



Business Prospectus

International distance learning provider
with over 300 courses available inside

Telephone: 0800 970 2522
E-mail: enquiries@ncchomelearning.co.uk
Web: www.ncchomelearning.co.uk

CONTENTS

About Us

Testimonials and Feedback

General Information

FAQ's

Course List

A Levels

Animal Study

Beauty and Alternative Therapy

Business

Child Care

Computing and IT

Criminology and Forensics

Event and Wedding Planning

Finance and Bookkeeping

GCSE

Health and Social Care

Human Understanding

Interior / Garden Design

Journalism and Creative Writing

Language

Law

Miscellaneous

Property Management

Sales and Marketing

Training and Development



To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

WELCOME TO A NEW BEGINNING WITH NCC HOME LEARNING

Our History

NCC is an international learning provider with over ten years experience offering learning solutions and have helped over 200,000 students successfully complete one of our study courses. Part of the **National Consortium of Colleges**, NCC Home Learning has links with colleges of Further Education across the UK and is **committed to excellence** in training delivery.

We offer over **300 certificated distance learning** courses which can be completed **in your own time, at your desired pace**. Your course fees entitles you to 12 months tutor support if applicable plus covers the cost of certification and registration fees to a nationally recognised awarding body.

Our Style

What makes the distance learning method so effective is that **you are in complete control** and it does not matter if it has been a while since you completed any form of study. Our programmes are specially designed to be completed with ease from home and the majority of our courses come with expert tutor support. We also have our Student Support Team on hand for any administrative queries you may have so you are provided with full support every step of the way.

The process is simple. We bring learning to your doorstep with everything you need to complete the course successfully included in your NCC Home Learning pack. You can do as much or as little as you like, when you like, wherever you like!

You will be required to complete a series of activities, assignments and/or exams in order to build a portfolio of learning. This will vary depending on the course requirement. Your tutors shall mark each individual assignment and give you feedback within a given time period.



TOP 5 REASONS TO STUDY WITH NCC HOME LEARNING

1. You decide when and where you study
2. Full Tutor support with the majority of our courses and access to our Student Support Team for 12 Months* plus course materials, awarding body accreditation and examination costs are all included in the course price unless otherwise stated.
3. Our qualification typically needs no prior knowledge to start which means freedom to learn whatever subject you choose
4. Over 300 courses with the opportunity to get a recognised qualification,
5. A range of flexible payment arrangements to help you purchase your course with ease.

The majority of our courses do not require any previous knowledge or experience unless otherwise stated, therefore you have the freedom to study any subject you like

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

TESTIMONIALS AND FEEDBACK

"I would just like to say thank you for all the support you have offered me through-out my study with NCC Home Learning. You have made it simple to gather feedback for all modules and have answered all queries either the same day or the next working day. The emails you have sent have been light-hearted and have answered my queries (and there has been a few of them!). This has made it feel as though no question is too much for you to answer or any task I have asked of you too great.

I have now completed the course I have been studying and am waiting for the certificate to arrive. I have every intention of studying with NCC in the near future and have recommended your services to others.

Feedback from the tutor has been prompt and offered constructive observations about the work. I have found the course informative, challenging and rewarding and am more than happy with the services you and the team at NCC have provided."

Arron Owen, Coventry

Question

My name is Ann and I am 57 years old. I am looking to change direction in my career and become a counsellor. I am contemplating the Counselling Diploma but have never done a home study course before. Is there support every step of the way?

Answer

You will be supported by our Student Support Team who can give you information on all the courses and feedback for up to a year* (*There will be a £35 fee for an additional year of Tutor support.)

I would have to say that I found everything quite brilliant. The online tutors are great and get back to you quickly if you have a query. The coursework you receive is easy to follow and concise.

I have nothing but praise for NCC and the staff they have, without them I would never have got my Diploma in Psychology, so many thanks."

S Shepherd, East Sussex

Question

My daughter is fourteen and has shown a flair for I.T. She is eager to learn and is willing to work over the summer to reach the required standard. Are your courses suitable?

Answer

No matter what your age, our courses could suit you as long as you have a good level of numeracy, literacy and are willing to commit to completing the course. You will get as much out of the course as you are prepared to put in. We are also able to support students with additional learning needs.

