

Prospectus

London Education Management

2020 - 2021



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Welcome Message

It is a great pleasure to welcome you to London Education Management College on behalf of the entire LEM team. Our team is dedicated to providing students with the ideal platform to succeed within the College and beyond. Our caring and supportive environment will ensure that you will have an enjoyable and fulfilling time with us.

All our courses are accredited by recognised awarding bodies which provide students with the opportunity to develop contemporary theoretical knowledge and practical skills in their chosen subjects. London Education Management College offers you the opportunity to gain a qualification which will allow you to improve your job prospects or progress onto further studies.

Our Goals:

- To deliver an outstanding student experience
- To maintain and develop excellence in academic standards
- To ensure all our students and staff have access to high quality, safe and secure learning environment
- To encourage and facilitate the development of students and staff
- To represent value for money while raising and widening participation in Further and Higher Education

Our Aims:

- **Professional:** to act with professionalism at all times
- **Inspiring:** to motivate, encourage and support all individuals within the College to realise their potential and achieve their goals
- **Respect:** to behave respectfully towards all and value everyone's inputs and ideas equally • **Honesty and integrity:** to be transparent, fair, open and trusting

We look forward to welcoming you to London Education Management College, and we can assure you that during your time with us, we will be,

“Working together towards your future”

Due to the current COVID-19 situation, prospective students are reminded that for the academic year 2020-21, the College will be delivering under a blended learning approach until January 2021. This will be under continuous review, taking into account government guidelines.

Organisations we work with

Qualifi

Qualifi is a leading 21st century Awarding Organisation founded to meet the developing education and training needs of learners and employers from the UK and around the globe serving the needs of learners and employers in the UK and worldwide every year.

Qualifications Network (QNUK)

Qualifications Network is known as a leading First aid Awarding body / organisation in the UK, however, we also offer a wide range of qualifications in food safety, health and safety, security, alcohol licencing, teaching, assessing and verification.

NCFE

NCFE today is a national awarding organisation, offering over 500 qualifications at different levels and in a wide range of subject areas. NCFE recognise the skills, knowledge and understanding achieved by a learner at a particular level and in a particular subject.

Why study at LEM?

In a rapidly changing business environment, employers are looking for graduates who constantly have their finger on the pulse and can easily find solutions to an array of problems. This industry-led course provides you with the fundamental tools to satisfy this criterion and equip you with the knowledge to manage a successful business or organisation. A mix of theory and practice will enable you to apply what you have learned in real-world situations, increasing your employment prospects.

In LEM you'll learn to balance numbers with human values, understand business operations and entrepreneurship and consider the relationship between business and the community.



The Qualifi Level 3, Level 4 and Level 5 programme is ideal for those who wish to study at undergraduate & postgraduate level.

Courses



Level 3 Diploma in Business Management

Course ID: LEM001

Awarding Body: QUALIFI LTD - Awarding body course specification can be found [here](#)

Duration: 6 Months

Credit Value: 60 credits for full qualification

Study Mode: Full-time

Entry Requirements:

The qualification has been designed to be accessible without artificial barriers that restrict access and progression. Entry to the qualification will be through centre interview and learners will be expected to hold the following:

- qualifications at Level 2 and/or;
- work experience in a business environment and demonstrate ambition with clear career goals;
- Level 3 qualification in another discipline and want to develop their careers in business management.

In certain circumstances, learners with considerable experience but no formal qualifications may be considered, subject to interview and being able to demonstrate their ability to cope with the demands of the programme. In the case of applicants whose first language is not English, then IELTS 5 (or equivalent) is required. International Qualifications will be checked for appropriate matriculation to UK Higher Education post-graduate programmes. The applicants are normally required to produce two supporting references, at least one of which should preferably be academic.

Course Structure and Information:

There are mandatory and optional units for this qualification. All units cover a number of topics relating to learning outcomes. Each unit has the equivalency of 10 credits. Learners are required to complete six units to achieve the 60 credits required to gain the Level 3 Diploma in Business Management. Learners will be expected to attend lectures and workshops that will introduce the subject matter. Formative assessments (weighted at 0%) may be used in lectures or tutorials to check knowledge and understanding of specific topics and subject areas. Units require reflective exam sets and/or summative assessments for marking.

Mandatory Units Taught (40 Credits)	Unit Credit	Level
BM301 An Introduction to the Business Environment	10	3
BM302 Business Resources	10	3
BM303 An Introduction to Marketing	10	3
BM304 Human Resource Management	10	3
Optional Units Taught (30 Credits)	Unit Credit	Level

BM305 Business Communication	10	3
BM306 Understanding Health and Safety in the Business Workplace	10	3
BM307 Recruitment and Selection in Business	10	3

* Modules may be subject to change.

