

PROSPECTUS 2023–2024



London School of Commerce & IT



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1. Welcome to LSCI - a college with a difference

London School of Commerce and IT (LSCI) is an institution of Further and Higher education uniquely located at the heart of London, with a distinctive reputation as a vibrant centre of learning. We offer a range of qualifications that enhance professional career of its clients, widen perspectives, and help develop new skills, boost employability and entrepreneurial abilities. We constantly review the range of courses to ensure the qualifications we offer are not only of the highest level but also provide the skills best suited for the employer.

We are located in London Zone 1, close to Liverpool Street Station and, within easy reach of Aldgate East (5 min) and Whitechapel (7 min walk) underground stations. Our premise has a capacity in excess of 1,000 students and includes 10 classrooms with projectors, whiteboards, two IT labs, a library, Cafeteria and administrative offices.

Professionalism

Our teachers are subject specialists in their fields. We recruit teachers following a thorough interviewing process to establish if that individual could provide the tuition of the highest quality. We also constantly review the delivery of the teaching and teaching methods via teaching and peer observations.

Support

As a small College offer a personalised learning experience. We provide robust IAG service to the students from the stage of information seeking, till their next level of progression and destination. Our IAG service provides invaluable information to potential students, current students and to the LSCI alumni.

2. Our Vision

LSCI's vision is to ensure the education and qualifications we provide, ensure students' positive career progression through employment, higher education and entrepreneurship.

Aims:

The overall aim is to provide higher and further education to students for achieving desired qualifications, skills and entrepreneurial abilities for a positive career progression.

Objectives:

- Provide high quality higher and further education
- Add value to their current qualifications, skills and experiences
- Increase motivation and self esteem
- Enhance their employability and entrepreneurial skills
- Meeting the skills gap of the local community
- Continuous improvement of the services through monitoring and review

3. Quality Assurance Process at LSCI



Each cycle of Quality system commences at a new term and culminates towards the end of the calendar year.

3.1 Student participation in various Committees

Students from each course nominate two representatives, who participate in meetings of various committees. These Student Representatives participate in Academic Quality and Enhancement Committee (AQEC) and Course Committee Meeting regularly. Moreover, students have a continued and unrestricted access to meet the Management to resolve their academic and welfare issues.

Student complaints, tutorial requisitions and any day to day issues can also be formally raised through the administration and actions taken within two working days.

3.2 Committee Reporting Structure



In November 2016, the Quality Assurance Agency (QAA) visited the College to undertake a full Review of its provision. The Review focused on four thematic areas: academic standard; the quality of learning opportunities provided; the quality of published information; and what the College does to enhance the students learning opportunities.

The outcome of the Review was very positive. The College achieved positive recognition in all four areas, with QAA noting:

1. the maintenance of the academic standards of the awards offered on behalf of degree-awarding bodies **meets UK expectations**
2. the quality of student learning opportunities **meets UK expectations**
3. the quality of the provider's information about learning opportunities **meets UK expectations**
4. the enhancement of student learning opportunities **meets UK expectations**.

Good practice

1. the effective use of independent learning plans to develop the potential of students identified as being at risk of failure (B4).
2. the structured approach to detailed formative feedback on assessed work aligned with grade descriptors which enhances students' understanding of their potential attainment (B6).

Please use the following link to download the report:

<http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10023434#>

We are also accredited by Matrix Standard for our Information Advice and Guidance service. The purpose of the service is to support enquirers / prospective learners considering study with London School of Commerce and IT (LSCI) and to support learners in achieving their aspirations and career goals.

