



## OUR ACCREDITATIONS



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## Welcome to Learnkey Training Institute

As a college with different concepts, we encourage our students to look beyond their study periods with us and be ready for the future. We want you to have the best eVxperience in your life and fulfill your ambitions whether your goal is preparing for you professional career or going onto further study at a university.

We pride ourselves on offering excellent teaching and services to all of our students.

We look forward to meeting you

Learnkey Training Institute



# Reasons to Choose



- City Centre location
- Easy access to the main attractions in the city and transport network



- Pioneer Maltese Training Institutes
- Excellent facilities and a unique campus atmosphere
- Multilingual team



- Expert Teachers
- Wide range of programmes to suit all levels
- Individual attention to each student



- Comfortable student common room
- Study centre and library equipped with computers for self-study



- Experienced and friendly Staff
- Native speakers



- Trusted Certifications
- Associations accreditations which ensure the quality of the college
- Value for money



# European Capital Of Culture

The Maltese archipelago lies virtually at the centre of the Mediterranean, 93 km south of Sicily and 288 km north of Africa.

The archipelago consists of three islands: Malta, Gozo and Comino with a total population of over 400,000 inhabitants occupying an area of 316 square kilometers.

Malta is the largest island and the cultural, commercial and administrative centre. Gozo is the second largest island and is more rural, characterised by showing, tourism, crafts and agriculture. Comino, the smallest of the trio, has one hotel and is largely uninhabited.

Malta's capital Valletta, is the smallest capital city of Europe and has been voted European Capital of Culture in 2018.

Malta's climate is typical of the Mediterranean and is strongly influenced by the sea.

The Maltese Islands have a pleasantly sunny climate with a daily average of around 12 hours sunshine in summer going down to 5 to 6 hours in mid-winter.

With superbly sunny weather, attractive beaches, a thriving nightlife and 7,000 years of intriguing history, there is a great deal to see and do.



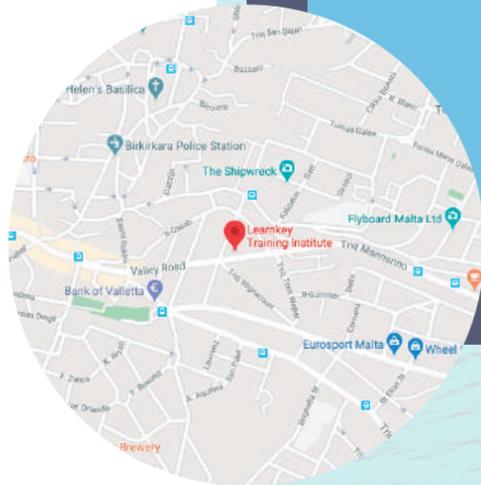
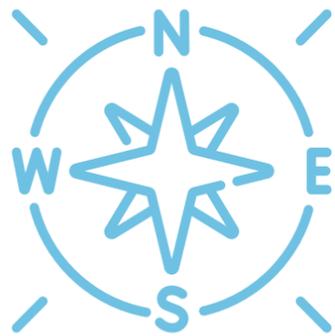
## LOCATION

Learnkey is located in Birkirkara, the largest city and most important commercial area in Malta. Birkirkara is modern but the town still kept some of its traditional Maltese characteristics of narrow streets and alleys.

The city's older part is separated from the newer part by a small garden. Malta's perhaps most beautiful church, St Helen Basilica can also be found in this town.

Besides its beauty, the church is also famous for having Malta's largest bell. Birkirkara is located in the centre of Malta, it is well served by public transport and it's only a few minutes away from St. Julian's, Sliema and Pembroke.

Address: Learnkey Training Institute Learnkey House, 83 Mannarino Road - Birkirkara - BKR 9084



## FACILITIES

The school is modern, bright and spacious with superb facilities including:

- Large well-equipped classrooms (most with the latest digital technology)
- Study centre and library equipped with computers for self-study
- Casual computer lounge available throughout the day
- Free WiFi throughout the school
- Wheelchair friendly

## Our Courses



## An Ofqual Regulated Awarding Organisation

OTHM Qualifications is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation) in England and recognised by Qualifications Wales.

### QUALIFICATIONS

Our qualifications are made up of the Regulated Qualification Framework (RQF) rules which provides flexible ways to get a qualification. Qualifications at the same level are a similar level of difficulty, but the size and content of the qualifications can vary.

### FOUNDATION LEVEL

The level 3 qualifications improve subject knowledge and study skills, and prepare learners for undergraduate course at UK universities.

### UNDERGRADUATE

The level 4, 5 and 6 diploma qualifications are equivalent to Year 1, 2 and 3 (Final year) respectively of a three-year UK Bachelor's degree. Each level consists of 120 credits. Completing any of the level 4, 5 and 6 qualifications will enable learners a progression to the next level of higher education at UK universities.

### POSTGRADUATE

Postgraduate diplomas are taught courses at level 7 on the Regulated Qualifications Framework (RQF) - the same level as Masters degrees. However, they are shorter (120 credits) and learners will have to proceed to the dissertation stage (60 credits) with university to achieve a full Masters or MBA.

# HIGHER EDUCATION STUDIES

## LEVEL 3 FOUNDATION DIPLOMA FOR HIGHER EDUCATION STUDIES

### OVERVIEW

The objective of the OTHM Level 3 Foundation Diploma for Higher Education Studies is to provide learners with a foundation to provide an entry route to UK and international university courses. It is designed to ensure that each learner is equipped with knowledge of study skills, mathematics, computing, society and culture, business and accounting, providing the knowledge and skills to adapt rapidly to change and progress with their learning.

Successful completion of the Level 3 Foundation Diploma for Higher Education Studies provides learners with the opportunity to progress to further study or employment.

### ENTRY REQUIREMENTS

OTHM Level 3 qualifications can be offered to learners from age 16. OTHM does not specify entry requirements for these qualifications. OTHM ensures that learners admitted to the programme have sufficient capability at the right level to undertake the learning and assessment criteria.

OTHM Centre must ensure learners are recruited with integrity onto appropriate qualifications that will meet their needs, enable and facilitate learning and achievement enable progression. The qualification is offered in English.

English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency. For more information visit English Language Expectations page.

### EQUIVALENCES

OTHM qualifications at RQF Level 3 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to GCE AS/A Levels.

### QUALIFICATION STRUCTURE

The OTHM Level 3 Foundation Diploma for Higher Education Studies consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

### MANDATORY UNITS

- Academic English and Study Skills (20 credits)
- Foundation Mathematics (20 credits)
- Foundation Computing (20 credits)
- Society and Culture (20 credits)
- Introduction to Business (20 credits)
- Foundation Accounting and Economics (20 credits)

### DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study, but it is also flexible in its delivery in order to accommodate part-time and distance learning. The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

### ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor.

The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

### PROGRESSION

Successful completion of OTHM Level 3 Foundation Diploma for Higher Education Studies provides learners the opportunity for academic progressions to a wide range of undergraduate programmes including OTHM Level 4 diplomas. For more information visit University Progressions page in this website.



# BUSINESS MANAGEMENT

## LEVEL 4 DIPLOMA IN BUSINESS MANAGEMENT

### OVERVIEW

The objective of the OTHM Level 4 Diploma in Business Management qualification is to provide learners with an excellent foundation for building a career in a range of organisations. It designed to ensure each learner is 'business ready': a confident, independent thinker with a detailed knowledge of business and management and equipped with the skills to adapt rapidly to change.

### The content of the qualification is focused on:

- Managing business communication
- Understanding the business environment and organisations in a global context
- Business functions including people management
- Quantitative methods in business
- Finance for managers  
Research and academic writing.

The qualification is ideal for those who have started, or are planning to move into, a career in private or public sector business. Successful completion of the Level 4 Diploma in Business Management qualification will enable learners to progress to further study or employment.

### ENTRY REQUIREMENTS

For entry onto the OTHM Level 4 Diploma in Business Management qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 3 Award/Diploma or at the level of GCE/GCSE or equivalent qualification
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency.



### QUALIFICATION STRUCTURE

The OTHM Level 4 Diploma in Business Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

### EQUIVALENCES

OTHM qualifications at RQF Level 4 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Higher National Certificates (HNC) and Year 1 of a three-year UK Bachelor's degree programme.

### MANDATORY UNITS

The OTHM Level 5 Diploma in Business Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

- Research and Academic Writing (20 credits)
- Business Environment (20 credits)  
Introduction to Business Communication (20 credits)
- Introduction to Quantitative Methods (20 credits)
- Introduction to Business Functions (20 credits)
- Introduction to Finance (20 credits)

### PROGRESSION

Successful completion of Level 4 Diploma in Business Management provides learners the opportunity for a wide range of academic progressions including OTHM Level 5 Diploma in Business Management. As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into Year 2 of a three-year UK Bachelor's degree programmes. For more information visit University Progressions page in this website.

For more information, please download the OTHM official specification.





**LEVEL 5 DIPLOMA IN BUSINESS MANAGEMENT**

**OVERVIEW**

The objective of the OTHM Level 5 Diploma in Business Management qualification is to provide learners with an excellent foundation for a career in a range of organisations. It designed to ensure that each learner is ‘business ready’: a confident, independent thinker with a detailed knowledge of business and management, and equipped with the skills to adapt rapidly to change.

The content of the qualification is focused on people management, managing projects, marketing, finance for managers, business law, business ethics and social responsibility.

The qualification is ideal for those who have started, or are planning to move into, a career in private or public sector business. Successful completion of the Level 5 Diploma in Business Management qualification will provide learners with the opportunity to progress to further study or employment.

**ENTRY REQUIREMENTS**

For entry onto OTHM Level 6 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 4 Diploma or equivalent
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency.

**EQUIVALENCES**

OTHM qualifications at RQF Level 6 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Bachelor’s Degrees with Honours, Bachelor’s Degrees, Professional Graduate Certificate in Education (PGCE), Graduate Diplomas and Graduate Certificates.

