



## Training & Management Prospectus

International distance learning provider  
with over 300 courses available inside

**Telephone:** 0800 970 2522  
**E-mail:** [enquiries@ncchomelearning.co.uk](mailto:enquiries@ncchomelearning.co.uk)  
**Web:** [www.ncchomelearning.co.uk](http://www.ncchomelearning.co.uk)

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**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**



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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

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](http://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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## Training and Development Diploma



Whether you are new to the industry, have previous experience or maybe even considering setting up your own business offering training solutions, you will find this course both beneficial and rewarding.

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

## Portfolio Management Diploma



This course looks at those methods and techniques used to control a number ( or portfolio) of projects. This pays particular attention to alignment between that of Project Management and IS Strategy delivery. The course will explore a number of different method based approaches and provide a foundation for greater exploration of this specialised subject area.

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

## Postgraduate Research Techniques Diploma



The course will be of particular benefit to graduates who are contemplating continuing their studies into postgraduate research and wish to obtain a solid foundation in the methods and techniques for conducting research. The course will also appeal to anyone who has an occupation where research is considered a vital part of that job function.

<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

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### PURCHASE YOUR COURSE IN 3 EASY STEPS

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

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

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# TRAINING AND DEVELOPMENT COURSES

## Health and Safety Level 1



Using this QCA approved e-learning product can solve the problem of hard-pressed Health and Safety trainers delivering timely training to staff in multi-sited, geographically dispersed organisations, typically in the following sectors.

<u>Suggested Duration</u> 6 hours	<u>Awarding Body</u> NCFE
<u>Level</u> 1	
<u>Format</u> Online	

## Project Management Diploma



The course will be of specific interest to those wishing to graduate into Project Management and those requiring a more generalist knowledge of the subject matter before embarking on more niche focused training. The course will provide a good foundation for those seeking postgraduate studies i.e. MSc in Project Management.

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

## Distance Learning Tutoring Diploma



This fully accredited Level 3 NCFE course is delivered over ten modules and is suitable for those who wish to enter distance learning as tutors and learner supporters. There is an assumed basic knowledge of education delivery and specialist subject knowledge.

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

### FINANCE OPTIONS

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## Preparing to Teach in the Lifelong Learning Sector



PTLLS is intended for those who are taking up or planning to take up an associate teaching role in the Lifelong Learning Sector for the first time, or who are already working in such a role but have yet to gain a suitable qualification.

Suggested Duration

12 Months

Level

3

Format

Paper

Awarding Body

C&G

### FINANCE OPTIONS

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