Please use the following link to download the report:

<http://lsci.org.uk/download/matrix-report.pdf>

4. Academic meetings and vacations

Meetings of College Committees during the term			
Academic Quality Enhancement Committee (AQEC)	Bi Monthly	<i>Students' representative participates in all these meetings. You may raise any academic or welfare issues in these meetings. You may also contact your Mentor/ Tutor/ Student Welfare Officer, if necessary</i>	
Course Committee meetings	Twice per Semester		
Exam Board Meeting	Before Certification Claim		
Vacations			
Christmas Vacations & Semester Break	18 Dec 2023	06 Jan 2024	
Half Term Vacations	23 Oct 2023	27 Oct 2023	
	12 Feb 2024	16 Feb 2024	
	27 May 2024	31 May 2024	
Easter Vacations	25 Mar 2023	13 Apr 2024	
Summer Vacations	24 July 2024	06 Sep 2024	

5. Courses at LSCI

5.1 Pearson Courses:

LSCI is an approved centre of Pearson and offering the following courses.

- BTEC Higher National Diploma (HND)

BTEC HND (Higher National Diploma) in Business (RQF)

Awarding Org: Pearson
Level: RQF Level 5
Duration: 2 Years

Aim of the Course

This course is designed to equip students with the knowledge, understanding and skills required for success in current and future employment or for progression to an undergraduate degree. It aims to provide an educational foundation for a range of administrative and management careers in business, specialised studies directly relevant to individual vocations and professions in which students are working or intend to seek employment and enable students to make an immediate contribution in employment.

The HND will give you a comprehensive overview of business practices and disciplines, providing you with the real, practical skills needed in today's competitive international business environment.

Successful completion of the HND will open up many career opportunities for you. This practical and intensive programme allows you to gain an internationally recognised business qualification in just 24 months. Fully validated by Pearson, one of the worlds' leading examining and awarding bodies, this HND qualification is recognised and respected by employers and higher education institutions around the world.

Entry Requirements:

- a BTEC Level 3 qualification in business
- a GCE level profile that demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A* to C
- other related level 3 qualifications
- an Access to Higher Education Certificate received from an approved further education institution
- related work experience.

Mature learners may present a more varied profile of achievement that is likely to include extensive work experience (paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector. All learners who are non-native English speakers or who have not studied the final two years of school in English can demonstrate capability in English at a standard commensurate with:

- IELTS 5.5, with a minimum of 5.0 being awarded on individual sections for a level 4 or 5 qualification

Course Structure

To achieve the HND qualification, students are required to complete sixteen units; eight of them are Mandatory units and eight of them are Specialist units

BTEC Level 5 Higher National Diploma in Business Core units:		Credit value	Level
Level 4 units:			
Core unit <i>Mandatory</i>	Unit 1 Business and the Business Environment	15	4
Core unit <i>Mandatory</i>	Unit 2 Marketing Essentials	15	4
Core unit <i>Mandatory</i>	Unit 3 Human Resource Management	15	4
Core unit <i>Mandatory</i>	Unit 4 Management and Operations	15	4
Core unit <i>Mandatory</i>	Unit 5 Management Accounting	15	4
Core unit <i>Mandatory</i>	Unit 6 Managing a Successful Business Project (Pearson-set)	15	4
Optional Unit	Unit 7 Business Law	15	4
Optional Unit	Unit 9 Entrepreneurship and Small Business Management	15	4

BTEC Level 5 Higher National Diploma in Business Core units:		Credit value	Level
Level 4 units:			
Core unit <i>Mandatory</i>	Unit 19: Research Project (Pearson Set)	30	5
Core unit <i>Mandatory</i>	Unit 20: Organisational Behaviour	15	5
Optional Unit	Unit 25: Global Business Environment	15	5
Optional Unit	Unit 28: Launching a New Venture	15	5
Optional Unit	Unit 43: Business Strategy	15	5
Optional Unit	Unit 46: Developing Individuals, Teams and Organisations	15	5
Optional Unit	Unit 50: International Marketing	15	5

Optional Units:

Specialist Units will be selected by the College Academic Team based on the current market demand and in consultation with the students.

Assessment

The qualification is assignment based. Each unit is internally assessed and graded by qualified Tutors/Assessors. The assessment is verified by an Internal Quality Assurer (IQA) followed by an External Quality Assurer (EQA)/ Standard Verifier (SV) from Pearson. All units will be individually graded as 'Pass', 'Merit' or 'Distinction'. Learners will be awarded a 'Merit' or 'Distinction' qualification grade by the aggregation of points gained through the successful achievement of individual units.