**QUALIFICATION STRUCTURE**

OTHM qualifications at RQF Level 5 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Foundation Degrees, Higher National Diploma (HND) and Year 2 of a three-year UK Bachelor’s degree.

**MANDATORY UNITS**

The OTHM Level 5 Diploma in Business Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

- Human Resource Management (20 credits)
- Project Management (20 credits)
- Strategic Marketing (20 credits)
- TAccounting for Managers (20 credits)
- Business Law (20 credits)
- Business Ethics (20 credits)

**DURATION AND DELIVERY**

The qualification is designed to be delivered over one academic year for full-time study but it is also flexible in its delivery in order to accommodate part-time and distance learning. The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

**ASSESSMENT AND VERIFICATION**

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

To achieve a ‘pass’ for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor.

The Assessor should provide an audit trail showing how the judgement of the learners’ overall achievement has been arrived at.



## LEVEL 6 DIPLOMA IN BUSINESS MANAGEMENT

### OVERVIEW

The objective of the OTHM Level 6 Diploma in Business Management qualification is to provide learners with an excellent foundation for a career in a range of organisations. It is designed to ensure that each learner is 'business ready': a confident, independent thinker with a detailed knowledge of business and management and equipped with the skills to adapt rapidly to change.

The content of the qualification is focused on leadership and people management, strategic human resource management, operations management, sustainable business practice, financial decision making as well as the business research skills expected of a manager. The qualification is ideal for those who have started, or are planning to move into, a career in private or public sector business. Successful completion of the Level 6 Diploma in Business Management qualification will provide learners with the opportunity to progress to further study or employment.

### ENTRY REQUIREMENTS

For entry onto OTHM Level 6 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 5 diploma or equivalent recognised qualification
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency.

### EQUIVALENCES

OTHM qualifications at RQF Level 6 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Bachelor's Degrees with Honours, Bachelor's Degrees, Professional Graduate Certificate in Education (PGCE), Graduate Diplomas and Graduate Certificates.

### QUALIFICATION STRUCTURE

The OTHM Level 6 Diploma in Business Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

### MANDATORY UNITS

The OTHM Level 5 Diploma in Business Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

- Leadership and People Management (20 credits)
- Business Research Project (20 credits)
- Operations Management (20 credits)
- Financial Decision Making (20 credits)
- Sustainable Business Practices (20 credits)
- Strategic Human Resource Management (20 credits)

### DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study but it is also flexible in its delivery in order to accommodate part-time and distance learning. The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

### ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes. To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor. The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

### PROGRESSION

Successful completion of Level 6 Diploma in Business Management qualification provides learners the opportunity for a wide range of academic progressions including progression to relevant OTHM Level 7 Diplomas.

This qualification has been developed with career progression and professional recognition in mind. As the Level 6 Diploma in Business Management qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into relevant Master's degree programmes.

Study:

- Online
- On-Campus
- Blended

# Tourism And Hospitality Management

## LEVEL 5 DIPLOMA IN TOURISM AND HOSPITALITY MANAGEMENT

### OVERVIEW

The objective of the OTHM Level 5 Diploma in Tourism and Hospitality Management qualification is to enable learners' development as managers within the tourism and hospitality industry, with a lifelong-learning orientation. It enables learners to critically apply contemporary knowledge and theories to the management of complex problems.

Successful completion of this qualification will equip learners with the specialist skills and technical terminology to develop their management skills and to progress to further study or employment.

### ENTRY REQUIREMENTS

For entry onto the OTHM Level 5 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 4 Diploma or equivalent
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency. For more information visit English Language Expectations page in this website.

### EQUIVALENCES

OTHM qualifications at RQF Level 5 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Foundation Degrees, Higher National Diploma (HND) and Year 2 of a three-year UK Bachelor's degree.

### QUALIFICATION STRUCTURE

The OTHM Level 5 Diploma in Tourism and Hospitality Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.



### MANDATORY UNITS

For entry onto the OTHM Level 5 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- Contemporary Issues in Tourism and Hospitality (20 credits)
- Marketing Management (20 credits)
- Customer Relations Management (20 credits)
- Operations Management (20 credits)
- Finance Management (20 credits)
- Human Resource Management (20 credits)

### DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study but it is also flexible in its delivery in order to accommodate part-time and distance learning. The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

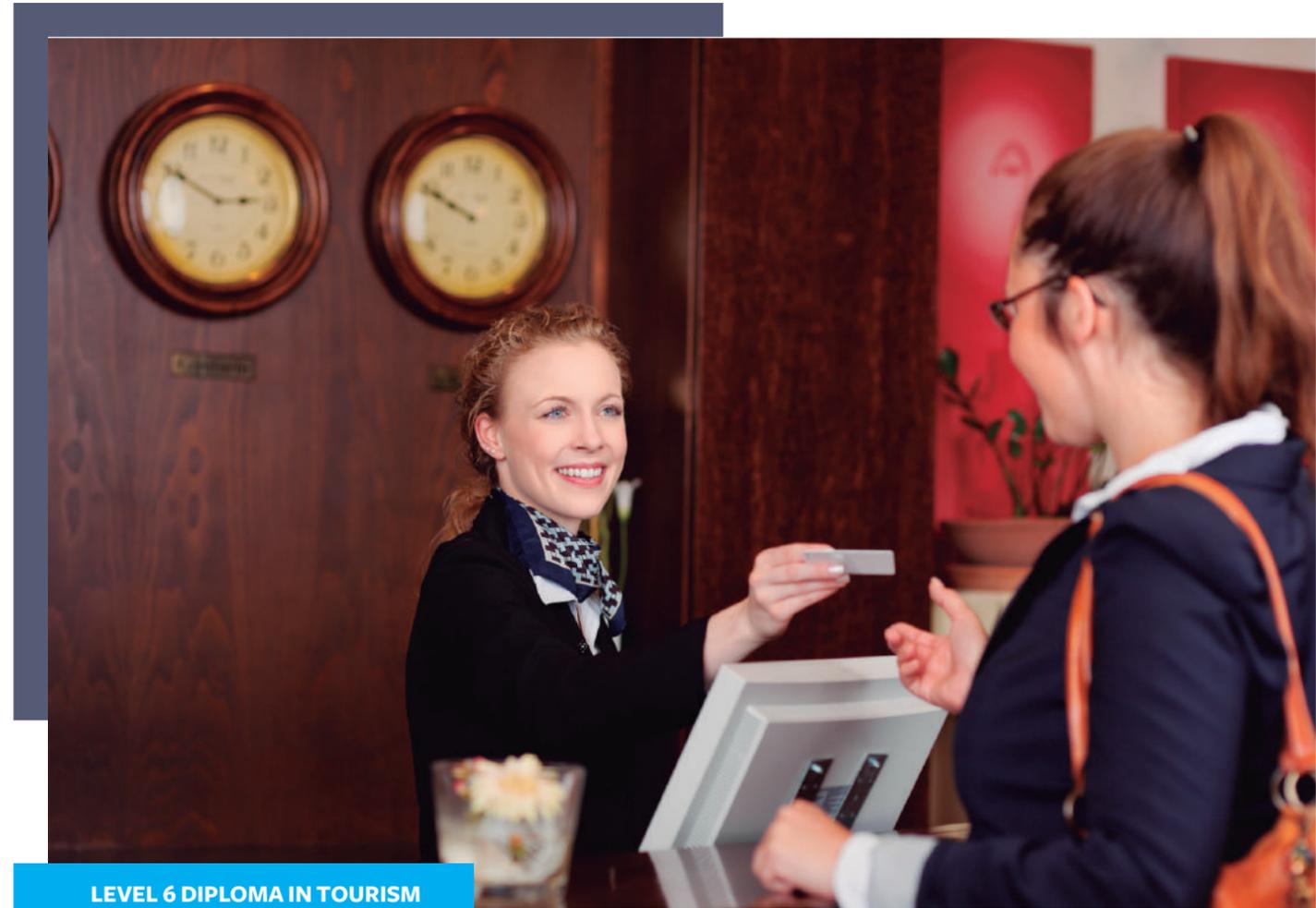
### ASSESSMENTS AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes. To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor. The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

### PROGRESSION

Successful completion of Level 5 Diploma in Tourism and Hospitality Management provides learners the opportunity for a wide range of academic progressions including OTHM Level 6 Diploma in Tourism and Hospitality Management.

As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into Final year of a three-year UK Bachelor's degree programme.



## LEVEL 6 DIPLOMA IN TOURISM AND HOSPITALITY MANAGEMENT

### OVERVIEW

The objective of the OTHM Level 6 Diploma in Tourism and Hospitality Management qualification is to develop learners' management knowledge and skills within the tourism and hospitality industry.

Learners will critically evaluate contemporary knowledge and theories and use these to propose solutions to complex management problems.

Successful completion of the qualification will equip learners with the specialist skills and knowledge they need to plan and manage their work areas, to make effective decisions, and to adapt effectively to the needs of a range of tourism and hospitality organisations.

### ENTRY REQUIREMENTS

For entry onto OTHM Level 6 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 5 diploma or equivalent recognised qualification
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency.
- For more information visit English Language Expectations page in this website.



### EQUIVALENCES

OTHM qualifications at RQF Level 6 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Bachelor's Degrees with Honours, Bachelor's Degrees, Professional Graduate Certificate in Education (PGCE), Graduate Diplomas and Graduate Certificates.

### QUALIFICATION STRUCTURE

The OTHM Level 6 Diploma in Tourism and Hospitality Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

### MANDATORY UNITS

For entry onto the OTHM Level 5 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- Strategic Marketing (20 credits)
- Tourism Policy and Planning (20 credits)
- Organisational Behaviour and Performance (20 credits)
- Technology in the Tourism and Hospitality Industry (20 credits)
- Tourism and International Development (20 credits)
- Researching Tourism and Hospitality Management (20 credits)

### DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study but it is also flexible in its delivery in order to accommodate part-time and distance learning. The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

### ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes. To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor. The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

### PROGRESSION

Successful completion of Level 6 Diploma in Tourism and Hospitality Management qualification provides learners the opportunity for a wide range of academic progressions including relevant OTHM Level 7 Diplomas.

