



SHAKESPEARE
COLLEGE LONDON



Prospectus 2010 | 2011

Courses

Language Programmes

- General English
- Cambridge Exams Preparation
- IELTS Preparation
- Russian, Spanish, German or French
- Holiday Programmes
- Foundation Programme

Business Programmes

- Administrative Management (IAM)
- Travel, Tourism & Hospitality (ABE)
- Accounting (CIMA)
- Marketing (ABE)
- Business Information Systems (ABE)
- Business Management (ABE)
- Human Resource Management (ABE)
- Hotel Management (CTH)
- Tourism Management (CTH)
- Health & Social Care (NVQ)



ASIC (Accreditation Service for International Colleges)

UK BA Licence

SCL Prospectus 2009|2010

Dear Student,

Shakespeare College London was established in 2002 with the aim to provide high quality courses for students from all over the world.

Over the years we have built a fine reputation for providing top quality education for individuals and groups. Though Shakespeare College London's prices are competitive we never compromise with the quality of teaching and services.

We do our best to guide students through their course of study and help them to make the most of their life in London. As well as educating students we cater for all their needs while in the UK.

The College is a multicultural, international and a dynamic place to study. Students benefit from a warm multicultural atmosphere.

Foreign students are encouraged to take part in English Language classes at SCL prior to their main courses which will help to improve their examination technique.

I wish to thank you for your interest and on behalf of me and my team we look forward to welcoming you.

Yours faithfully,



Sean O'Regan B.Sc, CPA
Principal



Location

The college has two branches both conveniently located in Central London.

The main building is located in Covent Garden with numerous theatres, restaurants, shops, cafes and tourist attractions close by. It is situated on the Strand street next door to Adelphi Theatre and is just minutes away from Piccadilly Circus, Trafalgar Square, Buckingham Palace and close to Embankment / Charing Cross stations as well as Leicester Square, Covent Garden and Holborn stations.

The second building is located in the heart of London's financial centre - the City. It is approximately 5 minute walk from the Liverpool Street train and underground station. You can find a wide range of shops, pubs, restaurants and cafes in the area which is known as a Square Mile.

Students

SCL have students from all over

the world attending our College, representing lots of different nationalities. International students experience a sense of belonging in the relaxed and friendly atmosphere supported by our bilingual staff. The multi-cultural College Community creates an enriching and rewarding experience where learning can be fun whilst still achieving your goals.

Teachers

The teachers at Shakespeare College London are all qualified and skilled in their chosen field.

Language teachers are native speakers and have CELTA, TEFL or DELTA Certificates and Degrees in Modern Languages and Education. Our Business programme teachers have relevant qualifications (M.Sc., PhD, etc) and are experienced in their chosen field as well as in teaching.

SCL teachers are regularly observed by the Director of Studies to maintain a high standard throughout the college.

Facilities

Shakespeare College London provides an attractive, safe and comfortable learning environment. You can expect to find the following:

- Bright, warm and comfortable classrooms,
- Modern audio-visual equipment and overhead projectors,
- Self-study area with a library and a computer lab,
- Students' common area,
- Free Internet access,
- Student welfare services.

Books

For all courses you will need a textbook. It can be purchased from a bookshop or obtained from the college. If the book was rented from the college it can be returned at the end of the course and 50% of its cost will be refunded provided it is in a good condition.

Social Programme

Shakespeare College London organizes trips and tours for its students throughout the year. We offer students the chance to see the best of London and Great Britain while making friends from all over the world. Most venues are free, however if there is an entrance fee the students are informed in advance about the price and are entitled to student and group discounts.

We also arrange student parties, pub nights, teacher quiz nights picnics in the parks and other activities where you can carry on practicing your English and meet with other students and staff in an informal relaxed environment.

Shakespeare College London are always open to suggestions for places to visit and activities to organize. Besides, students are invited to take part in assisting with the organization of various social activities at the college.



Accommodation

Shakespeare College is happy to arrange accommodation on your behalf and take full responsibility to make sure that everything is ready for you before you arrive in the UK.

