



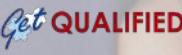
Learn Key
Institute

BROCHURE

2022



OUR ACCREDITATIONS



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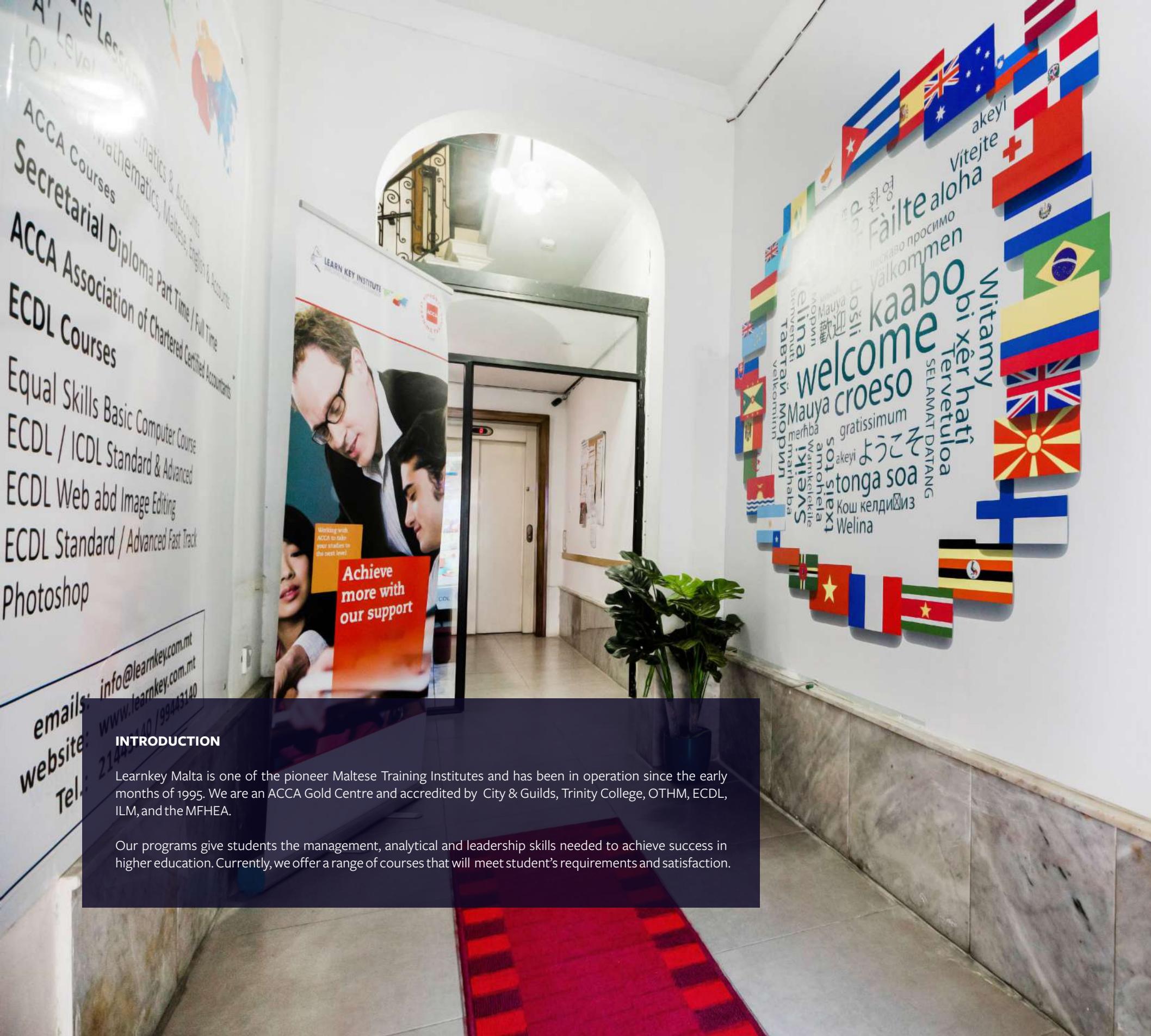
Welcome to Learnkey Training Institute

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

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

We look forward to meeting you.

Learnkey Training Institute



OUR MISSION

Learnkey's mission is to provide outstanding educational programs and services that are responsive to our students and diverse communities. We accomplish this mission by:

- Providing high quality teaching and instruction to promote fulfilment of knowledge transfer requirements and encourage academic acquisition in our surrounding communities. Providing skills education and student service programs to help students become successful learners.
- Establishing partnerships with stakeholders as well as other educational institutions to advance economic development.
- Preparing students with the skills to function effectively in the global economy of the 21st century.

OUR VISION

Offer learners theoretical and practical knowledge mirroring a real-world context. This will enable learners to meet current industry needs. We work with different partners as a learning community.

OUR VALUES

Our values are built on passion that is shared with learners to shape new worlds as entrepreneurs, leaders and community builders. We value an informed society with the right skills and competencies.

Reasons to Choose



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



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



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



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



- Experienced and friendly Staff
- Native speakers



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



European Capital Of Culture

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

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

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

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

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

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

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

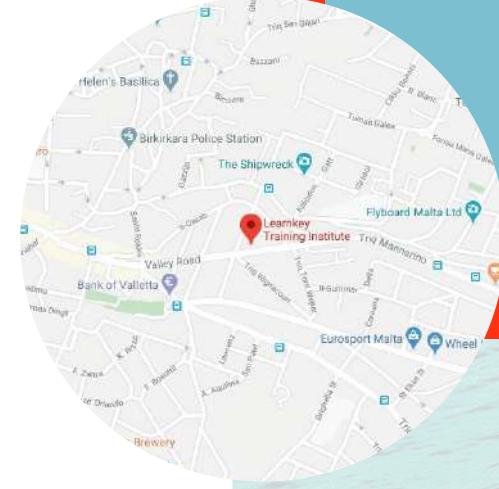
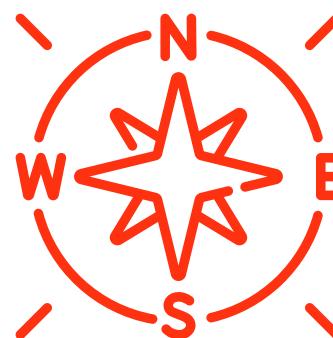
LOCATION

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

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

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

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



FACILITIES

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

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



OUR COURSES



An Ofqual Regulated Awarding Organisation

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

QUALIFICATIONS

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

FOUNDATION LEVEL

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

UNDERGRADUATE

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

POSTGRADUATE

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



HIGHER EDUCATION STUDIES

MQF LEVEL 4 / UK LEVEL 3 FOUNDATION DIPLOMA FOR HIGHER EDUCATION STUDIES

Credits:
120 UK
60 ECTS

OVERVIEW

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

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

ENTRY REQUIREMENTS

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

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

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

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

DURATION AND DELIVERY

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

ASSESSMENT AND VERIFICATION

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

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

The Assessor should provide an audit trail showing how the judgement of the learner's overall achievement has been reached.

