

Prospectus

Empire College London

2023-2024



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Welcome Message

It is a great pleasure to welcome you to Empire College London on behalf of the entire ECL team. Our team is dedicated to providing students with the ideal platform to succeed within the College and beyond. Our caring and supportive environment will ensure that you will have an enjoyable and fulfilling time with us.

All our courses are accredited by recognised awarding bodies which provide students with the opportunity to develop contemporary theoretical knowledge and practical skills in their chosen subjects. Empire College London offers you the opportunity to gain a qualification which will allow you to improve your job prospects or progress onto further studies.

Our Goals:

- To deliver an outstanding student experience
- To maintain and develop excellence in academic standards
- To ensure all our students and staff have access to high quality, safe and secure learning environment
- To encourage and facilitate the development of students and staff
- To represent value for money while raising and widening participation in Further and Higher Education

Our Aims:

- **Professional:** to act with professionalism at all times
- **Inspiring:** to motivate, encourage and support all individuals within the College to realise their potential and achieve their goals
- **Respect:** to behave respectfully towards all and value everyone's inputs and ideas equally
- **Honesty and integrity:** to be transparent, fair, open and trusting

We look forward to welcoming you to Empire College London, and we can assure you that during your time with us, we will be,

“Working together towards your future”

Organisations we work with

Office for Students (OfS)

Empire College London is registered as an English Higher Education Provider listed on the OfS Register.

UK Provider Reference Number: 10022047

Quality Assurance Agency (QAA)

The Quality Assurance Agency is the independent body entrusted with monitoring and advising on standards and quality in the UK Higher Education Sector.

[QAA Review Report Link](#)

Pearson

Pearson Education Limited (Pearson) is the UK's largest awarding organisation, offering academic and vocational qualifications and training to schools, colleges, employers and other places of learning in the UK and internationally.

City & Guilds

City & Guilds is one of the UK's leading awarding bodies offering more than 500 qualifications across 28 industry sectors. City & Guilds is the biggest name in the UK for vocational education.

UK Visas and Immigration

Empire College London is licensed by the Home Office – UK Visas and Immigration to sponsor migrants under the Student Route of the points-based system. **License Number: RA44D5FH5**

Independent Schools Inspectorate (ISI)

The Independent Schools Inspectorate is an agency approved by the UKVI to carry out Educational Oversight inspections of Private Further Education Colleges and English Language Schools in England and Wales. ISI inspection is for the benefit of the students in colleges and seeks to improve the quality and effectiveness of their education.

[ISI Review Reports](#)

The Education Guidance Service (EGS)

We work with The Educational Guidance Service to provide welfare and support to our students who have declared learning disabilities. EGS conducts diagnostic assessments to assess specific learning difficulties of our students and compiles a report with reasonable adjustment advice, which helps us in supporting our students in their learning journey.

Why study Business at Empire?

In a rapidly changing business environment, employers are looking for individuals who constantly have their finger on the pulse and can easily find solutions to an array of problems. Our business courses will provide the fundamental tools to satisfy the above criterion and enable you to explore solutions, demonstrate critical evaluation and use both theory and practice in a wide range of business situations.

Enrolling on one of our business courses will develop you as independent-thinking professionals who can meet the demands of employers and adapt to a constantly changing world. You will gain the confidence to work across different business functions and to lead, manage, respond to change, and tackle a range of complex business situations. These courses will also equip you with knowledge and understanding of culturally diverse organisations, cross-cultural issues, diversity, and values.



