



## **MANCHESTER COLLEGE OF HIGHER EDUCATION AND MEDIA TECHNOLOGY**



**PROSPECTUS**

***"Building Careers through Education with Training"***

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## MCH<sub>EMT</sub> VISION, MISSION & VALUES

### Our Vision

*To be an outstanding UK college providing high quality education based on practical training*

### Our Mission

*To provide outstanding education and training for all at an affordable cost*

### Our Values

- *Put learners and students first*
- *Value the contribution of all colleagues and celebrate success*
- *Communicate openly and honestly*
- *Keep our words and do the right things*
- *Set and maintain high standards in all that we do*
- *Respect equality of opportunity and value diversity*
- *Accept our individual and collective responsibility for success of our learners and college*
- *Initiative and embrace new ideas with enthusiasm*



## Message from the Chief Executive/Chairman

Welcome! MCH-EMT is one of United Kingdom's distinctive colleges. Although we are young, we strive to be known as a model for anticipating and leading changes that other colleges follow. We enjoy many of the academic and cultural advantages.

Our aim is to educate students who will become the leaders of our society. Through course study and involvement in the extensive college activities, students prepare for a larger civic engagement and for the habits of service and philanthropy that enable our society to prosper.

Our innovative programs in education focus on student learning. Faculty and staff are dedicated to enabling students to think critically, to understand the significant issues of the sciences, to appreciate why societies flourish and perish, to value the arts and to understand the importance of acting responsibly and living humanely. Our courses focus on the active participation of students, often emphasizing interdisciplinary work and utilizing small-group and self-directed learning.

As a student, you will have tremendous opportunities to learn from distinguished faculty and to participate in campus activities with individuals from diverse backgrounds and perspectives. Your college years will be some of the best years of your life, and they will prepare you for future success.

Much of the success of your higher education depends on you. This prospectus is a guide to student and campus life. It is a road map that can provide answers to questions about courses and facilities offered by the College. Use it well and have a delightful and rewarding experience as one of our excellent College students.

### **Experience:**

*Dr. Malik is the brain behind MCH-EMT. He was a leading lawyer in UK and commonwealth, having solid background in Legal training and as lecturer and examiner in various UK universities.*

### **Post Grad.**

#### **Qualifications:**

#### **PhD. Law**

*(Univ. of Manchester)*

#### **LLM**

*(Univ. of Wolverhampton)*

#### **Grad. Dip. Public Law**

*(Univ. of Staffordshire)*

#### **Member**

*Chartered Institute of Arbitrators*

**Dr Liaqat Malik, LLM, PhD**

**Chief Executive/Chairman**



## Message from the Principal



**Philip Ian Lewis**

***Experience:***

*Philip has over 30 years experience in education sector in the UK.*

*He has substantial experience in managing business and educational projects.*

***Qualifications:***

***NPQH***  
*(Univ. of Manchester)*  
***M.Ed***  
*(Univ. of Wales)*  
***BSc.***  
*(Univ. of Wales)*

Welcome to Manchester College of Higher Education and Media Technology. MCH-EMT is an independent higher educational institution providing a wide range of high quality academic qualifications and offering a unique approach to the provision of a business and practical training focused curriculum. At MCH-EMT our mission is to encourage students to develop confidence, self-motivation, research and problem solving and practical skill sets and importantly to think independently. Furthermore, we aim to provide an academically exhilarating environment allowing our students to enjoy a first class educational and social experience.

By combining these aspirations, we believe that graduates from MCH-EMT will be well equipped to meet the challenges of the global market place and command an exceptionally high reputation amongst employers

This prospectus can only give a brief glimpse of the College and its facilities. My colleagues and I would be delighted to welcome you to the College and to help you with any requirements.

We look forward to having the opportunity of working with you

**Philip Ian Lewis**

**Principal**



## DEGREE AND POST GRADUATE PATHWAYS

### ABE Post Graduate Diploma

#### (Pathways)

Holders of ABE Postgraduate Diploma in Business are eligible for direct Entry/Exemptions from a number of Post Graduate Courses Offered by Various UK Universities

**NQF Level:** 7

**Entry Dates:** January, April and September

#### Awarding Bodies

Association of Business Executives and relevant UK University

**Duration** : 1 Year

**Fee** : £ 6,000

#### Entry Requirements

ABE Advanced Diploma **OR** Honors Degree in related subject **OR** Level 6 Qualification **OR** Five years senior management experience

#### Pathways

##### MBA (University of Worcester)

80 Credits Exemption is granted

##### MSc Management (University of Worcester)

80 Credits Exemption

##### MSc Management & Human Resources (Univ. of Worcester)

60 Credits granted

#### Modules

The ABE Postgraduate Diploma is QCA accredited at **level 7** and comprises five units:

- Strategic Business Management and Planning
- Organisational Resource Management
- Management of Financial Resources and Performance
- Leadership and Change Management
- Corporate Management in Action (integrative case study assessment)

#### Assessment

Each unit requires two pieces of assessed work which carry equal weighting:

an examination (marked externally by ABE); and

- an assignment (marked internally by the college or by Business Education Associates and moderated by ABE)

Students will be given a grade each time a piece of work is assessed. To pass the unit requires a pass mark of 40% or above in both pieces of assessed work



## DEGREE AND POST GRADUATE PATHWAYS

### ABE Advanced Diploma

#### (Pathways)

Holders of ABE Advanced Diploma in Business are eligible for direct Entry on to Final (3<sup>rd</sup> Year) of Undergraduate programs of Various UK Universities

**NQF Level: 6**

**Entry Dates:** January, April and September

#### Awarding Bodies

Association of Business Executives and Relevant UK University

**Duration : 3 Years**

**Fee : £ 4,000 per year**

#### Entry Requirements

ABE Diploma **OR** First degree **OR** a BTEC HND **OR** equivalent NQF level 5 qualification **OR** Equivalent Overseas Qualification