This qualification has been developed with career progression and professional recognition in mind. As the Level 6 Diploma in Tourism and Hospitality Management qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into relevant Master's degree programmes.



## LEVEL 7 DIPLOMA IN TOURISM AND HOSPITALITY MANAGEMENT

### OVERVIEW

The objective of the OTHM Level 7 Diploma in Tourism and Hospitality Management qualification is to provide tourism industry professionals with the specialist knowledge needed to advance their careers, or for graduates entering the tourism and hospitality sector to gain the skills needed to manage business operations.

The qualification provides learners with a contemporary, critical, and international programme that supports their development as managers with a lifelong-learning orientation. The qualification enables learners to analyse complex management problems and to apply and adapt specialist skills and technical terminology to propose solutions to these problems informed by best practice and contemporary research. Successful completion of this qualification will enable learners to progress into or within employment and/or continue their study towards a relevant Master's programme with advanced standing.

### ENTRY REQUIREMENTS

For entry onto the OTHM Level 7 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- An honours degree in related subject or UK level 6 diploma or an equivalent overseas qualification
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency.

### EQUIVALENCES

OTHM qualifications at RQF Level 7 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Master's Degrees, Integrated Master's Degrees, Postgraduate Diplomas, Postgraduate Certificate in Education (PGCE) and Postgraduate Certificates.

### QUALIFICATION STRUCTURE

The OTHM Level 7 Diploma in Tourism and Hospitality Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 600 Guided Learning Hours (GLH) for the completed qualification.

### MANDATORY UNITS

The OTHM Level 5 Diploma in Business Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

- Strategic Management and Marketing (20 credits)
- Destination Management (20 credits).
- International Tourism Policy and Development (20 credits)
- E-Tourism and Social Media (20 credits)
- Advanced Research Methods (20 credits)
- Organisational Behaviour in International Contexts (20 credits)

### DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study but it is also flexible in its delivery in order to accommodate part-time and distance learning. The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

### ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM.

The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes. To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor. The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

### PROGRESSION

The OTHM Level 7 Diploma in Tourism and Hospitality Management qualification enables learners to progress into or within employment and/or continue their further study. As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to progress to Master's top-up programmes at many universities in the UK and overseas with advanced standing.

Study:



# HEALTH AND SOCIAL CARE MANAGEMENT

## LEVEL 6 DIPLOMA IN HEALTH AND SOCIAL CARE MANAGEMENT

### OVERVIEW

The objective of the OTHM Level 6 Diploma in Health and Social Care Management qualification is to equip learners with the underpinning knowledge, understanding and

skills required for a career in the health and social care sector at a managerial level. The programme enables learners to demonstrate their skills by producing evidence from their work activities, to meet national occupational standards. Learners will acquire care management skills in the Health and Social Care sector.

### ENTRY REQUIREMENTS

For entry onto the OTHM Level 6 Diploma in Health and Social Care Management qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 5 diploma or equivalent overseas qualification as recognised by UK NARIC
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency. For more information visit English Language Expectations page in this website.

### EQUIVALENCES

OTHM qualifications at RQF Level 6 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Bachelor's Degrees with Honours, Bachelor's Degrees, Professional Graduate Certificate in Education (PGCE), Graduate Diplomas and Graduate Certificates.

### QUALIFICATION STRUCTURE

The OTHM Level 6 Diploma in Health and Social Care Management consists of 8 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 500 Guided Learning Hours (GLH) for the completed qualification.



#### MANDATORY UNITS

- Personal and Professional Development (10 credits)
- Managing Quality in Health and Social Care (15 credits)
- Principles of Health and Social Care Management (15 credits)
- Health and Safety in Health and Social Care Workplaces (15 credits)
- Financial Decision Making for Healthcare Managers (15 credits)
- Human Resource Management in Health and Social Care (15 credits)
- Leadership and Management for Health and Social Care (15 credits)
- Research Methods for Healthcare Professionals (20 credits)

#### DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study but it is also flexible in its delivery in order to accommodate part-time and distance learning.

The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

#### ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor.

The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

#### PROGRESSION

Successful completion of Level 6 Diploma in Health and Social Care Management qualification provides learners the opportunity for a wide range of academic progressions including progression to relevant OTHM Level 7 Diplomas.

The Level 6 Diploma in Health and Social Care Management has been developed with career progression and professional recognition in mind.

As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into relevant Master's degree programmes. For more information visit University Progressions page in this website.



## LEVEL 7 DIPLOMA IN HEALTH AND SOCIAL CARE MANAGEMENT

### OVERVIEW

The objective of the OTHM Level 7 Diploma in Health and Social Care Management qualification is to develop learners' understanding of policy, management theory and practice in health and social care. It provides learners with an opportunity to engage with the challenges facing professionals, services users and policy makers in their own country. It will provide knowledge that underpins the ability to work as an effective manager in the hospitals/social care industry. It combines both theoretical and practical knowledge in the health and social care profession. The qualification will develop and enhance knowledge and skills in the areas of leading change, effective performance, planning and accountability, development and team leadership. Learners will be able to work in a variety of roles within health care administration and/or management.

Successful completion of the Level 7 Diploma in Health and Social Care Management qualification enables learners to progress into or within employment and/or continue their study towards a relevant Master's programme with advanced standing.

### ENTRY REQUIREMENTS

For entry onto the OTHM Level 7 Diploma in Health and Social Care Management qualification, learners must possess:

- An honours degree in related subject or UK level 6 diploma or an equivalent overseas qualification
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency. For more information visit English Language Expectations page in this website.

### EQUIVALENCES

OTHM qualifications at RQF Level 7 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Master's Degrees, Integrated Master's Degrees, Postgraduate Diplomas, Postgraduate Certificate in Education (PGCE) and Postgraduate Certificates.

### QUALIFICATION STRUCTURE

The OTHM Level 7 Diploma in Health and Social Care Management qualification consists of 8 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 600 Guided Learning Hours (GLH) for the completed qualification.

## MANDATORY UNITS

- Managing Service Delivery in Health and Social Care (15 credits)
- Managing Finance in the Healthcare Sector (15 credits)
- International Health Policy (15 credits)
- Strategic Management in the Healthcare Industry (15 credits)
- Organisational Behaviour in Health and Social Care (15 credits)
- Human Resource Management (15 credits)
- Strategic Marketing for Health and Social Care (10 credits)
- Research Methods for Healthcare Professionals (20 credits)

## DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study, but it is also flexible in its delivery in order to accommodate part-time and distance learning.

The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

## ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor.

The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

## PROGRESSIONS

Achieving the OTHM Level 7 Diploma in Health and Social Care Management qualification enables learners to progress into or within employment and/or continue their further study.

As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to progress to Master's top-up programmes at many universities in the UK and overseas with advanced standing. For more information visit University Progressions page in this website.



Study:  
Online On-Campus Blended

## English Skills Programme (City & Guilds)



The City & Guilds English Skills programme have been designed to create stepping stones for learners and to recognise and reward the progress that learners make on their journey. This course is available from beginner to advance levels.

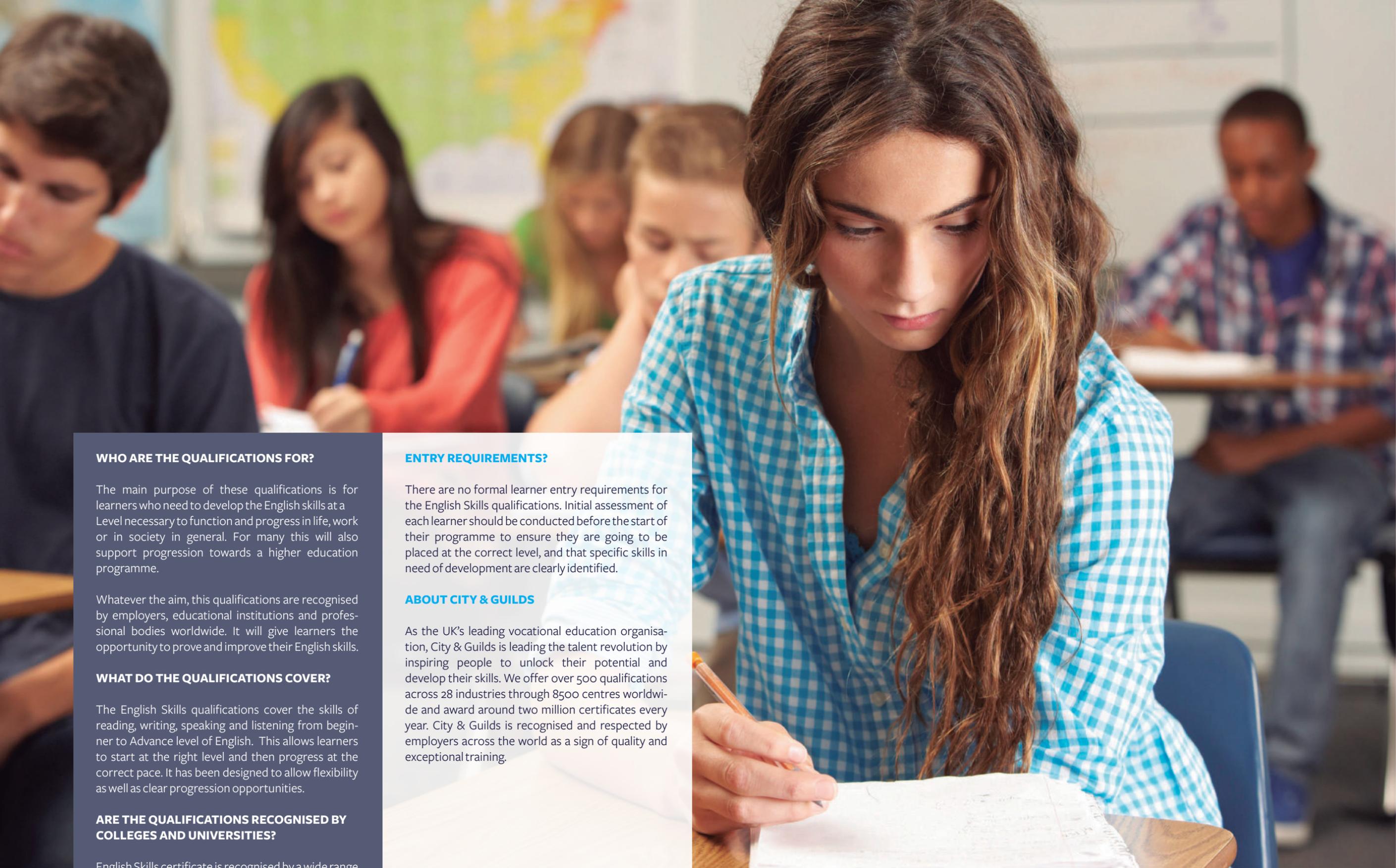
The English Skills qualifications cover the ability to:

- Speak, listen and respond
- Read and comprehend
- Write to communicate.

