level-5 HND.

Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

The Association of International Accountants

Starting your study with AIA is the first step to becoming a qualified, professional accountant with an international recognised awarding body. The global demand for accountancy professionals offers an abundance of opportunities, and finance work has never been more varied, more interesting or more challenging. Accountancy is a diverse profession and each individual Student will have different requirements; AIA provide the tools, resources and learning environment for Students to succeed and quickly enjoy the benefits of their expanding knowledge base. As an AIA Student you form part of a global network of accountants working throughout the full spectrum of accountancy, audit, business, finance, and economics.

ASSESSMENT

AIA tests the learning outcomes and assessment criteria of each unit by a three-hour written exam in English.

EXAM SESSIONS

AIA exams take place twice a year in May and November over four days; the exam entry deadline is 1 April and 1 October.

Please follow this link http://www.aiaworldwide.com/students.html where you will find a great deal of information about AIA and resources for exams, study tips and many more links to essential information.

Additionally your Course co-ordinator will discuss with you course specifications, how to access additional external information, exam criteria and feedback. We work with students in the classroom to identify areas of both strength and weakness and there is an opportunity to have weekly one-to-one time with a member of our teaching staff to discuss any areas of concern and/or gain feedback on your work. Exams will be conducted under strict invigilation following AIA's guidelines and our own exam policy guidelines.

Awarding Body	:	The Association of International Accountants
Level	:	5, 6, 7

AIA is an awarding body in the Qualifications and Credit Framework (QCF) and offers nineteen Accountancy and Finance units within the Register of Regulated Qualifications. These units can be taken on their own, or combined towards achieving three different accountancy qualifications, and ultimately, the AIA Professional Accountancy Qualification:

- **AIA Level 5 Certificate in Accountancy - 2 years**
  http://www.aiaworldwide.com/images/QCF/qcf-fees-level-5.pdf
- **AIA Level 6 Diploma in Accountancy - 2 years**
  http://www.aiaworldwide.com/images/QCF/qcf-fees-level-6.pdf
- **AIA Level 7 Diploma in Professional Accountancy - 2 years**
  http://www.aiaworldwide.com/images/QCF/qcf-fees-level-7.pdf

Approved Centre

Institute of Leadership and Management

Award, Diploma or Certificate?

We offer ILM qualifications at Level 5 and 7 Award, Certificate and Diploma, Level 6 is Award. The Award is the shortest and most concise qualification. The Certificate provides a broad base of knowledge and skills. The Diploma is the most comprehensive qualification, with an extensive programme of learning. All ILM's qualifications are made up of small, self-contained, bite-sized units of learning. Each unit covers a specific topic. ILM have designed core leadership and management qualifications to be as flexible as possible. At Khalsa College London your course will address specific units but should you require any additions or changes we are happy to advise.

Please take a look at this link **https://www.i-l-m.com/Why-ILM/ILM-membership/Types-of-membership/Studying-membership**, once you join ILM there is a vast section on links on everything from resources and exams to potential future employment routes.

Assessment is in the form of assignments. However Khalsa College London has its own internal policy of continuous assessment which is carried out each term in the form of an exam and short assignment. Additionally your Course co-ordinator will discuss with you course specifications, how to access additional external information, assessment criteria and feedback. We work with students in the classroom to identify areas of both strength and weakness and there is an opportunity to have weekly one-to-one time with a member of our teaching staff to discuss any areas of concern and/or gain feedback on assignments. Assignments are marked following the ILM criteria by an approved IV (Internal Verifier) before submission to ILM (EV) external verifier for final sign-off. Any exams will be conducted under strict invigilation our own exam policy guidelines.

Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

Approved Centre

Institute of Leadership and Management

Awarding Body	:	Institute of Leadership and Management
Level	:	5, 6, 7

The Institute of Leadership and Management is the UK's largest awarding body for leadership and management qualifications. We partner with over 2,000 ILM-approved centres, comprising private training providers, further and higher education colleges, and employers delivering in-house management training.

Level 5 : Award, Certificate and Diploma in Leadership and Management 8607

This qualification is available as a concise Award, a broader Certificate or a comprehensive Diploma. Each unit in this qualification focuses on a specific set of skills and knowledge, in six broad areas.

