



Prospectus 2021

‘We champion innovation, creativity, flexibility, and dynamism in the approaches that those who deliver training and assessment to learners use.’

Training Qualifications UK

‘Whether it’s at home, in the classroom or in the workplace, learning is a never-ending road of discovery, challenge, inspiration and wonder.’

Pearson

‘At City & Guilds we believe in the power of skills to build successful careers, businesses, and economies.’

City Guilds

‘If you care as much as we do about technology and how it affects our world, then you’ll find a career with us very rewarding.’

Business Computer Society



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UK College of Business (UKCB) was established in 2013 to provide both further and higher education to students so that they not only learn what is required in the curriculum but also feel that they have acquired enough knowledge and discipline to be able to find a suitable job which will change their life. At UKCB we encourage the students to make the best of their potential and feel free to communicate both with their Tutors and class mates. Continuous enhancement in students' learning is our main objective so that they are able to progress to their next stage of life without much difficulty. We will ensure that the services we provide you are value for money and at each stage of your course we will provide support and guidance so that you get maximum benefit from our academic and non-academic facilities. In short we would like you to feel at all times that your stay with us has been worthwhile.

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Principal

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WHAT IS AN APPRENTICESHIP?

An apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals to earn while they learn, gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment.

Apprentices must spend at least 20% of their time on off-the-job training. However, they may need more than this if, for example, they need training in English and maths. It is up to the employer and training provider to decide how the off-the-job training is delivered. It may include regular day release, block release and special training days or workshops. It must be directly relevant to the apprenticeship framework or standard and can be delivered at the apprentice's normal place of work as long as it is not part of their normal working duties.

Apprenticeship Levels

Intermediate	2	5 GCSE passes
Advanced	3	2 A Level passes
Higher	4,5,6 & 7	Foundation degree
Degree	6 & 7	Bachelor's & Master's degree

Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

Benefits Of Hiring Apprentices

86 percent of employers said apprenticeships helped them develop skills relevant to their organisation, while 78 percent said apprenticeships improved productivity. (Source: Apprenticeship Evaluation 2017: Employers).

Other benefits that apprenticeships contribute towards include:

- Increase employee satisfaction
- Reducing staff turnover
- Reducing recruitment costs

For more information visit:
www.ukcollegeofbusiness.org/employer-guide



Apprenticeships

Apprenticeships combine practical training in a job with study.

An apprentice will:

- Work alongside experienced staff
- Gain job-specific skills
- Earn a wage and get holiday pay
- Be given time for study related to their role (the equivalent of one day a week)

Our Apprenticeships:

- Accounts Assistant Level 2
- Assistant Accountancy Level 3
- Professional Accounting Level 4
- Professional Accounting Level 7
- Cyber Security Technical Professional Level 6
- Cyber Security Technologist Level 4
- Junior Content Producer Level 3
- Fundrasier Level 3

Accounts Assistant (Level 2)



ROLE PROFILE

An Assistant Accountant provides support to internal and external customers, and will mainly work either as an assistant accountant within practice, or within the finance function of an organisation.

QUALIFICATION

AAT Level 2 Advanced Diploma in Assistant Accountancy.

ENTRY REQUIREMENTS

5 GCSEs, including Maths and English (or other relevant qualifications and experience).

LENGTH

13–15 months

Assistant Accountant

(Level 3)



ROLE PROFILE

An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant within practise or alternatively within the finance function of an organisation.

QUALIFICATION

AAT Level 3 Advanced Diploma in Assistant Accountancy.

ENTRY REQUIREMENTS

5 GCSEs, including Maths and English. Some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification.

LENGTH

13–15 months

Professional Accounting Technician (Level 4)



ROLE PROFILE

Individuals in the role of a Professional accounting or tax technician will have responsibility for creating, and/or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation.

QUALIFICATION

AAT Professional Accounting Technician Level 4.

ENTRY REQUIREMENTS

5 GCSEs, including Maths and English (or other relevant qualifications and experience). Most candidates will have Level 2 maths and English (equivalent to GCSE grade C or above).