PROGRESSION

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



BUSINESS MANAGEMENT

**MQF LEVEL 4 / UK LEVEL 5 DIPLOMA IN
BUSINESS MANAGEMENT**

Credits:
120 UK
60 ECTS

OVERVIEW

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

The content of the qualification is focused on:

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

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



ENTRY REQUIREMENTS

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

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

QUALIFICATION STRUCTURE

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

EQUIVALENCES

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

MANDATORY UNITS

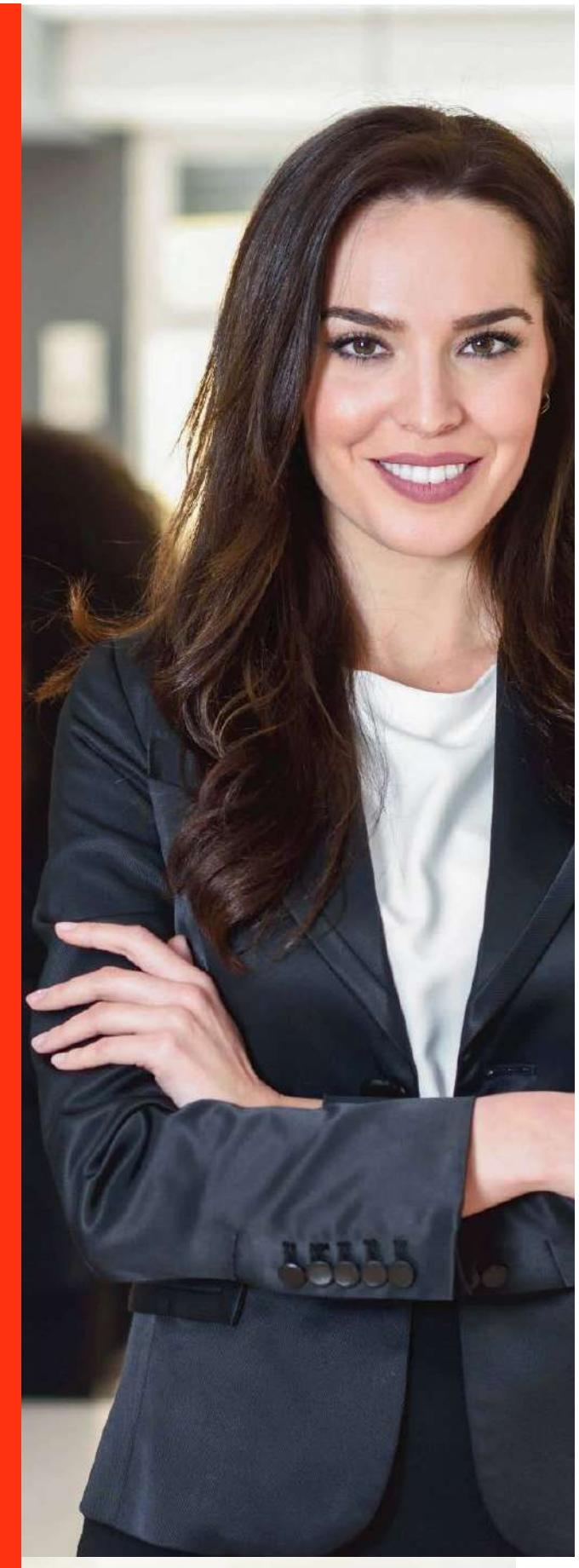
The OTHM Level 5 Diploma in Business Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

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

PROGRESSION

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

For more information, please download the OTHM official specification.





MQF LEVEL 5 / UK LEVEL 5 DIPLOMA IN BUSINESS MANAGEMENT

Credits:
120 UK
60 ECTS

OVERVIEW

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

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

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

ENTRY REQUIREMENTS

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

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

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

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

DURATION AND DELIVERY

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

ASSESSMENT AND VERIFICATION

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

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

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



MQF LEVEL 6 / UK LEVEL 6 DIPLOMA IN BUSINESS MANAGEMENT

Credits:
120 UK
60 ECTS

OVERVIEW

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

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

ENTRY REQUIREMENTS

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

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

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

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

DURATION AND DELIVERY

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

ASSESSMENT AND VERIFICATION

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

PROGRESSION

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

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



Tourism & Hospitality Management

MQF LEVEL 5 / UK LEVEL 4 DIPLOMA IN TOURISM & HOSPITALITY MANAGEMENT

Credits:
120 UK
60 ECTS

OVERVIEW

The objective of the OTHM Level 4 Diploma in Tourism and Hospitality Management qualification is to support learners' development as managers within the tourism and hospitality industry. The qualification enables learners to develop their knowledge of theories applicable to management in the tourism and hospitality industry. It enables learners to make well-informed and confident decisions about the management of work areas in the tourism and hospitality industry. Successful completion of the OTHM Level 4 Diploma in Tourism and Hospitality Management qualification will provide learners with the opportunity to progress to further study or employment.