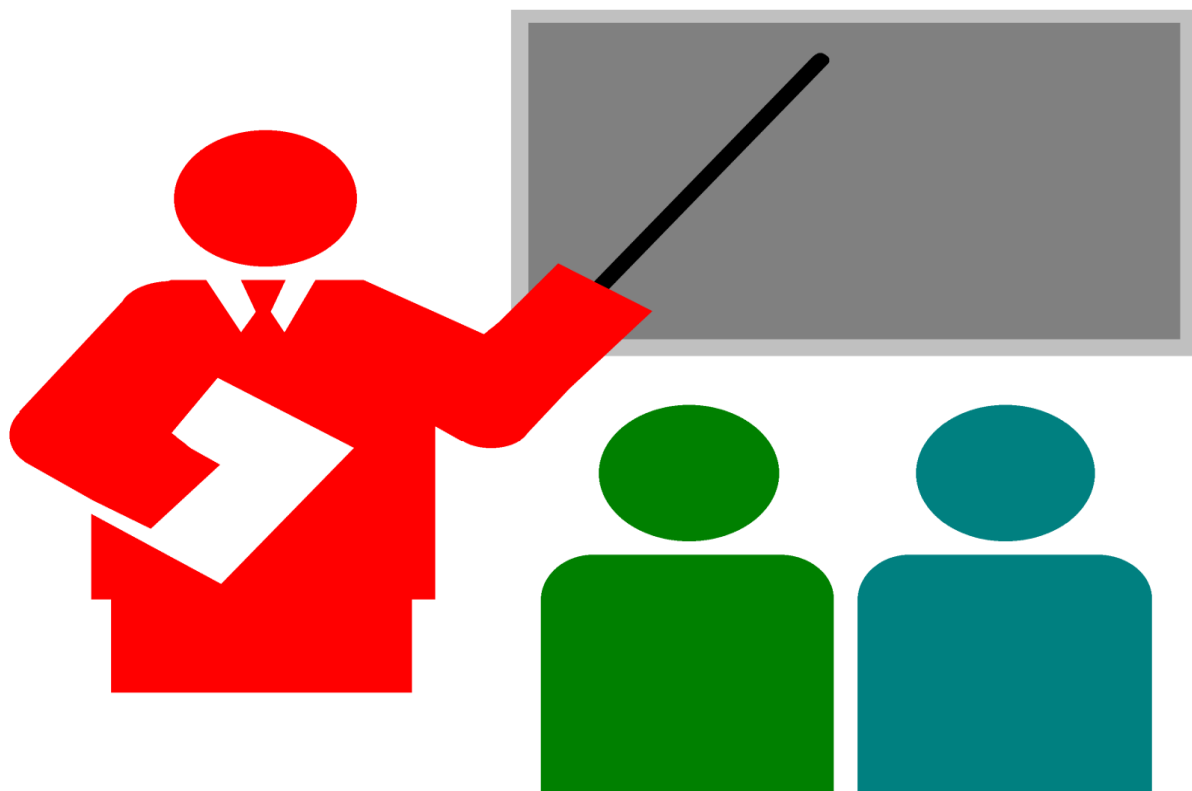
STUDY PROGRAMMES AVAILABLE

| RQF Level | Awarding Body | Programme | Duration |
|-----------|---------------|--|-----------|
| Level 4 | Pearson | Pearson BTEC Level 4 Higher National Certificate in Business (RQF) | 12 Months |
| Level 5 | Pearson | Pearson BTEC Level 5 Higher National Diploma in Business (Business Management) (RQF) | 24 Months |
| Level 7 | Pearson | Pearson BTEC Level 7 Extended Diploma in Strategic Management and Leadership (RQF) | 12 Months |

Why study Teacher Training at Empire?

If you are working or want to work as a teacher/trainer, we can enhance your skills, so you are ready and prepared to practice in the Further Education and Skills sector. This course is ideal for those who are from the following backgrounds:

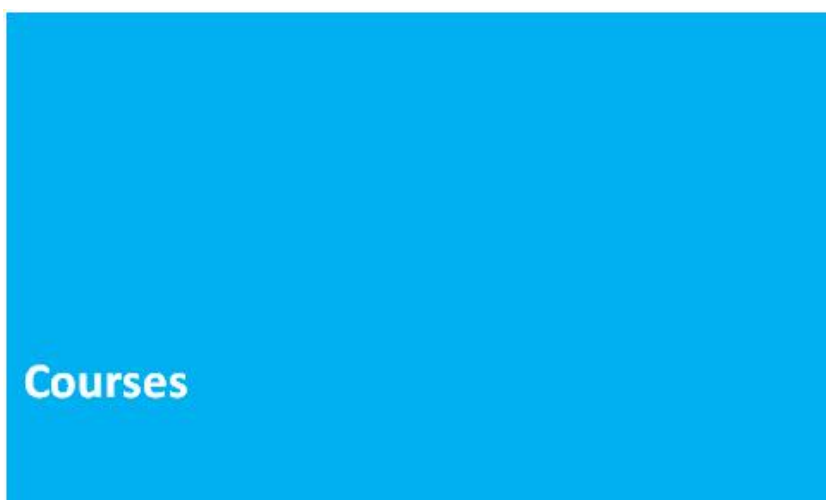
- For candidates who are not in a teaching/training role and wish to enter the teaching field.
- For teachers/trainers who are seeking career progression in their area of work
- For candidates who have completed the City and Guilds Award in Education and Training, or Award in Preparing to Teach in the Lifelong Learning Sector and wish to progress



Enrolling on the Level 5 Diploma in Education and Training course you will be able to research into current practice, theories and models relating to education and training. This will enable you to demonstrate your ability to transfer the findings of your research into your own practice.

STUDY PROGRAMMES AVAILABLE

| RQF Level | Awarding Body | Programme | Duration |
|-----------|---------------|---|-----------|
| Level 5 | City & Guilds | Level 5 Diploma in Education and Training (DET) | 12 Months |



Level 5 Diploma in Education and Training (DET)

Course ID: ECLDETFT

Awarding Body: City & Guilds - Awarding body course specification can be found [here](#)

Duration: 12 Months

Intake: September and February

Location: London and Birmingham

RQF Level: 5

Credit Value: 120 credits for full qualification

Study Mode: Full-time

Tuition Fee: £6000

Entry Requirements:

- Applicants must be 19+
- Applicants wishing to undertake the DET programme must be experienced or qualified in the subject area they wish to teach at the appropriate level
- Applicants must have access to 100 hours of teaching/training practice. (Learners also need a subject-specific mentor to support their studies)
- Additionally, due to the nature of both the theory and practical assessments, applicants need to have a good level of Literacy and Numeracy

English Language Requirements:

- International students must fulfil the UKVI requirements by providing a valid SELT (Secure English Language Test)
- All students will need to demonstrate that their English Language level is equivalent to the Common European Framework of Reference (CEFR) B2

Course Structure and Information: This qualification is suitable for those who work or wish to work as teachers/trainers in the further education and skills sector. Throughout the programme, candidates will demonstrate their ability to transfer the findings of their research into their own practice.