LENGTH

18–24 months

Accountancy Professional (Level 7)



ROLE PROFILE

Accountancy or taxation professionals provide financial information and advice to organisations of all types and sizes; from owner managed businesses to multi-national organisations; from private enterprises to public sector institutions, from entrepreneurs to charities.

QUALIFICATION

Accountancy Professional Level 7.

ENTRY REQUIREMENTS

Individual employers will identify entry requirements in terms of previous qualifications, training or other criteria (typically A Levels or equivalent).

LENGTH

36 months

Cyber Intrusion Analyst (Level 4)



ROLE PROFILE

The primary role of a Cyber Intrusion Analyst is to detect breaches in network security for escalation to incident response or other determined function.

QUALIFICATION

Cyber Intrusion Analyst Level 4.

ENTRY REQUIREMENTS

Individual employers will set the selection criteria, but this is likely to include A' Levels, level 3 apprenticeship or other relevant qualification relevant experience and/or an aptitude test with a focus on functional maths.

LENGTH

24 months

Cyber Security Technical Professional (Level 6)



ROLE PROFILE

An Assistant Accountant provides support to internal and external customers, and will mainly work either as an assistant accountant within practice, or within the finance function of an organisation.

QUALIFICATION

BSC (Hons) Cyber Security Technical Professional Degree.

ENTRY REQUIREMENTS

Individual employers will set the selection criteria, but this is likely to include three 'A' levels, including maths, or other relevant qualifications or experience.

LENGTH

Typically 48 months

Junior Content Producer (Level 3)



ROLE PROFILE

A Junior Content Producer (also referred to as a Creative Content Assistant) is responsible for developing and creating content that can be used across a variety of media including digital, social media, broadcast or in print.

QUALIFICATION

Junior Content Producer Level 3 Apprenticeship Standard certificate.

ENTRY REQUIREMENTS

5 GCSEs, including Maths and English. Some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification.

LENGTH

12–18 months

Fundraiser

(Level 3)



ROLE PROFILE

The role is usually based within a fundraising team internal to a charitable or not-for-profit organisation but on occasions can be with a specific agency that provides fundraising consultation and services.

QUALIFICATION

Fundraiser Level 3 Apprenticeship Standard certificate.

ENTRY REQUIREMENTS

5 GCSEs, including Maths and English (or other relevant qualifications and experience).

LENGTH

18 months

Higher Education

Higher apprenticeships provide an opportunity to gain Level 4 qualifications or above, with most apprentices gaining an NVQ Level 4, HND, or foundation degree.

An apprentice will:

- Apprentices will gain a head start in their chosen profession
- Training costs are co-funded by the government and the employer
- Apprentices will gain a head start in their chosen profession

Our Apprenticeships:

- Business (Accounting & Finance) Level 5
- Education & Training Level 5
- Strategic Management & Leadership Level 7

Business (Accounting Finance) (Level 5)



ROLE PROFILE

This qualification provides learners with the knowledge and skills required by a middle manager in an organisation that may be involved in financial management, financial planning and control, financial reporting, taxation and people management.

QUALIFICATION

Pearson BTEC Level 5 Higher National Diploma in Business

ENTRY REQUIREMENTS

A degree or a relevant vocational and/or academic qualification, appropriate work experience, English language competency.

LENGTH

18-24 months

Education and Training (Level 5)



ROLE PROFILE

The Pearson BTEC Level 5 Diploma in Education and Training (QCF) prepares trainee teachers and trainers to teach in a wide range of contexts. To achieve the qualification, there is a requirement for teaching practice that requires observation and assessment of performance.

QUALIFICATION

Pearson BTEC Level 5 Diploma in Education and Training

ENTRY REQUIREMENTS

A degree or a relevant vocational and/or academic qualification, appropriate work experience, English language competency and current CBS check.

LENGTH

18-24 months

Strategic Management and Leadership (Level 7)



ROLE PROFILE

Designed for strategic managers who want to develop their skills and knowledge. It is a more comprehensive qualification that will help you expand your understanding of strategic management and leadership.

