



# Prospectus

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## **A Welcome Message from Director of Studies**

It is a great pleasure to welcome you to the **Care International Academy**

We have a commitment to provide you with a variety of services that will enhance your employment prospects. We do this by means of a first class IAG service, backed by sound educational programmes and support via our student counsellors.

We are committed to the principles of diversity, equality and to this end we have in place a series of policies which are checked and verified by our accreditation authorities so that their enactment can take place.

I look forward to meeting you at Care International Academy and if you require any further information please do not hesitate to contact me.

**Director of Studies**

## **About Care International Academy (CIA)**

### **Vision**

Our vision; we aim to be a transforming force in the south east area of London and by our “modus operandi” continue to attract volume students. In this way we will continue to grow and thus fulfil our business plan objectives.

### **Mission**

Our mission is to provide a well coordinated service that effectively assists a learner to transform themselves. In this way they will greatly enhance their employability. The services referred to are IAG, education and student counselling.

### **Values**

- academic excellence and integrity
- outstanding teaching and service
- scholarly research and professional leadership
- integration of teaching, research, and service
- individual and collective excellence
- diversity, equity, and social justice
- education of individuals across the life span
- collegiality and collaboration

### **Our Commitments**

- Student support of the highest quality
- Promotion of cultural diversity and equal opportunity
- Orientation for new students
- Provision of study resources
- Career guidance for employment or further study
- Up-to-date information on issues that impact on our core studies
- Clear dissemination and implementation of the academy rules, regulations and policies
- Opportunity for staff and student feedback

## **Our Location**

Care International Academy is situated in South East London, not far from the World Famous Financial City of UK. It is only a short underground journey from the Central London.

## **Why Care International Academy?**

### **Defined mission and objectives**

Defined mission and objectives of Care International Academy, which outlined above, will be implemented with a number of effective measures, which are briefly indicated below:

### **Effective teaching and learning techniques at CIA**

We chose our academic staffs and lecturers for their in-depth knowledge of the subject, academic experience, communication skills, and dedication to helping student progress. We follow the proven methodologies for adult's education and these methodologies are tested against students' development and their understanding, performance and Practice. We employ varieties of different teaching and learning approaches, which include:

- (1) Problem/case based learning that require the application of knowledge
- (2) Interactive teaching sessions
- (3) Pre-reading before lectures
- (4) Role playing and active participation
- (5) Discussion forums and group study
- (6) Audiovisual presentations
- (7) Compulsory assignments
- (8) Student presentations (individual or group)
- (9) Staff teaching workshops
- (10) Mock examinations and learning from examiner's comments
- (11) Intensive revision classes

### **How we help improve your academic strategies**

We provide a wide range of support services for our students. All students have a personal tutor and a tutorial program that includes:

1. Developing study skills that is relevant to your course.
2. Planning your learning program
3. Recording you achievements
4. Meeting Examining Bodies and employer representatives
5. Regular review of your progress
6. Career planning

### **Dedicated, Skilled and Qualified Staff**

All teachers are highly qualified with many years of experience in teaching their subjects. Our administration staffs are bilingual and work with a customer driven focus. They counsel students in a professional and friendly way allowing them feel at ease.

### **Modern Facilities**

Classrooms are bright, comfortable, have a climate control and are well equipped teaching aids. The computer systems run with current latest versions of software with broadband internet access. There is a library facility with quiet study areas including disabled access.

### **Student Care**

Student satisfaction is our first utmost priority and hence the staff are always ready to help you at all times in the college. Whether it is a personal problem or a study related issue there is always someone the students can talk to. CIA offers assistance to students in finding accommodation, jobs (if allowed by their visa) and finding a local doctor and other health care services.

### **Value for Money**

Our tuition fees are highly competitive and good value for money. Payment can be achieved by an instalment method.

**Student Services:**

Academy offers a range of welfare services and facilities. A member of staff is always available to offer advice on a range of issues. The Academy administration staff can provide assistance in applying for a student travel card. If you are unsure about using public transport the academy administration staff or your tutor will be happy to explain it to you.

