

Student Handbook

Dear Students,

LCEM is an independent educational institution with a commitment to providing quality education at an affordable price. We offer educational programmes that enhance the employment prospects of our students, provide an environment that is intellectually stimulating and conducive to the acquisition of knowledge and skills, while ensuring that the social and cultural needs of the students are met. We are here to nurture people into professionals.

We are accredited by the British Accreditation Council and licensed by the UKBA (Tier 4). We are also approved by a number of qualification awarding bodies that include Edexcel, Association of Business Executives (ABE), British Computer Society (BCS), Trinity College (for ESOL), etc. We offer Diplomas of Higher Education and Further Education, Foundation Degrees, Higher National Diplomas and Postgraduate Diplomas leading that can lead to an MBA from UK Universities (e.g. University of Wales Cardiff).

LCEM is equipped with a highly experienced and qualified tutorial staff renowned for their expertise in their specialist areas. Our lecturers, tutors and supporting staff with their friendly behaviour and professionalism are always willing to and available for your assistance and support.

This handbook highlights the various courses on offer, their progression routes and the qualification awarding body requirements.

This Handbook also contains important information concerning the College rules and regulations. Very specific requirements concerning attendance in the College, fees, examination fees, registration fees and the method of payment.

Finally, this handbook gives you further information detailing various other policies and procedures that could affect you as a student.

I hope that this handbook will be of immense help in understanding all the aspects of College life which can have a direct impact on your success.

Principal

Courses on offer:

LCEM offers the following qualifications:

SN	Qualification	Level	Awarding body	Progression
1.	Extended Diploma in Strategic Management and Leadership	QCF 7	Edexcel	After successful completion of this postgraduate level qualification, students can join MBA programme at a UK university
2	Graduate Integrated Diploma in Business Management	QCF 6	Association of Business Executives (ABE)	This qualification is the academic equivalent to Bachelors Degree. So, students can either progress to level 7 qualification leading to top up MBA or join directly full MBA
3	Extended Diploma in Travel Tourism and Hospitality Management	QCF 6	Association of Business Executives (ABE)	This qualification is the academic equivalent to Bachelors Degree. So, students can either progress to level 7 qualification leading to top up MBA or join MBA directly
4	Professional Graduate Diploma in IT	QCA 6	British Computer Society (BCS)	Since this qualification is the academic equivalent to year 3 of a UK university honours Degree, students can join M Sc in IT at a UK university
5	Higher National Diploma in Electrical and Electronics Engineering	QCF 5	Edexcel	This level is the academic equivalent to Year 2 of a UK university honours degree. So, students can join final year of Bachelors Degree at a UK university
6	Diploma in Management and Leadership	QCF 5	Edexcel	This level is the academic equivalent to Year 2 of a UK university honours degree. So,

				students can either join final year of Bachelors Degree at a UK university or progress to postgraduate level 7 leading to top up MBA
7	ACCA	Level 7	Association of Chartered Certified Accountants (ACCA)	Students can progress to further specialized courses in accountancy
8	English for Speakers of Other Languages (ESOL)	Level 1 and 2	Trinity College	Equivalent Level B1 and B2 on the Common European Framework of Reference for Languages (CEFR) respectively.
9	Masters in Business Administration Top Up	Level 7	UWIC through LSBM	Student can get Masters Degree from University of Wales Institute, Cardiff

ABE qualifications are assessed by written examinations. Students should register themselves with ABE to obtain a membership number. They will have to pay a fee for registration and examination and they will have to pay exam registration fee for each subject. These fees are not included in the tuition fee. Membership registration can take place at any time of the year.

BCS qualifications are assessed by written examinations. BCS manages the entire examination process, from its external centres, including invigilation and marking. Students should note the closing dates for registration and examinations as these are strictly adhered to

Students should register themselves with BCS at the beginning of the course for a membership number. There is a fee for registration. Students should also register with BCS and be accepted for each level of examination and they will have to pay exam registration fees applicable at the time. These fees are not included in the tuition fee. Membership registration can take place at any time of the year.

ACCA applies written examination methods to assess students' performance. For F1, F2 and F3 exam students choose to take their exam on screen. LCEM is an ACCA approved centre to administer the Computer Based Exam. The pass mark for each paper is 50%. ACCA manages the entire examination process, from its external centres, and includes invigilation and marking.