The unit and qualification design allows learners a flexible approach to developing and certifying either specific skills areas or a broader range of skills, and provides an opportunity to respond to, develop and accredit skills according to an identified need.

Units are small with clear outcomes allowing for robust and rigorous assessment in each skill area.





#### WHO ARE THE QUALIFICATIONS FOR?

The main purpose of these qualifications is for learners who need to develop the English skills at a Level necessary to function and progress in life, work or in society in general. For many this will also support progression towards a higher education programme.

Whatever the aim, this qualifications are recognised by employers, educational institutions and professional bodies worldwide. It will give learners the opportunity to prove and improve their English skills.

#### WHAT DO THE QUALIFICATIONS COVER?

The English Skills qualifications cover the skills of reading, writing, speaking and listening from beginner to Advance level of English. This allows learners to start at the right level and then progress at the correct pace. It has been designed to allow flexibility as well as clear progression opportunities.

#### ARE THE QUALIFICATIONS RECOGNISED BY COLLEGES AND UNIVERSITIES?

English Skills certificate is recognised by a wide range of universities, professional bodies and employers worldwide.

#### ENTRY REQUIREMENTS?

There are no formal learner entry requirements for the English Skills qualifications. Initial assessment of each learner should be conducted before the start of their programme to ensure they are going to be placed at the correct level, and that specific skills in need of development are clearly identified.

#### ABOUT CITY & GUILDS

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

**Study:**

-  Online
-  On-Campus
-  Blended

# INFORMATION TECHNOLOGY

## LEVEL 6 DIPLOMA IN INFORMATION TECHNOLOGY

### OVERVIEW

The OTHM Level 6 Diploma in Information Technology is designed to ensure that each learner is a confident, independent thinker with a detailed knowledge of Information Technology, and equipped with the skills to adapt rapidly to change at a junior or middle management level and aspiring into higher management within their organisation or industry.

The qualification is ideal for those who have started, or are planning to move into, a career in private or public sector business.

### ENTRY REQUIREMENTS

For entry onto the OTHM Level 6 Diploma in Information Technology qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 5 diploma or equivalent recognised qualification
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency. For more information visit English Language Expectations page in this website

### EQUIVALENCES

OTHM qualifications at RQF Level 6 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Bachelor's Degrees with Honours, Bachelor's Degrees, Professional Graduate Certificate in Education (PGCE), Graduate Diplomas and Graduate Certificates.

### QUALIFICATION STRUCTURE

The OTHM Level 6 Diploma in Information Technology consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

### MANDATORY UNITS

- Advanced Computer Networks (20 credits)
- Advanced Data Analytics (20 credits)
- Advanced Database Management Systems (20 credits)
- Management Information Systems (20 credits)
- Computers, Society and Law (20 credits)
- Computing Projects (20 credits)

### DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study, but it is also flexible in its delivery in order to accommodate part-time and distance learning.

The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

### ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor.

The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

### PROGRESSIONS

This Level 6 Diploma in Information Technology qualification has been developed with career progression and professional recognition in mind. Successful completion of this qualification provides learners the opportunity for a wide range of academic progressions. For more information visit University Progressions page in this website.





# HUMAN RESOURCE MANAGEMENT

## LEVEL 7 DIPLOMA IN HUMAN RESOURCE MANAGEMENT

### OVERVIEW

The objective of the OTHM Level 7 Diploma in Human Resource Management qualification is to provide learners with the skills and understanding in human resource management (HRM) that align with good strategic decision making to maintain organisations' competitive advantage.

Learners acquire knowledge through an integrated approach of theory in human resource management and practice using real-time activities. Successful completion of this qualification will develop learners' strategic human resource management and leadership skills and their ability to focus on the requirements of implementing an organisation's strategy.

The Level 7 Diploma in Human Resource Management qualification enables learners to progress into or within employment and/or to work toward a relevant Master's programme with advanced standing.



### ENTRY REQUIREMENTS

For entry onto the OTHM Level 7 Diploma in Human Resource Management qualification, learners must possess:

- An honours degree in related subject or UK level 6 diploma or an equivalent overseas qualification
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency. For more information visit English Language Expectations page in this website.

### EQUIVALENCES

OTHM qualifications at RQF Level 7 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Master's Degrees, Integrated Master's Degrees, Postgraduate Diplomas, Postgraduate Certificate in Education (PGCE) and Postgraduate Certificates.

### QUALIFICATION STRUCTURE

The OTHM Level 7 Diploma in Human Resource Management qualification consists of 8 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 600 Guided Learning Hours (GLH) for the completed qualification.

### MANDATORY UNITS

- Strategic Human Resource Management (15 credits)
- Managing and Co-ordinating Human Resources (15 credits)
- Leadership and Management Development (15 credits)
- Contemporary Issues in Human Resource Management (15 credits)
- Global Talent Management (15 credits)
- Performance and Reward Management (15 credits)
- Employment Legislation (10 credits)
- Business Research Methods (20 credits)

### DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study but it is also flexible in its delivery in order to accommodate part-time and distance learning.

The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

### ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor.

The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

### PROGRESSIONS

The OTHM Level 7 Diploma in Human Resource Management qualification enables learners to progress into or within employment and/or continue their further study.

As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to progress to Master's top-up at many universities in the UK and overseas with advanced standing. For more information visit University Progressions page in this website.





# STRATEGIC MANAGEMENT & LEADERSHIP

## POSTGRADUATE DIPLOMA IN STRATEGIC MANAGEMENT & LEADERSHIP (UK LEVEL 7)

### OVERVIEW

The objective of the OTHM Level 7 Diploma in Strategic Management and Leadership qualification is to develop strategic management and leadership skills for managers who have the authority and personal attributes to translate organisational strategy into effective operational performance. This qualification reflects current practice in Strategic Management and Leadership and allows learners to develop and expand their high-level understanding of strategic management and leadership in the workplace. This qualification is suitable for mature learners with a background in academic study or industry. The qualification has a clear work-related emphasis on practical skills development alongside theoretical fundamentals.

Successful completion of the Level 7 Diploma in Strategic Management and Leadership qualification will equip learners with the key skills and capabilities to become an effective strategic manager. The qualification also allows learners to progress into or within employment and/or continue their study towards an MBA with advanced standing.



### ENTRY REQUIREMENTS

For entry onto the OTHM Level 7 Diploma in Strategic Management and Leadership qualification, learners must possess:

- An honours degree in related subject or UK level 6 diploma or an equivalent overseas qualification
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency. For more information visit English Language Expectations page in this website.

### EQUIVALENCES

OTHM qualifications at RQF Level 7 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Master's Degrees, Integrated Master's Degrees, Postgraduate Diplomas, Postgraduate Certificate in Education (PGCE) and Postgraduate Certificates.

### QUALIFICATION STRUCTURE

The OTHM Level 7 Diploma in Strategic Management and Leadership consists of 4 mandatory units and 2 optional units, making a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 600 Guided Learning Hours (GLH) for the completed qualification.

## MANDATORY UNITS

- Strategic Management (20 credits)
- Strategic Leadership (20 credits)
- Strategic Human Resource Management (20 credits)
- Advanced Business Research Methods (20 credits)

## OPTIONAL UNITS: CHOOSE ANY TWO

- Strategic Financial Management (20 credits)
- Supply Chain and Operations Management (20 credits)
- Entrepreneurship and Innovation (20 credits)
- Globalisation and Corporate Governance (20 credits)
- Strategic Change Management (20 credits)
- Strategic Marketing (20 credits)

## DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study, but it is also flexible in its delivery in order to accommodate part-time and distance learning.

The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

## ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor.

The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

## PROGRESSIONS

Successful completion of OTHM Level 7 Diploma in Strategic Management and Leadership qualification enables learners to progress into or within employment and/or join Master of Business Administration (MBA) (top-up) which is validated and awarded by University of Chichester and delivered by OTHM.

As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are also eligible to progress to an MBA top-up with advanced standing with many universities in the UK and overseas. For more information visit University Progressions page in this website.



Study:

- Online On-Campus Blended

# OFFICE ADMINISTRATION & FINANCE

## DIPLOMA IN OFFICE ADMINISTRATION & FINANCE LEVEL 5

### OVERVIEW

This course equips you with the skills you need to enhance the efficiency of a busy professional office. The aim of this Diploma is to provide participants with advanced skills and knowledge needed to become an effective employee. The practical nature of this programme ensures participants are equipped to play a vital administrative / accounting role of any organization. Participants will be equipped to interpret and synthesise information to confidently resolve complex issues which face today's organisations.

It is designed on a modular basis to meet the needs of working professionals. We train our administration and finance students so that they can achieve positions of responsibility in the accounting, financial and human resources departments of public and private companies.

We also encourage our students the entrepreneurial spirit, so that in the future they can stand out as entrepreneurs or independent professionals.

Upon completion of this programme, participants will have acquired a deeper understanding of how to interpret and use financial reports to make better business decisions and obtain a broader understanding of corporate finance to better assess the value of strategic decisions, including investment projects and acquisitions.

This course starts from the basics to advanced level of Book Keeping, Business Finance, Sage Computerised Accounts, Office Procedures, Customer Care, Payroll, Human Resources, Excel and Word processing.