QUALIFICATION

Pearson BTEC Level 7 Award in Strategic Management and Leadership

ENTRY REQUIREMENTS

A degree or a relevant vocational and/or academic qualification, appropriate work experience, English language competency.

LENGTH

2 Years

OUR STUDENT & LEARNING SUPPORT





Student Learning Services

We want to ensure that each apprentice student takes full advantage of their time here. To do this, our team of student training providers offers daily seminars and tutorials. We also have some fantastic online guidance to develop your learning skills and to help your achievements.

Contact Student Learning Services:
<https://ukcollegeofbusiness.org/>

Our Services

Student learning programs are welcome for all students. Our meetings and services can be particularly helpful to you if:

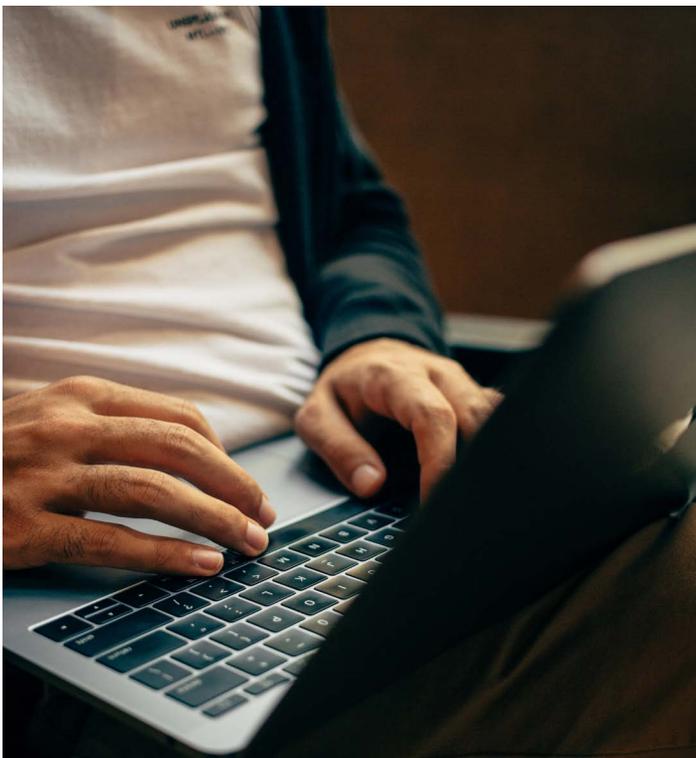
- You are in your first study year
- You make the transition from GCSE to A levels
- You were out of school for a while
- You are particularly challenging your studies
- It is the first time they study in the UK

What We Can Do?

- Tell you about successful training abilities
- Propose tools to increase the quality of your analysis
- Help build academic confidence and make learning interesting
- You should be mindful that we cannot read entire tasks, revisions, edit works or comment on the degree you get

Study Skills Workshops

We deliver a suite of workshops on virtual learning that help you plan and advance during the semester. They offer advice, tips and suggestions on how to enjoy your learning. Workshops are free and all workshops you think would be helpful can be attended.