#### Pathways

Holders of ABE Advanced Diploma are eligible to gain entry into the final year (Year 3) of the following programs:

**B.A (Hons) Business Management** (University of Bolton)

**B.A (Hons) Business Info System** (University of Bolton)

**B.A Leadership and Management Innovation** (Univ. Of Huddersfield)

**B.A Human Resources Management** (Univ. of Huddersfield)

**B.A Global Business & Logistics Management** (Univ. of Huddersfield)

**BSc Business Management** (University of Salford)

#### Modules

##### 3 Compulsory Modules are:

- Corporate Strategy and Planning
- Managing in Organisations
- International Business Case Study

##### 2 Optional Modules Offered:

- Strategic Marketing Management
- Strategic Human Resource Management for Business Organization

#### Assessment

External Assessment through ABE Examinations



## DEGREE AND POST GRADUATE PATHWAYS

### BSc (Hons) Information Technology (Top Up)

Via

### IMIS Higher Diploma (Pathway)

Holders of IMIS Higher Diploma are eligible to gain entry onto the final year (Year 3) of the above Program

**NQF Level:** 6

**Entry Dates:** January, April and September

#### Awarding Bodies

IMIS, University of Hertfordshire

**Duration** : 3 Years

**Fee** : £ 4,000 per year

#### Entry Requirements

A Levels OR Equivalent Overseas Qualification *Plus*

English Language Proficiency

#### Pathway

Holders of IMIS Higher Diploma are eligible to gain entry onto the final year (Year 3) of the following program:

**BSc (Hons) Information Technology** (University of Hertfordshire)

#### Modules

##### Year 1

- Communication Skills
- Arithmetic
- Computing Awareness
- Use of Packages
- Book Keeping
- Office Practice

##### Year 2

- Information System Practice
- Computer Networks
- Communications and Business Technology
- Programming and Web Applications
- Business Information Systems
- Information Systems Building

##### Year 3

- Management Information Systems
- Information Systems Strategy
- Contemporary Information Systems Development
- Database Development
- Project Management
- Business Information systems project

#### Assessment

External Assessment through IMIS Examinations



## DEGREE AND POST GRADUATE PATHWAYS

### B.A (Hons) Tourism & Hospitality (Top Up)

Via

### OTHM Higher Diploma (Pathway)

Holders of the OTHM Higher Diploma are eligible to gain entry onto the final year (Year 3) of the above Program

**NQF Level:** 6

**Entry Dates:** January, April and September

#### Awarding Bodies

OTHM, London South Bank University

**Duration** : 3 Years

**Fee** : £ 4,000 per year

#### Entry Requirements

A Levels **OR** Equivalent Overseas Qualification *Plus*

English Language Proficiency

#### Pathway

Holders of OTHM Higher Diploma are eligible to gain entry onto the final year (Year 3) of the following program:

**B.A (Hons) Tourism and Hospitality** (London South Bank University)

#### Modules

##### Year 1: Certificate Stage

- Introduction to Travel, Tourism and Hospitality Management
- Introduction to Business Environment
- Introduction to Business Communication and Customer Care
- Introduction to Business and Finance

##### Year 2: Professional Diploma Stage

- Tourism Marketing and Management
- Hospitality Marketing and Management
- Human Resource Management
- Tourism and Hospitality Operations Management
- Financial Management and Information Systems
- Customer relations and Business Environment

##### Year 3: Professional Higher Diploma Stage

- Marketing Communications for Tourism and Hospitality
- International Tourism and Hospitality Business Environment
- Corporate Business Strategy and Finance
- Management Information Systems
- Strategic Human Resource Management
- Project: Operations Management in Business Environment

#### Assessment

External Assessment through OTHM Examinations



## DEGREE AND POST GRADUATE PATHWAYS

### MSc International Tourism Marketing

(Direct Entry)

Via

#### OTHM Higher Diploma (Pathway)

Holders of OTHM Higher Diploma are eligible to gain entry onto the following program

**NQF Level: 6**

**Entry Dates:** January, April and September

#### Awarding Bodies

OTHM

**Duration:** 3 Years

**Fee:** £ 4,000 per year

#### Entry Requirements

Graduation **OR** Equivalent Overseas Qualification *Plus*

English Language Proficiency

#### Pathway

Holders of OTHM Higher Diploma are eligible to gain entry onto the following program:

**MSc. International Tourism Marketing** (University of Hertfordshire)

#### Modules

##### Year 1: Certificate Stage

- Introduction to Travel, Tourism and Hospitality Management
- Introduction to Business Environment
- Introduction to Business Communication and Customer Care
- Introduction to Business and Finance

##### Year 2: Professional Diploma Stage

- Tourism Marketing and Management
- Hospitality Marketing and Management
- Human Resource Management
- Tourism and Hospitality Operations Management
- Financial Management and Information Systems
- Customer relations and Business Environment

##### Year 3: Professional Higher Diploma Stage

- Marketing Communications for Tourism and Hospitality
- International Tourism and Hospitality Business Environment
- Corporate Business Strategy and Finance
- Management Information Systems
- Strategic Human Resource Management
- Project: Operations Management in Business Environment

#### Assessment

External Assessment through OTHM Examinations



## PROFESSIONAL COURSES



### Certified Accounting Technician (CAT)

The CAT is designed by ACCA to equip students with the technical skills and knowledge necessary to fulfil an accounting role up to technicians level

ACCA is the largest professional accountancy body in the UK operating on an international basis. This underscores its international status as a world leader in accountancy education.

Joining the ACCA course will mean that your technician qualification will be well respected in all employment sectors throughout the world.