**Food and Drink**

Hot and cold drinks are available in the Academy. There are also restaurants, snack bars and fast food establishments surrounding the academy.

**Computer Lab**

Academy has a Computer Laboratory equipped with the latest industry standard workstations using the latest software as well as access to the Internet.

**Library/Self-Access Centre**

Academy has a limited number of reference books that are available for short-term loan and references.

## ***Courses at Care International Academy:***

### **English Language**

#### **General English:**

Our General English classes develop all areas of the English language, including reading, writing, speaking and listening. Emphasis is placed on speaking, pronunciation and listening, making sure that students develop communicative skills quickly. The aim of the course is to help students to use English effectively in general everyday situations such as going to the post office, shopping, using the train station, or making transactions at the bank.

#### **Courses:**

##### *IELTS*

##### *General English*

##### Level:

- Beginner
- Elementary (A1)
- Pre-intermediate (A1)
- Intermediate (B1)
- Upper-intermediate (B2)
- Advanced (C1)

At the commencement of their course, students will be given a placement test to ensure that they are placed in the most appropriate learning environment. Course books are a key resource and classes are supplemented by a variety of teaching material. Audio-visual equipment, overhead projectors and computers are all utilised in delivering the best quality courses.

Students will have a weekly meeting with their class lecturer where they can discuss both pastoral and academic themes. This meeting is also an opportunity for students to discuss their strengths and weaknesses in English and negotiate recommendations for further

study. Assessment is ongoing and students will be given during the course and end of course mock exams.

- Starts on every Monday
- Any level (placement test required)
- Course Length: 1 – 52 weeks
- The average class size is between 10-15 students

<b>Fees</b>	<b>Amount in pounds</b>
First Time Registration and 4 weeks	£300.00
Course fees Per week (after 4 weeks)	£50.00

### **Entry Requirements**

- GCSE standard or overseas UK equivalent of Secondary standards / Secondary standards with work experience in the relevant field.
- Any other Ofqual approved UK Level 3 QCF qualification, or equivalent.
- Level 2 English and Numeracy is mandatory or international students should possess 50% in their secondary Mathematics with CEFR - B 1 equivalent in English
- Learners aged 19 and above with suitable work experience in the relevant industry sector.

### **Assessment**

- It will be assessed by tutor or assessor using a range of methods. This could include direct observation in the workplace, a portfolio of evidence, professional discussion and written assignments.
- Assessment is by assignment, typically one or two assignments per unit. These assignments will vary and include a combination of formal reports, presentations and practical tasks, but there will be no formal exams.
- Candidate need to be working, volunteering or on practical placement as you need to show competence in both knowledge and skills.



- The qualification will be Pass or Refer and all the assessment criteria for the chosen units must be achieved in order to obtain a pass.

**Start Dates:** Jan/Feb - Apr/May - Sept/Oct

**Duration:** 12 Months.

## **Level 3 Diploma in Business Administration (QCF)**

**(Competence and Knowledge Based)**

### **Qualification objectives**

Level 3 Diploma in Business Administration (QCF) is for learners who work in, or who want to work in the business administration roles such as:

- ✚ Personal Assistant, Office Executive, or Office Supervisor

**The qualification gives learners the opportunity to:**

- ✚ Develop and demonstrate technical and wider sector-related knowledge to underpin competence in the job roles stated above. This includes the knowledge covering the broader cross-organisation processes such as business innovation, financial management and marketing, as well as the principles and practices underpinning the tasks and responsibilities related to the job roles above such as methods of communication and information management.
- ✚ Develop and demonstrate a range of technical skills and behaviours that supports competence in the job roles stated above. These include developing and managing administrative systems, processes and staff. For example, using a range of internal and external communication methods and the systems that support them, organising diaries, meetings and travel, managing resources and facilities, managing administrative processes and systems and supervising staff.
- ✚ Develop their own personal growth and engagement in learning through the development of personal, learning and thinking skills (PLTS).
- ✚ Have existing skills recognised
- ✚ Achieve a nationally-recognised Level 3 qualification

## **Entry Requirements**

No prior knowledge, understanding, skills or qualifications are required before learners register for this qualification, however, it is likely that they will be seeking work within the business administrative sector, or they may already be employed in a cross-sector role of function that involves responsibility for carrying out and managing business administrative operations and functions.