- Working with people – a range of units including how to deal effectively with stress and conflict, manage remote workers, build excellent customer relations
- Managing yourself and personal skills – including units that focus on assessing your own leadership performance, and developing critical thinking
- Providing direction – such as leading teams to achieve organisational goals and objectives, and making strong and informed management decisions
- Facilitating innovation and change – for example, build a culture of continued improvement, and lead people through change
- Achieving results – such as managing for efficiency and effectiveness, and managing projects that get results
- Using resources – including managing facilities and managing information

Work with your employer or training provider to find the units that best fit your individual and organisational requirements.

Visit at : ***http://www.i-l-m.com/learn-with-ilm/11410.aspx***

Level 6: Award in Management 8316

This is a valuable bridge towards Level 7 qualifications, as you can carry credits forward.

This qualification is made up of two mandatory units. In 'Developing the executive manager', you will collect and analyse feedback on your personal management practice and effectiveness, and consider your performance in the light of management theories and models. This will help you identify your strengths and prepare an action plan to address areas for improvement.

Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

Approved Centre

In 'Critical thinking and research skills in management', you will critically review relevant management theories or models, and undertake research to inform your own management and leadership practice.

- Understand the role of a senior manager
- Take a critical and informed look at your own performance
- Understand how management theories and models influence management practice
- Develop your ability to critically review ideas and practices
- Carry out relevant research to inform the way you work

Visit at : ***http://www.i-l-m.com/learn-with-ilm/11717.aspx***

Level 7 : Diploma in Strategic Leadership and Executive Management 8342

This qualification includes units that focus on the practical skills individuals need at this level, units that will build specialist business knowledge and units that are designed to help learners take responsibility for their own development. There are six mandatory units – 'Developing the executive manager', 'Making informed decisions', 'Leadership in practice', 'Developing the reflective leader', 'The leadership journey', and 'Leading change in organisations'. There is also a wide range of optional units, so the qualification can be tailored to the learner's individual requirements. Progression Successful completion of these qualifications can lead to a range of progression options at a suitable level within or outside the Qualifications and Credit Framework.

Visit at : ***http://www.i-l-m.com/learn-with-ilm/11721.aspx***

CONFEDERATION OF TOURISM & HOSPITALITY

The Confederation of Tourism and Hospitality (CTH)

The Confederation of Tourism and Hospitality (CTH) is the UK's leading professional awarding body for qualifications in the specialist growing hospitality and tourism sector worldwide. The following link **http://www.cthawards.com/students/** provides an extensive pathway of information for students covering all areas from qualifications through to future employment routes.

Assessment is in the form of assignments and exams, however Khalsa College London has its own internal policy of continuous assessment which is carried out each term in the form of an exam and short assignment. Additionally your Course co-ordinator will discuss with you course specifications, how to access additional external information, assessment criteria and feedback. We work with students in the classroom to identify areas of both strength and weakness and there is an opportunity to have weekly one-to-one time with a member of our teaching staff to discuss any areas of concern and/or gain feedback on assignments. Assignments are marked following the CTH criteria by an approved IV (Internal Verifier) before submission to CTH (EV) external verifier for final sign-off. Any exams will be conducted under strict invigilation following CTH's guidelines and our own exam policy guidelines.

Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

Awarding Body	:	Confederation of Tourism and Hospitality
Level	:	5-7

Level 4 Diploma in Hospitality Management QCF

This is a substantive management programme, typically delivered over a nine month period in the case of full-time students. CTH Level 4 courses combine practical career-based elements with a number of essential underpinning management disciplines that will be invaluable as the individual's career progresses. The course is therefore an ideal preparation for immediate employment in the sector.

Alternatively students may use it as a pathway to advanced study, typically progressing on to the CTH Level 5 Diploma. Since the Level 4 Diploma is designed to be broadly equivalent to that of the first year of a bachelor's degree, students may use the qualification to apply for credit entry to a number of bachelor degree programmes at selected universities worldwide.

This management programme comprises 7 mandatory units totalling 145 credits. Minimum guided learning hours are 835 and assessment is by a combination of closed book written 2.5 hour examination or assignment/work assessment.

Students can achieve the guided learning hours in combination of face to face classroom interactions, attending seminars, visits to hotels, self-study and group study as well as research work.