On successful completion of the course and satisfying the practical experience requirement, you will be able to use the title Certified Accounting Technician (CAT).

This qualification will make you eligible for direct entry to Part 2 of ACCA's professional examinations

#### Awarding Body

Association of Chartered Certified Accountants

**Fee:** £ 3,000 per year

#### Modules

##### Introductory Level

- P1: Recording Financial Transactions
- P2: Information for Management Control

##### Intermediate Level

- P3: Maintaining Financial Records
- P4: Accounting for Costs

##### Advanced Level

- P5: Managing People and Systems
- P6: Drafting Financial Statements
- P7: Planning, Control, and Performance Management

##### Plus two options from:

- P8: Implementing Audit Procedures
- P9: Preparing Taxation Computations
- P10: Managing Finances

#### Entry Requirements

Open Entry - Basic literacy and numeracy skills needed. Candidates must be 16 or above to register. Candidates with no formal qualifications will be expected to complete all three levels of the Technician examinations. Some qualifications will receive exemptions from some or all of the modules. Candidates receiving the exemptions are required to satisfy the necessary training requirement to complete the Technician qualification as a whole

#### Course Commencement

January, April and September

#### Duration

2-3 Years

#### Mode of Attendance

Full Time/ Part Time



## ....PROFESSIONAL COURSES



### Association of Chartered Certified Accountants (ACCA)

The Association of Chartered Certified Accountants is the largest body of Accountants recognised by statute in the UK. Founded in 1904, ACCA is the world's largest and fastest growing international accountancy body.

ACCA was the first professional body to offer examinations based on international accounting standards (IAS), providing truly global, transferable skills that are highly valued by employers in all sectors.

The qualifications awarded by the Association offer individuals at all levels the opportunity to work at the heart of business. Members of the Association use the designatory letters ACCA for Associates and FCCA for Fellow members.

#### Awarding Body

Association of Chartered Certified Accountants

Fee: £ 3,000 per year

#### Modules

##### Knowledge Modules:

- F1: Accountant in Business (AB)
- F2: Management Accounting (MA)
- F3: Financial Accounting (FA)

##### Skills Modules:

- F4: Corporate and Business law (CL)
- F5: Performance Management (PM)
- F6: Taxation (TX)
- F7: Financial Reporting (FR)
- F8: Audit and Assurance (AA)
- F9: Financial management (FM)

##### Essential Modules:

- P1: Professional Accountant (PA)
- P2: Corporate Reporting (CP)
- P3 Business Analysis (BA)

##### Optional Modules (any 2):

- P4: Advance Financial Management (AFM)
- P5: Advance Performance Management (APM)
- P6: Advance Taxation (ATX)
- P7: Advanced Audit and Assurance (AAA)

#### Entry Requirements

The minimum entry requirements are two A levels and three GCSEs in five separate subjects, including English and maths, or equivalent.

Individuals over 21 years who do not meet the minimum entry requirements may register through the mature Student Route (MSER).

#### Course Commencement

January, April and September

#### Duration

2-3 Years

#### Mode of Attendance

Full Time/ Part Time



## ....PROFESSIONAL COURSES



### Chartered Institute of Management Accountants (CIMA)

A CIMA management accounting qualification will put you at the heart of business. As a CIMA-qualified management accountant, you will have a great understanding of finance and business.

You will use this to assess business possibilities and shape the future of your organisation. You will have a broad business perspective and improved employment opportunities around the world.

#### Awarding Body

Chartered Institute of Management Accountants (CIMA)

**Fee:** £ 3,000 per year

**Duration:** 3 Years

#### Mode of Attendance:

Full/Part Time

#### Modules

##### Certificate Stage:

- C1. Fundamentals of Management Accounting
- C2. Fundamentals of Financial Accounting
- C3. Fundamentals of Business Mathematics
- C4. Fundamentals of Business Economics
- C5. Fundamentals of Ethics, Corporate Governance & Business Law

##### Professional Stage:

##### Course Subjects: (Managerial Level)

- Paper P1 Management Accounting Performance Evaluation
- Paper P2 Management Accounting Decision Management
- Paper P4 Organisational Management and Information Systems
- Paper P5 Integrated Management
- Paper P7 Financial Accounting and Tax Principles
- Paper P8 Financial Analysis

##### Course Subjects: (Strategic Level)

- Paper P3 Management Accounting Risk and Control Strategy
- Paper P6 Management Accounting Business Strategy
- Paper P9 Management Accounting Financial Strategy

**TOPCIMA** is the final exam you will sit. You must sit this exam after you have completed all other exams in line with guidelines produced by the International Federation of Accountants (IFAC).

#### Entry Requirements

To gain direct entry to the CIMA Professional qualification you will need to have completed the CIMA Certificate in Business Accounting.

Or, if you have already studied a relevant qualification - such as a degree or a professional qualification in accounting or business subjects - you may be given exemptions from the five papers at Certificate level. This will allow you direct entry to the Professional Qualification.

#### Course Commencement

January, April and September



## ...PROFESSIONAL COURSES



### British Computer Society (BCS)

The BCS Professional Examinations are a degree equivalent qualification for any individual looking to develop or advance their career in IT.

There is the opportunity to take three levels of examination, which cover a wide range of IT topics acknowledging practical experience and academic ability.

Certificate is the foundation level of CS Professional Examinations and is the academic equivalent to Year 1 of a UK university honours degree.

The Diploma in IT level (incorporating Diploma project) of BCS Professional Examinations is the academic equivalent to Year 2 of a UK university honours degree.

Professional Graduate Diploma qualification incorporates a PGD project and is the academic equivalent to a UK university honours degree and is recognised by the QCA as NQF Level 6.