Key Facts

- Age: 18+
- Course length: 24 months
- Start dates: September, January, April
- Hours per week in class: 15 hours

Progression

You may also top-up your HND to BA (Hons) Business Administration at many UK universities.

Further Information

Further details on this course can be obtained at

<https://qualifications.pearson.com/en/qualifications/btec-higher-nationals/business-2016.html#%2Ftab-Diploma>

2 Buckinghamshire New University (BNU) Courses

At present, LSCI runs four courses from BNU. They are

- (1) Four-Year BA (Honours) Degree in Business Management with Foundation Year;
- (2) Four-Year B SC (Honours) Degree in Health & Social Science with Foundation Year;
- (3) Three-Year BA (Honours) Degree in Business Management; and
- (4) One-Year Business Management (Top Up) course leading to BA (Honours) Degree in Business Management.

(1) Four-Year BA (Honours) Degree in Business Management with Foundation Year

Programme Aims

This programme is aimed at those who wish to develop a good understanding of the nature of Business Management in a world of volatility, uncertainty, change and ambiguity. The focus of the programme is to equip students with knowledge of contemporary management theories, but of equal importance, the opportunity to apply and integrate that knowledge in live projects. The course is ideal for students interested in developing business knowledge and management skills in any industry.

The main educational aims of the programme are to:

- Provide all students with an in-depth knowledge and understanding of the core functions of business and management
- Develop in students the intellectual skills necessary to contribute to effective business practice and problem solving
- Develop subject related practical skills
- Prepare students for graduate employment, research, further study and lifelong learning by developing their intellectual, practical and key (transferable) skills

- Enhance the employability of graduates through the blend of academic study and skills development. The course aims to develop enterprise and entrepreneurial skills and offers students opportunities to link their studies with work experience, internships and study abroad.

Programme Specification:

Awarding Organisation	Buckinghamshire New University (BNU)
Teaching Institution	London School of Commerce & IT (LSCI)
Programme Title(s)	BA (Hons) Business Management with Foundation Year
Name of the final award	BA (Hons) in Business Management
Course Code	BB1BMA4
FHEQ Level of Qualification	Level 6: Bachelor's degree with honours
QAA Benchmark Statement (s)	Business and Management
Duration of study	4 years
Intakes	Two intakes -February and September
Language of Study	English
Course fees per year per student (correct at the time of publication in May 2022)	£9,250
Publication Date	May, 2022

(2) Four-Year BSc (Honours) Degree in Health & Social Science with Foundation Year

Programme Aims:

The BSc (Hons) Health & Social Science degree is aimed at students who have a broad interest in health and the social sciences but who do not wish to specialise in a single area. The degree is underpinned by a core programme in health, wellbeing, a community sport focus, sociology and social policy. A feature of this degree is the second-year work related learning module in which students will develop their employability skills. This degree enables you to explore health & social sciences whilst also gaining valuable insight into the world of work, leadership and team working. You should choose this programme if you are seeking an innovative and varied degree in health & social sciences. The programme offers a coherent journey through health and social sciences with the opportunity for you to follow your areas of particular interest, for example in sociology or sport for inclusion modules. The application of knowledge is central to this programme with modules offering an interesting array of assessment methods from online data collection analysis and online blogs, to more traditional essays. The programme offers you to choose modules in both the second year and third year so that you can follow your own specialist interests contributing to your degree.