To achieve the Level 5 Diploma in Education and Training, students must achieve a minimum of 120 credits; 75 credits must be achieved from the mandatory units and a minimum of 45 credits from optional units (units selected maybe of a higher credit value) and mandatory 100 hours teaching practice must be evidenced. (Micro teaching is not acceptable towards the qualification).

The qualification is designed to enable applicants to:

- Adopt an integrated approach to the theory and practice of teaching
- Reflect on their own previous/current levels of experience, practice and skills, and areas for development
- Identify principles of learning, teaching, assessment and evaluation
- Develop confidence, communication and interpersonal skills
- Develop an awareness of their professional role and responsibilities

The units below will be studied for this programme:

| Mandatory Units Taught (75 Credits) | Unit Credit | Level |
|---|--------------------|--------------|
| Unit 501 - Developing teaching, learning and assessment in education and training | 20 | 5 |
| Unit 426 - Teaching, learning and assessment in education and training | 20 | 4 |
| Unit 502 - Theories, principles and models in education and training | 20 | 5 |
| Unit 503 - Wider professional practice and development in education and training | 15 | 5 |
| Optional Units Taught (51 Credits) | Unit Credit | Level |
| Unit 505 - Action research | 15 | 5 |
| Unit 422 - Specialist delivery techniques and activities | 9 | 4 |
| Unit 415 - Equality and diversity | 6 | 4 |
| Unit 507 - Managing behaviours in a learning environment | 6 | 5 |
| Unit 506 - Developing, using and organising resources in a specialist area | 15 | 5 |

* Modules may be subject to change.

Teaching, Learning & Assessment: This course will be delivered on a full-time basis. Group and individual tutorials support will be provided throughout the course. Students will participate in sessions related to developing their academic skills, professional skills, and overall development. Lessons will consist of active learning in a traditional classroom environment. Students will be working through their theory and practical folders simultaneously, and observation on the teaching practice will be conducted in order to monitor the development of their teaching skills. Employment engagement will be embedded within the teaching and learning structure.

Students will undertake a variety of assessments, both formative and summative throughout the course. Variety of assessments methods may include presentations, debates, discussions, research on case studies and practical tasks. The students will be assessed by the submission of a combination of assignments, a portfolio of teaching evidence and observation of teaching. The observations will be linked to the mandatory modules on the course. All Units are graded as a Pass, and final assessment grades are subject to internal and external verification

Student Support: An extensive induction programme will be provided as a first step to the introduction of the various support mechanisms available to students. Support will continue throughout the course, including the allocation of personal tutors for additional advice and guidance to facilitate students' progression and successful completion of the course. Employability and enrichment activities are embedded within the course to enhance students overall personal, social and transferable skills.

Further information on student support and welfare can be found here:

[Student Support and Welfare Webpage](#)

Next Steps: The qualification allows candidates to progress into employment as teachers/trainers or to the following City & Guilds qualifications: 9200 – Professional recognition qualifications 6503 – Level 5 Diplomas in specialist teaching.

On successful completion of the course, students can register for membership with the Society for Education and Training and apply for their Qualified Teacher Learning and Skills (QTLS) status. Further details are available at <https://www.et-foundation.co.uk/membership/society-for-education-and-training/>.

Pearson BTEC Level 4 Higher National Certificate in Business (RQF)

Course ID: ECLHNB03-RQF

Awarding Body: Pearson - Awarding body course specification can be found [here](#)

Duration: 12 Months

Intakes: September and February

Location: London and Birmingham

RQF Level: 4

Credit Value: 120 Credits

Study Mode: Full-time

Tuition Fee: £6000

Entry Requirements: Applicants must be aged 18 and above. The awarding body has not set any defined entry requirements. The College makes admission decisions based on students' potential to complete the programme. Applicants will benefit most from this programme if they hold one or more of the following:

- A BTEC Level 3 qualification or another related level 3 equivalent qualification
- An Access to Higher Education Diploma from an approved further education institution
- An international equivalent to the above qualifications
- Relevant work experience

Mature students may present a more varied profile of achievement that is likely to include extensive work experience and/or achievement of a range of professional qualifications in their work sector. Prospective Students will be interviewed to discuss their relevant experience and intention for the course they have applied.

English Language Requirements:

- International students must fulfil the UKVI requirements by providing a valid SELT (Secure English Language Test)
- All students will need to demonstrate that their English Language level is equivalent to the Common European Framework of Reference (CEFR) B2

Additionally, applicants need to have a good level of Numeracy and ICT skills

Course Structure and Information: The Pearson BTEC Level 4 Higher National Certificate in Business is a qualification made up of 120 credits. It is studied full-time over a period of twelve months.

The HNC in Business course covers a broad range of business modules from introduction to business, human resource and management accounting. This means students will gain a sound knowledge of the basic concepts of business. They will be competent in a range of subject-specific skills as well as general skills and qualities relevant to key areas of business. They will also develop a range of transferable skills to ensure effective team working, independent initiatives, organisational competence, and problem-solving strategies. The students will have a wealth of knowledge to take into employment or further studies in a subject specialisation at Level 5. The aim of the qualification is to prepare students to thrive in the changing world of work.