### SUMMARY OF UNITS BEING STUDIED

#### AWARD IN BUSINESS FINANCE AND ACCOUNTING

- Computerised Accounts (Sage) Software
- Business Finance
- Book Keeping and Accounts

#### SECRETARIAL & ADMINISTRATION COURSE

- Accounts & Bookkeeping
- Computerised Accounts
- Business Finance
- Customer Care
- Spreadsheets
- Word Processing
- Office Procedure

#### PAYROLL & EMPLOYMENT ADMINISTRATION

- Introduction to Payroll;
- List number of important mandatory records necessary for payroll;
- Documentation of employees' payroll records
- Record and insert data from time sheets/-vacation sheets correctly
- An overview of the various Tax rates, Social Security & Maternity Funds contributions
- Calculation and recording of related Tax, SSC and MF contributions per employee
- Government bonuses & Fringe benefits
- Processing of termination payments correctly within stipulated time;
- Preparation of a payslip; identify the difference between Gross pay & Net pay
- Self-cross checking of calculations and workings;
- Preparation of the final payroll list for all employees;
- Adhere to the Government law effecting the payroll process;
- Completion & filing of the various FSS records

### HUMAN RESOURCES MANAGEMENT

- An introduction to HR; purpose and importance of HR within the company
- Different employment contracts available (definite / indefinite / different probation periods)
- Procedure to follow when you are employing / registering or terminating employees (engagement / termination forms, JobsPlus, SCC Department & Inland Revenue)
- An insight to the employment law & employment conditions (DIER)
- Maintaining HR records (employment files, vacation leave & sick leave records)
- OFFICE ADMINISTRATION AND FINANCE
- Advanced administrative functions such as arranging travel and taking minutes.
- Executive support skills such as banking and payroll.
- Advanced Microsoft Office applications (Word, Excel).
- Business writing, Internet research and report writing skills.
- Administrative office or professional office.
- Business Administration
- Administrative personnel.
- Basic to advanced Accounts techniques
- Job search and interview techniques.
- Develop your record keeping, financial and HR skills.
- Leadership skills needed by office supervisors.
- Develop your ICT skills and business communication;
- Manage a business environment and maintain your personal and professional development;
- Throughout the course you will also learn how to:
  - Create and produce business documentation;
  - Format documents and enter data;
  - Communicate in a business environment (e.g. through memos, emails, reports and presentations).

- To help you to maximise your employment prospects, the Diploma will also help you to create an attractive CV, cover letter and personal statement to help you to reach the interview stage of a job application. We will also help you to prepare for job interviews.
- By the end of your Diploma, your administrative, customer service, ICT, technical writing, finance and HR skills will all have improved and you will have the confidence to seek employment, higher pay or a promotion.
- Understand the dynamics and goals of your organisation
- Understand the value of and be able to implement the day-to-day activity
- Present action plans with the aid of information technology
- Evaluate own strategy and identify own strength and weakness and modes of improvement Responsible for collections.
- Responsible for public administration
- Understand how the economic outcomes of business decisions are reflected in an organisation's financial reports;
- Communicate more effectively with their CFO and financial executives;
- Understand business valuation techniques;
- Hone the ability to assess the strengths and weaknesses of competitors by analysing their financial statements;
- Improve their ability to use financial information in managerial decision-making
- Assess the desirability and value of investment projects, corporate assets, and whole companies (acquisitions);
- Understand the impact of operating decisions on financial performance.

### QUALIFICATION

After successfully passing all exams student will have achieved 120 credits in total. This qualification is recognized by the Malta Qualification Council as MQF Level 5.

Careers you can pursue on completion of this course

- Junior Auditor
- Commercial agent for insurance of banks and financial institutions.
- Administrative manager.

### ENTRY REQUIREMENTS

There are no formal entry requirements for candidates undertaking this qualification but a good knowledge of English is mandatory.

### COURSE DURATION

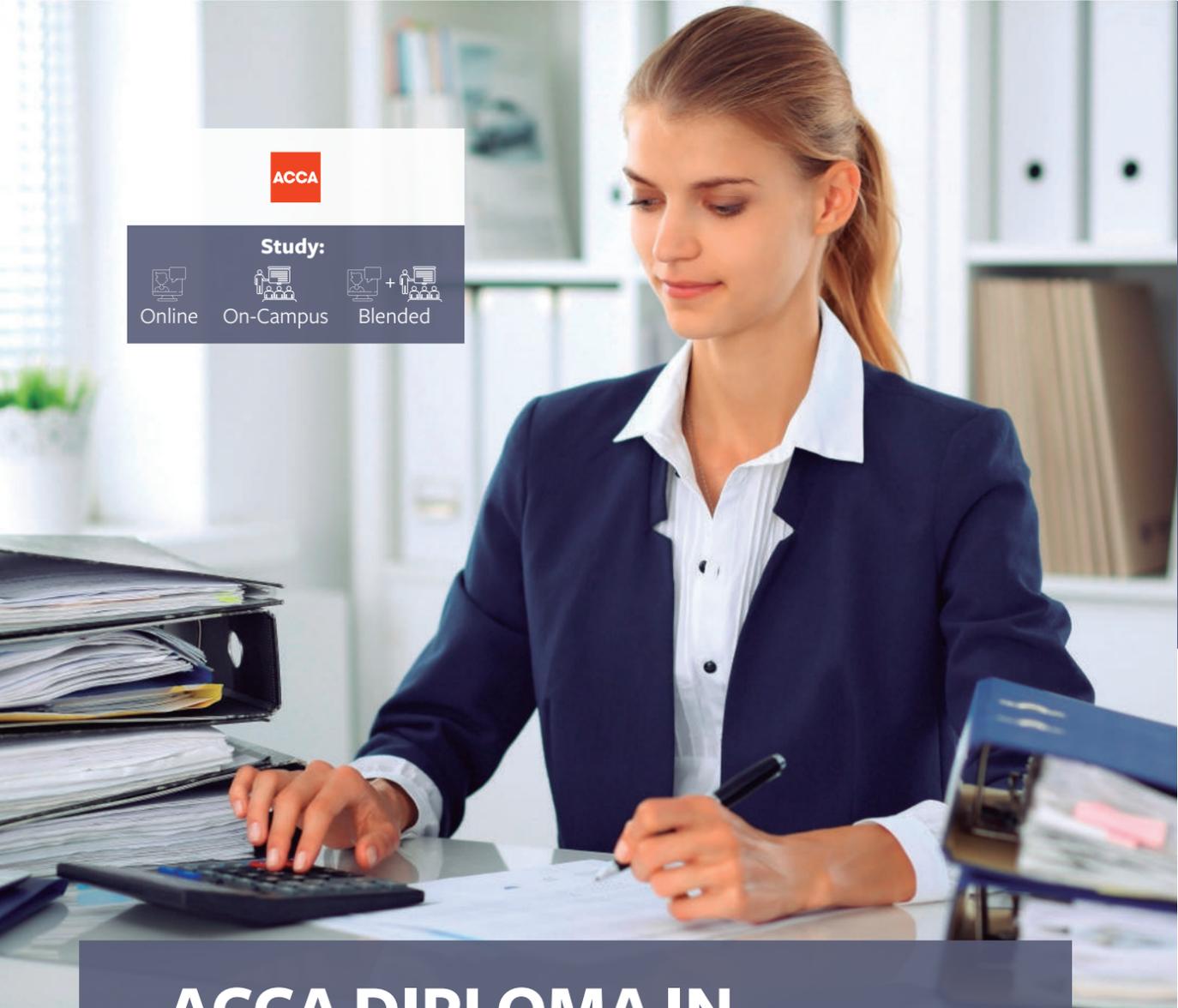
1 Academic Year





**Study:**

- Online   On-Campus   Blended



# ACCA DIPLOMA IN ACCOUNTS AND BUSINESS

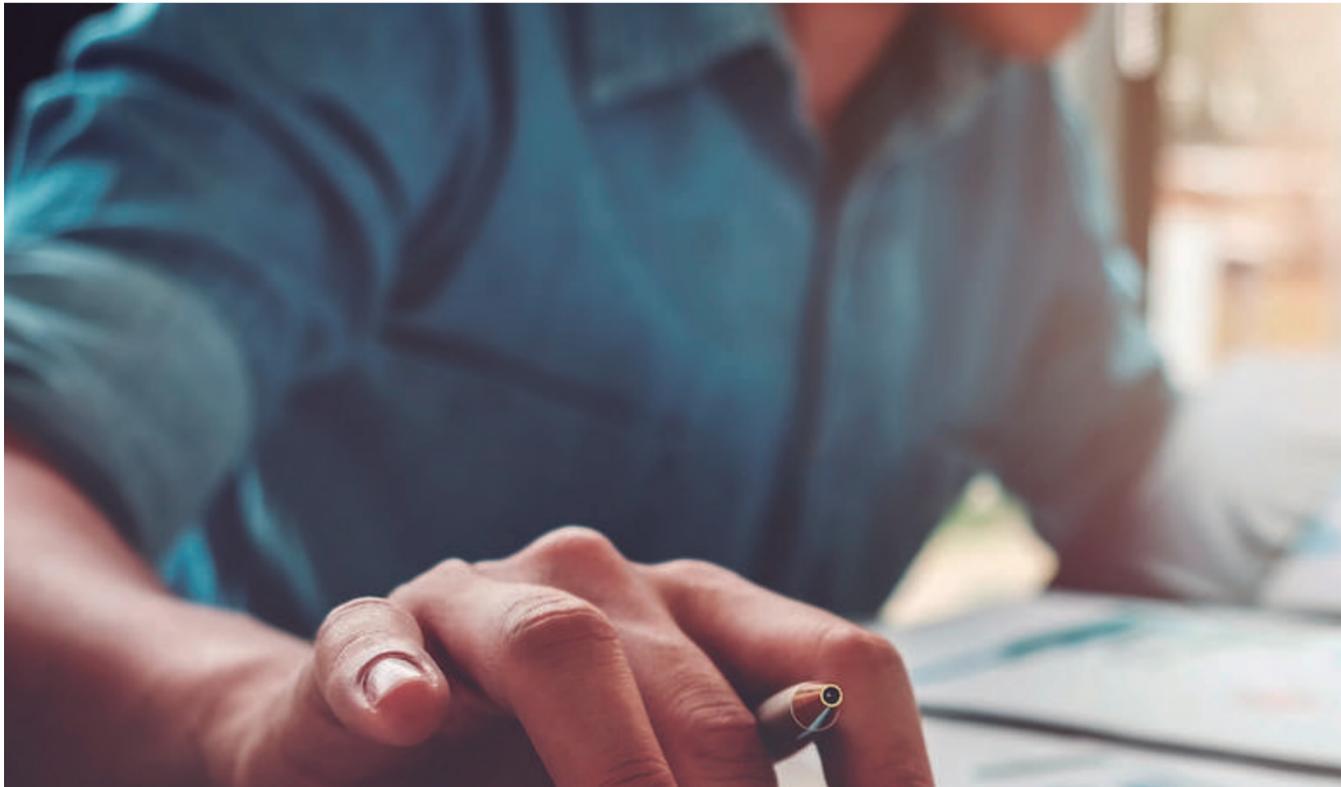
## DIPLOMA IN ACCOUNTS AND BUSINESS LEVEL 5 (KNOWLEDGE)

