



home learning



Finance 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

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
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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

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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!

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GENERAL INFORMATION

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

Instalments

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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.



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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

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FINANCE AND BOOKKEEPING COURSES

Essential Bookkeeping



The course can be studied for personal interest and development without assessment. However the course covers the requirements of the Institute of Certified Bookkeepers Level 2 Course in Manual Bookkeeping.

<u>Suggested Duration</u> 100 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 2	
<u>Format</u> Paper	

Accounting Diploma



This Quality Assured Level 3 Diploma in Accounting will provide students with an in depth knowledge of the topic area. Accountancy is the art of communicating financial information about a business entity to users such as shareholders and managers. The communication is generally in the form of financial statements that show in money terms the economic resources under the control of management. Ten care-

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

Credit Control and Debt Management



The Level 3 Credit Control and Debt Management course describes the methods of controlling credit, investigates methods of credit checking, examines the use of the course and debt management agencies in recovering debt and describes how to collect debt by letter and telephone.

<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

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FINANCE AND BOOKKEEPING COURSES

Business Finance



The course provides a broad understanding of a range of financial planning and management techniques, including the analysed cash book, break even analysis, managing cash, is my customer credit worthy, among many more topics.

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

Manual Bookkeeping Course ICB Level 1 and 2



The course will cover topics such as dealing with VAT, producing Ledger Accounts, sole traders and producing financial documents such as invoices and credit notes.

<u>Suggested Duration</u> 6 months	<u>Awarding Body</u> ICB
<u>Level</u> 1&2	
<u>Format</u> Paper	

Manual Bookkeeping Course ICB Level 1



Bookkeepers keep financial records and help to prepare accounts in all types of business. Bookkeeping is a fulfilling and logical profession.

<u>Suggested Duration</u> 12 months	<u>Awarding Body</u> ICB
<u>Level</u> 1	
<u>Format</u> Paper+Software	

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FINANCE AND BOOKKEEPING COURSES

Manual Bookkeeping Course ICB Level 2



<u>Suggested Duration</u> 12 months	<u>Awarding Body</u> ICB
<u>Level</u> 2	
<u>Format</u> Paper+Software	

Manual Bookkeeping Course ICB Level 1 and



<u>Suggested Duration</u> 12 months	<u>Awarding Body</u> ICB
<u>Level</u> 1&2	
<u>Format</u> Paper+Software	

Manual Bookkeeping Course ICB Level 1 and



<u>Suggested Duration</u> 12 months	<u>Awarding Body</u> ICB
<u>Level</u> 1,2&3	
<u>Format</u> Paper+Software	

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FINANCE AND BOOKKEEPING COURSES

Computerised Bookkeeping Course ICB Level 2



The course is there to assist those interested in starting a career in Bookkeeping or would help to further their knowledge in this particular subject area. The Computerized Bookkeeping course is completed using the SAGE Instant Accounts computerized accounting package. The course will cover topics such as dealing with VAT, producing

<u>Suggested Duration</u> 6 months	<u>Awarding Body</u> ICB
<u>Level</u> 2	
<u>Format</u> Paper+Software	

Computerised Bookkeeping Course ICB Level 2



<u>Suggested Duration</u> 6 months	<u>Awarding Body</u> ICB
<u>Level</u> 2&3	
<u>Format</u> Paper+Software	

Computerised Bookkeeping Course ICB Level 3



<u>Suggested Duration</u> 6 months	<u>Awarding Body</u> ICB
<u>Level</u> 3	
<u>Format</u> Paper+Software	

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Sage 50 Accounts Level 1



This course is ideal if you are a new or existing accounts user who wants to get started and know the basic functionality of Sage 50 Accounts from the comfort of your own home. It's also ideal for people who want to gain an official Sage Certificate of competence allowing you to put Sage on your CV.

<u>Suggested Duration</u> 80 hours	<u>Awarding Body</u> SAGE
<u>Level</u> 1	
<u>Format</u> Paper+Software	

Sage 50 Accounts Level 1 and 2



This course is ideal if you are a new or existing accounts user who wants to get started and know the core functionality of Sage 50 Accounts from the comfort of your own home. It's also ideal for people who want to gain an official Sage Certificate of competence allowing you to put Sage on your CV.

<u>Suggested Duration</u> 160 hours	<u>Awarding Body</u> SAGE
<u>Level</u> 1&2	
<u>Format</u> Paper+Software	

Sage 50 Accounts Level 2



This course is ideal if you are a new or existing accounts user who wants to get started and know the core functionality of Sage 50 Accounts from the comfort of your own home. It's also ideal for people who want to gain an official Sage Certificate of competence allowing you to put Sage on your CV.

<u>Suggested Duration</u> 80 hours	<u>Awarding Body</u> SAGE
<u>Level</u> 2	
<u>Format</u> Paper+Software	

FINANCE OPTIONS

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

Instalments

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Sage 50 Accounts Level 3



This course is ideal if you are a new or existing accounts user who wants to get started and know the core functionality of Sage 50 Accounts from the comfort of your own home. It's also ideal for people who want to gain an official Sage Certificate of competence allowing you to put Sage on your CV.

<u>Suggested Duration</u> 80 hours	<u>Awarding Body</u> SAGE
<u>Level</u> 3	
<u>Format</u> Paper+Software	

Sage 50 Accounts Level 1, 2 and 3



These courses are ideal if you are a new or existing accounts user who wants to get started and know the basic functionality of Sage 50 Accounts from the comfort of your own home. It's also ideal for people who want to gain an official Sage Certificate of competence allowing you to put Sage on your CV.

<u>Suggested Duration</u> 240 hours	<u>Awarding Body</u> SAGE
<u>Level</u> 1,2&3	
<u>Format</u> Paper+Software	

Sage 50 Payroll Level 1



Whether you are a new or existing account user, learn to use Sage 50 Payroll to its maximum potential. Completing this course will add value to your CV by demonstrating your understanding of Sage50 Payroll.

<u>Suggested Duration</u> 80 hours	<u>Awarding Body</u> SAGE
<u>Level</u> 1	
<u>Format</u> Paper+Software	

FINANCE OPTIONS

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

Instalments

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Sage 50 Payroll Level 2



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<u>Suggested Duration</u> 80 hours	<u>Awarding Body</u> SAGE
<u>Level</u> 2	
<u>Format</u> Paper+Software	

Sage 50 Payroll Level 1 and 2



Whether you are a new or existing account user, learn to use Sage 50 Payroll to its maximum potential. Completing this course will add value to your CV by demonstrating your understanding of Sage50 Payroll.

<u>Suggested Duration</u> 160 hours	<u>Awarding Body</u> SAGE
<u>Level</u> 1&2	
<u>Format</u> Paper+Software	

Sage 50 Accounts Level 1, 2 and 3 & Sage Payroll



This fantastic bundle includes all five SAGE 50 awards in Accounts and Payroll, allowing you to become fully competent in this area and achieve your career goals!

<u>Suggested Duration</u> Unlimited	<u>Awarding Body</u> SAGE
<u>Level</u> Package	
<u>Format</u> Paper+Software	

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Sage Instant Accounts Workbooks



The self study pack and exam addresses all aspects of the Sage Instant Accounts software and enables you to learn in your own time and at your own pace and then take the exam when you feel ready to. The Sage Instant Accounts self study workbooks are recommended if you are about to start using Sage Instant Accounts or if you are already

<u>Suggested Duration</u>	<u>Awarding Body</u>
	SAGE
<u>Level</u>	
<u>Format</u>	
Paper+CD	

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