ENTRY REQUIREMENTS

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

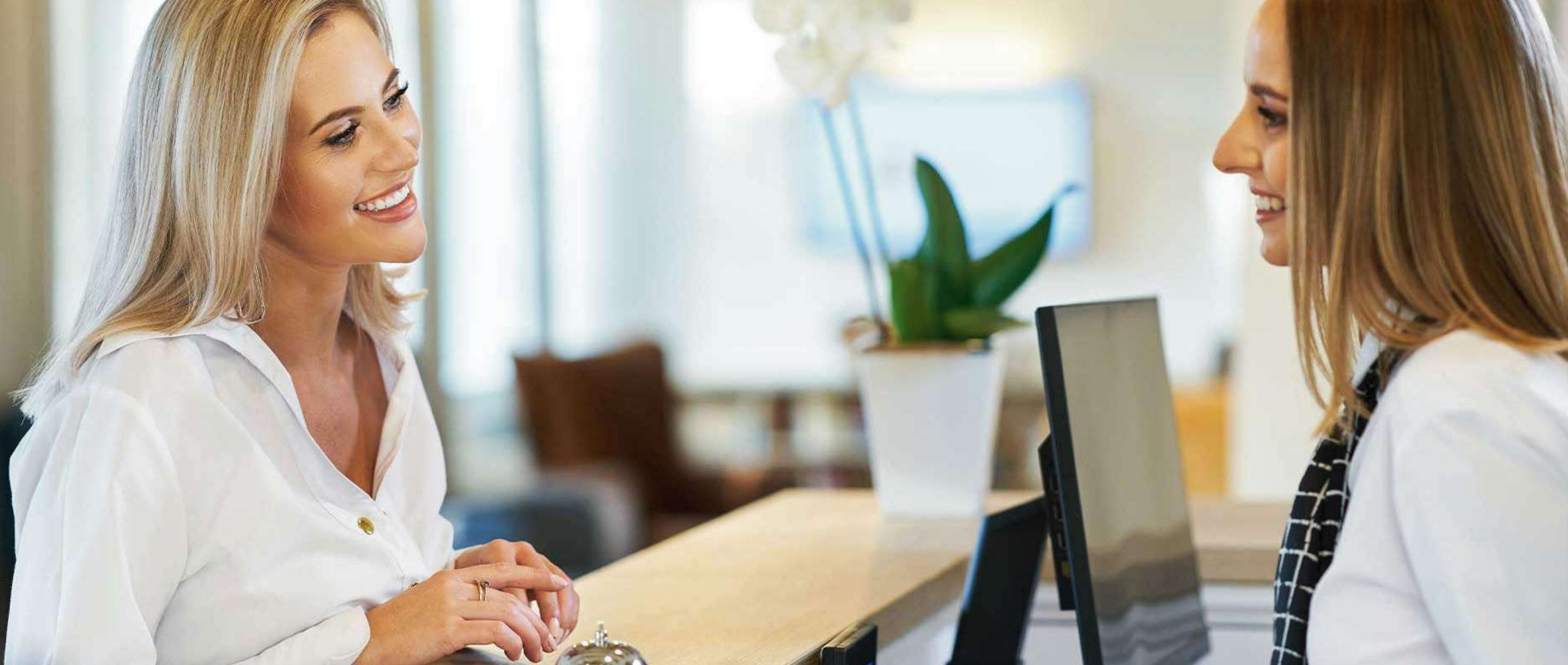
- Relevant NQF/QCF/RQF Level 3 Award/Diploma or at the level of GCE/GCSE or equivalent qualification
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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



MANDATORY UNITS

- Tourism and Hospitality Business Management (20 credits)
- Services Marketing and Customer Service (20 credits)
- Accounting and Finance (20 credits)
- Academic and Professional Development (20 credits)
- Events Management (20 credits)

Development of the Tourism and Hospitality Industry (20 credits)

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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

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

PROGRESSION

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



OVERVIEW

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

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

ENTRY REQUIREMENTS

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

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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