Teaching, Learning & Assessment:

This course will be delivered on a full-time basis. Group and individual tutorials support will be provided throughout the course. Students will participate in sessions related to developing their academic skills, professional skills, and overall development. Lessons will consist of active learning in a traditional classroom environment. Students will be working through their theory and practical folders simultaneously, and observation on the teaching practice will be conducted in order to monitor the development of their teaching skills. Employment engagement will be embedded within the teaching and learning structure.

Students will undertake a variety of assessments, both formative and summative throughout the course. Variety of assessments methods may include presentations, debates, discussions, research on case studies and practical tasks. The students will be assessed by the submission of a combination of assignments, a portfolio of teaching evidence and observation of teaching. The observations will be linked to the mandatory modules on the course. All Units are graded as a Pass, and final assessment grades are subject to internal and external verification

Student Support: Support will be provided throughout the course, including the allocation of personal tutors for additional advice and guidance, to help students progress and succeed on the course.

Next Steps: Learners completing the QUALIFI Level 3 Diploma in Business Management can progress to:

- the QUALIFI Level 4 Certificate in Business Management, or
- the first year of undergraduate study in a related subject; or
- Directly into employment in an associated profession.

Level 4 Diploma in Business Management

Course ID: LEM002

Awarding Body: QUALIFI LTD - Awarding body course specification can be found [here](#)

Duration: 12 Months

Credit Value: 120 credits for full qualification

Study Mode: Full-time

Entry Requirements:

The qualification has been designed to be accessible without artificial barriers that restrict access and progression. Entry to the qualification will be through centre interview and learners will be expected to hold the following:

- demonstrated some ability and possess qualifications at Level 3, for example 'A' Levels or vocational awards;
- spent some time in an organisational role and shown they have capability and drive to develop
- Seeking further professional development and to gain work related skills and know-how.

In certain circumstances, managers with considerable experience but no formal qualifications may be considered, subject to interview and being able to demonstrate their ability to cope with the demands of the programme. In the case of applicants whose first language is not English, then IELTS 6 (or equivalent) is required. International Qualifications will be checked for appropriate matriculation to UK Higher Education postgraduate programmes. The applicants are normally required to produce two supporting references, at least one of which should preferably be academic

Course Structure and Information:

There are six mandatory units for each qualification. All units cover a number of topics relating to learning outcomes. Each unit has the equivalency of 20 credits. Learners are required to complete six units at Level 4 to achieve the 120 credits required to gain the Level 4 Diploma in Business Management. Learners will be expected to attend lectures and workshops that will introduce the subject matter. Formative assessments (weighted at 0%) may be used in lectures or tutorials to check knowledge and understanding of specific topics and subject areas.

Mandatory Units Taught (120 Credits)	Unit Credit	Level
BUS 1.1 Communications in Organisations	20	4
BUS 1.2 Leadership and the Organisation	20	4
BUS 1.3 Financial Awareness	20	4
BUS 1.4 Managing Change	20	4
BUS 1.5 Business Operations	20	4
BUS 1.6 Developing Teams	20	4

* Modules may be subject to change.

Teaching, Learning & Assessment:

This course will be delivered on a full-time basis. Group and individual tutorials support will be provided throughout the course. Students will participate in sessions related to developing their academic skills, professional skills, and overall development. Lessons will consist of active learning in a traditional classroom environment. Students will be working through their theory and practical folders simultaneously, and observation on the teaching practice will be conducted in order to monitor the development of their teaching skills. Employment engagement will be embedded within the teaching and learning structure.

Students will undertake a variety of assessments, both formative and summative throughout the course. Variety of assessments methods may include presentations, debates, discussions, research on case studies and practical tasks. The students will be assessed by the submission of a combination of assignments, a portfolio of teaching evidence and observation of teaching. The observations will be linked to the mandatory modules on the course. All Units are graded as a Pass, and final assessment grades are subject to internal and external verification

Student Support: Support will be provided throughout the course, including the allocation of personal tutors for additional advice and guidance, to help students progress and succeed on the course.

Next Steps: Learners completing the QUALIFI Level 4 Diploma in Business Management can progress to:

- The QUALIFI Level 5 Diploma in Business Management or Business Enterprise, or
- The second year of undergraduate study in business management; or
- directly into employment in an associated profession

Level 5 Diploma in Business Management

Course ID: LEM003

Awarding Body: QUALIFI LTD - Awarding body course specification can be found [here](#)

Duration: 12 Months

Credit Value: 120 credits for full qualification

Study Mode: Full-time

Entry Requirements:

The qualification has been designed to be accessible without artificial barriers that restrict access and progression. Entry to the qualification will be through centre interview and learners will be expected to hold the following:

- demonstrated some ability and possess qualifications at Level 3, for example 'A' Levels or vocational awards;
- spent some time in an organisational role and shown they have capability and drive to develop
- Seeking further professional development and to gain work related skills and know-how.