Admission requirements

Whilst selection of students at Diploma level is at the discretion of the provider, students should have completed formal secondary education and have at least IELTS 5.5 level English or equivalent.

For more CTH information go to **www.cthawards.com**
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable.

Level 4 Diploma in Tourism Management QCF

This is a substantive programme, typically delivered over a nine month period in the case of full-time students. CTH Level 4 courses combine practical career-based elements with a number of essential underpinning management disciplines that will be invaluable as the individual's career progresses. The course is therefore an ideal preparation for immediate employment in the sector.

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Admission requirements

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Level 5 Diploma in Hospitality Management QCF

The course aims to provide students with an understanding of the managerial, decision-making and leadership aspects of the hospitality industry.

In addition it is also designed to develop independent research and study skills required when working at senior managerial level in the industry. It is therefore an excellent preparation for either entry to the workplace or as a springboard into final year bachelors degree level study.

For more CTH information go to **www.cthawards.com**
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable.

The programme comprises 7 mandatory units and leads to a total of 175 credits.
Minimum guided learning hours are 715. Assessment is via a combination of closed book written 2.5 hour examination or assignment/work assessment. All assessments are marked or moderated by CTH.

Admission requirements

Entry is available to graduates of the QCF Level 4 CTH Diploma or an equivalent approved qualification. Students should have at least IELTS 5.5 level English or equivalent.

Level 5 Diploma in Tourism Management QCF

The course aims to provide students with an understanding of the managerial, decision-making and leadership aspects of the tourism industry.
In addition it is also designed to develop independent research and study skills required when working at senior managerial level in the industry. It is therefore an excellent preparation for either entry to the workplace or as a springboard into final year bachelors degree level study.
The programme comprises 7 mandatory units and leads to a total of 175 credits. Minimum guided learning hours are 715. Assessment is via a combination of closed book written 2.5 hour examination or assignment/work assessment. All assessments are marked or moderated by CTH.

Admission requirements

Entry is available to graduates of the QCF Level 4 CTH Diploma or an equivalent approved qualification. Students should have at least IELTS 5.5 level English or equivalent.

Level 6 Diploma in Hospitality and Tourism Management QCF

This programme is CTH's ultimate undergraduate level award and has been expressly designed to provide equivalent learning to that provided by a British university bachelor's degree programme in hospitality and tourism.
In fact, graduates of this programme are able to convert their award into a recognised British university bachelor's degree from Binary University or BPP University College simply by completing an additional dissertation.
The programme is designed as a 410 credit qualification in international hospitality and tourism management, covering all the key management skills required for a management career in the sector. Students will attend a course of study of not less than 1,913 guided learning hours comprised of a mixture of tuition and guided self-study.

Admission requirements

Whilst selection of students at Diploma level is at the discretion of the provider, students should have completed formal secondary education and have at least IELTS 5.5 level English or equivalent.

For more CTH information go to **www.cthawards.com**
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable.

Level 7 Diploma in Hospitality and Tourism Management

This university endorsed international qualification is appropriate for both hospitality and tourism graduates and experienced hospitality and tourism managers without a first degree.

It also provides an effective route for graduates in other fields who wish to make a career change into the growing hospitality and tourism sectors.

This is a 1,200 Guided Learning Hour programme where students are required to demonstrate interpersonal, self study and research and presentation skills throughout the qualification. Assessments are developed to encourage skills that will provide students with a very strong foundation for further advancement in the hospitality and tourism sectors.

Students can achieve the guided learning hours in a combination of face to face classroom interactions, attending seminars, visits to hotels, self study and group study, as well as independent study and research work.

The postgraduate Level 7 Diploma assessment methods have been designed to enable students to demonstrate Level Seven outcomes for this level of qualification.

Given the broad and highly varied nature of the hospitality and tourism industry, candidates will need to demonstrate the higher-level skills and qualities specified in the Level 7 outcomes within a non-homogeneous vocational context.

Assessment

Assessment involves investigative assignments, presentations and research activities. The assessment of candidates' work is centre based, against the specified learning outcomes and directed by CTH. To maintain the quality of these qualifications, all centres are expected to demonstrate a robust assessment system. In order to manage the quality of assessment within approved centres, CTH carries out external marking and moderation of assessments.