### OVERVIEW

ACCA – Association of Chartered Certified Accountants is a globally recognised accountancy qualification. It is a badge of quality and professionalism that ensures your knowledge and skills are of the highest standard.

As an ACCA GOLD Approved Learning Partner and delivering high pass rates, Learnkey Institute can help you develop the skills you need to succeed in your career.

The ACCA Qualification gives you the most up-to-date skills you need to become a finance professional.



### SUMMARY OF UNITS BEING STUDIED

The Diploma in Accounting & Business Level 5, also known as Applied Knowledge, which includes papers AB (F1), FA (F2) and FA (F3), is the starting point on your way to achieving your ACCA qualification. Once you've passed all 3 papers, you can continue on to the ACCA Skills module.

The Applied Knowledge are an exceptional introduction to the world of finance and accounting, providing you with a broad understanding of essential accounting techniques. There are three Applied Knowledge exams:

- Accountant In Business (F1/FAB – Accountant In Business)
- Management Accounting (F2/FMA – Management Accounting)
- Financial Accounting (F3/FFA – Financial Accounting)

F1/AB, F2/FMA and F3/FA are computer based exams. Students can sit for these exams at Learnkey Training Institute on demand.

### QUALIFICATION

After successfully passing all exams student will be awarded with the Diploma in Accounting & Business Level 5. This qualification is recognized by the Malta Qualifications Recognition Information Centre (MQRIC).

### ENTRY REQUIREMENTS

No previous academic or accountancy qualifications are required to study for this qualification and is suitable for those aspiring to work or already working in the following types of roles:

- Basic bookkeeping
- Trainee accountant in a commercial organisation or accounting practice
- Accounts Clerk in public sector.

### COURSE DURATION

1 Academic Year



## DIPLOMA IN ACCOUNTS AND BUSINESS LEVEL 6 (KNOWLEDGE)

### OVERVIEW

ACCA – Association of Chartered Certified Accountants is a globally recognised accountancy qualification. It is a badge of quality and professionalism that ensures your knowledge and skills are of the highest standard.

As an ACCA GOLD Approved Learning Partner and delivering high pass rates, Learnkey Institute can help you develop the skills you need to succeed in your career.

The ACCA Qualification gives you the most up-to-date skills you need to become a finance professional.

### SUMMARY OF UNITS BEING STUDIED

ACCA Applied Skills level is the second level in the ACCA qualification. This level is open to students who have completed the Knowledge level or gained exemptions from the Knowledge level through relevant study, such as completing a relevant degree.

Comprising modules LW (F4) to FM (F9), this module examines the principle technical subjects that you're expected to have an advanced understanding of. These subjects include law, taxation, auditing and financial management, financial reporting and performance management. You will develop knowledge and skills in these subject areas, reaching a level of knowledge equivalent to a Bachelor's degree.

The Applied Skills exams build on your existing knowledge and understanding developing strong, broad and practical finance skills. There are six Applied Skills exams:

- Corporate and Business Law (F4/LW)
- Performance Management (F5/PM)
- Taxation (F6/TX)
- Financial Reporting (F7/FR)
- Audit and Assurance (F8/AA)
- Financial Management (F9/FM)

### QUALIFICATION

After successfully passing all exams student will be awarded with the Advanced Diploma in Accounting & Business Level 6. This qualification is recognized by the Malta Qualifications Recognition Information Centre (MQRIC).

### ENTRY REQUIREMENTS

If you have two A Levels and three GCSEs in five separate subjects including English and maths (or equivalent qualifications), you can start your studies at the ACCA Qualification.

If you do not meet the minimum entry requirements to start the ACCA Applied Skills, then you will need to apply for the Diploma in Accounting and Business Level 5 (Applied Knowledge).

### EXEMPTIONS

If you have a relevant degree from a university accredited by ACCA, then you may not need to take all of the ACCA Qualification exams. Nine exams at the Fundamentals level of the ACCA Qualification are eligible for exemption. You cannot claim exemptions from any exams at the Professional level.

Only ACCA can confirm if you are entitled to any exemptions. For more information please click on the link below.

ACCA Global Exemptions link (<https://www.accaglobal.com/ie/en/help/exemptions.html>)

### COURSE DURATION

1 Academic Year



Study:



# MBA PROGRAMME

## MASTER OF BUSINESS ADMINISTRATION (MBA) (TOP-UP)

The Master of Business Administration (MBA) is an esteemed postgraduate qualification that provides an overview of key business practices and is highly valued by top employers and businesses globally.

### PROGRAMME OVERVIEW

The Master of Business Administration (MBA) (top-up) programme is offered to students who already possess the OTHM Level 7 Diploma in Strategic Management and Leadership qualification. The MBA (top-up) programme allows you to achieve an MBA qualification in up to six months, so it is a fast track to new opportunities and enhanced career prospects.

To join the MBA (top-up), you should already hold the OTHM Level 7 Diploma in Strategic Management and Leadership (120 credits) qualification, and you should have suitable managerial experience. The flexible nature of the programme means that most students complete within approximately four to six months.

### MODULE INFORMATION AND DELIVERY

Consultancy Project Report – compulsory:  
The MBA (top-up) consists a compulsory single module ‘Consultancy Project Report’ worth 60 credits.

The module provides the opportunity for you to examine an area of particular interest within an appropriate organisational context. The module is designed to make a major contribution to your professional and intellectual development, through enabling you to demonstrate your capacity for sustained independent thought, learning and critical reflection. You will evidence this by producing a ‘Consultancy Project Report’ of 12,000 words.

The Consultancy Project Report is delivered and assessed by our UK based academic team using our virtual learning platform and direct support from your allocated supervisor.

### ENTRY REQUIREMENTS

To apply for this course, you need to possess the OTHM Level 7 Diploma in Strategic Management and Leadership (120 credits) qualification, you must also have a minimum of 2 years’ work experience at graduate level, in either a managerial or professional capacity which may include voluntary work, placements, internships, project management etc.

### INTAKES

September, January, and May.



## BA (HONS) TOURISM AND HOSPITALITY MANAGEMENT (TOP UP)

The BA (Hons) in Tourism and Hospitality Management will give you a sound understanding of the tourism sector that will stand you in good stead as you progress in a career in the industry.

### PROGRAMME OVERVIEW

Within this framework business you will explore the following:

- The concepts and characteristics of tourism and hospitality as an area of academic and applied study in relation to business, management and wider social science, and at local, national and global levels;
- The operation and management of resources;
- The management and development of people within organisations;
- Uses and management of finance, and the use of accounting information;
- The development, management and exploitation of information systems;
- The development of appropriate policies and strategies within the context of the external environment
- Issues in relation to the global environment, including issues of sustainability, ethics, and the use of technology

This top-up programme is rigorous and challenging and builds on your prior OTHM Level 5 Diploma studies.

### MODULE INFORMATION AND DELIVERY

- International Business (20 credits)
- Business Strategy (20 credits)
- Tourism Policy and Planning (20 credits)
- Business Communications (20 credits)
- Tourism and International Development (20 credits)
- Tourism and Hospitality Research (20 credits)

The programme is delivered over one academic year using a blended learning approach. You will benefit from:

- Online teaching in small groups which is central to the delivery of the programme.
- The ability to study 24/7 at your own pace and times convenient to you
- Emphasis on a supportive environment that enables you to master the challenge of Level 6 study
- Professional focus to the programme underpinned by an innovative, practice-based assessment.

### ENTRY REQUIREMENTS AND INTAKES

To apply for this course, you need to possess the OTHM Level 5 Diploma in Tourism and Hospitality Management (120 credits) qualification.

Intakes are in September, January and May.

### AWARDING INSTITUTION

The BA (Hons) Tourism and Hospitality Management programme is validated and awarded by University of Chichester.

### SUPPORT

We want students on our course to have the support they need to make the most of their investment in their own future.

You will receive excellent support from our academic team, including your programme manager, module tutors and your personal tutor who will be with you every step of the way.



## BA (HONS) BUSINESS MANAGEMENT (TOP UP)

Our BA (Hons) in Business Management equips students with the expertise to understand the changing world of business on a national and global scale. Those who are successful in achieving this degree are highly sought after by employers for their in-depth knowledge of current business practice and for their ability to analyse business challenges and explore solutions.

### PROGRAMME OVERVIEW

In combination with the experience gained through studying OTHM Level 5 Diploma in Business Management, this programme aims to:

- Provide a coherent, broad based programme of study of business organisations and their management within the context of a changing external environment;
- Develop self-aware, reflective students who take responsibility for their own learning and demonstrate a responsibility to fellow learners;
- Develop a range of intellectual and practical skills that will enable graduates to add-value within the workplace;
- Provide assessment and project-based tasks that allows students to apply knowledge and skills appropriately within an authentic context;
- Provide the educational foundation that is relevant to further study and life-long learning;
- Create a learning environment where professional standards are expected, but at the same time recognises that learning is challenging, and appropriate support is provided both by staff and fellow learners for career development.