## **Funding**

Details on funding approval will be available in the future on the Learning Aims Reference Service (LARS) database, which replaces the Learning Aim Reference Application (LARA). In the interim, the LARS Lite database is available to check funding approval. Alternatively, the Skills Funding Agency's simplified funding catalogues can be used to check funding approval.

Further information and guidance is available on the website: [www.gov.uk](http://www.gov.uk)

## **Qualification Structure**

### **Level 3 Diploma in Business Administration (OCF)**

The learner will need to meet the requirements outlined in the table below before the qualification can be awarded.

Minimum number of credits that must be achieved	58
Minimum number of credits that must be achieved at level 3 or above	40
Number of mandatory credits that must be achieved	27
Number of optional credits that must be achieved from group B	13
Number of optional credits that can be achieved from group B, C or D (A maximum of 10 credits from Group C and a maximum of 8 from group D)	18
Minimum number of credits that must be achieved	58

## **Assessment**

This qualification contains both knowledge and competence units, assessed through a combination of internal and external assessment.

All competence units are internally assessed. Knowledge units can be assessed through internal or external assessment. The type of unit, whether knowledge or competence, is stated in the unit information section at the start of each unit. Information on the methods and requirements for both internal and external assessment is given later in this section.

To achieve a pass for the full qualification, the learner must achieve all the units in the stated qualification structure.

### **Language of assessment**

External assessments for units in this qualification will be available in English.

Assessments for units that are to be internally assessed may be in English, Welsh or Irish. If assessment is to be carried out in either Welsh or Irish then centres must inform the awarding body at the point of learner registration. A learner taking the qualification may be assessed in British or Irish Sign Language where it is permitted for the purpose of reasonable adjustment.

Further information on the use of language in qualifications is available in our policy document *Use of languages in qualifications policy*.

Further information on access arrangements can be found in the Joint Council for Qualifications (JCQ) document *Access Arrangements, Reasonable Adjustments and Special Consideration for General and Vocational Qualifications*.

### **Competence units – internal assessment**

All competence units in this qualification are assessed through an internally and externally quality assured portfolio made up of evidence gathered during the course of the learner's work.

Each competence unit has specified learning outcomes and assessment criteria. To pass each unit the learner must:

- ✚ achieve **all** the specified learning outcomes
- ✚ satisfy **all** the assessment criteria by providing sufficient and valid evidence for each criterion
- ✚ prove that the evidence is their own.

The learner must have an assessment record that identifies the assessment criteria that have been met. The assessment record should be cross-referenced to the evidence provided. The

assessment record should include details of the type of evidence and the date of assessment. Suitable centre documentation should be used to form an assessment record.

It is important that the evidence provided to meet the assessment criteria for each unit is:

<b>Valid</b>	relevant to the standards for which competence is claimed
<b>Authentic</b>	produced by the learner
<b>Current</b>	sufficiently recent to create confidence that the same skill, understanding or knowledge persist at the time of the claim
<b>Reliable</b>	indicates that the learner can consistently perform at this level
<b>Sufficient</b>	fully meets the requirements of the standards

Learners can provide evidence of occupational competence from:

- ✚ **current practice** – where evidence is generated from a current job role
- ✚ a **programme of development** – where evidence comes from assessment opportunities built into a learning programme. The evidence provided must meet the requirements of the Sector Skills Council’s Assessment Strategy.
- ✚ the **Recognition of Prior Learning (RPL)** – where a learner can demonstrate that they can meet a unit’s assessment criteria through knowledge, understanding or skills they already possess, without undertaking a course of development. They must submit sufficient, reliable, authentic and valid evidence for assessment. Evidence submitted based on RPL should give the centre confidence that the same level of skill, understanding and knowledge exists at the time of claim as existed at the time the evidence was produced. RPL is acceptable for accrediting a unit, several units, or a whole qualification.