There is a £50 charge per person for accommodation arrangement. Please note that in case you change your mind about accommodation, or you cancel your booking the £50 arrangement fee that is paid to the college is non-refundable.

Housing Options

1. Student Hostels

Student hostels are a safe and reliable option to take. They will most commonly provide meals in the morning and evening for seven days a week, have fully independent rooms with own bath/shower and toilet, television, kettle for tea and coffee and shared gym plus fitness facilities.

Prices vary but on average:

- **Single Room**
start from £143 per week
- **Twin-bedded Room**
start from £123 per week

Student hostels also charge on a per night basis for a Bed & Breakfast service, if that is what you are looking for, and prices are typically £27 per night per person for a single room and £23 per night per person for a double room. There is an age limit of above 16 years old for this type of accommodation.

2. Independent Hostels

The facilities, as well as the prices, will be very similar to Student Hostels. These are also

very safe and reliable, but you should remember that these hostels are not designed specially for students, and so you probably will not receive much support from an educational point of view. In addition please be aware that this type of accommodation does not provide meals, and so you will need to arrange your own food.

Prices vary but on average:

- **Single Room**
£90 per week, per person
- **Double Room**
£80 per week, per person

3. Bed & Breakfast

These are mainly small family run businesses. Rooms can come with television, tea and coffee facilities, fridge, ironing, and clothes washing facilities as well. Always check to see what you are buying before you pay.

Prices vary but on average:

- £20 per person per night including a simple breakfast.

4. Homestay

This kind of accommodation is arranged in a safe, clean home environment with carefully selected families in good suburban locations all over London.

All homes provide rooms and meals. The families are there to ensure that the students feel at home. The rooms are cleaned regularly and bed linen and towels will be provided to you by the family and your clothes will be washed weekly. This accommodation type meets the requirements of the British Council.

Prices vary but on average:

- Breakfast only: £130,
- Breakfast & Dinner: £150
- Breakfast & Dinner & Packed Lunch: £155 .

PLEASE NOTE: When booking a room, you will have to pay 4 weeks rent or 2 weeks deposit and 2 weeks rent in advance.

If you are coming for 1 or 2 weeks only you will need to pay for the full duration of stay (*recommended for those under 16*).

Accreditations

All our Business Programmes are approved and accredited by prestigious awarding bodies.



OTHM | Organisation for Tourism & Hospitality Management

The OTHM was founded in 2003 as a professional membership body servicing the tourism and hospitality industry throughout the world. Key aims of OTHM are to make membership, qualifications and continuous professional development accessible and relevant to individuals and employers in the world's largest industry.



ACP | Association of Computer Professionals

The ACP is an independent, professional examining body, set up in 1984, its Council Members working in both the education and commercial sectors of the computer industry. The Association's principal aim is to set and maintain standards of education, which

reflect the constantly changing requirements of the computer industry. This is achieved through the provision of course syllabuses and examinations to our carefully vetted training centres around the world, which in turn provide the expert tuition.



CIMA | Chartered Institute of Management Accountants

The Chartered Institute of Management Accountants is a leading membership body that offers an internationally recognised professional qualification in management accountancy, which focuses on accounting for business.



ABE | Association of Business Executives

The Association of Business Executives offers high-quality business qualifications worldwide. ABE is recognised around the world – from the Qualifications and Curriculum Authority (QCA) in the UK to Ministries of Education and Employers in other countries.



IAM | Institute of Administrative Management

The iam is a UK government recognised awarding body offering qualifications in Administrative Management.

The iam's qualifications fit together logically: there is a clear link between each level, meaning that you can build on your prior learning and your growing work experience.