In certain circumstances, managers with considerable experience but no formal qualifications may be considered, subject to interview and being able to demonstrate their ability to cope with the demands of the programme. In the case of applicants whose first language is not English, then IELTS 6 (or equivalent) is required. International Qualifications will be checked for appropriate matriculation to UK Higher Education postgraduate programmes. The applicants are normally required to produce two supporting references, at least one of which should preferably be academic

Course Structure and Information:

There are six mandatory units for each qualification. All units cover a number of topics relating to learning outcomes. Each unit has the equivalency of 20 credits. Learners are required to complete six units at Level 4 to achieve the 120 credits required to gain the Level 5 Diploma in Business Management to gain a further 120 credits. Learners will be expected to attend lectures and workshops that will introduce the subject matter. Formative assessments (weighted at 0%) may be used in lectures or tutorials to check knowledge and understanding of specific topics and subject areas.

Mandatory Units Taught (120 Credits)	Unit Credit	Level
BUS 2.1 Responding to the Changing Business Environment	20	5
BUS 2.2 Effective Decision Making	20	5
BUS 2.3 Business Development	20	5
BUS 2.4 Business Models and Growing Organisations	20	5
BUS 2.5 Customer Management	20	5
BUS 2.6 Risk Management and Organisations	20	5

* Modules may be subject to change.

Teaching, Learning & Assessment:

This course will be delivered on a full-time basis. Group and individual tutorials support will be provided throughout the course. Students will participate in sessions related to developing their academic skills, professional skills, and overall development. Lessons will consist of active learning in a traditional classroom environment. Students will be working through their theory and practical folders simultaneously, and observation on the teaching practice will be conducted in order to monitor the development of their teaching skills. Employment engagement will be embedded within the teaching and learning structure.

Students will undertake a variety of assessments, both formative and summative throughout the course. Variety of assessments methods may include presentations, debates, discussions, research on case studies and practical tasks. The students will be assessed by the submission of a combination of assignments, a portfolio of teaching evidence and observation of teaching. The observations will be linked to the mandatory modules on the course. All Units are graded as a Pass, and final assessment grades are subject to internal and external verification

Student Support: Support will be provided throughout the course, including the allocation of personal tutors for additional advice and guidance, to help students progress and succeed on the course.

Next Steps: Learners completing the QUALIFI Level 5 Diploma in Business Management can progress to:

- Final year of an undergraduate degree; or
- Directly into employment in an associated profession.

Level 3 Diploma in Health and Social Care

Course ID: LEM004

Awarding Body: QUALIFI LTD - Awarding body course specification can be found [here](#)

Duration: 6 Months

Credit Value: 60 credits for full qualification

Study Mode: Full-time

Entry Requirements:

The qualification has been designed to be accessible without artificial barriers that restrict access and progression. Entry to the qualification will be through centre interview and learners will be expected to hold the following:

- qualifications at Level 2 and/or;
- work experience in a business environment and demonstrate ambition with clear career goals;
- Level 3 qualification in another discipline and want to develop their careers in health and social care.

In certain circumstances, learners with considerable experience but no formal qualifications may be considered, subject to interview and being able to demonstrate their ability to cope with the demands of the programme. In the case of applicants whose first language is not English, then IELTS 5 (or equivalent) is required. International Qualifications will be checked for appropriate matriculation to UK Higher Education post-graduate programmes. The applicants are normally required to produce two supporting references, at least one of which should preferably be academic.

Course Structure and Information:

There are mandatory and optional units for this qualification. All units cover a number of topics relating to learning outcomes. Each unit has the equivalency of 10 credits. Learners are required to complete six units to achieve the 60 credits required to gain the Level 3 Diploma in Health and Social Care. Learners will be expected to attend lectures and workshops that will introduce the subject matter. Formative assessments (weighted at 0%) may be used in lectures or tutorials to check knowledge and understanding of specific topics and subject areas. Units require reflective exam sets and/or summative assessments for marking.

Mandatory Units Taught (40 Credits)	Unit Credit	Level
L3HSC01 An Introduction to Health and Social Care	10	3
L3HSC02 Communication for Health and Social Care	10	3
L3HSC03 Promoting Health in the Population	10	3
L3HSC04 Person Centred Care	10	3
Optional Units Taught (30 Credits)	Unit Credit	Level
L3HSC05 Understanding Diabetes Care	10	3

L3HSC06 Understanding Stroke care	10	3
L3HSC07 Understanding Dementia care	10	3

* Modules may be subject to change.