Programme Specification:

Awarding Organisation	Buckinghamshire New University (BNU)
Teaching Institution	London School of Commerce & IT (LSCI)
Programme Title(s)	BSc (Hons) Health & Social Science with Foundation Year
Name of the final award	BSc (Hons) in Health & Social Science
Course Code	BP1HSS4
FHEQ Level of Qualification	Level 6: Bachelor's degree with honours
QAA Benchmark Statement (s)	Sociology; Health Studies
Duration of study	4 years
Intakes	Two intakes -February and September
Language of Study	English
Course fees per year per student (correct at the time of publication in May 2022)	£9,250
Publication Date	May, 2022

(3) Three-Year (Honours) Degree in Business Management**Programme Aims:**

The main educational aims of the programme are to:

- provide you with an in-depth knowledge and understanding of the core functions of business and management
- develop your intellectual skills necessary to contribute to effective business practice and problem solving
- develop your subject related practical skills
- prepare you for graduate employment, research, further study and lifelong learning by developing your intellectual, practical and key (transferable) skills
- enhance your employability through the blend of academic study and skills development.

Programme Specification:

Awarding Organisation	Buckinghamshire New University (BNU)
Teaching Institution	London School of Commerce & IT (LSCI)
Programme Title(s)	BA (Hons) Business Management
Name of the final award	BA (Hons) in Business Management
Course Code	BB1BMA1
FHEQ Level of Qualification	Level 6: Bachelor's degree with honours
QAA Benchmark Statement (s)	Business and Management
Duration of study	3 years
Intakes	Two intakes -February and September
Language of Study	English
Course fees per year per student (correct at the time of publication in May 2022)	£9,250
Publication Date	May, 2022

(4) One-year Business Management (Top Up) course

Programme Aims:

The main educational aims of the programme are to:

- provide all students with an in-depth knowledge and understanding of the core functions of business and management
- critically evaluate and plan for a range of contemporary business and management scenarios.
- develop the intellectual skills necessary to contribute to effective business practice and problem solving
- prepare students for graduate employment, research, further study and lifelong learning by developing their intellectual, practical and key (transferable) skills
- enhance the employability of graduates through the blend of academic study and skills development.

Programme Specification:

Awarding Organisation	Buckinghamshire New University (BNU)
Teaching Institution	London School of Commerce & IT (LSCI)
Programme Title(s)	BA (Hons) Business Management (Top Up)
Name of the final award	BA (Hons) in Business Management
Course Code	BB3BAM1
FHEQ Level of Qualification	Level 6: Bachelor's degree with honours
QAA Benchmark Statement (s)	Business and Management
Duration of study	1 year
Intakes	Two intakes -February and September
Language of Study	English
Course fees per year per student (correct at the time of publication in May 2022)	£9,250
Publication Date	May, 2022

6. Facilities & Services at LSCI

Library

LSCI has 2 libraries which are well stocked with up-to-date resources which allows students the opportunity to research and study in a relaxed atmosphere.

IT Centre/ Computer Lab

LSCI has 2 IT labs with 30 computer terminals, which is supported by a system administrator and other support staff. The lab is fully networked for printing, email and internet connections and also has photocopying facilities.

Advice & Guidance

LSCI always treats its students with utmost priority and advises them on best possible academic route to their desired professional career. LSCI students are guided by a mentor and tutor. Published materials from different professional bodies are provided. The Student Welfare is on hand to help students with timetable issues, book & counseling sessions with academic staff or administrative staff, including the LSCI Principal to discuss all issues relating to studying and/or personal concern whilst at the College. All staff members are fully trained and are aware of the student's needs.

Making the Difference - Study Support

LSCI provides one to One tuitions to the students as required. The College also runs Revision Sessions to give students extra tuition on specific subjects to refresh their memories. Report writing and research skills are areas covered in the skills sessions. Students find them of immense value as it gives them the opportunity to explore the diversity of approaches in their subject areas and making progress without any unexpected pressure. We conduct Mock Interview Sessions and CV Writing sessions, in-house employment seminars to improve the employability and entrepreneurial skills of the learners. We also engage students with external links like National Career Service Guidance, Unistats, etc along with other job related conferences and seminars.

Personal Mentors

LSCI has a provision to assign every student a mentor. This is aimed to enable students to have a qualified academic with whom they can discuss any problem regarding their course, consider possible changes in options or seek advice on their professional career. The mentorship will also enable students to address their personal and academic problems in the easiest possible way.