MANDATORY UNITS

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

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

DURATION AND DELIVERY

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

ASSESSMENTS AND VERIFICATION

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

PROGRESSION

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

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

MQF LEVEL 6 / UK LEVEL 6 DIPLOMA IN TOURISM & HOSPITALITY MANAGEMENT

Credits:
120 UK
60 ECTS

OVERVIEW

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

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

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

ENTRY REQUIREMENTS

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

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



EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

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

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

DURATION AND DELIVERY

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

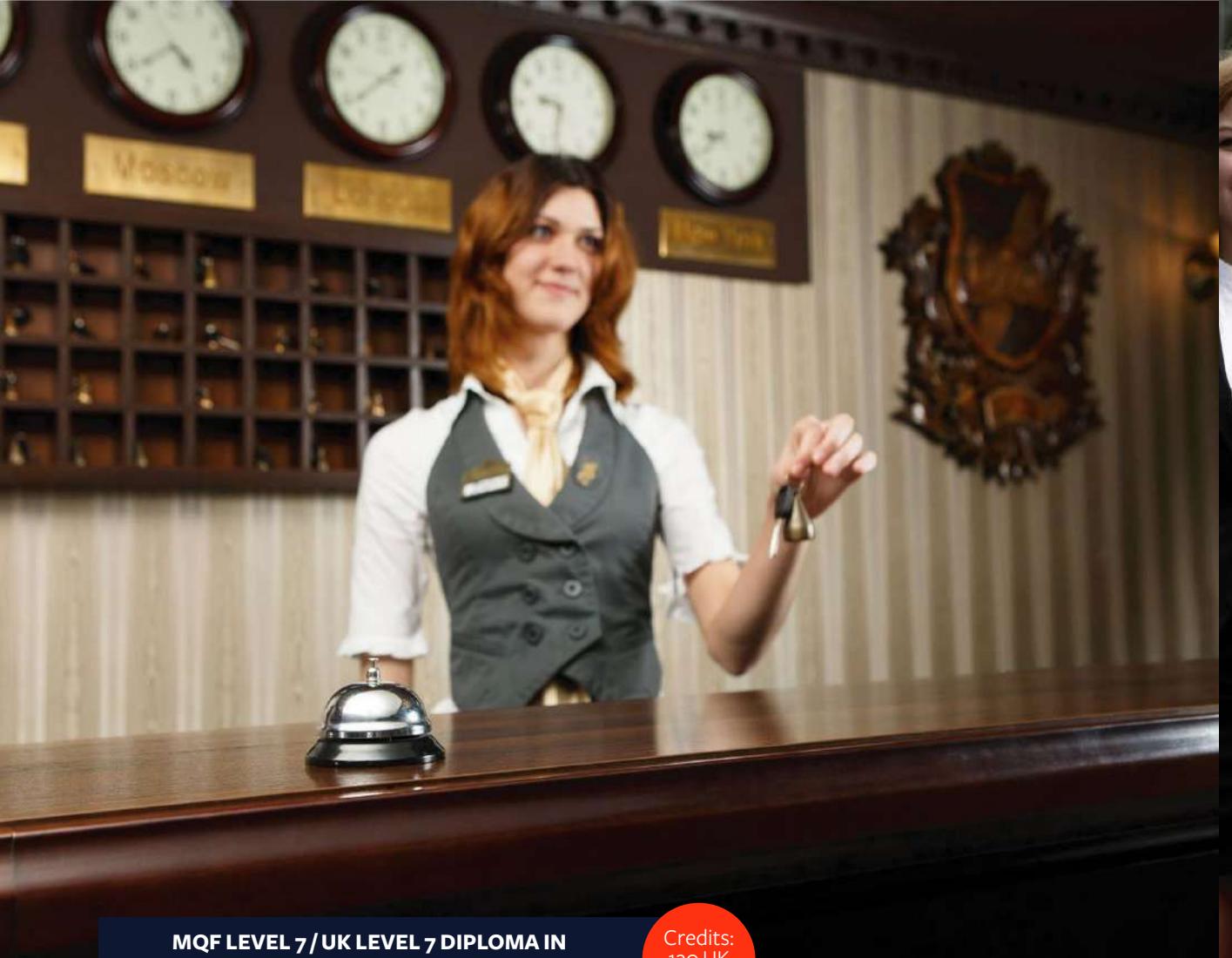
ASSESSMENT AND VERIFICATION

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

PROGRESSION

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

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



MQF LEVEL 7/UK LEVEL 7 DIPLOMA IN TOURISM & HOSPITALITY MANAGEMENT

Credits:
120 UK
60 ECTS

OVERVIEW

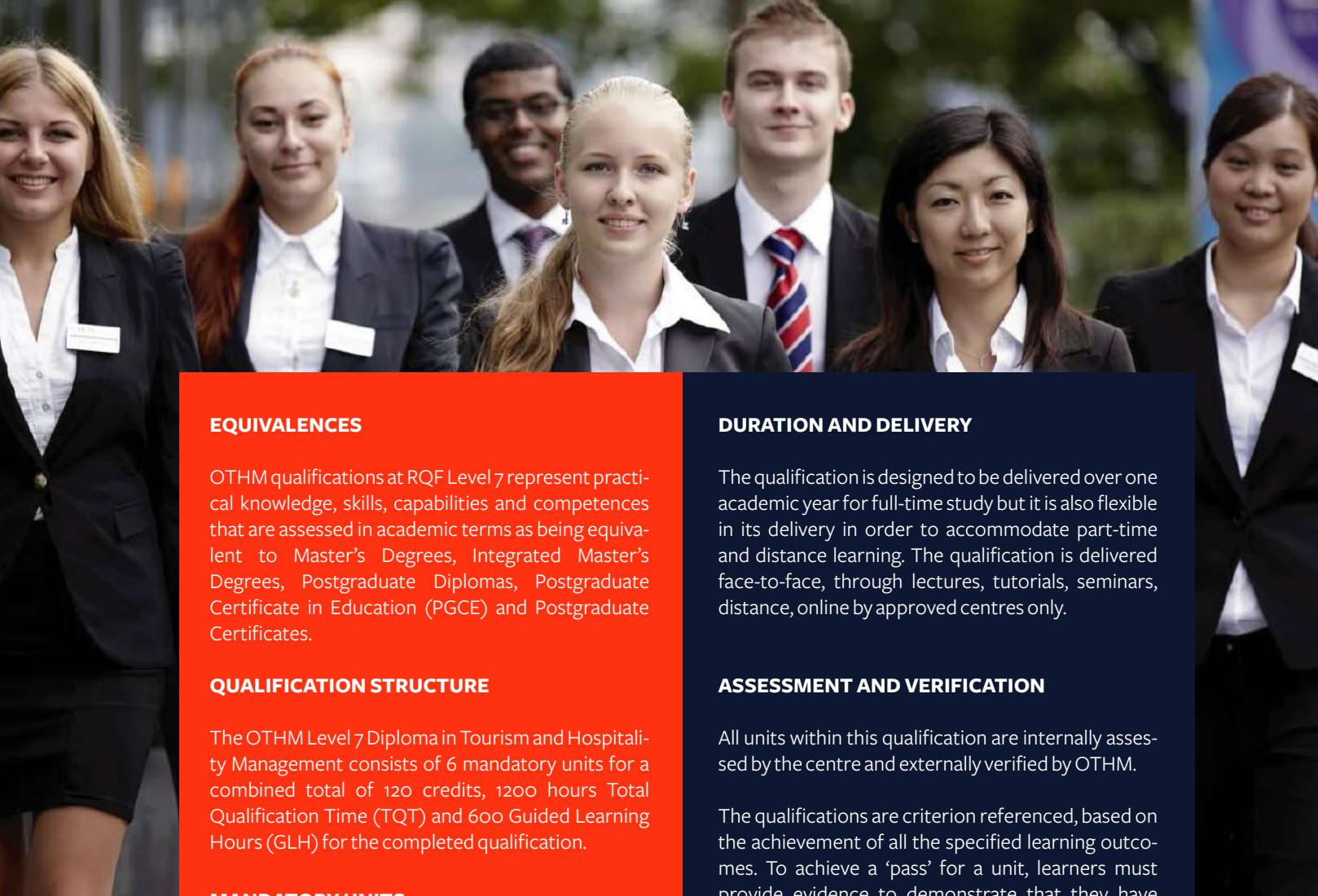
The objective of the OTHM Level 7 Diploma in Tourism and Hospitality Management qualification is to provide tourism industry professionals with the specialist knowledge needed to advance their careers, or for graduates entering the tourism and hospitality sector to gain the skills needed to manage business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

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

ENTRY REQUIREMENTS

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

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



EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

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

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

DURATION AND DELIVERY

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

ASSESSMENT AND VERIFICATION

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

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

PROGRESSION

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



HEALTH & SOCIAL CARE MANAGEMENT

MQF LEVEL 5 / UK LEVEL 4 DIPLOMA IN
HEALTH & SOCIAL CARE MANAGEMENT

Credits:
120 UK
60 ECTS

OVERVIEW

The objective of the OTHM Level 4 Diploma in Health and Social Care Management qualification is to equip learners with the underpinning knowledge, understanding and skills required for a career in the health and social care sector at a managerial level. The programme enables learners to demonstrate their skills by producing evidence from their work or training activities. Learners will acquire care management skills in the Health and Social Care sector.

ENTRY REQUIREMENTS

For entry onto the OTHM Level 4 Diploma in Health and Social Care Management qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 3 diploma or equivalent recognised qualification
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country they must provide evidence of English language competency. For more information visit English Language Expectations page in this website.

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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



MANDATORY UNITS

- Equality, Diversity and Inclusion in Health and Social Care (20 credits)
- Professional Development in Health and Social Care (20 credits)
- Effective Communication in Health and Social Care (20 credits)
- Health and Safety in Health and Social Care (20 credits)
- Assessment Processes for Effective Health and Social Care Delivery (20 credits)
- Managing Resources in Health and Social Care (20 credits)

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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

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

PROGRESSION

Successful completion of Level 4 Diploma in Health and Social Care Management qualification provides learners the opportunity for a wide range of academic progression including progression to relevant OTHM Level 5 Diplomas.

The Level 4 Diploma in Health and Social Care Management has been developed with career progression and professional recognition in mind.

As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into Year 2 of a three-year UK Bachelor's degree programme. For more information visit University Progressions page in this website.



**MQF LEVEL 5 / UK LEVEL 5 DIPLOMA
IN HEALTH & SOCIAL CARE MANAGEMENT**

Credits:
120 UK
60 ECTS

OVERVIEW

The objective of the OTHM Level 5 Diploma in Health and Social Care Management qualification is to equip learners with the underpinning knowledge, understanding and skills required for a career in the health and social care sector at a managerial level. The programme enables learners to demonstrate their skills by producing evidence from their work or training activities. Learners will acquire care management skills in the Health and Social Care sector.



ENTRY REQUIREMENTS

For entry onto the OTHM Level 5 Diploma in Health and Social Care Management qualification, learners must possess:

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

- Partnership Working in Health and Social Care (20 credits)
- Safeguarding and Protecting Vulnerable Individuals (20 credits)
- Health Improvement and Promotion of Well-being (20 credits)
- Leading Teams in Health and Social Care (20 credits)
- Providing Professional Supervision for Staff (20 credits)
- Research in Health and Social Care (20 credits)

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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



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

PROGRESSION

Successful completion of Level 5 Diploma in Health and Social Care Management qualification provides learners the opportunity for a wide range of academic progression including progression to relevant OTHM Level 6 Diplomas.