Question

I am a General Practitioner living in Italy and I would like to further my career prospects by doing a Diploma in Life Coaching. What are the benefits to doing your course?

Answer

We can send our courses to any international destination and it offers great flexibility around your personal commitments. What is even better is that you can complete the course using your PC, meaning no postage costs to worry about when you send in your assignments!

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

GENERAL INFORMATION

YOU MAY CHOOSE TO PAY FOR YOUR COURSE IN FULL USING ANY CREDIT OR DEBIT CARDS, CHEQUE OR BANKERS DRAFT

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are interest free and offer an array of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline. Calls made from a mobile or outside the United Kingdom may incur a charge

Gift Vouchers

Give the gift of learning to a friend or loved one by purchasing NCC Home Learning gift vouchers! Vouchers start from just £10 and can be redeemed easily against any of our courses. You can help someone change their life today.

Newsletter

Sign up to our monthly newsletter at www.ncchomelearning.co.uk to get the latest information on new courses and special offers.



To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

What is Distance Learning?

Distance Learning is the most flexible and convenient approach to studying. There is no need for you to attend a college, therefore, you can study anytime, anyplace, anywhere that fits in with your lifestyle. Distance Learning programmes are ideal for people who may have a full-time job, or other commitments, that will not allow them time off to study.

What do I need to do to get started on a course?

You need to be able to commit your time to the course. To help you understand the commitment needed, each of the course descriptions estimates the amount of time it will take you to complete the course. This is based on an average study period of approximately 10 hours per week.

It is best to choose a course you think will interest you, and help you to achieve your ambitions. If you would like some advice, or further information, please call our Student Support Team free on 0800 970 2522.

How quickly will I receive my course material?

We guarantee that you will receive your course materials within 7 to 10 days of purchase, but for many courses we would anticipate that you will have to wait no more than 48 hours.

The course materials are always sent to you via a tracked service, to ensure that you receive your study pack within our stated period.

Can I study from outside the UK?

Yes, there are no geographical limits to where you can study. All tutors are based in the UK and work may need to be submitted to them via post, although in most cases e-mail can be used.

Where the course requires that you sit an invigilated exam at a test centre, there are many exam centres outside of the UK. However, we would advise that you speak to our Student Support Team before purchasing to make sure there is a centre in your country.

Can I take more than one course at a time?

Yes, you can take as many courses as your time allows. We would recommend that you clearly evaluate how much time you can commit to your courses of study. The good news is that if your circumstances change you can always take a break and come back to your studies at a later date. Additionally, discounts are available if you buy more than one course at the same time.

Do I need any additional books or equipment to do my course?

No, we provide everything you need to pass your course. However, we always advise you to carry out additional reading of your chosen subject to gain a deeper, and broader, understanding of the subject matter. You can do this by buying reference books or researching your subject on the internet.

Do I have to be a certain age to do a course?

No you can do these courses at any age. You're never too young or old to learn.

How do I enrol?

Once you have chosen your course, you can either purchase the course online, which automatically starts the enrolment process, or you can call our Student Support Team on 0800 970 2522 who will sign you up for the course and arrange to have all your learning materials sent to you.

What if I've chosen the wrong course?

If after receiving the course, you decide it is not the right course for you, you can simply return the goods within 7 days* and we will provide you with a refund (excluding postage & packaging fees and administration fees) or you can choose another course that you feel would suit your needs and ambitions better.

* exclusions will apply

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

Business Consultancy Diploma



This Quality Assured Diploma course is aimed at providing a foundation in business consulting skills. It will contain 10 carefully selected and created modules to cover all aspects of Business Consultancy from Stakeholder Management to making Client Presentations. The widely recognised accreditation of this course will look great on a CV and be particularly appealing to prospective employer.

<u>Suggested Duration</u> 400 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

Compliance Management Diploma



The course examines changes in compliance management practice against the context of the changes in the UK, EU, US and global economy, and will be of particular interest to those needing to practice compliance management skills on a day-to-day basis.

<u>Suggested Duration</u> 400 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

Government and Politics Diploma



Government and Politics is a dynamic and ever-changing subject, and it is essential that you are familiar with contemporary issues, developments and debates. Having an interest and knowledge in such matters is a major advantage to studying this subject.