### MODULE INFORMATION AND DELIVERY

The programme consists of 6 modules covering:

- International Business (20 credits)
- Business Strategy (20 credits)
- Leadership and Management Development (20 credits)
- Business Communications (20 credits)
- New Venture Management and Development (20 credits)
- Business and Management Research (20 credits)

The programme is delivered over one academic year using a blended learning approach.

You will benefit from

- Online teaching in small groups which is central to the delivery of the programme.
- The ability to study 24/7 at your own pace and times convenient to you
- Emphasis on a supportive environment that enables you to master the challenge of Level 6 study
- Professional focus to the programme underpinned by an innovative, practice-based assessment.

### ENTRY REQUIREMENTS AND INTAKES

To apply for this course, you need to possess the OTHM Level 5 Diploma in Business Management (120 credits) qualification.

Intakes are in September, January and May.

### AWARDING INSTITUTION

The BA (Hons) Business Management programme is validated and awarded by University of Chichester.

### SUPPORT

We want students on our course to have the support they need to make the most of their investment in their own future.

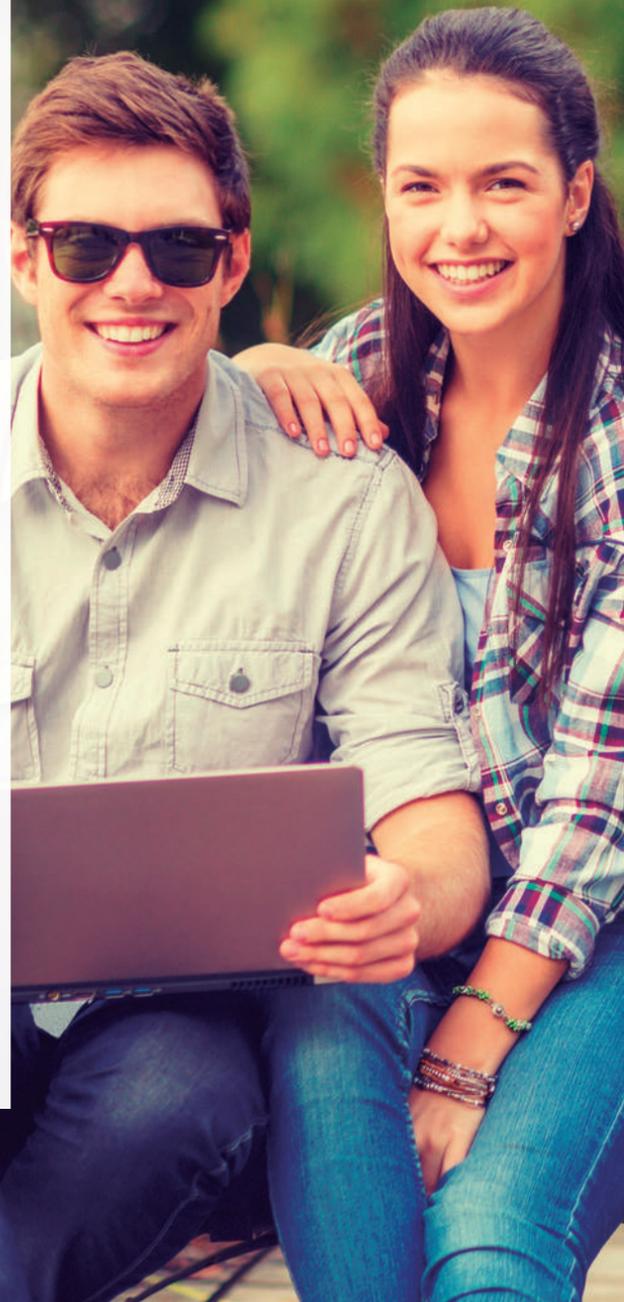
You will receive excellent support from our academic team, including your programme manager, module tutors and your personal tutor who will be with you every step of the way.

# Progression Routes

## OVERVIEW

Learnkey Training Institute's awarding bodies are connected with a number of institutions worldwide and this ensures that our learners have a variety of progression routes from our qualifications. Whether it is ensuring our qualifications are vocational, allowing learners to progress straight into employment or giving the opportunity for progression to a university degree.

Some of the progression routes below may depend on which units the learner has studied and prices may be subject to change.



## WORK EXPERIENCE AND INTERSHIP

We offer a programme which allows you to study while making the most of your experience in Malta.

Prior to your arrival in Malta we will have made all the arrangements for a work placement suited to your specific requirements, taking into consideration your professional specialisation, qualifications, work experience, level of English, age and duration of your stay.

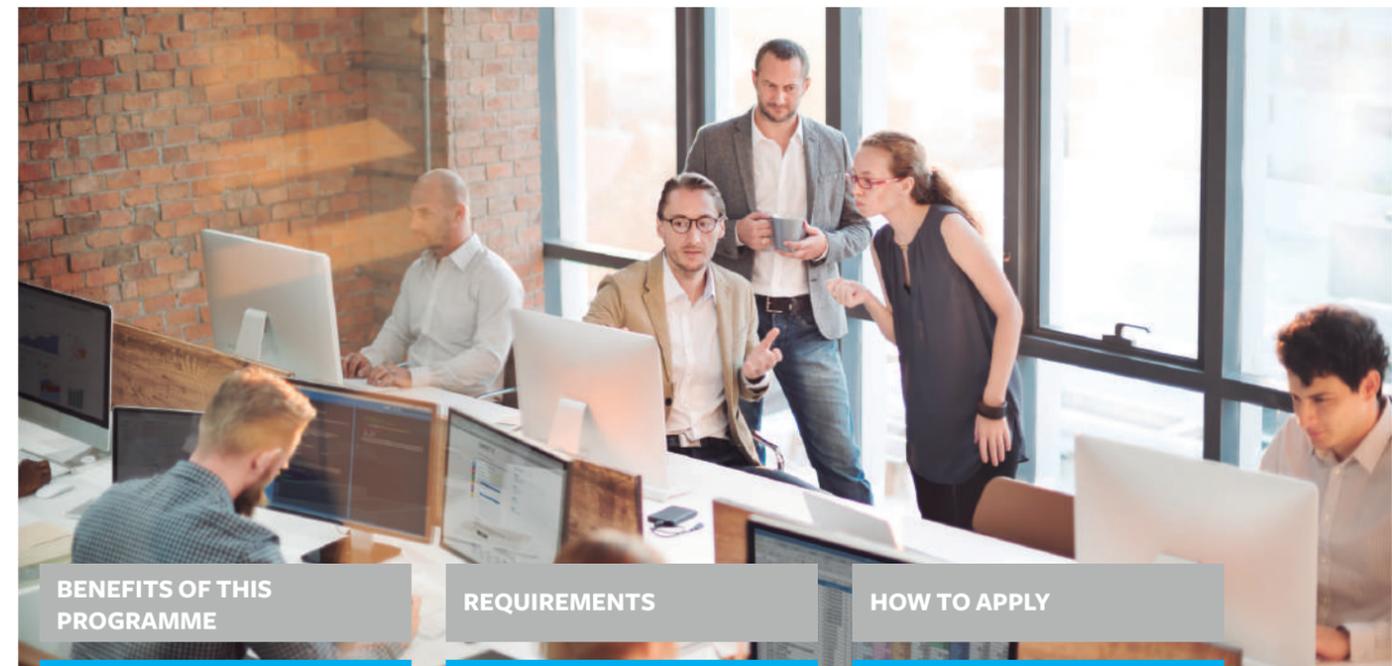
Upon completion of enrollment we can arrange up to three different interviews with our client companies with the possibility of a work placement.

### Job Placements In A Wide Range Of Fields

- Hospitality and Tourism
- Sport and Leisure
- Environment
- Culture and Heritage
- Secretarial and Office
- Administration
- Retail
- Finance
- Accounts

Paid and unpaid job offers (varies according to the candidate's background and availability of vacancies)

You can combine your work experience with any of our Courses, or indeed a tailor-made solution we can organise to fit your needs.



### BENEFITS OF THIS PROGRAMME

- 20 to 40 hours work per week
- A certificate of achievement
- A skills assessment Certificate
- A reference letter

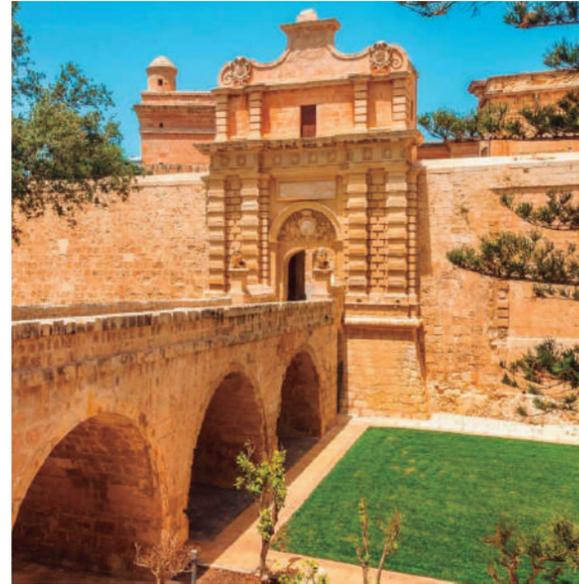
### REQUIREMENTS

- Minimum age of participants: 18 Years
- Minimum level of English required: Intermediate/ B1+
- Minimum length of course: 6 weeks for EU/EEA students and 25 weeks for non-EU/EEA students
- Maximum length of course: 50 weeks

### HOW TO APPLY

- Submit your booking form between 8 and 12 weeks before your preferred start date. Additionally, please provide us with the following documents:
- A copy of your CV
  - A photocopy or scanned copy of your passport or ID Card (when applicable)
  - A copy of your motivation letter

How to apply: Submit the 4 required documents which are Passport Copy; Curriculum Vitae; Motivation Letter and Application Form. The application process must start at least 8 weeks prior to programme commencement.