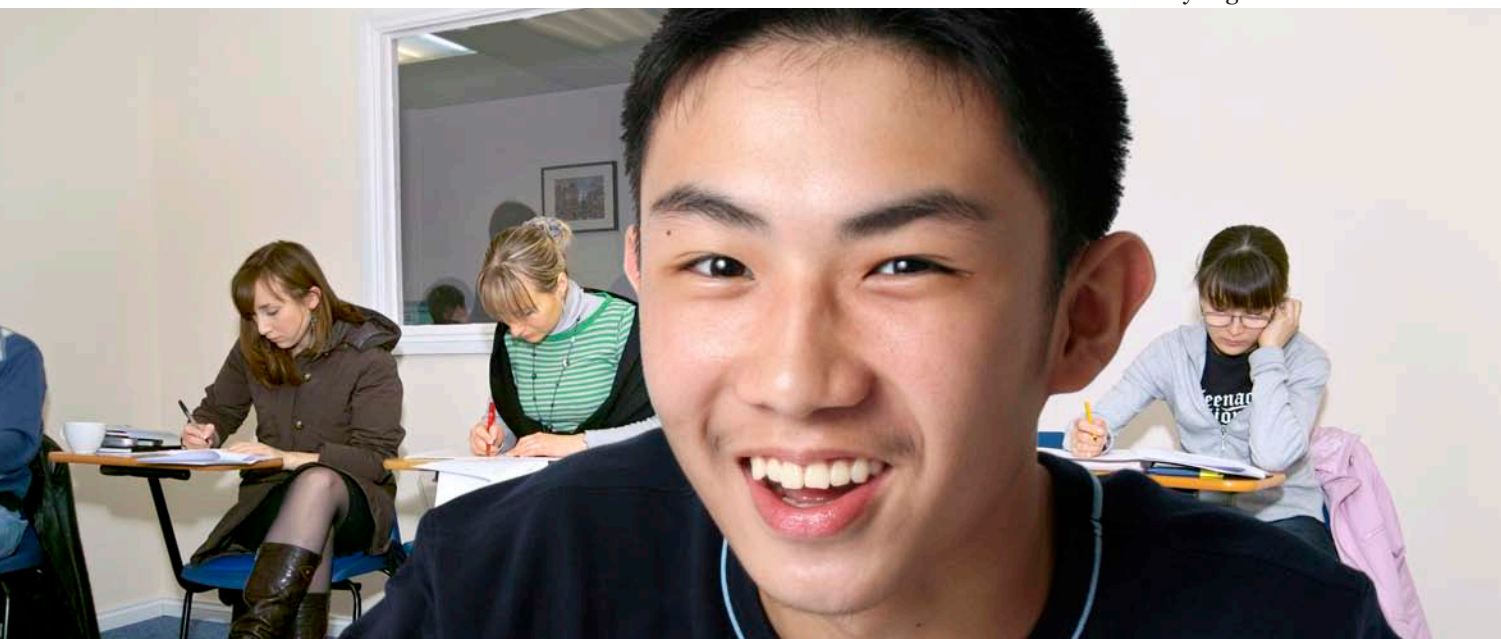
OCR | Oxford Cambridge and RSA Examinations

OCR is a leading UK awarding body, committed to providing qualifications that engage learners of all ages at school, college, in work or through part-time learning programmes to achieve their full potential.



CTH | Confederation of Tourism and Hospitality

CTH provides recognised standards of vocational and management syllabi, examinations and awards for the hotel and travel industries. CTH works with approved centres worldwide and is acknowledged by leading hotel and travel industry organisations.



Language Programmes

● General English

This course is aimed at students who would like to study the English language in order to be able to communicate efficiently in different life situations.

It is designed to provide a systematic development of all language skills: speaking, reading, writing and listening. This course can be also regarded as an initial stage for further studying on the Business Programmes.

All our students are tested on entry to assess their level of English. We conduct a placement test and an oral interview. We monitor students' progress through the course to see their improvements. At the end of the course students take a final test and receive a certificate. General English classes are conducted at all levels from Beginners to Advanced.

All our teachers have appropriate qualifications: CELTA, DELTA or Master's Degree. They are enthusiastic and have high professional standards. Our dedicated team strive to meet and maintain quality standards and are constantly working to develop our services.

Entry Requirements

There are no entry requirements. Students are tested on entry to assess their level of English and placed in the appropriate group.