<u>Suggested Duration</u> 400 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

- 1 Choose a course or subject that you enjoy or wish to learn.
 - 2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**
 - 3 Sit back, relax and await the arrival of your welcome pack!
- You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact our Student Support Team **FREE on 0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

BUSINESS COURSES

Developing Environmental Awareness



All companies and other organisations in the UK are being encouraged to adopt more environmentally friendly management policies. There is also an initiative by the Department of the Environment and Rural Affairs to train those working in land-based industries in environmental awareness management.

<u>Suggested Duration</u> 60 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

Personnel Skills



The Personnel Skills course is designed for anyone wishing to improve his or her knowledge of Human Resources issues including recruitment and personal development, with a view to contributing to HR Management. This is also an ideal course for a small business owner who wishes to gain a working knowledge of HR issues.

<u>Suggested Duration</u> 12 weeks	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

Business Administration Diploma



This Business Administration Diploma requires you to obtain detailed knowledge, skills and understanding within a relevant field. It demonstrates team leading and specialist technical skills with competence in communication, problem solving and applied teamwork. Example job roles for this level include Personal Assistant, Secretary and Administration Clerk.

<u>Suggested Duration</u> 360 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 3	
<u>Format</u> Paper	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

- 1 Choose a course or subject that you enjoy or wish to learn.
 - 2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**
 - 3 Sit back, relax and await the arrival of your welcome pack!
- You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact out Student Support Team **FREE on 0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

Business Studies Diploma



This Quality Assured Level 3 Professional Diploma course has been designed to provide students with an understanding of how businesses work; how the world around them affects decision-making within a business; what leads to change and how businesses respond to these issues; and the range of perspectives that can be taken on business activities.

<u>Suggested Duration</u> 400 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

Environmental Science Diploma



It will be suitable for those who have a personal interest in the subject. Although no prior knowledge is required in order to study this course, a basic knowledge and understanding of terminology, formulae and processes is assumed.

<u>Suggested Duration</u> 400 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

Risk Management Diploma



The course examines changes in risk management practice against the context of the changes in UK, EU, US and global economy, and will be of particular interest to those needing to practice risk management skills on a day-to-day basis.

<u>Suggested Duration</u> 400 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

- 1 Choose a course or subject that you enjoy or wish to learn.
 - 2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**
 - 3 Sit back, relax and await the arrival of your welcome pack!
- You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact our Student Support Team **FREE on 0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

Change Management Diploma



This Quality Assured Level 3 Diploma in Change Management can prepare the student for taking up a new change management role. It is also ideal for those who would like to develop and perfect their skills within an existing change management role.

<u>Suggested Duration</u> 400 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

Strategic Planning Diploma



Strategic planning is an organisation's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy, including its capital and people. Various business analysis techniques can be used in strategic planning, including SWOT and PEST analysis.

<u>Suggested Duration</u> 400 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

Managing Environmental Resource



At the end of the course you will be able to develop a broad understanding of environmental resource management, adopt techniques for managing energy and resources, understand how climate change affects the UK, understand what is meant by Biodiversity and its benefits, understand how legislation and regulation, regarding resource management, affect the home and business.

<u>Suggested Duration</u> 60 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 3	
<u>Format</u> Paper	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

1 Choose a course or subject that you enjoy or wish to learn.

2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**

3 Sit back, relax and await the arrival of your welcome pack!

You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact our Student Support Team **FREE on 0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

Business Start-up for Today's Entrepreneur



With such turbulent times within the world financial markets many individuals seek security in ways that they may not, or would not have fully considered previously. We have all noticed a change on the High Street for example, who would have predicted the demise of institutions such as Woolworths, or the Banks having to be propped up, or the housing market crashing?

<u>Suggested Duration</u> 150 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 3	
<u>Format</u> Paper	

Valuing Diversity in the Workplace



Valuing diversity in the workplace is about adopting best practice management techniques and promoting good working relationships. This programme is designed for people who wish to gain an understanding of principles and practice of Valuing Diversity in the Workplace.

<u>Suggested Duration</u> 60 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

Business Planning



The objectives of the course are to describe and evaluate your business idea, market your product or service, compile the financial information required to run a business, produce a business plan, identify sources of funding and investigate relevant business controls.