The units below will be studied for this programme:

| Core Units | Unit Credit | Level |
|---|--------------------|--------------|
| Unit 1 - Business and the Business Environment | 15 | 4 |
| Unit 2 - Marketing Processes and Planning | 15 | 4 |
| Unit 3 - Human Resource Management | 15 | 4 |
| Unit 4 - Leadership & Management | 15 | 4 |
| Unit 5 - Accounting Principles | 15 | 4 |
| Unit 6 - Managing a Successful Business Project (Pearson-set) | 15 | 4 |
| Optional Units | Unit Credit | Level |
| Unit 7 - Business Law | 15 | 4 |
| Unit 16 - Managing the Customer Experience | 15 | 4 |

* Modules may be subject to change.

Teaching, Learning & Assessment: This course will be delivered on a full-time basis, and days of study will vary for different cohorts, and students will be informed at the initial stage of the application process. The mode of delivery will be traditional face to face teaching. However, under unavoidable circumstances, the course may be delivered via blended learning or online delivery. Group and individual tutorials support will be provided throughout the course. Students will participate in sessions related to developing their academic skills, professional skills and overall development. Sessions for the course are delivered and designed with specific activities to assist students in developing knowledge based on their individual learning style and goals. Employment engagement is embedded within the teaching and learning structure.

Teaching, learning and assessment will reflect an appropriate balance between broadening and deepening academic knowledge and developing practical employability skills.

Students will undertake a variety of assessments, both formative and summative, throughout the course. A variety of assessments methods may include presentations, debates, discussions, research on case studies and practical tasks. These assessments will enable progression and the identification of any support needs. This course does not contain any formal examinations.

Module assignments are set by the College. All assignments are mandatory and are targeted for industry-specific skills. Students will receive individual grades of a Pass, Merit or Distinction for each module. In order to gain the full qualification, all eight modules must be passed. Assessment grades are subject to internal and external verification.

The Higher National in Business curriculum provides a clear line of sight to employment, depending on which specialist areas students complete.

Student Support: An extensive induction programme will be provided as a first step to the introduction of the various support mechanisms available to students. Support will continue throughout the course, including the allocation of personal tutors for additional advice and guidance to facilitate students' progression and successful completion of the course. Employability and enrichment activities are embedded within the course to enhance students overall personal, social and transferable skills.

Further information on student support and welfare can be found here:

[Student Support and Welfare Webpage](#)

Next Steps: The skills gained as part of the Pearson BTEC Higher National Certificate in Business can provide students with the opportunity to work in many different areas within the business sector. Alternatively, on successful completion of the course, students can progress on to further higher-level courses. Students wishing to progress within the College can top up on to the level 5 HND in Business (Business Management) programme.

Pearson BTEC Level 5 Higher National Diploma in Business (Business Management) (RQF)

Course ID: ECLHNBM04-RQF

Awarding Body: Pearson - Awarding body course specification can be found [here](#)

Duration: 24 Months

Intakes: September and February

RQF Level: 5

Credit Value: 240 Credits

Study Mode: Full-time

Tuition Fee: £6000 per year

Entry Requirements: Applicants must be aged 18 and above. The awarding body has not set any defined entry requirements. The College makes admission decisions based on students' potential to complete the programme. Applicants will benefit most from this programme if they hold one or more of the following:

- A BTEC Level 3 qualification or another related level 3 equivalent qualification
- An Access to Higher Education Diploma from an approved further education institution
- An international equivalent to the above qualifications
- Relevant work experience

Mature students may present a more varied profile of achievement that is likely to include extensive work experience and/or achievement of a range of professional qualifications in their work sector. Prospective Students will be interviewed to discuss their relevant experience and intention for the course they have applied.

English Language Requirements:

- International students must fulfil the UKVI requirements by providing a valid SELT (Secure English Language Test)
- All students will need to demonstrate that their English Language level is equivalent to the Common European Framework of Reference (CEFR) B2

Additionally, applicants need to have a good level of Numeracy and ICT skills

Course Structure and Information: The Pearson BTEC Higher National Diploma in Business (Business Management) is a Level 4 and Level 5 qualification made up of 240 credits. It is studied full-time for over a period of two years. An HND student is expected to have achieved at least 90 credits at Level 4 before progressing to Level 5 units. During the course, students will develop the knowledge and academic study skills required for further study or employment. These skills include active research and writing skills, analytical skills, critical skills, problem-solving and team-building.

Students will learn to evaluate the appropriateness of different approaches to solving problems and will be able to perform effectively in the chosen field. They will also learn the qualities necessary for employment in situations requiring the exercise of personal responsibility and decision-making. The aim of the qualification is to prepare students to thrive in the changing world of work.

The units below will be studied for this programme:

| Core Units (Level 4) | Unit Credit | Level |
|---|--------------------|--------------|
| Unit 1 - Business and the Business Environment | 15 | 4 |
| Unit 2 - Marketing Processes and Planning | 15 | 4 |
| Unit 3 - Human Resource Management | 15 | 4 |
| Unit 4 - Leadership & Management | 15 | 4 |
| Unit 5 - Accounting Principles | 15 | 4 |
| Unit 6 - Managing a Successful Business Project (Pearson-set) | 15 | 4 |
| Optional Units (Level 4) | | |
| Unit 7 - Business Law | 15 | 4 |
| Unit 16 - Managing the Customer Experience | 15 | 4 |
| Core Units (Level 5) | | |
| Unit 19 - Research Project (Pearson-set) | 30 | 5 |
| Unit 20 - Organisational Behaviour | 15 | 5 |
| Specialist Units (Mandatory) | Unit Credit | Level |
| Unit 24 - Understanding and Leading Change | 15 | 5 |
| Unit 25 - Global Business Environment | 15 | 5 |
| Unit 26 - Principles of Operations Management | 15 | 5 |
| Specialist Units (Optional) | Unit Credit | Level |
| Unit 31 - Employee Relations | 15 | 5 |
| Optional Units (Level 5) | | |
| Unit 43 - Business Strategy | 15 | 5 |

* Modules may be subject to change.