Level

- Beginners
- Elementary
- Pre-Intermediate
- Intermediate
- Upper-Intermediate
- Advanced



Duration: 2 weeks – 2 years

Mode of Studies

Full-Time

- Monday to Friday, 3 hours/day
- *Standard:* 15 hours per week
- *Intensive:* 30 hours per week

Part-Time

(not suitable for a student visa)

- 2 to 3 times a week
- 6 to 12 hours per week

Assessment

The student's progress is carefully monitored through the course and students take a final test at the end of their course.

● IELTS Preparation

IELTS is the International English Language Testing System. It measures ability to communicate in English across all four language skills – listening, reading, writing and speaking – for students who intend to study or work where English is the primary language of communication.

There is a choice of taking the Academic Module or the General Training Module (the reading and writing parts of the tests are different, but the listening and speaking parts are the same). Scores range from 1.0 to 9.0. A score of at least 6.5 in the Academic Module is usually needed for an academic course at a UK university; 7.0 or 7.5 may be needed for subjects which require a lot of reading and writing (for example, linguistics or medicine) and for those wishing to be doctors or dentists in the UK.

A score of at least 5.5 in the General Training Module is usually needed for non-academic training courses in the UK; a score of 6.0 or 6.5 may be needed for subjects which require greater language skills.

The programme is ideal for those who would like to take an IELTS examination and need a thorough preparation and revision for the exam as well as English Language development.

Entry Requirements

Age Of Entry – Above 16 years

Level of English

- Intermediate
- Upper-Intermediate
- Advanced

Duration: From 4 – 24 weeks

Mode of Studies**Full-Time**

- Monday to Friday
- 3 hours per day
- 15 hours per week

● Cambridge Exams Preparation

The Cambridge Examinations are internationally recognized qualifications which are of great assistance both in the job market and to anyone wishing to work, travel or study abroad. These qualifications are recognized throughout the world and require a considerable amount of preparation to obtain.

Entry Requirements

- over 16
- corresponding level of English

Levels and Exams

Elementary A2 KET
Pre-intermediate A2/B1 PET
Intermediate B1/B2 PET
Upper-Intermediate B2/C1 FCE
Advanced C1/C2 CAE
Proficiency C2 CPE

Duration From 2 weeks to 2 years

Mode of Studies

Full-time (15 hours per week),
Intensive, Part-time

Assessment

Each student is offered a mock Cambridge Exam at the end of the course which shows whether the student is prepared to do the real test.

● Russian, German, Spanish and other Languages

This programme is designed for students who would like to learn a new language or develop their skills in the language they have already studied before (as a foreign language).

Our aim to achieve the best results in the shortest time, so our training programs are based on the most efficient methods.

The teachers plan each lesson in such a way that all aspects of the language – vocabulary, grammar, pronunciation and all speech activities – reading, writing and speaking are developed.

The main focus is on speaking which is developed by means of communication games, discussions, dialogue and other exciting activities. We use the latest teaching materials including language CD-ROMs & DVDs as well as authentic newspapers and magazines.

Entry Requirements

There are no entry requirements. Students' level of the language is assessed on entry.

Mode of Studies

Part-Time (small groups or 1-to-1 tuition)

- 2 to 3 times a week
- 4 to 6 hours a week

Levels

- Beginners
- Intermediate
- Advanced

Assessment

The course is monitored from the beginning to the end and includes training needs analysis and language level assessment.

● Holiday Programme Children & Teenagers

The Programme Includes:

- English classes with qualified teachers (15 hours per week)
- Accommodation in a family home with a half-board package (packed lunch is an extra option)

All families are experienced in

accommodating overseas students. Students will have a clean and comfortable room with both study and storage facilities that meets the home stays accommodation requirements of English UK (ARELS) and The British Council.

The students will have access to the house as a family member and will have their own set of house keys. The rooms will be cleaned regularly and bed linen and towels will be provided by the family.

The families are situated in a good suburban locations. The students have the use of the house as a member of the family and there is a laundry service available.

Social Activities

- 1 excursion to the most famous London sight per week
- Parties and quizzes.
- Other activities can be arranged during the week.

Pick up from the airport is not included but can be arranged for additional £20 per person. All children must be supervised by an adult. One adult must accompany a group of 5 children.