Teaching, Learning & Assessment:

This course will be delivered on a full-time basis. Group and individual tutorials support will be provided throughout the course. Students will participate in sessions related to developing their academic skills, professional skills, and overall development. Lessons will consist of active learning in a traditional classroom environment. Students will be working through their theory and practical folders simultaneously, and observation on the teaching practice will be conducted in order to monitor the development of their teaching skills. Employment engagement will be embedded within the teaching and learning structure.

Students will undertake a variety of assessments, both formative and summative throughout the course. Variety of assessments methods may include presentations, debates, discussions, research on case studies and practical tasks. The students will be assessed by the submission of a combination of assignments, a portfolio of teaching evidence and observation of teaching. The observations will be linked to the mandatory modules on the course. All Units are graded as a Pass, and final assessment grades are subject to internal and external verification

Student Support: Support will be provided throughout the course, including the allocation of personal tutors for additional advice and guidance, to help students progress and succeed on the course.

Next Steps: Learners completing the QUALIFI Level 3 Diploma in Health and Social Care can progress to:

- The QUALIFI Level 4 Diploma in Health and Social Care, or
- The first year of undergraduate study in health and social care; or
- Directly into employment in an associated profession.

Level 4 Diploma in Health and Social Care

Course ID: LEM005

Awarding Body: QUALIFI LTD - Awarding body course specification can be found [here](#)

Duration: 12 Months

Credit Value: 120 credits for full qualification

Study Mode: Full-time

Entry Requirements:

The qualification has been designed to be accessible without artificial barriers that restrict access and progression. Entry to the qualification will be through centre interview and learners will be expected to hold the following:

- Possess qualifications at Level 3, for example 'A' Levels or vocational awards.
- Work experience in an organisational role and shown they have capability and drive to develop.
- Learners seeking further professional development and gain work-related skills and knowhow.

In certain circumstances, managers with considerable experience but no formal qualifications may be considered, subject to interview and being able to demonstrate their ability to cope with the demands of the programme. In the case of applicants whose first language is not English, then IELTS 6 (or equivalent) is required. International Qualifications will be checked for appropriate matriculation to UK Higher Education postgraduate programmes. The applicants are normally required to produce two supporting references, at least one of which should preferably be academic

Course Structure and Information:

All units are mandatory. All units cover a number of topics relating to learning outcomes. Learners are required to complete all units at Level 4 to achieve the 120 credits required to gain the Level 4 Diploma in Health and Social Care. Learners will be expected to complete all units at Level 4. Learners will be expected to attend lectures and workshops that will introduce the subject matter. Formative assessments (weighted at 0%) may be used in lectures or tutorials to check knowledge and understanding of specific topics and subject areas. Units require reflective exam sets and/or Summative assessments for marking.

Mandatory Units Taught (120 Credits)	Unit Credit	Level
T/505/9498 Academic Study Skills	20	4
T/505/9495 Communicating in Health and Social Care	20	4
F/505/9505 An Introduction to Healthcare Policy	20	4
F/505/9519 Reflective Practice	20	4
L/505/9507 Managing People in Health and Social Care	20	4
M/505/9502 Sociology Concepts in Health and Ill Health	20	4

* Modules may be subject to change.

Teaching, Learning & Assessment:

This course will be delivered on a full-time basis. Group and individual tutorials support will be provided throughout the course. Students will participate in sessions related to developing their academic skills, professional skills, and overall development. Lessons will consist of active learning in a traditional classroom environment. Students will be working through their theory and practical folders simultaneously, and observation on the teaching practice will be conducted in order to monitor the development of their teaching skills. Employment engagement will be embedded within the teaching and learning structure.

Students will undertake a variety of assessments, both formative and summative throughout the course. Variety of assessments methods may include presentations, debates, discussions, research on case studies and practical tasks. The students will be assessed by the submission of a combination of assignments, a portfolio of teaching evidence and observation of teaching. The observations will be linked to the mandatory modules on the course. All Units are graded as a Pass, and final assessment grades are subject to internal and external verification

Student Support: Support will be provided throughout the course, including the allocation of personal tutors for additional advice and guidance, to help students progress and succeed on the course.

Next Steps: Learners completing the QUALIFI Level 4 Diploma in Health and Social Care can progress to:

- The QUALIFI Level 5 Diploma in Health and Social Care, or
- The second year of undergraduate study in health and social care or;
- Directly into employment in an associated profession.

Level 5 Diploma in Health and Social Care

Course ID: LEM006

Awarding Body: QUALIFI LTD - Awarding body course specification can be found [here](#)

Duration: 12 Months

Credit Value: 120 credits for full qualification

Study Mode: Full-time

Entry Requirements:

The qualification has been designed to be accessible without artificial barriers that restrict access and progression. Entry to the qualification will be through centre interview and learners will be expected to hold the following:

- Possess qualifications at Level 3, for example 'A' Levels or vocational awards.
- Work experience in an organisational role and shown they have capability and drive to develop.
- Learners seeking further professional development and gain work-related skills and knowhow.