#### Awarding Body

British Computer Society (BCS)

**Fee:** £ 4,000 per year

**Duration:** 3 Years

**Mode of Attendance:**

Full/Part Time

#### Modules

##### Certificate Stage:

- Information Systems
- Software Development
- Computer & Network Technology

##### Diploma Stage:

- Professional Issues in IS Practices
- Computer Network
- Database Systems
- Internet Technology
- IT Project Management

##### Professional Graduate Diploma:

- Advanced DBMS
- Distributed & Parallel Systems
- Knowledge Base Systems
- Network Information Systems
- Professional Projects

#### Entry Requirements

**Certificate:** Students must demonstrate competence in English Language and must be able to show evidence of having gained qualifications at level 3 of the National Qualifications Framework, GCSE or equivalent overseas qualification.

**Diploma:** BCS Certificate in IT or an equivalent NQF level 4 qualification for which you have received an exemption or equivalent overseas qualification.

**Professional Graduate Diploma:** BCS Diploma in IT or an equivalent NQF level 5 qualification for which you have received an exemption or equivalent overseas qualification.

#### Course Commencement

January, April and September



## ...PROFESSIONAL COURSES



### Association of Business Executive (ABE)

The Association of Business Executives (ABE) is an International Examining Body and provider of business and management qualifications, leading on to Degree and Masters routes.

ABE has 'Awarding Body' status in the United Kingdom and is also recognised in many other countries worldwide.

The College offers the following ABE qualifications:

Business Management,  
Financial Management,  
Business Information Systems,  
Human Resource Management,  
Marketing.

#### Awarding Body

Association of Business Executive  
(ABE)

**Fee:** £ 3,000 per year

**Duration:** 2-3 Years

#### Mode of Attendance:

Full/Part Time

#### Qualification Structure – Business Management

##### Diploma Part 1

- Economic Principles and their Application to Business
- Organisational Behaviour
- Financial Accounting
- Quantitative Methods for Business and Management

##### Diploma Part 2

- Marketing Policy, Planning and Communication
- Human Resource Management
- Management in Action
- Principles of Business Law
- Systems Analysis and Design

##### Advanced Diploma

- Corporate Strategy and Planning
- Managing in Organisations
- International Business Case Study
- Strategic Marketing Management
- Strategic Human Resource Management for Business Organisation

#### Qualification Structure – Financial Management

##### Certificate

- Introduction to Business
- Introduction to Cost and Management Accounting
- Introduction to Financial Accounting
- Introduction to Business Communication

##### Diploma Part 1

- The Business Environment
- Financial Accounting
- Managerial Accounting
- Organisational Behaviour

##### Diploma Part 2

- Financial Management
- Systems Management and Internal Financial Controls
- Financial and Business Planning in a Global Context
- Project Operations and Quality Management
- Marketing Policy, Planning and Communication



## ....PROFESSIONAL COURSES



### Qualification Structure – Business Information Systems

#### Diploma 1

- Computer Fundamentals
- Computer Applications in Business and Finance
- Principles of Programming
- Organisational Behaviour

#### Diploma 2

- Computer Networking
- Systems Analysis and Design
- Information Systems Project Management
- Human Resource Management
- Marketing Policy

#### Advanced Diploma

- Contemporary Application Development Methods
- Internet Systems Development
- Relational Database Applications in Business
- Information Systems Strategic Management
- Strategic Marketing Management
- Corporate Finance

### Qualification Structure – Human Resource Management

#### Certificate

- Introduction to Business
- Introduction to Business Communication
- Managing People
- Personnel Administration

#### Diploma Part 1

- Organisational Behaviour
- Human Resource Development
- Human Resource Management
- Economic Principles and their Application to Business

#### Diploma Part 2

- Employment Relations
- People Planning and Resourcing
- Personnel Information Systems
- Human Resource Management in Action
- Quantitative Methods for Business and Management



## ....PROFESSIONAL COURSES



### Qualification Structure – Human Resource Management

#### Advanced Diploma

- Corporate Strategy and Planning
- Managing in Organisations
- Strategic HRM for Business Organisation
- Managing Organisational Change and Development
- Performance Management and Reward

### Qualification Structure – Marketing

#### Certificate

- Introduction to Business
- Introduction to Quantitative Methods
- Introduction to Marketing
- Introduction to Business Communication

#### Diploma Part 1

- Economic Principles and their Application to Business
- Organisational Behaviour
- Principles of Marketing
- Quantitative Methods for Business and Management

#### Diploma Part 2

- Marketing Policy, Planning and Communication
- Marketing Information Systems
- Marketing in Action
- Systems Analysis and Design
- Human Resource Management

### Entry Requirements

#### Diploma Part 1

- GCE 'O' + 2 'A' Levels or equivalent OR
- 4 GCE 'O' levels and City of London College DBA OR
- A business/professional qualification approved by the ABE OR
- Over 21 years of age with relevant work experience.

#### (Diploma Part 2)

- Diploma Level 1 or equivalent

#### (Advance Diploma)

- ABE Diploma 1 & 2 or equivalent

### Course Commencement

January, April and September



## ...PROFESSIONAL COURSES



### Institute of Leadership Management

#### Diploma in Management Level 5

The Institute of Leadership & Management (ILM) is the UK's largest management body, combining industry-leading qualifications and specialist member services.

ILM is founded on the principle that skilled managers and leaders hold the key to creating productive workforces that deliver organisational and economic success.

Our qualifications and membership services combine to drive up the standards of leadership and management and improve individual and team performance.

ILM formed in November 2001 through the merger of the Institute of Supervision and Management (ISM) and NEBS Management (National Examining Board for Supervision & Management)

**Awarding Body:** ILM

**Fee:** £ 3,000 per year

**Duration:** 2 Years

**Mode of Attendance:**

Full/Part Time

#### About Diploma

The Diploma develops a comprehensive range of basic middle management skills, assisting learners in gaining the knowledge required at this level. The qualification builds on the Award and Certificate, though is more suited to the practising manager. The additional mandatory units cover 'critical thinking' – evaluating theory against reality – and 'leading innovation and change' – identifying opportunities for development and exploring the impact of organisational change on stakeholders.