● Foundation Course

This course is designed for those who would like to study at a British University towards a Bachelor's Degree. It prepares students for the entry to the University and helps them to adapt to life in the UK and to develop their language and study skills.

Business Programmes

● Administrative Management (IAM)



Certificate in Administrative Management

This qualification is for individuals who want to prepare for a career in management in business administration. It gives individuals the knowledge and understanding to become a professional in business administration.

Introductory Certificate Entry Requirements

- English Level: Intermediate
- Intermediate

Study mode

Full-time 15 hours per week, combination course available (GE/IELTS plus IAM Intro. Cert)

Duration: 12 months

Study mode:

Full-time - 15 hours per week

Progression

Completion of the Certificate leads to the Diploma in Administrative Management Diploma in Administration for Executive Assistants

Diploma in Administrative Management

This qualification is for individuals who wish to develop their understanding and improve their management skills. It enables individuals to take a systematic approach to organisational and information management.

Entry Requirements:

Certificate

English Level – Upper-Intermediate (IELTS 5.0)

The Diploma is open to anyone who has at least 2 years previous experience or relevant Certificate level qualifications from the iam or other bodies

Study mode

full-time 15 hours per week

Duration: 1 year

Advanced Diploma in Administrative Management

This qualification is for individuals who want to use best practice tools and techniques to manage organisations. It enables individuals to work at a senior level, making and implementing strategic decisions.

Entry Requirements:

English Level: Upper-Intermediate (IELTS 5.0)

The Advanced Diploma is open to anyone who has relevant Diploma level qualifications from the iam or other bodies.

Study mode:

Full-time 15 hours per week

Duration: 1 year

Progression

Students can progress from this qualification to the BA(Hons) Degree Programme.

● Business Management (ABE)

Offering many practical skills which are useful to potential employers from marketing to economics and accounting.

Levels & Content

Certificate

- Introduction to Business
- Business Communication
- Introduction to Accounting
- Intro to Quantitative Methods

Diploma Part One

- Organisational Behaviour
- Financial Accounting
- Economic Principles and their Application to Business
- Quantitative Methods for Business and Management

ALL ABE Courses

Entry Requirements

Level of English

- Upper-Intermediate IELTS (5.0)

Other Requirements

- Certificate Level
- No qualifications required.

Diploma Level

- 2 A-levels (or equivalent) or
- 2 years work experience or
- Certificate Level acquired

Advanced Diploma

- Completion of Diploma Level

Mode of Studies

Full-Time

- 15 hours per week
- Combination course (includes general English)

Assessment

All subjects are assessed by a three hour written external examination.

Progression

ABE Advanced Diploma holders can fast-track to the final year of many Bachelors Degree programmes and masters.

Diploma Part Two

- Human Resource Management
- Marketing, Planning and Communications
- Management in Action

Plus two from:

- Systems Analysis and Design
- Managerial Accounting
- Principles of Business Law
- Concepts and Principles of Islamic Economics

Advanced Diploma

- Corporate Strategy & Planning
- Managing in Organisations
- International Bus. Case Study

Plus two from:

- Strategic Marketing Mngt.
- Strategic Human Resource Management for Business
- Corporate Finance
- Managing Information Resource
- Islamic Finance

● Marketing (ABE)

The Marketing programme allows you to specialize in a dynamic and creative area that can have a great impact on the bottom line of a company.

Those qualified in marketing play a key role in business development, since creativity and analysis form the backbone of this discipline. Students completing the course will have the opportunity to progress to the final stages of a degree and will benefit from enhanced career prospects.

Levels & Subjects

Certificate

- Introduction to Business
- Introduction to Business Communication
- Introduction to Quantitative Methods
- Introduction to Marketing

Levels & Subjects

Certificate

- Introduction to Business
- Introduction to Business Communication
- Introduction to Quantitative Methods
- Introduction to Marketing

Diploma Part One

- Economic Principles and their Application to Business
- Organisational Behaviour
- Quantitative Methods for Business and Management
- Principles of Marketing



Diploma Part Two

- Marketing Policy, Planning and Communication
- Marketing Information Syst.
- Marketing in Action

Plus two from:

- Principles of Business Law
- Human Resource Management
- Systems Analysis & Design

● Travel, Tourism & Hospitality (ABE)

Designed for those students who would like to work in the tourism & hospitality industry. The course introduces the business practice/principles of modern tourism and explore issues such as ecotourism and sustainable tourism.