Programme Objectives

- To understand the interrelationship between the hospitality and tourism sectors.
- To explore the strategic issues in business development, rather than operational level issues.
- To secure employment at senior supervisory/management level.
- To secure progression on to the dissertation stage of a Masters Degree.

For more CTH information go to **www.cthawards.com**
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable.

ENTRY REQUIREMENTS

The general principles of admission to the College courses are that they are available, without artificial barriers which restrict access and progression, to anyone who can achieve the required standard.

However, the target group for our students (i.e. those who are most likely to benefit from the programme) will be those students who enter with at least one of the following qualifications:

Please note that if you are an overseas student all the courses require either:

IELTS 5.5 (Level 6)

SELT (ISE II) B2 equivalent

Chartered Management Accountant (CIMA)

a) At least two GCE A level (10+2) passes with appropriate supporting passes at GCSE, at grades A, B or C.

b) All other international qualifications equivalent to the above as specified by the British Council.

BTEC (Pearson)

For learners who wish to enter the HNC or HND programme, the entry profile includes:

- Minimum 18 years of age
- BTEC or other related level 3 qualification or
- A minimum of 1 A level, grade A* to C or
- A minimum of 2 GCSE subjects, grades A* to C or
- Equivalent overseas qualification NARIC Approved and accepted by Pearson
- Mature learners may present a more varied profile of achievement that is likely to include work experience.
- English language proficiency equivalent to at least IELTS 5.5.

  EU/UK Students without a level 3 qualification will need to pass a literacy and mathematics test.

Diploma and Advanced Diploma in Business Studies

a) One GCE A-level (10+2) plus Three GCSEs (or equivalents).

b) The Advanced Diploma in Business Studies (4 Subjects) is awarded on completion of Diploma in Business Studies (8 Subjects).

The Association of International Accountants (AIA)

Applications for Student registration of AIA are accepted from those who have a minimum of two A Level passes and three GCSE passes including English and Mathematics, or an equivalent UK or overseas qualification accepted for university entrance, or have a minimum three years' work experience in the accountancy profession. Graduates with any degree discipline are welcome to apply.

Confederation of Tourism and Hospitality

All CTH programmes are structured and assessed in English. English level requirements vary depending on the level of the course, with a higher level of English proficiency being required for a Level 7 Management programme. Also, individual CTH Approved Teaching Centres may have their own English language requirements, so you are advised to check with your local Centre. In general, most CTH programmes require applicants to have an English level higher than B1. **http://www.cthawards.com/students**/

STUDENT WELFARE

The welfare of our students is very important to us, we will make every effort to contact students through email, telephone, SMS to establish any reason for absence. This will be followed up with a short interview when the student returns after absence, course teacher will also discuss any absence with the student and advise on any work missed, or establish if the student may have issues they want to discuss privately. At all times the privacy of communication and the wellbeing of the student is maintained and kept confidential. Notes will be kept on the SMS system and if necessary copies of documents scanned and held on the students file and also in SMS.

THE ROLE OF THE TEACHER AND YOU

During your Induction programme you will meet the Course Co-ordinator and Teacher for your group who you will get to know whilst on your course.

Your Course Teacher will assist in guiding you through the course and will play a key role in supporting your learning and making sure that you achieve your targets For example, your Teacher will discuss your progress on the course with other key staff members of the course team, in order to identify your strengths and weaknesses. These meetings enable them to produce a plan to help you to overcome any problem areas and to give guidance on how to improve your performance. If you have any personal or health problems that interfere with your work or attendance at college, your Teacher should be informed immediately so that he/she is aware of the difficulties and can offer advice and guidance. It is essential that you attend Lessons as they will enable you to successfully complete your course, it will provide you with rich experience to support any application for further studies or employment.

INTERNATIONAL STUDENTS

You can get help with issues relating to your immigration (visa) status in the UK (including making applications to extend your visa) from the admissions department and related matters such as working legally, making trips abroad and bringing dependants to the UK, however, the main points can be obtained from the Home Office and they are available to answer any questions you may have. **www.gov.uk/government/organisations/-uk-vias-and-immigration**

If you want to top-up your English we also provide additional language classes run by the institution through professional course providers

ACADEMIC SUPPORT

At Khalsa College London we are here to support you, there is nothing wrong in asking for help or assistance – we all need some now and then. Whether you dealing with a personal issue or a course related question, just speak to either our Student Welfare Officer or your Course Co-ordinator. If you want to develop your general academic, exam preparation or language skills, we can offer you a variety of services to help support you, this can be achieved in a group environment or in a one-to-one tuition scenario. Courses take place during lunchtimes or after college.