Teaching, Learning & Assessment: This course will be delivered on a full-time basis, and days of study will vary for different cohorts, and students will be informed at the initial stage of the application process. The mode of delivery will be traditional face to face teaching. However, under unavoidable circumstances, the course may be delivered via blended learning or online delivery. Group and individual tutorials support will be provided throughout the course. Students will participate in sessions related to developing their academic skills, professional skills and overall development. Sessions for the course are delivered and designed with specific activities to assist students in developing knowledge based on their individual learning style and goals. Employment engagement is embedded within the teaching and learning structure.

Teaching, learning and assessment strategy will reflect an appropriate balance between broadening and deepening academic knowledge and developing practical employability skills.

Students will undertake a variety of assessments, both formative and summative, throughout the course. A variety of assessments methods may include presentations, debates, discussions, research on case studies and practical tasks. These assessments will enable progression and the identification of any support needs. This course does not contain any formal examinations.

Module assignments are set by the College. All assignments are mandatory and are targeted for industry-specific skills. Students will receive individual grades of a Pass, Merit or Distinction for each module. In order to gain the full qualification, all fifteen modules must be passed. Assessment grades are subject to internal and external verification.

The Higher National in Business curriculum provides a clear line of sight to employment, depending on which specialist areas students complete.

Student Support: An extensive induction programme will be provided as a first step to the introduction of the various support mechanisms available to students. Support will continue throughout the course, including the allocation of personal tutors for additional advice and guidance to facilitate students' progression and successful completion of the course. Employability and enrichment activities are embedded within the course to enhance students overall personal, social and transferable skills.

Further information on student support and welfare can be found here:

[Student Support and Welfare Webpage](#)

Next Steps: The skills gained as part of the Pearson BTEC Higher National Diploma in Business (Business Management) can provide students with the opportunity to work in many different areas within the business sector. Alternatively, on successful completion of the course, students can progress for entry to an undergraduate degree programme at selected Universities. The College is able to support student progression to universities.

Pearson BTEC Level 7 Extended Diploma in Strategic Management & Leadership (RQF)

Awarding Body: Pearson - Awarding body course specification can be found [here](#)

Duration: 12 Months

Intake: September

RQF Level: 7

Credit Value: 120 Credits Minimum

Study Mode: Full-time

Tuition Fee: £6000

Entry Requirements: Applicants must be aged 19 and above. The Pearson BTEC Level 7 Professional Qualification in Strategic Management and Leadership has been developed to aid those wishing to follow a short study programme that is relevant to their working situation or future employment. As such, entry requirements are flexible and seek to accommodate a wide range of students.

- UK Level 5 or Level 6 qualification or equivalent
- Applications from mature students may be accepted where relevant work experience is evidenced, subject to an initial assessment

English Language Requirements:

- International students must fulfil the UKVI requirements by providing a valid SELT (Secure English Language Test)
- Demonstration of numeracy skills and oral and written competence in the English language equivalent to the Common European Framework of Reference (CEFR) B2.

Course Structure and Information: The Pearson BTEC Level 7 Qualification in Strategic Management and Leadership is designed to provide a focused and specialist vocational course with a clear work-related emphasis. The qualifications provide the knowledge, understanding and skills required to manage people and resources in a strategic way in all sizes of organisations. This course is particularly suitable for students who wish to follow a tailored programme of study that is directly related to their work in strategic management/leadership or that is related to an aspect of employment they wish to move into in the future.

The course is designed to provide a broad qualification in strategic management and leadership. It prepares students to work as strategic managers and leaders with optional units in digital business, human resource management and strategic marketing.

The course also supports progression to further post-graduate study. This qualification support career progression. Students who have completed a BTEC Level 7 Professional qualification in Strategic Management will be ready to work in the role of a strategic manager.

The units below will be studied for this programme:

| Core Units | Unit Credit | Level |
|--|-------------|-------|
| Unit 1 - Strategic Leadership and Management | 20 | 7 |

| | | |
|--|--------------------|--------------|
| Unit 2 - Strategic Change Management | 20 | 7 |
| Unit 3 - Research Methods | 20 | 7 |
| Optional Units | Unit Credit | Level |
| Unit 5 - Strategic marketing management | 20 | 7 |
| Unit 7 - Strategic human resource management | 20 | 7 |
| Unit 12 - The digital business, transformation, and optimisation | 20 | 7 |

* Modules may be subject to change.

Course Assessment: Students will be assessed through the submission of assignments at the end of each Unit. Assessment is subject to internal and external verification of the units submitted. An assignment may take a variety of forms, including practical and written. Assignments are separate from teaching, practice, and other activities that learners complete with input from teachers. In order to achieve the full qualification, all units must be passed. Students are required to attend classes as per the timetable.