The Level 5 Diploma in Health and Social Care Management has been developed with career progression and professional recognition in mind. c

As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into Final year of a three-year UK Bachelor's degree. For more information visit University Progressions page in this website.



**MQF LEVEL 6 / UK LEVEL 6 DIPLOMA IN
HEALTH & SOCIAL CARE MANAGEMENT**

Credits:
120 UK
60 ECTS

OVERVIEW

The objective of the OTHM Level 6 Diploma in Health and Social Care Management qualification is to equip learners with the underpinning knowledge, understanding and skills required for a career in the health and social care sector at a managerial level. The programme enables learners to demonstrate their skills by producing evidence from their work activities, to meet national occupational standards. Learners will acquire care management skills in the Health and Social Care sector.

ENTRY REQUIREMENTS

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

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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



MANDATORY UNITS

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

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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

The Assessor should provide an audit trail showing how the judgement of the learner's overall achievement has been met.

PROGRESSION

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

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

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



MQF LEVEL 7 / UK LEVEL 7 DIPLOMA IN HEALTH & SOCIAL CARE MANAGEMENT

Credits:
120 UK
60 ECTS

OVERVIEW

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

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



ENTRY REQUIREMENTS

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

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

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

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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

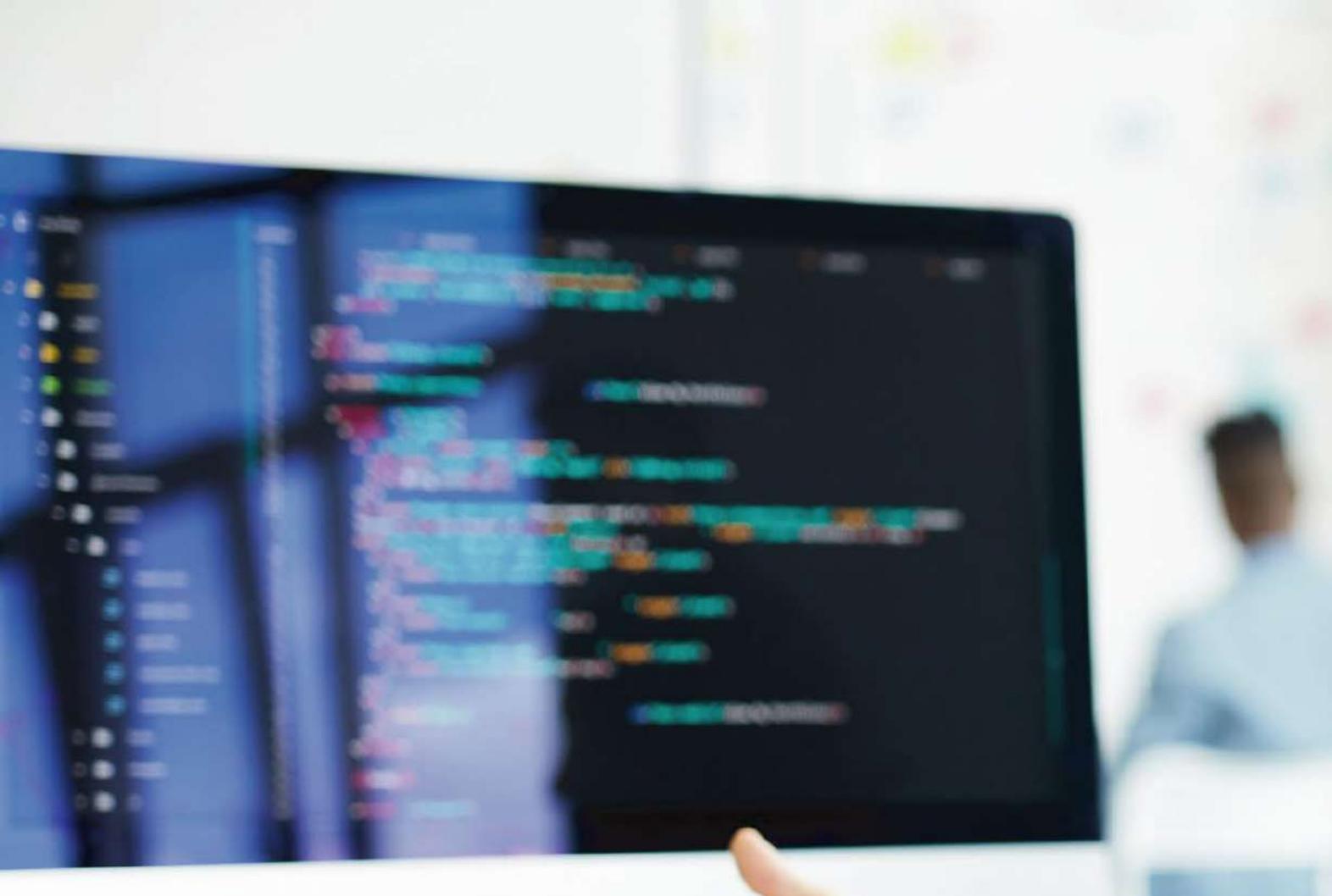
The Assessor should provide an audit trail showing how the judgement of the learners overall achievement has been achieved.

PROGRESSIONS

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

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





INFORMATION TECHNOLOGY

MQF LEVEL 5 / UK LEVEL 4 DIPLOMA IN INFORMATION TECHNOLOGY

Credits:
120 UK
60 ECTS

OVERVIEW

The objective of the OTHM Level 4 Diploma in Information Technology is to provide learners with an excellent foundation for a career in a range of organisations. It is designed to ensure that each learner is ‘business ready’: a confident, independent thinker with a detailed knowledge of Information Technology, and equipped with the skills to adapt rapidly to change.