#### Modules

##### Mandatory Units:

- Understanding the Management Roles
- Developing the Reflective Manager
- Managing Improvement
- Making A Final Case
- Developing the Manager as a Critical Thinker
- Leading Innovation and Changes

##### Optional Units Offered:

- Understanding the Organisational Environment
- Managing Customer Relations
- Managing Information
- Managing Recruitment
- Managing Marketing
- Analysing and Interpreting Statistics

#### Other Information

**Credit value:** 45 credits

**Guided Learning:** Minimum 210 hours

**Assessment:** Mandatory Units (work based assignments + improvement reports + innovation reports), Optional Units (work based assignments + reflective reviews + oral/written presentation)

#### Entry Requirements

There are no formal entry requirements but participants will normally be practising or aspiring managers with opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme.



## ...PROFESSIONAL COURSES



### Level 3 Professional Diploma in Law and Practice

The Institute of Legal Executives (ILEX) is the professional body which represents 22,000 trainee and practicing Legal Executives. Its role is to enhance the role and standing of Legal Executives in the legal profession.

ILEX offers a full range of qualifications in law and legal practice at all levels for both those already working in the legal profession, and those who wish to start their career in law. We also offer qualifications for those wishing to become advocates

**Awarding Body:** ILEX

**Fee:** £ 3,000 per year

**Duration:** 1 Year

**Mode of Attendance:**

Full/Part Time

#### About Level 3 Diploma in Law and Practice

The Level 3 Professional Diploma in Law and Practice is a broad-based, practical introduction to Law and Legal Practice. It requires that students achieve across key areas of Law and Legal Practice (ie mandatory Law units consist of: Contract Law, Criminal Law, Land Law and Law of Tort)

The Level 3 Professional Diploma in Law and Practice has been developed as a unitised qualification which permits students to adopt a flexible and tailor-made approach to learning. Whilst all students undertake a certain amount of core study, there is also room for students to take units which reflect their main areas of interest

#### Modules

The qualification consists of ten units in total which are each assessed by ILEX and accumulated by the student. Each unit is regarded as a worthwhile achievement in its own right and certification is available at unit level.

The units are chosen from a suite of following 17 units in accordance with the qualification rules.

- Introduction to Law and Practice
- Contract Law
- Criminal Law
- Land Law
- Law of Tort
- Employment Law
- Family Law
- Law of Wills and Succession
- Civil Litigation
- Conveyancing
- Criminal Litigation
- The Practice of Family Law
- The Practice of Employment Law
- Probate Practice
- Practice of Law for the Elderly Client
- Client Care skills
- Legal Research Skills

#### Entry Requirements

There are no formal entry requirements for either qualification. However, the qualifications are at Level 3 of the Qualifications and Credit Framework (QCF), and ILEX does recommend that students embarking on a programme of study towards either qualification have a minimum of four GCSEs at grades C or above (including English Language or Literature) or equivalent qualifications.



## ...PROFESSIONAL COURSES



### Institute of Legal Executives

#### Level 6 Professional Higher Diploma in Law

The Institute of Legal Executives (ILEX) is the professional body which represents 22,000 trainee and practicing Legal Executives. Its role is to enhance the role and standing of Legal Executives in the legal profession.

ILEX offers a full range of qualifications in law and legal practice at all levels for both those already working in the legal profession, and those who wish to start their career in law. We also offer qualifications for those wishing to become advocates

**Awarding Body:** ILEX

**Fee:** £ 4,000 per year

**Duration:** 1 Year

**Mode of Attendance:**

Full/Part Time

#### About Level 6 Professional Higher Diploma in Law

The ILEX Level 6 Professional Higher Diploma in Law and Practice represents the final academic stage towards becoming a Legal Executive. Building on the ILEX Level 3 Diploma in Law and Practice, students are required to demonstrate a broad and detailed understanding of the law in three specific areas.

For one of these areas, the candidate must also demonstrate a sound practical understanding of the legal practice that arises from the law

#### Modules

<b>ILEX Level 6 Professional Higher Diploma in Law and Practice</b>	1 Practice unit plus its linked Law unit + any other 2 Law units + both Professional Skills units	The final academic stage towards becoming a Legal Executive. Completion of the qualification ensures candidates are eligible to become members of ILEX.	250 hours
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#### Entry Requirements

You are advised to complete the ILEX Level 3 qualifications before progressing to the Level 6 Professional Higher Diploma in Law. Non-members taking the subjects from the Level 6 Professional Higher Diploma in Law as Single Subject Diplomas should have substantial experience in the sphere of law relevant to their chosen subject or qualifications at GCE A level standard or above. Non-members who do not meet these criteria are encouraged to study the Level 3 qualifications before taking Single Subject Diplomas to ensure they have the necessary underpinning knowledge and understanding.



**...PROFESSIONAL COURSES**



**Level 6 Certificate in Law**

The Institute of Legal Executives (ILEX) is the professional body which represents 22,000 trainee and practicing Legal Executives. Its role is to enhance the role and standing of Legal Executives in the legal profession.

ILEX offers a full range of qualifications in law and legal practice at all levels for both those already working in the legal profession, and those who wish to start their career in law. We also offer qualifications for those wishing to become advocates

**Awarding Body:** ILEX

**Fee:** £ 4,000 per year

**Duration:** 1 Year

**Mode of Attendance:**

Full/Part Time

**About Level 6 Certificate in Law**

The ILEX Level 6 Certificate in Law recognises candidates' achievements in a specific area of law and legal practice. The qualification is best suited for candidates who do not wish to go on and become full Legal Executives and Fellows of the Institute of Legal Executives (ILEX), but who do require recognition in a specific professional area of law and legal practice

The qualification is a valuable asset to any professional paralegal or individual working in a legal firm and specialising in an area of law or legal practice which requires a qualification that demonstrably recognises their abilities at this level in that specific area.