Student Support: An extensive induction programme will be provided as a first step to the introduction of the various support mechanisms available to students. Support will continue throughout the course, including the allocation of personal tutors for additional advice and guidance to facilitate students' progression and successful completion of the course. Employability and enrichment activities are embedded within the course to enhance student's overall personal, social, and transferable skills.

Further information on student support and welfare can be found here:

[Student Support and Welfare Webpage](#)

Student Support and Welfare

Everyone from time to time needs a bit of support – someone to talk things over with other than a personal friend. The Student Welfare Service is available to all students who may be experiencing problems while at ECL. Problems can range from difficulties with coursework, financial difficulties, health issues, bullying or family problems. Whatever it may be, we can help.

The Student Welfare Team can help with specific problems on a regular basis or may be able to put the student in touch with external agencies if necessary. The team aims to offer support that is responsive to student needs in a confidential and non-judgmental manner. The team is friendly, approachable and available through the academic year. Details of the student welfare team will be provided to all students at the time of induction

Empire College is committed to the welfare of all its students.

Academic Support:

Personal Tutorials: Personal tutors are assigned to every student throughout the course, providing support and advice individually and collectively regarding their progression and development.

Study Skills: Our academic team is committed to helping students to realise their academic potential and move towards becoming independent learners. To enhance their career prospects and personal development support is provided in academic writing, presentation skills, employability skills in the form of CV writing, interview techniques, taking notes and Harvard referencing.

Disability Support:

We will make adjustments and address individual support needs to ensure students with disabilities/ learning needs can fully participate. The College has a partnership arrangement with Education Guidance Service (EGS) that has the professional, relevant background to support those students who require further professional guidance. EGS works with children, young people and adults who experience specific learning difficulties and social and/or emotional problems.

Students are encouraged to declare any disability/ learning needs at the time of the application process to identify their support needs. Regular meetings will take place with students throughout each semester to evaluate the effectiveness of the current support available and to identify any further support needed.

Financial Support:

Depending on the student circumstances, students may be eligible for financial support. Student Finance England offer support on tuition fees, living costs and childcare during the course. For further information, students are advised to visit the [Student Finance England](#) website for further information.

Those students with a disability may also apply for the Disabled Students Allowance (DSA). For details on eligibility and how to apply, please visit the [DSA](#) website.

Students experiencing financial difficulties during the course are advised to discuss the matter with the management team at the earliest. Individual circumstances will be considered.

Careers Support:

We make sure that students will be given the opportunity to build on their career skills to help them either return to employment or progress in their current employment or to progress further in Higher Education.

- The College works with HE providers to support those students progressing onto degree programme.
- The College works with the National Career Service advisers who provide information, advice and guidance to help students make decisions on employment opportunities.

Extracurricular activities:

The College has a variety of extracurricular activities taking place alongside the academic programme.

During the year, activities are organised within and outside the College to encourage students to socialise and enjoy a sense of participation within the community.

Attending these events is an opportunity for students to enhance and share experiences, network with students across the College and have a balance between academic and social life.

The student welfare team can be contacted via email studentsupport@ecl.ac

Admission



Admission Policy and Procedures

- 1.1 Empire College London is committed to ensuring transparency, consistency and fairness through its admissions policy and procedures.
- 1.2 Empire College London believes that a diverse student community is of benefit to all. The College is committed to widening access to and participation in Higher Education by seeking to raise awareness and expectations so that all those who can benefit from the provision can access it, progress and succeed.
- 1.3 The College will operate procedures that are fair to all applicants regardless of age, background, disability, gender, religion, sexual orientation, ethnicity, and pregnancy or maternity and comply with relevant equality legislation. No applicant shall be treated more or less favourably than any other on account of their background.
- 1.4 This policy applies to all applicants applying to study at Empire College London.

2. Responsibilities for admissions

- 2.1 The admission team is responsible for admission standards, policy & procedures and decision making. The team consists of senior management and administration staff.
- 2.2 The senior management team is responsible for ensuring that policies and procedures are in line with the external body and regulatory requirements and that staff involved in admissions procedures, including administration staff, are provided with suitable training to make decisions.
- 2.3 The admission team is responsible for keeping copies of all application offers and refusals, together with the reasons for 5 years from the date of the decision. This will allow the College to provide any unsuccessful applicant with an explanation of how the decision was reached. This data will also be used as part of the College recruitment analysis and external data returns.
- 2.4 The team is responsible for ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Law and the annual review of this policy.

3. Admission Information

- 3.1 The College aims to provide clear, accurate and transparent information about its programmes that is appropriate to the needs of prospective applicants, in both internal and external communications.
- 3.2 Changes made to entry requirements will be communicated as soon as possible via the College Website and Prospectus. These sources should, therefore, be considered the most up to date. The Prospectus and the application form can be downloaded from the website.
- 3.3 College staff will communicate only with the applicant unless they have given consent for the College to discuss their application with another person.
- 3.4 In deciding whether to offer a place to an applicant, the College will treat each application on its own merits. It will take the range of information supplied with the submitted application into account when identifying an applicant's suitability for the programme for which they have applied.
- 3.5 The College welcomes applications from students holding a range of qualifications. The College will use UK NARIC when considering the equivalence of overseas qualifications.