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

ENTRY REQUIREMENTS

For entry onto the OTHM Level 4 Diploma in Information Technology qualification, learners must possess:

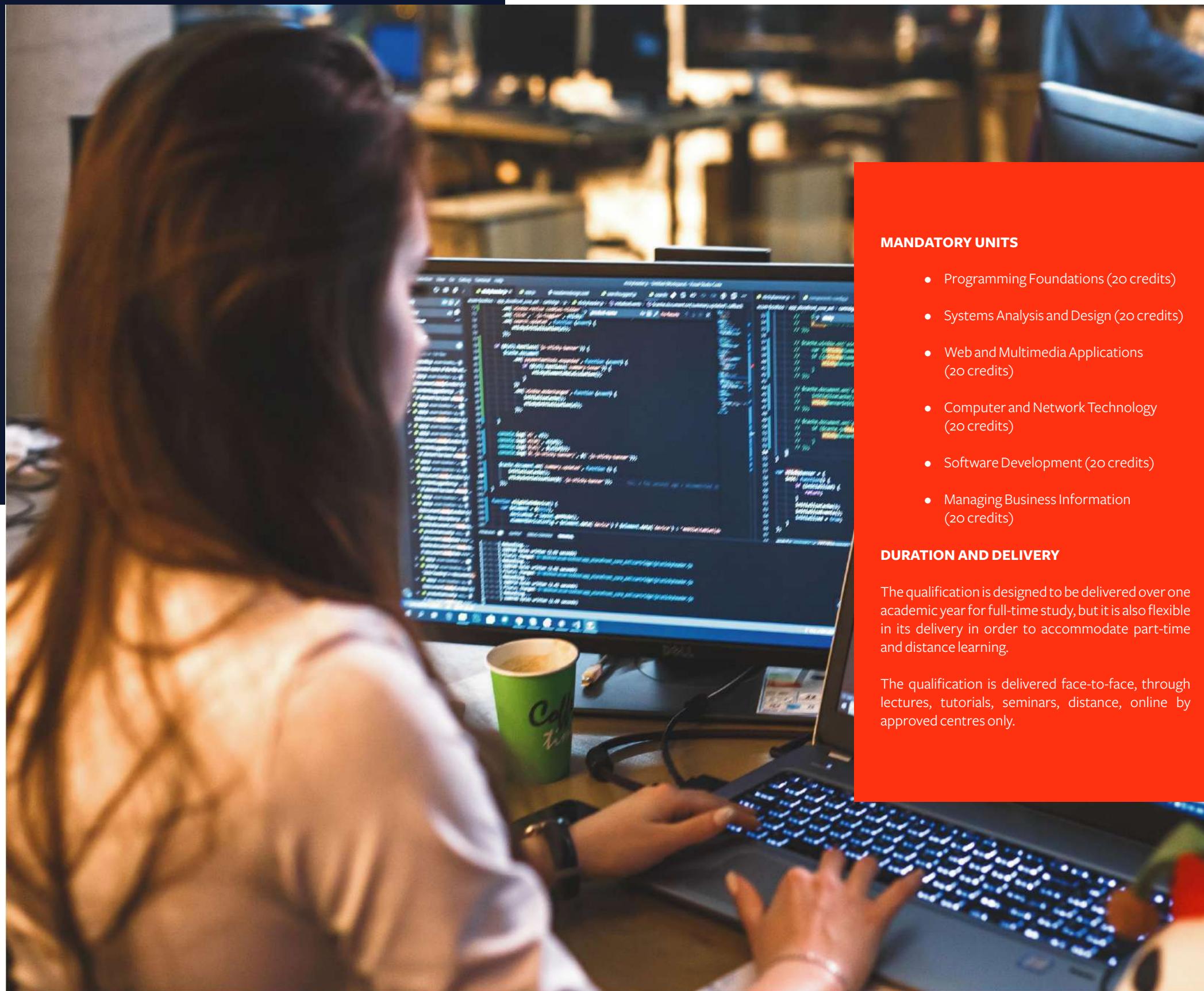
- Relevant NQF/QCF/RQF Level 3 Diploma or equivalent
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency. For more information visit English Language Expectations page.

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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



MANDATORY UNITS

- Programming Foundations (20 credits)
- Systems Analysis and Design (20 credits)
- Web and Multimedia Applications (20 credits)
- Computer and Network Technology (20 credits)
- Software Development (20 credits)
- Managing Business Information (20 credits)

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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

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

PROGRESSIONS

Successful completion of Level 4 Diploma in Information Technology provides learners the opportunity for a wide range of academic progression including OTHM Level 5 Diploma in Information Technology. For more information visit University Progressions page in this website.



MQF LEVEL 5 / UK LEVEL 5 DIPLOMA IN INFORMATION TECHNOLOGY

Credits:
120 UK
60 ECTS

OVERVIEW

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

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

ENTRY REQUIREMENTS

For entry onto the OTHM Level 5 Diploma in Information Technology qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 4 Diploma or equivalent
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country they must provide evidence of English language competency. For more information visit English Language Expectations page.

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

- Software Engineering (20 credits)
- Database Systems (20 credits)
- Advanced Systems Analysis and Design (20 credits)
- Management Information Systems (20 credits)
- Network Information Systems (20 credits)
- IT Project Management (20 credits)

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

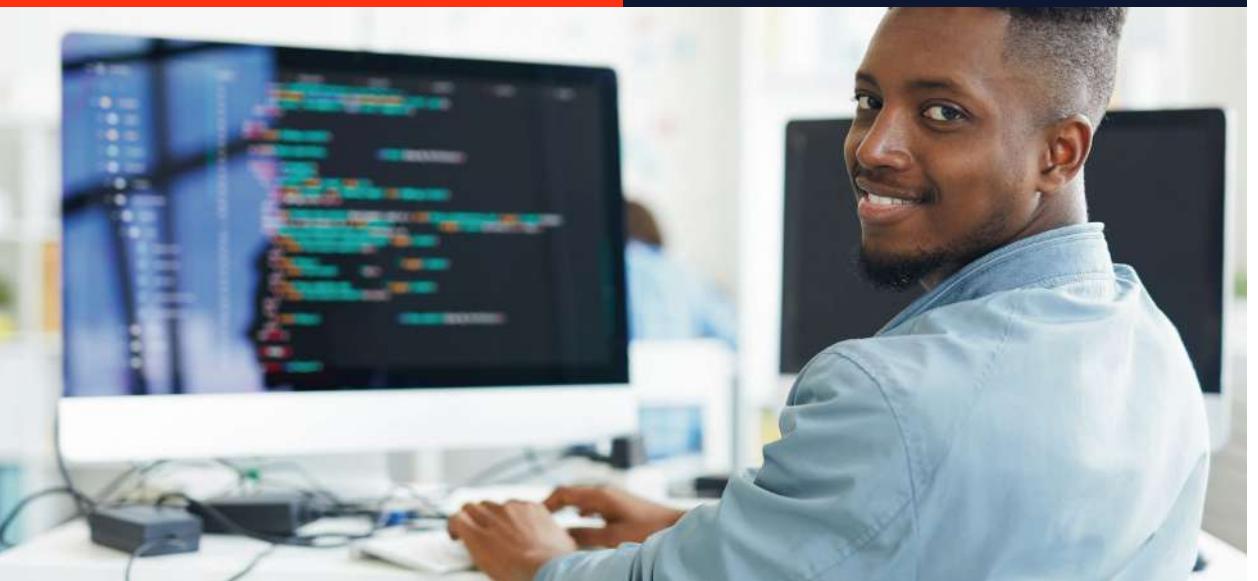
All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