The qualification will, however, also act as an important milestone for those candidates who do wish to move on to becoming Legal Executives and Fellows of ILEX.

**Qualification Structure**

<b>ILEX Level 6 Certificate in Law</b>	If the candidate achieves 1 unit from units 1 – 21 above, they will achieve the Level 6 Certificate in Law (endorsement: eg, Contract Law)	A single unit qualification recognising candidates' achievements in a specific professional area of law and legal practice.	50 hours
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If the candidate achieves both units 22 and 23, they will achieve the Level 6 Certificate in Law (endorsement: Legal Skills)

**Entry Requirements**

You are advised to complete the ILEX Level 3 qualifications before progressing to the Level 6 Professional Higher Diploma in Law. Non-members taking the subjects from the Level 6 Professional Higher Diploma in Law as Single Subject Diplomas should have substantial experience in the sphere of law relevant to the their chosen subject or qualifications at GCE A level standard or above. Non-members who do not meet these criteria are encouraged to study the Level 3 qualifications before taking Single Subject Diplomas to ensure they have the necessary underpinning knowledge and understanding.

*Building Careers through Education with Training*



## ....PROFESSIONAL COURSES



### **Pg. Diploma Business Study leaning to MSc Business Administration**

The School of Information Risk Management(SIRM) was established in April 2006. SIRM has successfully been able to establish relationships with UK's reputable university.

SIRM is accredited by Accreditation Service for International Colleges (ASIC) and have been granted Sponsor License by UKBA with "A" Rating. Our name on the register is given as "The School of Information Risk Management"

#### **Awarding Body:**

**PgD - SIRM**  
**MSc BA – University of Gloucestershire, UK**

**Fee: PgD £ 6,500**

**Duration: PgD 9 Months**

**Mode of Attendance:**

Full/Part Time

#### **About Postgraduate Diploma Business Study**

SIRM has designed this course, which is built on good foundation and rigorous practical training in the respective areas. The aim is to provide necessary knowledge through a combination of theory and practice. Students successfully completing the course will be awarded a recognized degree.

The course will be suitable for:

- Those who are currently employed in auditing who are seeking specialist management knowledge in order to advance their careers.
- Recent graduates or qualified accountants who are seeking specialist management knowledge.

#### **Modules**

The course has a flexible modular structure and consists of eight core subjects and a Project. A particular emphasis is given in achieving an optimal balance of theory and practice; students will be given exposure to leading-edge business and management practices.

- MBA901- Marketing Management
- MBA902- Human Resources Management
- MBA903- Financial Analysis for Non-Financial Managers
- MBA904- Operations Management
- MBA905- Contextual Environment of Business
- MBA906- TBC
- Module MBA907- TBC
- Module MBA908- TBC
- Module MBA909- Project / Dissertation

#### **Entry Requirements**

The minimum entry requirement of our Postgraduate course is an Undergraduate (Honours) Degree equivalent to that of UK University in computing or business related subjects. English proficiency is essential.

The content of the course are not the exclusive province of any single discipline or any combination of disciplines. Some backgrounds are more suitable for entry to the course than others. Each student will be considered on an individual basis. Candidates may be interviewed at the discretion of the Course Organizers or a delegated representative of the Course Organizers.



## ...PROFESSIONAL COURSES



### **Pg. Diploma ISA leading to MSc Computing with Systems Security Management**

Our PgD ISA has successfully been mapped with University of Gloucestershire MSc CSM program. Student successfully completed PgD ISA with 120 credits (8 modules) will be able to join the university for Dissertation Submission and upon completion, they will be awarded full MSc CSM degree. Students are required to fulfill University entry criteria for Dissertation Submission.

#### **Awarding Body:**

**PgD** - SIRM  
**MSc BA** – University of Gloucestershire, UK

**Fee: PgD** £ 6,500

**Duration:** 1 Year OR 2 Years followed by a Foundation course\*

#### **Mode of Attendance:**

Full/Part Time

#### **About Postgraduate Diploma Info. Systems Auditing**

The course emphasizes the risk exposures in an Information System environment and focuses on the internal controls to minimize these risks. The course will be suitable for:

- Those who are currently employed in auditing who are seeking specialist knowledge in order to advance their careers
- Recent graduates or qualified accountants who are seeking specialist knowledge in the areas of computer auditing and systems accounting

#### **Modules**

The course structure is as follows:

- MSIRM119 - IS Audit Process
- MSIRM113 - Information System Management
- MSIRM114 - Infrastructure and Operations of IS
- MSIRM115 - Security of IS Infrastructure
- MSIRM110 - Business Continuity and Disaster Recovery
- MSIRM116 – S/ware Engineering & Security Architecture
- MSIRM101 - Information Risk Management
- MSIRM118 - Scientific Writing & Research Methodology
- MSIRM117 - MSc Dissertation

The Entire program will be taught and examined by the college which is PgD with 120 credits consist of 8 modules. Students will require successfully completing MSc CSM dissertation at the University to obtain full MSc degree.

#### **Foundation Course\***

We also offer 3-12 months foundation course through SIRM to those who have no educational back ground in computer sciences to study the proposed PgD course. This foundation course provides a basic understanding of the threats and solutions for modern organizations.