- 3.6 The College welcomes applications from mature students. Given the wide range of backgrounds, qualifications and experience that mature students may offer, entry requirements are not necessarily rigid and can vary from one individual to another.
- 3.7 The College recognises prior learning to avoid the duplication of learning and assessment for students. This is assessed as part of the admission process.
- 3.8 The Admissions team will arrange interviews for applicants to evaluate their subject knowledge and suitability for the course. All applicants will also undertake an initial assessment to indicate the level of English Language, Maths and ICT.
- 3.9 The Interview and initial assessment will be used in conjunction with the submitted application when making a decision.
- 3.10 International students will also have to satisfy the requirements of the UK Home Office for studying in the UK as well as meeting the entry requirements of the College.
- 3.11 An applicant who meets the entry requirements of a course, as indicated in our printed materials and on the website, does not necessarily guarantee an offer of a place.
- 3.12 The College makes decisions on how many offers should be made on programmes based on the College targets and any agreed allocation by external bodies where applicable.
- 3.13 After completion of the admission procedures, the applicant will receive notification of the decision on their application via email/letter within 14 working days.
- 3.14 The offer will specify any conditions that the applicant must meet to take up the offer of a place.
- 3.15 An applicant will be expected to respond to an offer within 14 days from the date of the offer.
- 3.16 An applicant who takes up an offer of a place with the College will receive an invitation to attend enrolment/induction. Attendance at enrolment/induction is mandatory. The induction program will provide students with further details of the College policies and procedures, further course information and information on student support.
- 3.17 Students with disabilities or learning difficulties are advised to disclose these during the application process so that suitable support arrangements can be made before the student starts the course. The College may require further information to determine the level of support needs.

4. Changes to Programmes

- 4.1 If there is a change to a programme of study between the publication of the information and the start of the programme to which an applicant has applied, the College will notify applicants in advance, indicating the options available.

5. The responsibility of the applicant

- 5.1 The College expects that an applicant will provide complete and accurate information to be considered for admission. Applicants suspected of submitting, or found to have submitted, false information will be rejected.
- 5.2 The College reserves the right to withdraw an offer of a place if fraudulent information is identified following an applicant receiving an offer. Once enrolled, any inaccuracies highlighted at a later stage, the College has the right to retract any offer made or exclude the student without refund of fees.

6. Interaction with an applicant

- 6.1 The College is committed to ensuring that any interaction with an applicant or authorised person is conducted in a professional, courteous and respectful manner, and it expects that any communication from an applicant or their authorised person is conducted in the same way.
- 6.2 Applicants or their authorised persons should note that the College will not tolerate inappropriate behaviour towards its employees. Hostile, aggressive or otherwise inappropriate behaviour will be viewed seriously and may influence the consideration of an application, appeal or complaint.

7. Feedback and complaints

- 7.1 Should an applicant wish to make a complaint concerning the application process or an appeal against an admissions decision or request feedback on their application decision, write in the first instance to the admissions team via Email: admissions@ecl.ac.

8. Applicants with a disability/additional support need

- 8.1 The College welcomes applications from students with a disability or additional support needs. Such applicants will be considered against the same criteria as all other candidates following the process outlined in this policy.
- 8.2 In the event that a prospective student with a disability or additional support needs is considered eligible for an offer of a place, the admissions team will contact the applicant to discuss the additional support required.

Admission Procedures

Empire College London does not accept any students under the age of 18

To secure a place, please apply as early as possible. Students applying from overseas and need to apply for Entry Clearance can apply up to 6 months in advance of the course start date. International students must provide all the information listed on the application form, including evidence of their financial ability to pay for their tuition fees and living expenses in the UK.

Step 1: Application Submission

- [Complete the Application Form](#)

As part of the application, students must provide the following:

- Copies/original of all academic documentation, including transcripts, certificates, etc. (a certified translation is required if documents are not in the English Language)
- Two recent passport size photographs
- Valid passport/ID card (International Students must also provide their Biometric Resident Card or Visa)
- Recent proof of address such as a utility bill, bank statement etc. (It must be no more than three months old and show your name and current address)
- Evidence of your English Language proficiency (if applicable)
- Work experience documents (if applicable)
- A CV (if applicable)
- International students must provide evidence of the Secured English Language Test approved by the Home Office. These approved tests and providers are listed on the Home Office pages at <https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>.

- We will ask you to provide original documents at the time of enrolment for verification. (International students only)
- **All students must read the Terms & Conditions before applying.**
- **Students are advised to familiarise themselves with the following policies:**
 - **Refund and Compensation Policy**
 - **Tuition Fee Policy**
 - **Complaints Policy & Procedure**

These policies can be found at <https://web.empirecollege.london/policies/>

- **Send your application via email with all required documents or apply in person by visiting us at** Empire College London, Forest House 16-20 Clements Road Ilford, Essex, IG1 1BA, Email: admissions@ecl.ac.

Step 2: Assessment

- Application assessment will take place according to the admission policy. The applicant will be called for a Skype interview (for International Applications) and face to face interview (for in-country applications). Applicants will also undertake an initial assessment to indicate the level of English Language, Maths and ICT.
- Successful applicants will receive a Conditional or Unconditional Offer.