Levels & Content

Certificate

- Introduction to Business
- Introduction to Accounting
- Introduction to Business Communication
- Introduction to TT&H

Diploma Part One

- Economic Principles and their Application to Business
- Organisational Behaviour
- Financial Accounting
- TT&H Operations Management

Diploma Part Two

- Marketing Policy, Planning and Communication
 - Human Resource Management
 - Travel, Tourism & Hospitality
- Plus pass two of the following:*
- Managerial Accounting
 - Principles of Business Law
 - Systems Analysis and Design

Advanced Diploma

- Corporate Strategy & Planning
 - International TT&H
 - Tourism and the Environment
- Plus pass two of the following:*

- Managing in Organisations
- Strategic Marketing Management
- Strategic HR Management for Business Organisation
- Managing Information Resource

● Human Resource Management (ABE)

This programme is a professional QCA accredited qualification. At present demand for qualified HR professionals is outstripping supply. Students who complete our programme will find their skills fit for a professional setting.

Levels & Content

Certificate

- Personnel Administration
- Managing People
- Introduction to Business
- Business Communication

Diploma Part One

- Organisational Behaviour
- Economics Principles and their Application to Business
- Human Resource Management
- Human Resource Development

Diploma Part Two

- Employment Relations
- People Planning & Resourcing
- Personnel Information Systems
- HRM in Action

Plus either:

- Principles of Business Law
- Quantitative Methods for Business and Management

Advanced Diploma

- Corporate Strategy & Planning
- Managing in Organisations
- Strategic HRM for Business Organisation
- Performance Management and Reward
- Managing Organisational Change and Development

● Business Information Systems (ABE)

Companies seek people who can communicate confidently with IT colleagues. Holders of these qualifications have a grounding in key IT and business skills that enable them to build bridges between technology and business.

Levels & Content

Certificate

- Introduction to Accounting
- Introduction to Computers
- IT Applications & Skills
- BIS Certificate Assessment

Diploma Part One

- Computer Fundamentals
- Computer Applications in Business and Finance
- Principles of Programming
- Choice of either:*
- Organisational Behaviour
- Financial Accounting

Diploma Part Two

- Computer Networking
- Systems Analysis and Design
- Info. Systems Project Mngt.,
- Choice of two from:*
- Human Resource Management
- Marketing Policy
- Planning and Communication
- Managerial Accounting
- Quantitative Business & Mngt.,

Advanced Diploma

- Contemporary Application Development Methods
- Internet Systems Development
- Relational Database
- Applications in Business
- Information Systems Strategic Management

Choice of either:

- Strategic HRM for Business
- Managing in Organisations
- Strategic Marketing Management

● Accounting (CIMA)

The course is designed for those who would like to become qualified accountants. CIMA is a leading body that offers an internationally recognised professional qualification in management accountancy, which focuses on accounting for business.

Entry Requirements

Level of English

- IELTS 5.5 Intermediate or Upper-Intermediate level

Mode of Study

Full-Time

- 15 hours per week or Advanced English

Combination Course

- CIMA course plus IELTS or Advanced English

Levels & Content

Certificate in Business Accounting

- Management Accounting
- Financial Accounting
- Business Mathematics
- Business Economics
- Ethics, Corporate Governance and Business Law

Managerial Level, Advanced Diploma in Mngt Accounting

- Management Accounting Performance Evaluation
- Management Accounting Decision Management
- Organisational Management and Information Systems
- Integrated Management
- Accounting & Tax Principles
- Financial Analysis

Strategic Level

- Management Accounting Risk and Control Strategy
- Management Accounting Business Strategy
- Management Accounting Financial Strategy

Assessment

Computer based assessments is used for the Certificate level and a paper based examination used for the Managerial level.

Please note the assessment fee for 2008 is £40 per subject.