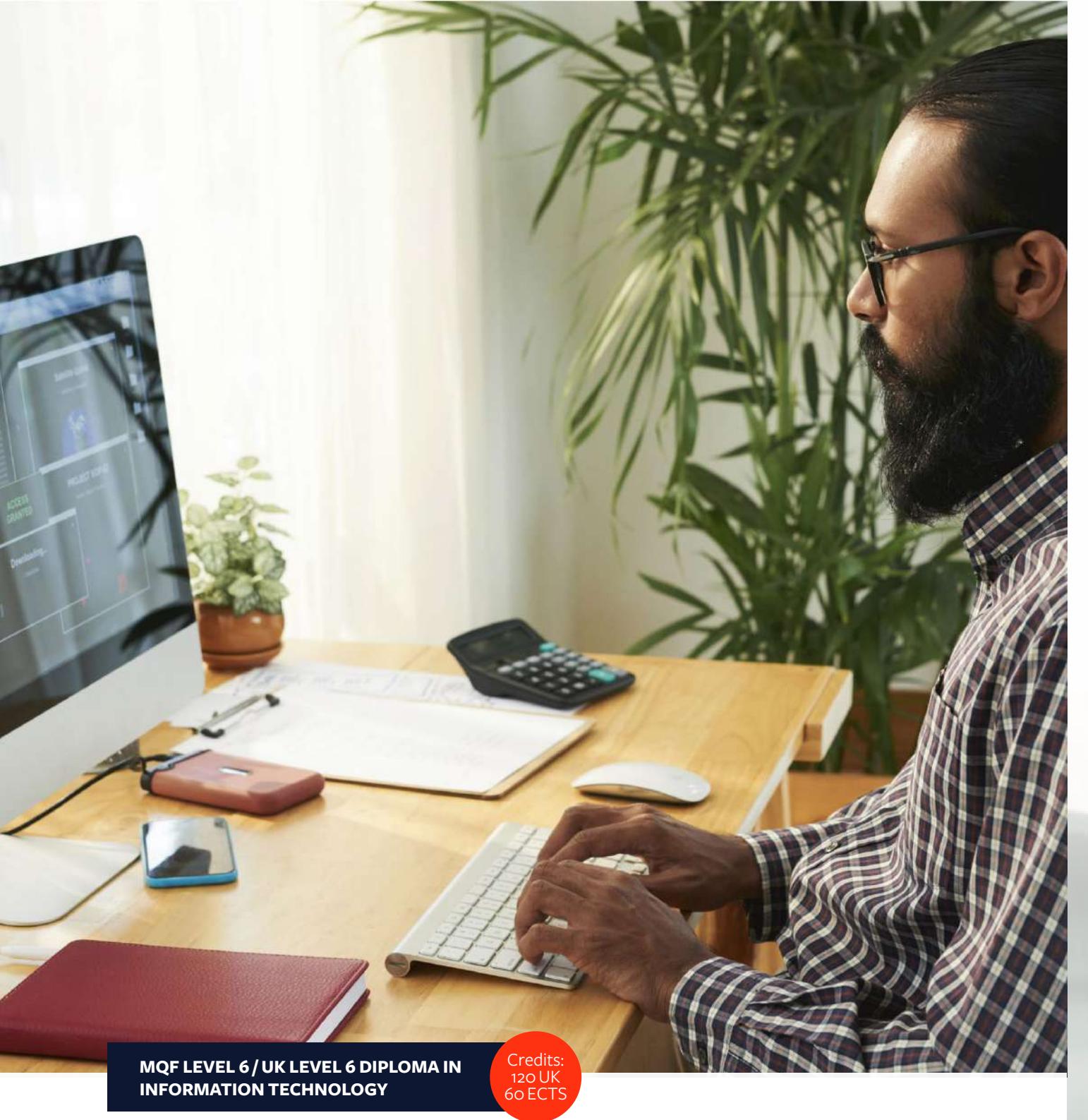
To achieve a ‘pass’ for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor.

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

PROGRESSIONS

The Level 5 Diploma in Information Technology qualification has been developed with career progression and professional recognition in mind. Successful completion of this qualification provides learners the opportunity for a wide range of academic progression including OTHM Level 6 Diploma in Information Technology. For more information visit University Progressions page in this website.





MQF LEVEL 6 / UK LEVEL 6 DIPLOMA IN INFORMATION TECHNOLOGY

Credits:
120 UK
60 ECTS

OVERVIEW

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

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

ENTRY REQUIREMENTS

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

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

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

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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

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

PROGRESSIONS

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





LOGISTICS & SUPPLY CHAIN MANAGEMENT

MQF LEVEL 5 / UK LEVEL 4 DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

Credits:
120 UK
60 ECTS

OVERVIEW

The objective of the OTHM Level 4 Diploma in Logistics and Supply Chain Management is to develop learners' understanding of theory and practice relating to their role in this sector. The qualification will provide learners with an opportunity to engage with the challenges facing professionals and policy makers in their own country. It will provide knowledge that underpins the ability to work as an effective practitioner in the logistics and supply chain sector. The units combine both theoretical and practical knowledge in the profession and will develop and enhance knowledge and skills in the areas of effective performance, planning and accountability, development and team working. Learners will be able to work in a variety of roles within logistics and supply chain management.

ENTRY REQUIREMENTS

For entry onto the OTHM Level 4 Diploma in Logistics and Supply Chain Management qualification, learners must possess:

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

- Financial Accounting and Analysis (20 credits)
- Introduction to Models and Frameworks for Operations Management (20 credits)
- Management and Organisational Behaviour (20 credits)
- Introduction to Business Economics (20 credits)
- Introduction to Production and Operations Management (20 credits)
- Purchasing and E-Procurement (20 credits)