Additional Tutorial Sessions

Students of LSCI can request for additional Tutorial Sessions on Academic topics of their interest or the ones that find it difficult to cope. The schedule of Tutorial Sessions is planned in advance and all students concerned are informed.

Internet and Wi-Fi facilities

Wi-fi access is enabled in the building for convenient use of laptops with instant access

7. Course Fees

<i>Awarding Organisation</i>	<i>Course Name</i>	<i>Yearly Fees</i>
<i>Pearson</i>	<i>BTEC Level 5 Diploma in Education and Training</i>	<i>£ 6000/-</i>
<i>Pearson</i>	<i>BTEC Level 5 Higher National Diploma in Business</i>	<i>£ 6000 /-</i>
<i>Buckinghamshire New University</i>	<i>Honours Degrees in Business Management and Health & Social Science</i>	<i>£ 9,250/-</i>

Please note that those students who receive financial support from Student Loan Company (SLC) their fees will be paid directly to LSCI account. For self-financing students one of the following modes of payments can be used:

- Cash
- Bank Transfer
- Personal Cheque
- Bank Draft

All Drafts/Cheques must be made payable to:

London School of Commerce & IT

Account No: 01644971, Sort Code: 40-02-33

HSBC Bank, 75 Whitechapel Road, London E1 1DU, UK

8. Student Feedback on LSCI



Lecturers were brilliant. They knew how to tackle question and how to organise everybody. They gave us key points and helped us in achieving better.

Library has a good stock of books. IT labs are good. “My IT knowledge was elementary; I improved my IT skills during my study at the College”.

Senior Management, Welfare Officer and everyone else listened to us. We were provided photocopy service with no charge, which was great support.

(Rony Hossain, HND in Business, Level 5)



During the Induction everything was shown and explained clearly to us.

The College provided additional classes and tutorials to provide additional supports in assignment preparation. Everyone in the College has been supportive. The College VLE system has helped us enormously in catching up with missing classes.

It seemed a daunting task to cope with my education resuming all again after a long gap. The lecturers made it possible.

Once we had a teacher who was not very experienced. We gave our feedback to the Management. They immediately changed that teacher which showed that our voice was heard.

(Lina Maria Defelix Olieveria, HND in Business, Level 5)



Our teachers introduced them to us and told us about their educational background, which was good practice. Academic calendar was provided to us at the start of the year, which helped to make plan accordingly.

Constructive and developmental feedback was given by the assessors which helped us improving our academic writings.

At the very beginning I was disorganised and found planning very difficult. I also found note taking very hard. Gradually I become much organised and my time management has improved. I have also learnt how to take notes.

(Godwin Adu, HND in Business, Level 5)



The College staff are very helpful. I obtained welfare and pastoral support whenever I needed. They exercised appropriately allowing me to submit my assignment at a later date following an illness.

The College signposted me to the right direction and provided me with appropriate career information.

The College atmosphere is very open and professional. The staff are confident in providing adequate information, advice and guidance. The communication between the College and the student were found to be excellent.

(A B M Siyam, HND in Business, Level 5)



I found the induction process very helpful in terms of the College policies and procedures as well as instructions on Health and Safety, and the fire assembly point in case of a fire.

The College staff is very welcoming and approachable. I was impressed the way they were dealing with student issues.

(Anicet Mbula, HND in Business, Level 5)



Website has all correct and relevant information. Student Handbook was provided at the Induction and also it was accessible from the website.

We went to a Day trip from the College. The College hired a coach and students were dropped off to their preferred locations on the way back, which was great.

(Luthfa Begum, HND in Business, Level 5)

9. Admission Procedures for Students:

APPLYING

First of all, you must complete an application form as the first step of the Application process. If you wish to avail the free advice and guidance support from LSCI or to have more information on choosing a course to match your aspirations, please contact us personally or through telephone / Emails or Skype.