The CBA system is very flexible so you can sit your Certificate level assessments as and when you are ready. You must pass all five Certificate levels before you can sit Managerial papers.

Students must complete all Certificate levels by 1st March or 1st September in order to qualify to sit Managerial level papers two months later.

● Health & Social Care (NVQ)

National vocational qualifications (NVQ's are work-related, competence-based qualifications. They reflect the skills and Knowledge needed to do a job effectively, and show that a candidate is competent in the area of work the NVQ framework represents.

NVQs are achieved through assessment and training. Assessment is normally through on-the-job observation and questioning.

Entry Requirements

Candidate must have a job as a carer and former relevant qualification.

Level 3

NVQ Level is designed to reflect the work of candidates who undertake Health and Social Care activities working with service users/carers. The aim of this qualification is to recognise the skills and competences of candidates in the workplace.

Level 4

The level 4 NVQ qualification is about the management and delivery of physical, emotional or enabling care to clients/service users. The candidates will be managing and delivering care in support of others, and will be accountable in the area of practice.

Student Information

1. Carefully choose the course you would like to study on.

2. Fill in the enrolment form on our website or the printed version which can also be downloaded from our website or obtained directly from SCL and submit it to the College.

- Submit the photocopies of your academic qualifications if you are enrolling for a Business course; copy of your Bachelor's Degree, or GCSE/A-Level exams or equivalents together with their English translation, IELTS exam results/or a school certificate which shows your level of English.
- Apply for accommodation if required.
- Book an airport pick-up if required.

- We will also need a photocopy of your passport (first page, visa information if you already have one).

If your application is successful we will send you an Offer Letter confirming your acceptance for the course and itemizing the cost of tuition fees and living expenses.

You will also need to register with ABE, OTHM or another awarding organisation if you are enrolling for a Business course. You can do it by filling in the Student membership registration form which will be provided by the College.

- 3.** Pay your fees via:
- Bank Transfer
 - Paypal (www.Paypal.com)
 - Cheque (*made payable to 'Shakespeare College' and posted to directly to SCL*)
 - Debit/Credit Card
 - Cash

For General English course a full payment is required prior beginning the course.

Airport pick-up and accommodation booking fees are paid in advanced together with a two week deposit.

When your SCL tuition fees have been paid, the College will send you the Letter of Enrolment, which you will need to present to the British immigration authorities.

4. Apply for a Student Visa if you need one.

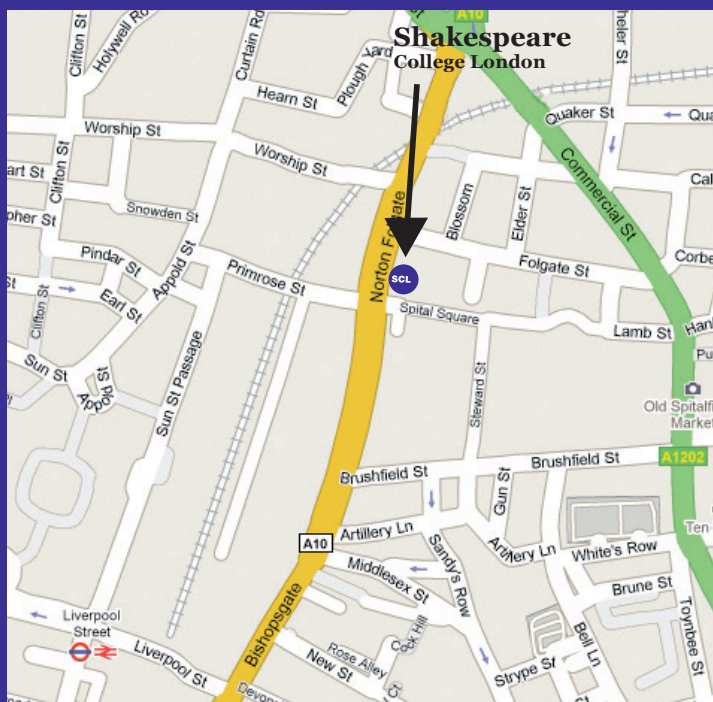
5. Inform the College about the exact date of your arrival.



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