Online Resources

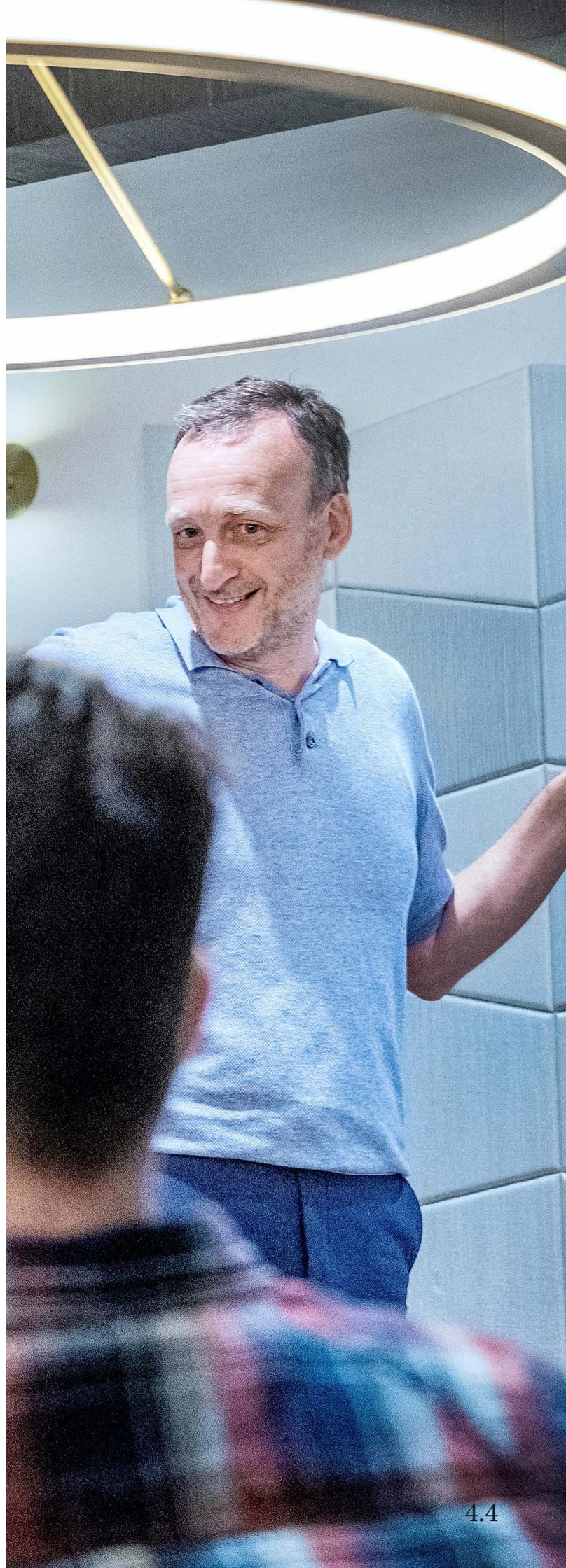
We are a dedicated college with valuable knowledge and advice on learning in our virtual learning environment. It includes a variety of academic qualifications important to effective learning.

English Language Support

UK College of Business, provides English language assistance to international students. Help includes a discussion club, lecture and seminar skills courses and drop-in sessions. There may also be individual assistance.

‘Chat with a Tutor’ Tutorials

You can book a tutorial for every part of your education and research. You may ask questions about specific questions such as how to handle university studies, start and manage jobs or develop your degrees.



Safeguarding



WORKING TOGETHER TO KEEP STUDENTS **SAFE**

The government provides guidance to colleges and education practitioners on what they need to do to help keep everyone safe. We ensure that we stick to these guidelines but ensure that we go the extra mile in taking care of our staff and students. For UKCB, we are passionate about making sure everyone feels comfortable to be able to speak to someone to ensure their safety is always prioritized.

Reporting A Safeguarding Concern



If you feel unsafe, contact us below.

Opening Hours

Monday - Friday from 8.30am - 6.00pm

Email

admin@ukcollegeofbusiness.org

For concerns about personal safety, contact the police 999 or 101.

Concerns regarding health and wellbeing contact your out of hours Doctors or call the Hospital on 111.

Funding & Support For Vulnerable Students

We can provide funding for vulnerable students to help them with their studies. Contact our team to find out more information.



Extra Services

We have Library services that we can offer, which can be used for students to find a safe and quiet place to use, whether that be used for studying or used as a place to have a peace a mind. We have a range of resources at their disposal for them to use, such as books, printers and computers. Feel free to contact us for more info.

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My employer Faizan has been very welcoming into the new work life and has made the work environment very easy despite being online. This has been a positive as it has made studying as well as working quite easy and beneficial to me.

Hodje Almeida-Joaquim

I am keen on working in this apprenticeship program that UKCB has to offer for me to progress towards my future career which is to become an accountant manager.

Kieron Stokes

I currently do the junior content producing apprenticeship at the Uk College of Business. It's overall an extremely fun course and I am enjoying it so far.

Leanna Coleman

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