In certain circumstances, managers with considerable experience but no formal qualifications may be considered, subject to interview and being able to demonstrate their ability to cope with the demands of the programme. In the case of applicants whose first language is not English, then IELTS 6 (or equivalent) is required. International Qualifications will be checked for appropriate matriculation to UK Higher Education postgraduate programmes. The applicants are normally required to produce two supporting references, at least one of which should preferably be academic

Course Structure and Information:

All units are mandatory. All units cover a number of topics relating to learning outcomes. Learners are required to complete all units at Level 5 to achieve the 120 credits required to gain the Level 5 Diploma in Health and Social Care. Learners will be expected to complete all units at Level 5. Learners will be expected to attend lectures and workshops that will introduce the subject matter. Formative assessments (weighted at 0%) may be used in lectures or tutorials to check knowledge and understanding of specific topics and subject areas. Units require reflective exam sets and/or Summative assessments for marking.

Mandatory Units Taught (120 Credits)	Unit Credit	Level
K/505/9496 Principles Underpinning Health and Social Care	20	5
A/505/9521 The Management of Quality in Health and Social Care	20	5
H/505/9500 Research Project	40	5
A/505/9499 Partnership working in Health and Social Care	20	5
T/505/9520 Working with Service users with Complex Needs	20	5

* Modules may be subject to change.

Teaching, Learning & Assessment:

This course will be delivered on a full-time basis. Group and individual tutorials support will be provided throughout the course. Students will participate in sessions related to developing their academic skills, professional skills, and overall development. Lessons will consist of active learning in a traditional classroom environment. Students will be working through their theory and practical folders simultaneously, and observation on the teaching practice will be conducted in order to monitor the development of their teaching skills. Employment engagement will be embedded within the teaching and learning structure.

Students will undertake a variety of assessments, both formative and summative throughout the course. Variety of assessments methods may include presentations, debates, discussions, research on case studies and practical tasks. The students will be assessed by the submission of a combination of assignments, a portfolio of teaching evidence and observation of teaching. The observations will be linked to the mandatory modules on the course. All Units are graded as a Pass, and final assessment grades are subject to internal and external verification

Student Support: Support will be provided throughout the course, including the allocation of personal tutors for additional advice and guidance, to help students progress and succeed on the course.

Next Steps: Learners completing the QUALIFI Level 5 Diploma in Health and Social Care can progress to:

- The final year of an undergraduate degree; or
- Directly into employment in an associated profession.

Entry Level 1/2/3 Functional Skills in English

Course ID: LEM007/ LEM008/ LEM009

Awarding Body: NCFE Awarding body course specification can be found [here](#)

Duration: 55 Hours

Total Qualification Time:: 61 Hours

Study Mode: Full-time

Entry Requirements:

These qualifications are designed for learners who want to improve their everyday English abilities in preparation for life and work. There are no specific recommended prior learning requirements for these qualifications. Centres are responsible for ensuring that these qualifications are appropriate for the age and ability of learners. Skills forward initial and diagnostic assessments will assist in determining what level a learner is working towards. Each learner will then receive an individual skills plan to help progress to that level. NCFE recommends delivering a Skills Forward initial and diagnostic assessment to learners prior to registration.

Course Structure and Information:

Functional Skills English qualifications at Entry Level 1 are comprised of 3 mandatory components per level:

- Speaking, Listening and Communicating
- Reading
- Writing

Each component is internally assessed, with one controlled assessment per component. The order in which a learner attempts the component assessments is at the centre's discretion. For a learner to achieve the qualification and be awarded their certificate, they must obtain a Pass grade in the assessment of each component.

Assessment:

These qualifications are assessed via 3 controlled assessments which cover:

- Reading
- Writing
- Speaking, Listening and Communicating

All assessments take place in a controlled environment. These qualifications are externally set, internally assessed, internally quality assured and externally quality assured. Each assessment has been designed so that the tasks are realistic and relatable to everyday context.

Student Support: Support will be provided throughout the course, including the allocation of personal tutors for additional advice and guidance, to help students progress and succeed on the course.

Next Steps: Learners completing these qualification can progress to:

- NCFE Level 1 Functional Skills Qualification in English
- NCFE Level 1 Award in English
- NCFE Level 1 Certificate in English

Level 1/2 Functional Skills in English

Course ID: LEM010/ LEM011

Awarding Body: NCFE Awarding body course specification can be found [here](#)

Duration: 55 Hours

Total Qualification Time:: 66 Hours

Study Mode: Full-time

Entry Requirements:

These qualifications are designed for learners who want to improve their everyday English abilities in preparation for life and work. These qualifications may also be studied by learners as part of their vocational apprenticeship. There are no specific recommended prior learning requirements for these qualifications. Centres are responsible for ensuring that these qualifications are appropriate for the age and ability of learners. Skills forward initial and diagnostic assessments will assist in determining what level a learner is working to. Each learner will then receive an individual skills plan to help progress to that level. NCFE recommends delivering a Skills Forward initial and diagnostic assessment to learners prior to registration. Learners registered on these qualifications shouldn't undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding eligibility.