<u>Suggested Duration</u> 60 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

1 Choose a course or subject that you enjoy or wish to learn.

2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**

3 Sit back, relax and await the arrival of your welcome pack!

You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact our Student Support Team **FREE** on **0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

BUSINESS COURSES

Effective Business Communication



The objectives of the course are to describe the essential elements of business communications, adopt good practice with a variety of communication methods, choose appropriate communication methods and identify ways of improving personal communication skills.

<u>Suggested Duration</u> 60 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

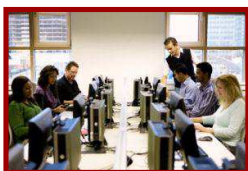
Effective Personal Development



This Effective Personal Development course has been written to provide you with greater knowledge and understanding of the key skills you personally require for increased effectiveness in the workplace and will help to improve your workplace knowledge and relationships.

<u>Suggested Duration</u> 12 weeks	<u>Awarding Body</u> EDI
<u>Level</u> 2	
<u>Format</u> Paper	

Executive Office Skills



The Executive Office Skills course aims to provide you with the skills required to manage office operations effectively and supervise colleagues in an office environment. The course is designed to enhance business skills in project management, communication and training administration which will in turn prepare you for a senior office position.

<u>Suggested Duration</u> 12 weeks	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

1 Choose a course or subject that you enjoy or wish to learn.

2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**

3 Sit back, relax and await the arrival of your welcome pack!

You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact our Student Support Team **FREE** on **0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

BUSINESS COURSES



Business Management



The Business Management course will provide you with a broad understanding of the different management techniques, helping to improve your key management skills in order to make the day to day management of your business a success. It will help you to understand and apply the principles of managing staff and resources in your present or future role.

<u>Suggested Duration</u> 12 weeks	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

Human Resources Diploma



This programme looks at the range of work most usually performed by the Human Resources department, and in particular the knowledge and skills that you will require as a Human Resource Assistant, working under whatever circumstances, to fulfil this demanding yet rewarding role.

<u>Suggested Duration</u> 360 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 3	
<u>Format</u> Online+Paper	

Tendering for Public Sector Contracts



The programme is designed for supervisors and first line managers who have operational responsibility for a defined area of activity and is also beneficial for those who are interested in developing their employment prospects and careers.

<u>Suggested Duration</u> 360 hours	<u>Awarding Body</u> EDI
<u>Level</u> 3	
<u>Format</u> Online+Workbook	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

- 1 Choose a course or subject that you enjoy or wish to learn.
 - 2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**
 - 3 Sit back, relax and await the arrival of your welcome pack!
- You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact our Student Support Team **FREE on 0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

BUSINESS COURSES

Medical and Clinical Administration



The objectives of the course are to develop a broad understanding of the principles of medical administration and reception, learn techniques and good practice for medical administration.

<u>Suggested Duration</u> 90 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

Customer Relations



The objectives of the course are to understand the need for customer care skills, identify strengths and weaknesses in your firms care approach, plan a caring approach, develop personal customer care skills – face to face, develop personal customer care skills – on the phone, understand how to deal effectively with anger, aggression and complaints, define the role of receptionist.

<u>Suggested Duration</u> 60 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

Management Diploma



The course examines changes in management practice against the context of the changes in the UK and global economy, and will be of particular interest to those needing to practice management skills on a day-to-day basis. Throughout, the student is encouraged to use the ideas both in the context of their own experience and through a case study.

<u>Suggested Duration</u> 400 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

1 Choose a course or subject that you enjoy or wish to learn.

2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**

3 Sit back, relax and await the arrival of your welcome pack!

You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact out Student Support Team **FREE on 0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

Management Development Diploma



It should be useful not only for recently appointed or aspiring managers, but also for those who wish to refresh their knowledge and understanding as part of their CPD. The standard equates to a Level 5 in similar qualifications.

<u>Suggested Duration</u> 400 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

Management Information Systems Diploma



Management Information Systems is a general name for the academic discipline covering the application of information technology to business problems. The study of information systems is usually a commerce and business administration discipline. It frequently involves software engineering, but also concentrates on the integration of computer systems with the aims of the organization.