#### **Course Structure:**

- FIRM111 – Software development
- FIRM112 – Database design and management
- FIRM113 – Computer Communication Networks
- FIRM114 – Internet & Multimedia Technologies

#### **Entry Requirements**

The minimum entry requirement of our Postgraduate course is, an Honours Degree equivalent to that of UK University in computing or business related subjects. English proficiency is essential.



## ....PROFESSIONAL COURSES



### Postgraduate Law Courses

Renowned for excellence in legal education, the University of London is one of the largest and most respected institutions in the world. We've been offering the opportunity for students around the world to obtain the Master of Laws (LLM) of the University of London since 1925 by distance learning. While, the Postgraduate Laws programme has been developed by academics within Queen Mary and UCL Law departments, both of which have outstanding reputations (both 5-star faculties).

**Master of Laws (LLM):** four courses

**Postgraduate Diploma:** 10 sections taken from no more than four courses

**Postgraduate Certificate:** five sections taken from no more than four courses

**Awarding Body:** University of London

**Fee:** LLM £ 8,000,  
Pg.Dip £6,500 and  
Pg. Cert £5,000

**Duration:** 1 to 2 years

**Mode of Attendance:**

Full/Part Time

#### About Postgraduate Law Courses

The Postgraduate Laws programme is unique in offering a broad range of specialisations. So you can decide to qualify in a particular field, such as International Business Law, or study several areas. Your decision will depend on your own specific requirements; perhaps you are keen to gain specialist knowledge and status to enhance your career; or are seeking new intellectual stimulus.

#### Modules

The course structure is as follows:

- Banking and finance law
- Commercial and corporate law
- Comparative and foreign law
- Competition law
- Computer and communications law
- Corporate and securities law
- Criminology and criminal justice
- Environmental and natural resources law
- Human rights law
- Intellectual property law
- International business law
- International criminal justice
- International intellectual property law
- International justice
- Maritime law
- Media law
- Medicine and the law
- Tax law
- Other Courses

#### Entry Requirements

Our entrance policy is highly flexible. Whatever your experience, there is likely to be an entry level for you.

- Solicitors, barristers and LLB (Second Class Honours) holders\* gain entry to study directly for the Master of Laws (LLM).
- Non-law degree holders can apply to study for the Postgraduate Diploma or Postgraduate Certificate and then work towards the Master of Laws (LLM).
- Non-graduates with five years' work experience in a relevant field can apply to study for the Postgraduate Certificate and then work towards the Master of Laws (LLM). Each application is considered individually and the decision made at the discretion of the University.

\* From a university acceptable to the University of London.



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\* From a university acceptable to the University of London.



## ...PROFESSIONAL COURSES



### Bachelor of Laws (LLB)

The **LLB** degree consists of 12 units when taken through the Standard Route. Applicants who already have an undergraduate degree acceptable to the University may complete the LLB in two years through the nine-unit Graduate Entry Route

**Awarding Body:** University of London

**Fee:** £ 4,000 per year

**Duration:** 3 years

**Mode of Attendance:**

Full/Part Time

#### About Postgraduate Diploma Info. Systems Auditing

This is the LLB degree in its traditional three-stage format

#### Modules

##### Year I (4 subjects)

- Common law reasoning and institutions
- Criminal law
- Elements of the law of contract
- Public law

##### Year II (4 subjects)

- Land law
- Law of tort
- Law of trusts
- AND one optional subject

##### Final Year (4 subjects)

- Jurisprudence and legal theory
- AND three optional subjects

##### Optional subjects Year I or Year II

- Administrative law
- Civil and criminal procedure
- Commercial law
- Company law
- Criminology
- EU law
- Evidence
- Family law
- History of English law
- International protection of human rights
- Introduction to Islamic law
- Labour law

##### Optional subjects for Year II only

- Conflict of laws
- Intellectual property
- Laws Dissertation

#### Entry Requirements

- **either** two subjects at GCE 'A' level and at least three further subjects at GCSE/GCE 'O' level at Grade C or above
- **or** three subjects at GCE 'A' level (with one 'A' level at not less than Grade D)
- **or** three subjects at GCE 'A' level and one further subject at GCSE/GCE 'O' level at Grade C or above
- **or** two subjects at GCE 'A' level, plus two further subjects at GCE 'AS' level



## ENGLISH LANGUAGE COURSES

### English for Academic Purposes

This programme is designed to develop your key skills in Reading, Writing, Listening and Speaking.

It aims to provide students with the necessary competence and ability to undertake further and higher education at college or university, where your English language abilities will be challenged.

MCHEMT's objectives are to focus and build on specific skills such as academic writing, academic reading, note taking, presentation, listening comprehension, grammar, speaking and pronunciation.

**Fee: Standard Course** £ 1,500  
**Intensive Course** £1,200 and  
**Super-Intensive Course** £1,000

**Mode of Attendance:** Full Time

#### About English Language Courses

We aim to provide the kind of linguistic training and support that they need in order to make rapid progress and quickly attain a good degree of fluency and accuracy in English.

There are three types of General English course available:

**1. Standard course** (20 lessons = 15 hours per week) for 3 months.

**2. Intensive course** (28 lessons = 21 hours per week). This course includes 8 lessons of communicative skills practice per week. This course covers the same material and uses the same methodology as the General English Standard Course. However, in the afternoon on four days per week, there are two lessons of additional communication practice. These extra lessons are designed to give students the chance to develop their confidence in speaking and listening.

**3. Super-Intensive course** (36 lessons per week = 27 hours per week) This course includes 16 lessons of communicative skills practice per week. This course covers the same material and uses the same methodology as the General English Standard Course. However, in the afternoon on four days per week, there are four lessons of additional communication practice. These extra lessons are designed to give students the chance to develop their confidence in speaking and listening.



## Application Process



### Contact Details:

Manchester College of Higher Education & Media Technology  
57-63 Cheetham Hill Road,  
Manchester M4 4ET  
United Kingdom.