Course Structure and Information:

Functional Skills English qualifications at Levels 1–2 are comprised of 3 mandatory components per level:

- Speaking, Listening and Communicating – Internally Assessed
- Reading – Externally Assessed
- Writing – Externally Assessed

The order in which a learner attempts the component assessments is at the centre's discretion. For a learner to achieve the qualification and be awarded their certificate, they must obtain a Pass grade in the assessment for each component.

Assessment:

These qualifications are assessed internally or externally, depending on the component. Controlled assessments are designed and provided by NCFE and delivered to the learner under controlled assessment conditions. The completed controlled assessment is marked by the Assessor. External assessments are designed by NCFE and scheduled by the centre. Upon completion of the external assessment, the assessment is marked by NCFE and the results are released within the results timeframe.

Student Support: Support will be provided throughout the course, including the allocation of personal tutors for additional advice and guidance, to help students progress and succeed on the course.

Entry Level 1/2/3 Functional Skills in Mathematics

Course ID: LEM012/ LEM013/ LEM014

Awarding Body: NCFE Awarding body course specification can be found [here](#)

Duration: 55 Hours

Total Qualification Time:: 61 Hours

Study Mode: Full-time

Entry Requirements:

These qualifications are designed for learners who want to improve their everyday mathematics abilities in preparation for life and work. There are no specific recommended prior learning requirements for these qualifications. Centres are responsible for ensuring that these qualifications are appropriate for the age and ability of learners. Skills forward initial and diagnostic assessments will assist in determining what level a learner is working towards. Each learner will then receive an individual skills plan to help progress to that level. NCFE recommends delivering a Skills Forward initial and diagnostic assessment to learners prior to registration. Learners registered on these qualifications shouldn't undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding eligibility.

Course Structure and Information:

Functional Skills qualifications should enable the learner to gain confidence in using mathematics, provide a foundation for progression into employment or further technical education and develop skills for everyday life, where the skills gained can be applied to solve mathematical problems. The purpose of Entry Level Functional Skills Mathematics qualifications are to demonstrate a sound grasp of the underpinning skills and basics of mathematical skills appropriate to the level, and the ability to apply mathematical thinking to solve simple problems in familiar situations.

Assessment:

These qualifications are assessed via one externally set controlled assessment which is task-based and taken in a controlled environment. It is then internally assessed, internally quality assured and externally quality assured. Each assessment has been designed so that the tasks are realistic and relatable to everyday context.

Student Support: Support will be provided throughout the course, including the allocation of personal tutors for additional advice and guidance, to help students progress and succeed on the course.

Next Steps: Learners completing these qualification can progress to:

- NCFE Level 1 Functional Skills Qualification in Mathematics
- NCFE Level 1 Award in Maths
- NCFE Level 1 Certificate in Maths

Level 1/2 Functional Skills in Mathematics

Course ID: LEM015/ LEM016

Awarding Body: NCFE Awarding body course specification can be found [here](#)

Duration: 55 Hours

Total Qualification Time: 66 Hours

Study Mode: Full-time

Entry Requirements:

This qualification is designed for learners who want to improve their everyday mathematics abilities in preparation for life and work. This qualification may also be studied by learners as part of their vocational apprenticeship. There are no specific recommended prior learning requirements for these qualifications. Centres are responsible for ensuring that these qualifications are appropriate for the age and ability of learners. Skills forward initial and diagnostic assessments will assist in determining what level a learner is working to. Each learner will then receive an individual skills plan to help progress to that level. NCFE recommends delivering a Skills Forward initial and diagnostic assessment to learners prior to registration. Learners registered on these qualifications shouldn't undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding eligibility.

Course Structure and Information:

Functional Skills qualifications should enable the learner to develop confidence in using mathematics and provide a foundation for progression into employment or further technical education and develop skills for everyday life, where the skills gained can be applied to solve mathematical problems. The purpose of Level 1 and Level 2 Functional Skills Mathematics qualifications are to demonstrate a sound grasp of mathematical skills at the appropriate level and the ability to apply mathematical thinking effectively to solve problems successfully in the workplace and in other real life situations.

Assessment:

These qualifications are each assessed via one external assessment which is task-based and invigilated. Once the completed assessments are returned to NCFE, they are marked by NCFE Examiners. Each assessment has been designed so that the tasks are realistic and relatable to everyday context.