### Assessment Strategy

The Assessment Strategy for the business administration specific competence units in this qualification is given in *Annexe A*. It sets out the overarching assessment principles and the framework for assessing these units to ensure that the qualification remains valid and

reliable. The Assessment Strategy has been developed by Skills CFA in partnership with employers, training providers, awarding organisations and the regulatory authorities.

Imported units in this qualification are governed by the Assessment Strategy in *Annexe B*.

The unit assessment requirements section in each unit states where this strategy applies.

### **Types of evidence**

To achieve a competence unit, the learner must gather evidence showing that they have met the required standard specified in the assessment criteria, awarding body quality assurance arrangements (see *Section 10, Quality assurance of centres*) and the requirements of the Assessment Strategies in *Annexe A* and *Annexe B*.

In line with the Assessment Strategies, evidence for the competence units can take a variety of forms as indicated below:

- ✚ direct observation of the learner's performance by their assessor (O)
- ✚ outcomes from oral or written questioning (Q&A)
- ✚ products of the learner's work (P)
- ✚ personal statements and/or reflective accounts (RA)
- ✚ professional discussion (PD)
- ✚ authentic statements/witness testimony (WT)
- ✚ expert witness testimony (EWT)
- ✚ evidence of Recognition of Prior Learning (RPL).

Learners can use the abbreviations in their portfolios for cross-referencing purposes.

Learners must provide evidence of their achievement of the knowledge-based learning outcomes and the associated assessment criteria in competence units –achievement of these cannot be inferred from performance. Centres must ensure that the assessment methods used are appropriate for the specific learning outcomes and assessment criteria and are in line with the Assessment Strategies in *Annexe A* and *Annexe B*. Guidance may need to be given to learners before the assessment is conducted to clarify the requirements of different command verbs. This will ensure that evidence provided has sufficient breadth and depth to meet the assessment requirements. The *Unit assessment guidance* given in each unit is useful in supporting centres with the assessment process.

Learners can use one piece of evidence to prove their knowledge, skills and understanding across different assessment criteria and/or across different units. It is not necessary for learners to have each assessment criterion assessed separately. They should be encouraged

to reference evidence to the relevant assessment criteria. However, the evidence provided for each unit must reference clearly the unit that is being assessed. Evidence must be available to the assessor, the internal verifier and the awarding body standards verifier.

## **Step by Step Guide for Admission Procedures:**

1. Applicants to send all academic documents along with copies of passport and passport size photographs (these can be scanned and emailed or posted directly to academy).
2. Applicant's documents will be thoroughly checked by Academy's admission office to ensure the eligibility for the respective course applied for.
3. If student fails to meet the eligibility criteria, a letter will be sent explaining why s/he was declined and will offer suggestion on how to improve their application for the next time.
4. If successful, Applicants will be sent a conditional letter.

For any further queries applicants are encouraged to contact CIA Admissions Office.

## **How do I Apply?**

You can apply online or submit your application form by post.

### **Online Application**

1. Select the program which is right for you.
2. Complete the postal application form or apply online.
3. And attach/send supporting documentation: qualifications, references and 3 passport-size photographs.
4. In addition to your on-line application you will be required to submit (by post, e-mail) the following documents:
  - Qualifications obtained to date e.g. copies of certificates, academic transcripts etc.
  - 2 References: 1 reference must be academic.
  - 3 passport size photographs.
  - E-mail your qualifications/documents to: **info@ciacademy.ac**

## **Postal Application**

Download the postal Application Form and return it to the Admissions Office with supporting documents (see above).