Step 3: Tuition Fees

- **International Students**
 - Payments can be made in the form of a cheque/demand draft or bank transfer payable to Empire College London Ltd only within 7 days from the date of the acceptance of the offer.
 - International students are required to pay a deposit of 50% of the first-year fees in advance of creating a Confirmation of Acceptance of Studies (CAS). A CAS will only be issued once deposit payments are cleared. The remaining fees for the first year will be due at the time of enrolment.
 - Students are requested not to make any payments to any third party in respect of tuition fees. Empire College London will not be held responsible if a student makes a payment to any third party. Enrolment will not be confirmed if the fees are not paid. Students are advised to familiarise themselves with the Refund and Compensation Policy.
- **Financial Support**
 - Depending on the student's circumstances, they may be eligible for financial support. Student Finance England offers support towards tuition fees, living costs and childcare. For more details, please visit the [Student Finance England](#) website.
 - **Students** must inform the College about the outcome of their Student Finance Application within 7 days of receipt of the approval letter, via Email: admissions@ecl.ac

- Courses available for Student Finance Support at Empire College London: (subject to course designation and student eligibility):
 - [Pearson BTEC Level 4 Higher National Certificate in Business \(RQF\)](#)
 - [Pearson BTEC Level 5 Higher National Diploma in Business \(Business Management\) \(RQF\)](#)
 - [Level 5 Diploma in Education and Training](#)
- Those Students' with a disability may also apply for the Disabled Students' Allowance (DSA). For details on eligibility and how to apply, please visit the [Disabled Students' Allowances \(DSAs\) website](#).
- **Self-Funding Students (excluding international students)**
 - **Students can sign up for an instalment plan for the payment of the tuition fees. The instalment plan will consist of 3 liability periods in each year of study:**
 - 25% of annual fees at the time of enrolment
 - A further 25% of the annual fees after 3 months of enrolment
 - The remaining 50% of the annual fees after 6 months of enrolment
 - For further advice, please contact the admissions team via telephone: 02085532683 or Email: admissions@ecl.ac

Step 4: Applying for Entry Clearance/VISA (International students only)

- International Students requiring a Visa to study in the UK can apply for Entry Clearance up to 6 months before the commencement date of their course. Students will need to use the CAS Number in their Entry Clearance application.
- Please visit <https://www.gov.uk/student-visa> for further information on how to apply under the student route.
- Any false or forged documents found by the UK Embassy or High Commission may result in a ban from applying for any UK Visa, and may also result in a criminal conviction.
- **Students** must inform the College about the outcome of their Entry Clearance/VISA application within 7 days. Successful applicants must notify the College of their arrival date and send a copy of their Entry Clearance/VISA. If entry clearance/further leave to remain is refused, students must contact the College via Email: admissions@ecl.ac as soon as possible with the relevant refusal documents from the British Embassy/High Commission/UKVI.

Student Transfer Arrangements:

1. Students transferring to Empire College London from another institution

The eligibility of a student transferring from another institution to Empire College London is determined by the relevant course entry requirements and the timing of the request to transfer.

Students from another institution wishing to transfer to a course at Empire College London should contact the admissions team at admissions@ecl.ac.

Students transferring to the College whose admission is based on prior attainment will be required to provide the original certificate or transcripts before a decision is made on the transfer.

Following approval of an applicant's request to transfer to the College, the admissions team will provide confirmation to the applicant. Relevant course fees will apply.

If the transfer is unsuccessful, the applicant will be informed in writing and should they wish to appeal the decision; they are advised to contact the admissions team via Email at: admissions@ecl.ac.

Those students who wish to transfer due to their previous institution closure must discuss their circumstances with the admissions team before applying for a transfer. In some cases, additional administration fees may be applied for the assessment of coursework that has not been assessed at the previous institution.

2. Registered students transferring to another institution

Registered students wishing to transfer to another institution should, at the first instance, should contact the management team to discuss their withdrawal from the course.

Once the withdrawal has been confirmed, confirmation of the student's achievement at the College to date will be provided. These may be provisional results subject to verification by the awarding bodies.

A full or partial refund of paid tuition fees will be provided in accordance with the refund and compensation policy.

3. Students transferring to another course within Empire College London

Students wishing to transfer within the college consideration will be given to the following:

- Transfer onto a similar course
- Completed credits, level attained
- Timing of the request to transfer

Transfers will be facilitated by the management team with the input of teaching staff of the current course and the course requested for transfer.

4. International students and course transfers

International students wishing to transfer to Empire College London from another institution, or wishing to transfer out of Empire College London to another institution, will be subject to current UK immigration rules.

International students who are transferring to another institution will have their sponsorship from the current institution withdrawn. Students are advised to contact their new institution for details on how to apply for a new student visa.

In the event of a transfer in or out of the College, advice and support will be available to students individually or collectively by the management team.

The College will support all transfer arrangements in a timely manner, so study time is not affected or reduced.

Contact Details

For further information regarding your admission or related enquiries, please contact the admissions team via the following.

Empire College London

Forest House 16-20 Clements Road
Ilford, Essex, IG1 1BA

Web: www.ecl.ac

E-mail: admissions@ecl.ac

Phone: +44(0)208 553 2683

Empire College London - Birmingham Campus:

City Gate, 25 Moat Lane, Digbeth
Birmingham, B5 5BD

E-mail: admissions.bham@ecl.ac

Phone: +44 (0) 121 661 9498



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