The Level 1 and Level 2 external assessments have a duration of 120 minutes. The assessment is divided into 2 sections, non-calculator and calculator:

- Section A: The non-calculator section contains 25% of the total marks, is completed first, and has a duration of 30 minutes.
- Section B: The calculator section contains 75% of the total marks, is completed second and has a duration of 90 minutes.

The pass mark is a combination of marks from both sections. Both sections of the assessment must be completed in one continuous sitting.

Student Support: Support will be provided throughout the course, including the allocation of personal tutors for additional advice and guidance, to help students progress and succeed on the course.

Licensing Qualification

Course ID: LEM017

Awarding Body: QNUK Awarding body course specification can be found [here](#)

Duration: 6 Hours

Credit Value: 1 credits for full qualification

Study Mode: Full-time

Entry Requirements:

This qualification is aimed at those over 18. It is recommended that candidates have a minimum of Level 1 literacy and numeracy or equivalent. There are no other pre-requisites for this qualification

Assessment:

Candidates are assessed for this qualification using a Multiple-choice question paper Multiple-Choice Question paper each candidate will be assessed for this qualification by the completion of a multiple-choice question paper. Candidates will be required to score a minimum of 70% correct answers to achieve a pass.

Student Support: Support will be provided throughout the course, including the allocation of personal tutors for additional advice and guidance, to help students progress and succeed on the course.

Next Steps: Learners completing these qualification can progress to:

- Qualifications in management
- Qualifications related to the licence trade

Student Support and Welfare

Everyone from time to time needs a bit of support – someone to talk things over with other than a personal friend. The Student Welfare Service is available to all students who may be experiencing problems while at LEM. Problems can range from difficulties with coursework, bullying or family problems. Whatever it may be, we can help.

The Student services Team can help with specific problems on a regular basis or may be able to put the student in touch with external agencies if necessary. The team aims to offer support that is responsive to student needs in a confidential and non-judgmental manner. The team is friendly, approachable and available through the academic year. Details of the student services team will be provided to all students at the time of induction

Mental health and wellbeing support

There is always help available for student's wellbeing throughout their time with us at LEM. Whether through counselling or at a drop-in session or appointment, our professional staff can provide students with advice and support on a wide range of mental health and wellbeing subjects, to help students get the most out of student life. The wellbeing team offers counselling to give students the opportunity to talk in confidence with someone who is impartial and separate from work, social and family life. The team also offers an outstanding range of classes, including mindfulness and many more to develop life skills such as managing stress effectively and becoming more confident.

Adjusting student life at LEM

Starting university is an exhilarating time, with lots of opportunities to take advantage of. Some students can find this overwhelming. The staffs from support team can help students cope better with the challenges of academic study, independent living and thriving in a new surroundings.

Student Advice Centres

LEM has its own Student Advice Centre (SAC) to help, support and advise students with all learning support enquiries. Here is a glimpse of services that SACs provide to the students:

- Developing students' confidence and networking skills
- Providing a view and insight into various career opportunities
- One-to-one appointments with a member of staff should your problem be of a private or confidential nature
- One-to-one support with CV writing and interview skills
- Providing a stepping stone to becoming a highly employable graduate.
- Supply of forms for change of programme/module changes, change of address etc.
- Contact details for lecturers
- Photocopying
- Coursework hand-in and collection
- Information leaflets on all student services and university regulations and procedures
- General enquiries and signposting to other departments
- Exam and coursework deferral forms and advice

Library

Our library will provide guidance and support with reading lists and relevant sources to support referencing of the assignments.

Admission



Admission Policy and Procedures

1.1 LEM is committed to ensuring transparency, consistency and fairness through its admissions policy and procedures.

1.2 LEM believes that a diverse student community is of benefit to all. The College is committed to widening access to, and participation in, Higher Education, by seeking to raise awareness and expectations so that all those who can benefit from the provision can access it, progress and succeed.

1.3 The College will operate procedures that are fair to all applicants regardless of age, background, disability, gender, religion, sexual orientation, ethnicity, and pregnancy or maternity and comply with relevant equality legislation. No applicant shall be treated more or less favourably than any other on account of his or her background.

1.4 This policy applies to all applicants applying to study at LEM.

Application Process:

Dedicated Staff will go through every step of the application process ensuring that you have the correct documentation to get you on a course of your choice. We will help to review your personal statement for admission into the Universities and continuously track the updates of your application.

Applicants will complete the College's application form online ([Apply Now](#)) and submit it to the administration department with the following supporting documents.