# Social Activities



Learnkey Training Institute has designed an extensive range of social programmes to make student's lives in Malta as exciting as possible, where students will be able to make the most out of their time in the city, meet fellow international students, learn about life and culture in their study destination.

# Student Services

Our team is organized to provide a range of services to our students beyond their study programmes.

The College will not charge for support services it supplies or referring students to external support services. Students will have to pay any fees charged by external support services that they use.

Our individual student services include:

- Accommodation placement
- Student counselling
- Airport pick-up and drop-off service
- Local insurance
- Employment assistance
- Indoor and outdoor activities
- Orientation programme

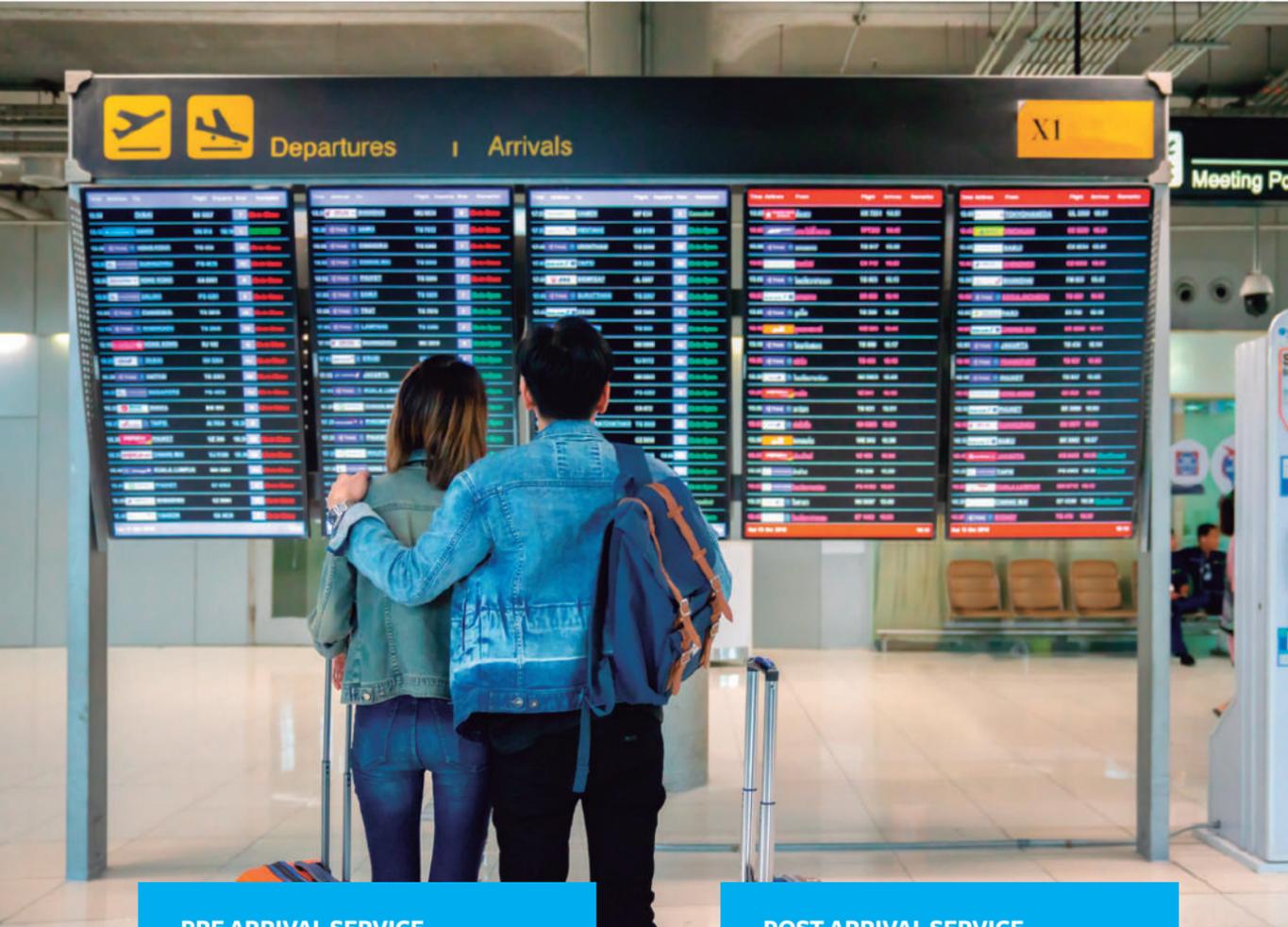
YOUR CLASSES			
<b>YOUR FIRTS DAY</b>	<b>TUTORIALS</b>	<b>PROGRESS TEST</b>	<b>YOUR OUTCOMES</b>
<b>CLASS PLACEMENT</b>	Lessons are all face-to-face but teachers use modern technology, including the latest digital resources to ensure that your lessons are varied, up-to-date and dynamic.	Every Monday you will take a short progress test to revise and assess what you have studied.	<b>CERTIFICATES</b>
On your first day at Learnkey Training Institute you will take a placement test and have a spoken interview.			After successfully passing all exams student will be awarded with a certificate or Diploma, depending on the course they are studying.
<b>STUDY PLAN</b>	<b>SMALL CLASSES</b>	<b>TUTOTIALS</b>	
We will also help you to plan your course by advising you on Special Focus Modules and activities.	We have small classes so that your teacher can give all students the attention they need.	You will have regular tutorials with your class teacher to discuss your progress and review your study plan.	

# Accommodation

Learnkey Training Institute invites you to live in one of our wide range of accommodation options which are designed for students of many different cultures and preference of choices to suit each student's individual budget and needs.

HOMESTAY	STUDENT RESIDENCE	HOSTELS	STUDIO FLATS
<p>Homestays are the best option to experience the culture deeper and learn further about local people. This is highly recommended for students who want to feel closer to the Irish life style, including home cooking and the opportunity of practicing the language through conversation.</p> <p>The student can also experience living in a very typical environment, which enriches their immersion in the local culture.</p>	<p>Our houses are intended for individuals who really want to enjoy the student accommodation experience.</p> <p>All of our residences are located in safe areas of the city and most of them are very close to the College. These residences are well equipped with all standard conveniences such as TV, washing machine, dishwasher, microwave, cooker and central heating. Free broadband internet access is available.</p>	<p>We hold very solid partnerships with hostels around the college area as we believe that many students look for budget accommodation options in addition to a good place to socialize with people coming from all over the world.</p> <p>Our hostels are previously checked and approved to receive our students</p>	<p>We can also provide self-catering studio flat private or shared for students looking for independent living.</p> <p>Studios are also suitable for professional people and small families</p>
 <p>Single or twin room Shared family bathroom Breakfast and evening meal every day Light laundry facilities</p>	 <p>Single, twin and multi-bedded room</p>	 <p>Single, twin, triple and Multi-bedded room with breakfast included</p>	 <p>Private Studio for individual use Bills and all facilities are included</p>





#### PRE ARRIVAL SERVICE

**Airport Pickup:** When requested, the student will be greeted at the airport by the nominated person under the meet and greet programme.

**Insurance for Non EU Students:** In the case of students who require a visa it is necessary to obtain medical insurance which is sufficient to cover any medical emergency such as: hospital care or a doctors visit while in Malta The school can organise medical insurance cover that meets immigration authorities requirements.

**Health Cover for EU/EEA Students:** Students travelling to the school from European Union countries may avail of the European Health Insurance Card (EHIC, formerly E111) from the Health or Social

Services departments of your home country.

#### POST ARRIVAL SERVICE

**Meet and greet programme:** After pick up from the airport, the student will be transferred to either the accommodation arranged by the college or the student's preferred place of stay. A small meeting at the airport and arrangement for transport, living accommodation and initial counselling plays a vital role in making the students transition a more comfortable experience.

**Counselling support:** The college has qualified staff to counsel students who require additional support on a range of issues from academic to personal. All information is treated as confidential and special attention is given to specific challenges international students encounter when adjusting to a new cultural environment.

**Employment Assistance:** The student welfare officer is keen to help students to gain experience while studying at European College of Business and Hospitality.

**Orientation Programme:** We will provide an age and culturally sensitive orientation programme in which students will be provided with relevant information by our staff during face to face sessions, to make their stay enjoyable.



#### USEFUL INFORMATION

- **Public holidays in Malta each year:** New Year's Day (1st of January), Saturday 10th February (Feast of St. Paul's Shipwreck), Monday 19th March (Feast of St. Joseph), Friday 30th March (Good Friday), Saturday 31st March (Freedom Day), Tuesday 1st (May Worker's Day), Thursday 7th June (Sette Giugno), Friday 29th June (Feast of St. Peter and St. Paul), Wednesday 15th August (Feast of the Assumption), Saturday 8th September (Feast of Our Lady of Victories), Friday 21st September (Independence Day), Saturday 8th December (Feast of the Immaculate Conception), Thursday 13th December (Republic Day), Tuesday 25th December (Christmas Day)
- **School Holiday Closure:** School Holiday Closure: from 21st December 2020 to 04th January 2021
- **School opening hours:** From 9:00am to 6:00pm Monday to Friday
- **How to apply:** Request an enrolment form, complete it and send it back to our College, alternatively you can complete our online enrolment form. We will send an invoice stating the fees to be paid. We will then provide you with the necessary documents you will need for your arrival in Malta.
- **VISA information:** It is important to check if you require a visa to visit Malta for study or as a tourist. In general, students visiting Malta and travelling with a passport issued in European Union (EU) or European Free Trade Association (EFTA) countries do not require a visa to enter the country. Malta does not require that passport holders of a number of other countries obtain a visa before arrival. Refer to this link to get further information about VISA requirements to enter in Malta: <https://identitymalta.com/who-requires-a-visa/>
- **Payment and refund policy:** All services must be paid in full before the starting date of the course. Please refer to our website to see latest version of our Refund and Cancellation Policy.



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**Institute**