Tel: +44 (0)161 835 1891  
Fax: +44 (0)161 839 4345  
Email: [info@manchestertechnologycollege.com](mailto:info@manchestertechnologycollege.com)  
Web: [www.manchestertechnologycollege.com](http://www.manchestertechnologycollege.com)



## Terms & Conditions

### Enrolment

- Application forms must be fully completed
- Emergency contact numbers, home and UK addresses must be current and obtainable. It is the student's responsibility to inform the College of any changes to these

### Payments

Payment is required under the following terms:

- A non-refundable £50 registration fee is payable by students who do NOT require a visa.
- Students requiring a Letter of Sponsorship (for their visa) from the College should pay an initial deposit of £1,000.
- Tuition fees (and accommodation fees, if applicable) should be paid two weeks in advance of commencement of the course; students booking for longer than 12 weeks may pay in instalments (depending on length of stay and as mutually agreed between the student and the College).
- An additional 3.5% charge is payable for payments by credit card
- Tuition fees do not include books, external exam fees and some social programme activities

### Cancellations & Refunds

Refunds for cancellations by students will only be issued if written notice is given to the College at least two weeks prior to course commencement and in the following circumstances:

- Visa rejection. The original Embassy Letter of Refusal must be sent to the College to apply for the refund. Please allow up to 6 weeks for processing visa refunds. The registration fee is NOT refundable.
- Severe illness - upon production of a valid doctor's certificate.
- Exceptional personal circumstances at the discretion of the College Principal.
- The College will retain £150 for processing refunds and all bank charges must be paid by the student. In all cases contact the College at the earliest opportunity as we may be able to help in other ways such as deferred start dates.

### Visa Obligations

- Attendance: Students having been granted a student visa must report to College on the due date and then attend at least 15 hours tuition per week.
- Students failing to comply with Visa Regulations will be reported to the UK Border Agency.



### **Accommodation**

- College provides assistance in arrangement of accommodation on case to case basis.
- Cancellation policy: At least 2 weeks' advance notice must be given to cancel accommodation either prior to arrival or when in residence. If less than 2 weeks notice is given then you will be liable for paying up to 2 weeks' of the accommodation fees.

### **Insurance**

- The College accepts no responsibility for loss of property either within or outside the establishment. Students are advised to purchase insurance, including medical insurance, to cover all eventualities before leaving their own country.
- Students staying in Host Families should make sure that their insurance will cover any accidental damage to the property or possessions of the family.

### **General**

- The minimum student age is 18 years
- In the case of flagrant misconduct, persistently breaking the College Rules, or proven criminal offence, the College reserves the right to discipline or expel any student. No refund of fees will be made in the case of an expulsion.
- The College Rules and disciplinary procedure are contained in the Student Handbook.
- Students should always read all notices displayed on the main notice board.
- Most courses are available to start any Monday that the College is open.
- The college is closed for Christmas from the final two weeks in December and the first week in January, plus all UK bank holidays.
- The College's social activities programme contains either free or low cost activities. The amount of organised social activities will vary according to the time of year with more available in summer and less in winter. See the notice boards for latest details.
- In all cases the decision of the Management Committee will be final and binding on all students.



## Fees table

Course Name	Awarding Body	Duration	Course Fee
			(£ Per Year)
<b>ACCOUNTANCY</b>			
Certified Accounting Technicians	ACCA	2-3	3,000
Association Of Chartered Certified Accountants	ACCA	2-3	3,000
Chartered Institute of Management Accountant	CIMA	3	3,000
<b>BUSINESS MANAGEMENT</b>			
PGD Business Studies leading to MSc. Business Administration	SIRM, Uni. Of Gloucestershire	1	6,500
PGD Information System Audit leading to MSc System Security	SIRM, Uni. Of Gloucestershire		6,500
ABE PGD Leading to Master of Business Administration (MBA)	ABE	1	6,500
ABE PGD Leading to MSc Management	ABE	1	6,500
ABE PGD Leading to MSc Management and Human Resources	ABE	1	6,500
Level 5 Diploma in Management	ILM	1-2 Years	5,500
ABE Certificate	ABE	1	4,000
ABE Diploma	ABE	1	4,000
ABE Advanced Diploma	ABE	1	4,000
<b>COMPUTER SCIENCES AND IT</b>			
BCS Certificate in IT	BCS	1	4,000
BCS Diploma in IT	BCS	1	4,000
BCS Professional Graduate Diploma	BCS	1	4,000
IMIS Foundation Diploma	IMIS	1	4,000
IMIS Diploma	IMIS	1	4,000
IMIS Higher Diploma	IMIS	1	4,000
<b>LAW COURSES</b>			
Bachelor of Laws (LLB)	University of London (External)	3	5,500
Master of Law (LLM)	University of London (External)	1-2	8,000
Post Graduate Diploma	University of London (External)	1-2	6,500
Post Graduate Certificate	University of London (External)	1-2	5,000
QLTT		1	4,000
ILEX Level 3 Professional Diploma in Law and Practice	ILEX	1	4,000
ILEX Level 6 Professional Higher Diploma in Law and Practice	ILEX	1	5,000
<b>TRAVEL TOURISM AND HOSPITALITY</b>			
OTHM Certificate	OTHM	1	4,000
OTHM Diploma	OTHM	1	4,000
OTHM Higher Diploma	OTHM	1	4,000
<b>LANGUAGE COURSES</b>			
English Language Course-Short	MCH <sub>EMT</sub>	3 Months	1,500
English Language Course-Long	MCH <sub>EMT</sub>	1 Year	2,400
Urdu Language Course Short	MCH <sub>EMT</sub>	6 Months	2,000
Urdu Language Course Long	MCH <sub>EMT</sub>	1 Year	3,000