Required supporting Documents:

- Copy of passport
- Copies of all previous academic transcripts/qualifications
- Two passport-sized photographs
- Copy of CV
- National Insurance Number (if applicable)
- For EU nationals a five-year proof of residency in the UK
- Personal statement of the applicant
- Any other documents such as work experience certificate, proof of address etc. that may support the application
- An English Language qualification (IELTS) or equivalent tests for non-English speaking country and requiring admission

Invoice and offer letter

When the documents you have sent are sufficient for entry to your chosen course, we will send you an Offer Letter. If we want you to meet any conditions, we will specify them on the letter. We will also send you an invoice for the total amount payable.

Deadline for applications

There is no official closing date for applications as all applications will be considered for the next available intake of students. It is however strongly recommended that applications are made as early as possible to ensure availability of a place.

Interview

Depending which course you are applying for, we might interview you over Skype or over the phone if required. Interview will be a friendly discussion and you will be asked several questions. You can also ask questions if you need to clarify something.

Following the interview, we will approve your application or make further suggestions. We may also want to see copies of your bank statements that you will be sending together with your visa application. Seeing your bank statements will help to make sure that Home Office requirements for maintenance are met.

Make the payment

If your interview is successful, our admission department will contact you to make a payment so that we can complete your application and issue an Acceptance Letter.

Issue visa Letter

Once we received your payment, Visa Letter will be issued. Once you have received a Visa Letter you can apply for a visa to come to the UK. For information on how to apply for a visa and what documents are needed to support your application [click here](#).

Course Fees

Sl. No.	Course/Training Name	Units	Fees (in GBP)
1.	L3 Diploma in Business Management	6	1800
2.	L4 Diploma in Business Management	6	2500
3.	L5 Diploma in Business Management	6	2500
4.	L7 Diploma in Strategic Management & Leadership	8	3500
5.	L3 Diploma in Hospitality & Tourism Management	4	1750
6.	L4 Diploma in Hospitality & Tourism Management	4	2200
7.	L5 Diploma in Hospitality & Tourism Management	4	2200
8.	L7 Diploma in Hospitality & Tourism Management	4	2950
9.	L3 Diploma in Health & Social Care	6	2100
10.	L4 Diploma in Health & Social Care	6	2750
11.	L5 Diploma in Health & Social Care	5	2750
12.	Personal Licence Holders	1	150
13.	L2 Award in Basic Life Support (Adults & Children)	1	150
14.	L3 Award in Activity First Aid	1	175
15.	L3 Award in Emergency First Aid at Work	1	160
16.	L3 Award in Emergency Paediatric First Aid	1	180
17.	L3 Award in First Aid (Annual Refresher)	1	150
18.	L3 Award in First Aid at Work	1	250
19.	L3 Award in Paediatric First Aid	1	250
20.	L3 Award in Responding to Anaphylactic Reactions	1	210
21.	Entry Level 1 Functional Skills Qualification in English		260
22.	Entry Level 2 Functional Skills Qualification in English		275
23.	Entry Level 3 Functional Skills Qualification in English		300
24.	Level 1 Functional Skills Qualification in English		400
25.	Level 2 Functional Skills Qualification in English		450

26.	Entry Level 1 Functional Skills Qualification in Mathematics		260
27.	Entry Level 2 Functional Skills Qualification in Mathematics		275
28.	Entry Level 3 Functional Skills Qualification in Mathematics		300
29.	Level 1 Functional Skills Qualification in Mathematics		400
30.	Level 2 Functional Skills Qualification in Mathematics		450
31.	Entry Level 1 Functional Skills Qualification in ICT		260
32.	Entry Level 2 Functional Skills Qualification in ICT		275
33.	Entry Level 3 Functional Skills Qualification in ICT		300
34.	Level 1 Functional Skills Qualification in ICT		400
35.	Level 2 Functional Skills Qualification in ICT		450

Please NOTE:

Enrolment to any of the above program is subject to meeting the Required entry criteria and the College Terms & Conditions apply.

The College reserves the right to amend or change any of the above Information at any time

Contact Details

For further information regarding your admission or related enquiries; please contact the admissions team via the following.

London Education Management

44 Broadway, London

Stratford E15 1XH

Phone: +44-2081910081

Web: <https://www.londonem.co.uk/>

E-mail: info@londonem.co.uk

Directions to London Education Management College



From Heathrow (Greater London):

Take the underground to Holborn tube station. Change at Holborn onto the Central Line (eastbound). Travel on the Central Line to Liverpool Street Station. From Liverpool Street station, take the overhead train to Stratford. London Education Management College is situated on Broadway Road, which is a 3-minute walk from Stratford train station.

From Gatwick Airport (Greater London):

Take the train to Victoria Station from Gatwick Airport. At Victoria, change onto the underground. Take the Circle line (eastbound) to Liverpool Street Station. From Liverpool Street station, take the overhead train to Stratford. London Education Management College is situated on Broadway Road, which is a 3-minute walk from Stratford train station.

Public transport web links: www.tfl.gov.uk, www.nationalrail.co.uk



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