If you have any questions about the application process, please contact:

### **Admission Office**

223-229 Rye Lane, Peckham, London SE15 4TP  
Tel: +44 (0) 2077322922, Email: [info@ciacademy.ac](mailto:info@ciacademy.ac),  
Web: [www.ciacademy.ac](http://www.ciacademy.ac)



## **Terms and Conditions**

### **Attendance**

Regular attendance is required for all courses.

Attendance records are maintained by the Administration Office with the help of faculty members who may drop, at their discretion, a student for a poor attendance record.

A student maybe suspended for the semester or even expelled from Academy for poor attendance at any time if, after meeting with the Course Director to discuss class attendance, he or she continues to be absence from classes. An instructor may withdraw a student who has accumulated more than three unofficial absences.

### **Deposits, Fee Payments and Refunds Policy**

1. All students at CIA are required to pay course fee. A non-refundable Registration Fee of £150 is payable to the Academy for all courses. The registration fee of £150 is not refundable under any circumstances.
2. The Academy reserves the right to ask Students for evidence of their ability to pay fees for the duration of their course.
3. For all CIA courses an initial deposit of 50% is required for all courses in order for enrolment to be confirmed.
4. Students are responsible for registering to those bodies and making payments and subscriptions to them accordingly.
5. The remaining balance of course fees can be paid in one of the following options:
6. Failure to observe condition 1 above will lead to no claims being accepted and no refunds being made.
7. Once a student is accepted and enrolled on any course at the academy, it will not be possible to defer the commencement of the course except under exceptional circumstances; however a deferment fee equivalent to the first intake will be charged.
8. If a student voluntarily opts out of a program, fees already paid are not refundable and payment for the whole of that academic year will be chargeable.
9. If the academy decides on valid grounds not to run a course or terminates a particular course before its completion, due to lack of a viable number of students

or any other reason, students may transfer to an alternative course at CIA or the tuition fees already paid for the remaining duration of the course will be refunded.

10. If a student chooses to withdraw from a course, the following refund policy will be applied:

- If written notice is given 4 or more weeks before the commencement of the course, all fees paid will be refunded less £250.
- If less than 4 weeks' notice is given before the course commencement £450 will be retained by the Academy.
- After the commencement of the course no fees can be refunded and payment for the whole academic year will be charged from the student.
- In all cases, students who have been provided with documentation confirming their enrolment at CIA are not eligible for any refund (except at the discretion of the Academy).
- If students want to defer the course to the next intake a deferment fee equivalent to the first intake will be charged.

### **Sanctions for Non Payment of Fees**

1. Students will be penalised for non-payment of course fees especially where no viable explanation for missing a payment is given to the Academy. A £50 charge will be applied for non-payment of instalments when they are due.

2. The Academy will withdraw students that continuously fail to comply with payment plans that they have agreed to. Two warnings (one verbal and the other written) will be issued, after which, any such student will be withdrawn from the course and subsequently the Academy. In this case, no money will be refunded to the student.

3. Students that pay by Cheque that return unpaid will be charged £50 and the Academy will no longer accept further payments by personal Cheque submitted by them. Any bank charges incurred will be borne by the student. The Academy will add any charge incurred to the students' total course fees outstanding.

### **Settlement of Fees**

Students are encouraged to settle course fees in full before course commencement if they can. A 5% discount off total fees is given for students that pay their fees in full. Discounts

of £100 are also given to students who introduce students that get enrolled onto any of our courses.

Arrangements can be made for payments to be settled in instalments. The initial deposits of 50% of the annual course fees must be paid before a payment plan can be proposed. However, 3% interest will be charged for the remaining balance.

### **Methods of Fee Payment**

Payments can be made to the Academy using the three payment methods stipulated below:

#### **Cash**

Payments are to be made in Pound (£) Sterling.

#### **Cheque**

All Cheques are to be written out to the 'Care International Academy'. They must be drawn against a UK Bank Account. Post-dated Cheques will not be accepted. An exception to the rule may be applied at the discretion of the Administrative or Accounts staff in exceptional circumstances only.

**Version 2: Review Date: January, 2017; Next Review Date: January 2018**