GENERAL ACADEMIC SUPPORT AND RESOURCES

We have a well stocked library with all the relevant current books recommended by the course providers, these books however are for reference only, as the majority of awarding bodies have their own on-line resource libraries where you will find huge volumes of resources great for your course work. Our library has a timetable which should be adhered to as the librarian is available during the published times.

Other resources for purchasing books sometimes at very reasonable prices if they are 'used'are **www.Amazon.co.uk** (remember to use your NUS card for on-line discounts if you are a member). **www.Waterstones.com** **www.thebookpeople.co.uk**.

EXAM PREPARATION

Depending on which course you are studying you may have to sit exams. Writing exams in College is very different from writing exams in school – you have to apply, analyze and evaluate what you have learned and in many case write much lengthier answers. We will provide you with plenty of exam preparation, all previous exam papers are available as free resources in the Student Common Room, take as many as you think necessary to help you prepare. Check out your awarding body website they also have good 'tips' on what to expect and how to prepare and what support there is.

If English is your second language, we can help with extra English classes spoken and written, and if you feel that you need to brush-up your Maths, then we have teachers who are more than happy to tutor you, just let us know.

ASSESSMENTS

Classroom assessments can include a wide range of options – from voice recordings/video presentations through to classrooms observations, some awarding bodies will allow assignments to contain some evidence of recording/discussion on a particular unit. There is one internally set assessment and test each academic term, which allows us to monitor how you are proceeding with your course work.

The two main assessments are Formative and Summative:

Formative: Formative assessments are on-going assessments, reviews and observations in the classroom. The results of formative assessments are used to adjust and confirm instruction is being understood by the student.

Summative: Summative assessments are used to evaluate the success of the course that has been taught, this can be achieved termly with a final review in the last term. The aim of the summative assessment is to make a judgement on the student competency and the students ability to master specific components and raise up issues if any.

These two assessments will form part of the students end of year report

SUPPORT FOR STUDENT WITH DISABILITIES

If you have a disability then contact our Student Welfare Officer who can offer support/advice with any concerns you may have about accessibility of resources/rooms etc. All information about your disability will remain confidential in the Administration Office.

INDIVIDUAL SPECIALIST SUPPORT

One-to-one support sessions can be tailored to suit your own individual needs. You may request regular or occasional sessions and you can discuss this with your course co-ordinator. We can help advise on:

- Examination preparation
- Examination techniques
- How best to revise for examinations
- Note taking
- Organisation and time management
- Reading and writing strategies

If in doubt always ask the Student Welfare Officer who can guide you to the correct point of contact..

STUDENT ACCOMMODATION

We understand that as an international student moving to a new country is a huge step, finding the right place to live is extremely important and choosing the right area and community can make all the difference to your stay. As a local student you may have family or friends who can guide you on suitable areas, but if not don't worry, there are many letting agencies in the Harrow area who can also help.

Khalsa College London does not have its own accommodation facilities, however our Administration Office can assist you in finding a place to live once we know you requirements. Most of our students chose to live in the Southall, Harrow, Hayes or Wembley area, where there are large ethnic communities.

STUDENT ACCOMMODATION BUREAU CONTACT DETAILS

www.londonstudentbureau.com, **www.britanniatravel.com**, www.accommodationforstudents.com

Many accommodation companies require a fee deposit payment in advance, if you do not have a UK guarantor please visit www.housinghand.co.uk, they may be able to help you whether you are an international or local student.

POLICIES

The Khalsa College London policies can be viewed on the website **www.khalsacollegelondon.com** and are available in the Student Common Room and in Administration Office.

MOODLE

Moodle is a virtual learning portal for students, where staff update resources relevant to courses, ie topics covered in class, assignments, past exam papers. Students are given a log-in when they join college and actively encouraged to make use of the facility. There is a termly presentation of Moodle to all students and also during the induction programme.

FEES

We advise that you contact the administration office for the most up to date fees.