We will help you in the best possible manner to help you making an informed decision in selecting course of your choice. We will assist you in the best possible way in making an informed decision pertaining to your selected course. Once you have decided on a course that you wish to study, print a hard copy of the application form (enclosed below) or obtainable from the College website and return it together with two passport-sized photographs and copies of your educational qualifications, Proof of Identity and Proof of Address for the assessment of eligibility.

Please check that you meet the Entry Requirements of the course you are applying for. Unless specified in the course details, there is no official closing date for applications. However, you are recommended to apply well in advance to reserve your place at the College.

RECEIVING AN OFFER

Once we have received your application and supporting documents, the College will review your application. You will receive a decision on your application within seven working days.

ACCEPTING THE OFFER

In order to accept an offer, you will be required to pay the full or part of your tuition fees 'up front', as explained in the conditional offer email/letter. Students who pay the entire amount of their tuition fees in advance may be eligible to receive some discount up to 15% (terms and conditions, as mentioned below, apply). Once we receive the tuition fees, we will issue a confirmation receipt. You will then be required to come to the College with your **original** certificates and proof of ID (e.g. passport/birth certificate) to complete your enrolment.

Terms and Conditions for Admission & Refund Policies

- All fees are payable in GBP (£) by Bank Transfer, Personal Cheque or Bank Draft
- LSCI reserves the right to make any changes at any time it deems necessary regarding admission requirements, fees, policies, tuition, rules and regulations and academic programme.
- Anyone supplying false information on the Application Form is liable to face suspension from the College.
- LSCI reserves the right to take action against any student for poor attendance, absenteeism or violation of any of the regulations concerning class attendance.

Refunds will only apply under the following exceptional circumstances:

- Full refunds will be given to students if the College is unable to offer an advertised course on the start date or within six months thereafter due to insufficient student applications.
- If a student becomes ill during the duration of the course they will be advised to temporarily withdraw from the College by definition, expected to return. Refunds will not be issued for temporary withdrawals in case of illness and any resulting credit will remain on the student's account and be carried forward to the following year to count towards further fees charged
- Students who temporarily withdraw from their studies or are withdrawn by the College due to disciplinary reasons, remain liable to pay any outstanding fees for the full year due to the College and re-enrolment will not be permitted until outstanding fees have been paid.

Self-financed students or Sponsorships:

- For self-financed students who withdraw from a course within the first two teaching weeks, tuition fees will be refunded with a deduction of £500 registration fees.
- Self-financed students who withdraw from a course after two weeks following the start date of the course will not be entitled to any refund, and any fees outstanding will remain payable.
- The refund will be made to the same account/person from where it is paid originally.

Student finance:

- For students who withdraw from a course within the first two teaching weeks, £500 registration fees will be applicable. The remaining will be refunded.
- If a student finance application is not approved, the balance will remain outstanding which the student will be liable to pay.
- Where Student Finance England (SFE) ceases payments due to the student's withdrawal or any other reason, the student will be liable for the balance of outstanding fees for the year.
- If the student withdraws from their course after first two teaching weeks, full fees will be due and no refunds will be given.
- SFE tuition funds cannot be used to cover the previous year's outstanding tuition or carried forward to subsequent years as they pay for specific study with a specific amount of funding for each academic year.
- Where the College is required to refund any Student Loan payments received, it follows the guidelines of Student Finance England and action refunds through the change of circumstances system.

Change of Course:

- If a student wishes to transfer to a new course, then new course fees will apply. Previous course fees will not be transferred to the new course.

Appeals Procedure – for refusal of admissions:

In case you consider that you still meet the eligibility requirement and want your application to be considered again, please contact the Admissions Team within seven working days from the issue of the refusal letter/communication. You may also make an appeal against this decision, by giving the details of your meeting the entry requirements. Such appeals, if made, will be taken up by the LSCI Administration and their decision will be final and abiding for you.

11. Application Procedure and Form:

For detailed information about admission, please visit our College website by clicking the following link:

<http://www.lsci.org.uk>