<u>Suggested Duration</u> 400 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

Supervisory Development



The Supervisory Development Programme will provide you with knowledge and understanding of how supervisors should work and provide you with improved skills and knowledge that can be used in the workplace.

<u>Suggested Duration</u> 12 weeks	<u>Awarding Body</u> EDI
<u>Level</u> 2	
<u>Format</u> Paper	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

- 1 Choose a course or subject that you enjoy or wish to learn.
 - 2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**
 - 3 Sit back, relax and await the arrival of your welcome pack!
- You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact our Student Support Team **FREE on 0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

Safety Compliance



This course aims to provide you with a thorough understanding of hazards that can arise in the workplace. On completion of the programme the individual will gain a greater understanding of key health and safety issues including; first aid, fire safety and risk assessment.

<u>Suggested Duration</u> 12 weeks	<u>Awarding Body</u> EDI
<u>Level</u> 2	
<u>Format</u> Paper+USB Drive	

Effective Customer Care



The Certificate in Effective Customer Care is ideal for those looking to develop a career in a customer focused role. The aim of the programme is to give people, at all levels, the essential knowledge needed to offer the best professional approach to customer service. It will highlight the key areas that can improve the services you offer and show how these can benefit your business.

<u>Suggested Duration</u> 12 weeks	<u>Awarding Body</u> EDI
<u>Level</u> 2	
<u>Format</u> Paper+USB Drive	

Conflict Resolution in the Workplace



This Conflict Resolution in the Workplace programme aims to increase an individual's ability to handle aggressive and challenging behaviour, thereby ensuring their personal safety, whilst carrying out their duties at work.

<u>Suggested Duration</u> 16 weeks	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

1 Choose a course or subject that you enjoy or wish to learn.

2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**

3 Sit back, relax and await the arrival of your welcome pack!

You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact our Student Support Team **FREE** on **0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk

BUSINESS COURSES

Equality and Diversity QCF



The aim of the course is to give staff members an introduction to the issues around stereotyping, prejudice and discrimination, to identify the basic rights that all people should enjoy and the shared values people have, and to examine the responsibility that each person and organisation has in ensuring that barriers to participation in society are removed.

<u>Suggested Duration</u> 16 weeks	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

Career Coaching Diploma



This Quality Assured Level 3 Diploma course is designed for those who are considering becoming a career coach, working for yourself, or who are committed to coaching within their working environment or organisation.

<u>Suggested Duration</u> 280 hours	<u>Awarding Body</u> OLQA
<u>Level</u> 3	
<u>Format</u> Online	

Team Leading



The Team Leading Programme will provide you with knowledge and understanding of how team leaders should work and provide you with improved skills and knowledge that can be used in the workplace.

<u>Suggested Duration</u> 160 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

- 1 Choose a course or subject that you enjoy or wish to learn.
 - 2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**
 - 3 Sit back, relax and await the arrival of your welcome pack!
- You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact our Student Support Team **FREE on 0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk



Workplace Psychology



This course is ideal for present and future managers wishing to improve their skills in understanding and managing staff. You will contribute from understanding how to deal with issues and find explanations for workplace psychological problems and behaviours.

<u>Suggested Duration</u> 90 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 3	
<u>Format</u> Paper	

FINANCE OPTIONS

You may choose to pay for your course in full using any credit or debit cards, cheque or banker's draft.

Instalments

NCC Home Learning has a range of monthly payment finance options available to suit every individual. They are **interest free** and offer a range of convenient payment periods. To discuss these in depth our Student Support Team are on hand to give personal advice on which plan could potentially suit you. Call **FREE*** on 0800 970 2522 and you could start your course today.

* This call is free from a UK landline Calls made from a mobile or outside the United Kingdom may incur a charge.

PURCHASE YOUR COURSE IN 3 EASY STEPS

- 1 Choose a course or subject that you enjoy or wish to learn.
- 2 Order online at www.ncchomelearning.co.uk or by calling **FREE 0800 9702522**
- 3 Sit back, relax and await the arrival of your welcome pack!

You can order your chosen course **online at any time 24 hours a day, 365 days a year** or our contact out Student Support Team **FREE on 0800 870 2522 between 8am and 10pm** for any queries you may have.

To enrol call us now on 0800 970 2522
or visit www.ncchomelearning.co.uk