Students should register themselves with ACCA at the beginning of the course and get their membership by paying a fee. They also need to register for each paper to be accepted for the exam. There is an exam fee that needs to be paid directly to ACCA by the student.

ACCA examinations are held twice a year generally in June and December. If students wish to sit for a specific examination session, the following deadlines apply:

Edexcel qualifications are assessed by a variety of methods. These include written assignment, presentations, written test and viva. However, assignment writing will be the main tool to assess a students' achievement. Various methods will be applied to verify the originality and authenticity of work. Students work can be assessed either by the tutor or by an external professional. After the assessment, their work will be verified at two levels. An internal verifier will cross check the assessment to ensure that it is valid and reliable. Secondly an external Standard Verifier, appointed by the qualification awarding body, will verify the work. If approved by the external Standard Verifier, students will get the qualification.

Plagiarism is an academic offence. Students must not copy others work or form the internet. Work will be checked by appropriate software which will detect any plagiarism. If the plagiarism is found, students will be penalised. Students will need to sign an authenticity statement saying that the work is their own and original.

Students need to consult tutors to ensure that they do not miss the assignment submission deadlines. Students are also advised regularly check the institute's notice board

ESOL Certificate level 1 Skills for Life qualification consists of Listening and Speaking, Reading and Writing. Listening and speaking has two parts; a 10 minutes one to one interview with a trinity examiner and a 15 minutes discussion with 4 learners with a teacher acting as facilitator observed by Trinity examiner.

The reading assessment is a 60 minutes test whereby learners read given texts and write the answer in the given answer sheet. The written component is assessed by written examination and the time allocated for this is 100 minutes.

All the test papers are assessed and marked by the Trinity examiner. Students can take their examination at LCEM, since LCEM is a Trinity approved centre.

College opening and closing time:

The college will remain open from 9 AM in the morning to 6 PM in the afternoon except weekends and public holidays. Class schedules will be published for every semester and will be distributed to all students through e-mail. This will also be posted to the institute's website and the intranet.

Attendance:

Tier 4 students must attend their institute a minimum 15 hours a week. Attendance is very important. If a student is absent for 2 consecutive weeks his/her name will be reported to the UKBA and eventually sponsorship will be withdrawn. The same will apply for an accumulated 10 days of absence.

LCEM has an Attendance Policy and all students should familiarise themselves with its workings

Students will be issued with an ID Card. This will be used to record students' attendance. Attendance will be recorded per session; morning session and afternoon session. Students should swipe in their card at the reception between 09:00 hrs to 09:30 hrs. in the morning and the same process will be repeated for the afternoon session from 14:00 to 14:30 hrs

Fee payment:

Students must pay full tuition fee before the start of their course. No installment plan is given. Students who have not cleared their fees will not be allowed to attend their lessons and their non-attendance recorded.

Information Technology:

There are a number of dedicated PCs in the institute for student use, and can provide general applications and word processing packages. We also have wireless zones where students may connect their own laptop to our network.

Students will be given an institute's email, which is delivered by Google

Library:

When students join LCEM they will have access to the institute's library. Student can borrow books from the library.

Institute's policies and procedures:

1. LCEM has a set of policies and procedures which are listed as follows:
 - Appeals Policy
 - Attendance Monitoring Policy
 - Complaints Policy
 - Disability and SEN Policy
 - Disciplinary Procedure (Students)
 - Equal Opportunities Policy
 - Grievance Policy
 - Health and Safety Policy

- Internal Verification Policy
- Plagiarism Policy
- Quality Assurance Policy
- Refund Policy
- Representatives Relations Policy
- Scholarship Policy
- Students' Immigration Status Monitoring Policy
- Student Recruitment Policy

Key contacts:

LCEM Contact details:

Phone: +44 (0)20 8854 6158

Fax: +44 (0)20 8854 7916

Email address: admin@lcoem.com

Pastoral Care:

In an emergency e.g. fire, theft or an accident including other health related incidents students should dial at 999 and call the ambulance or the police.

Students need to register with a GP in their area of residence. Students need to make an appointment to see a GP but they don't have to pay to the GP. It is a free service. In the case of emergencies, students can directly go to Queen's Elizabeth Hospital in Woolwich where treatment will be free.

Recreations:

Woolwich leisure centre is close to the institute. Students may become members and can enjoy lots of facilities including gym, swimming etc.