DURATION AND DELIVERY

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

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



ASSESSMENT AND VERIFICATION

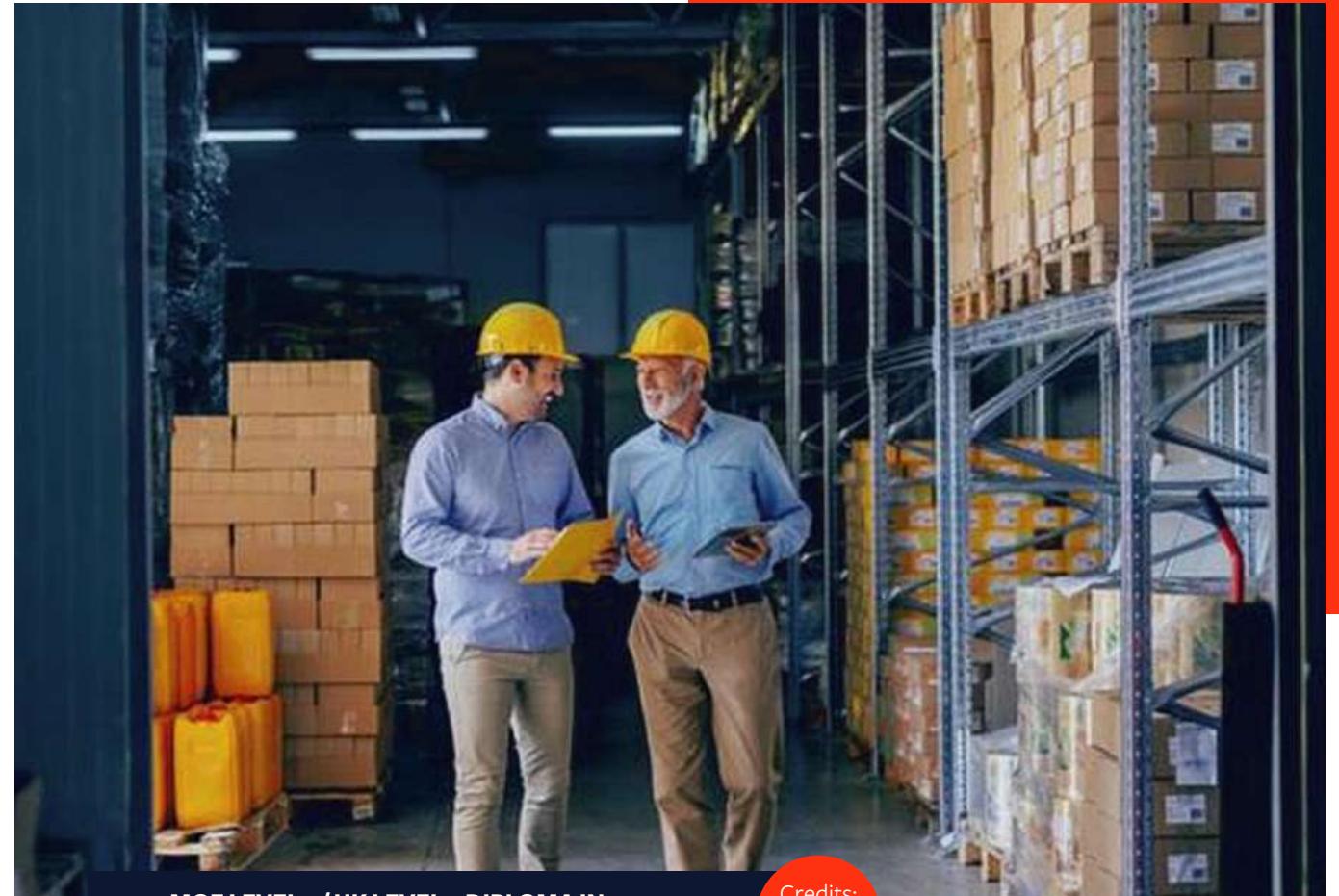
All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

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

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

PROGRESSIONS

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



MQF LEVEL 5 / UK LEVEL 5 DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

Credits:
120 UK
60 ECTS

OVERVIEW

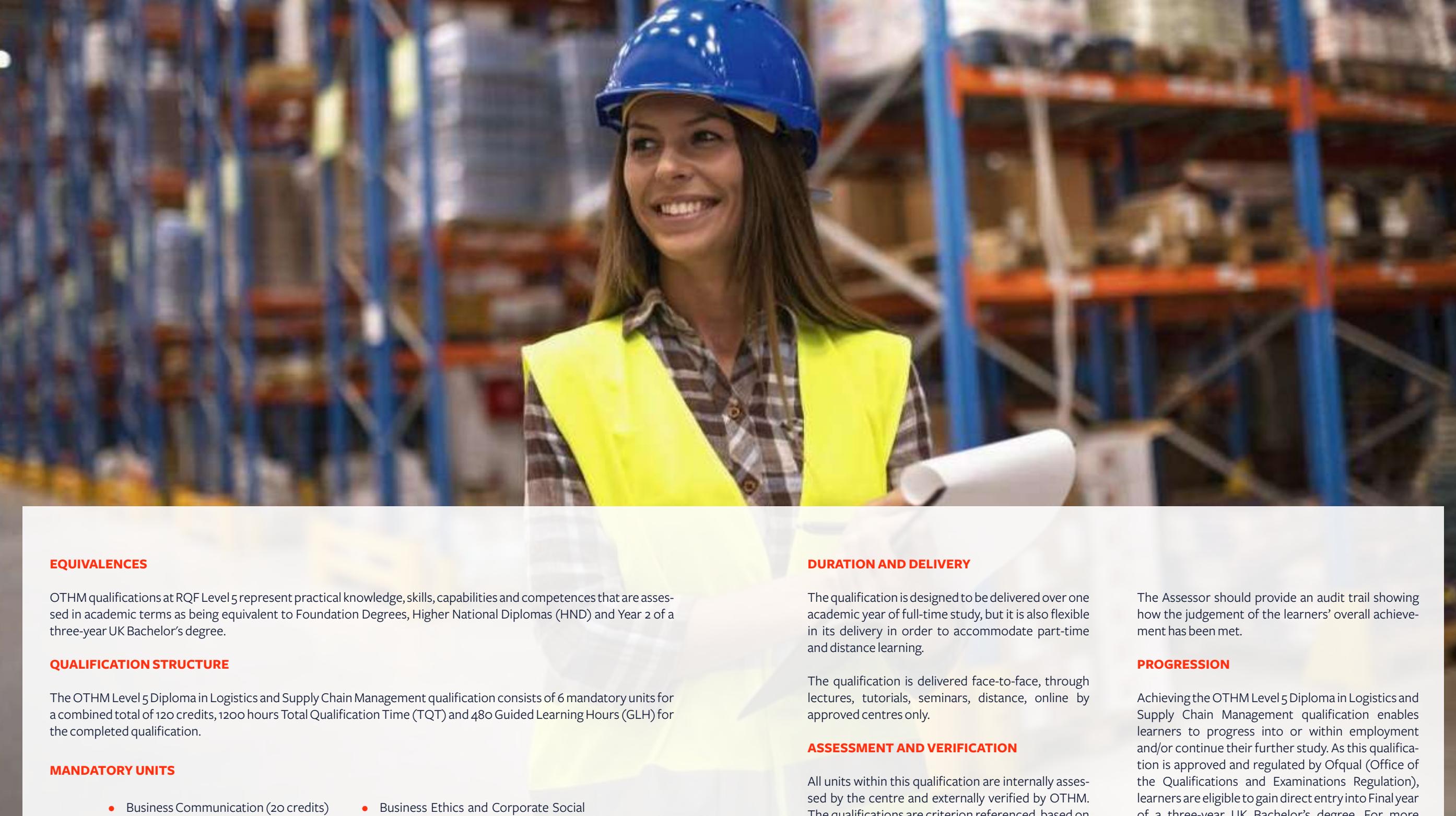
The objective of the OTHM Level 5 Diploma in Logistics and Supply Chain Management is intended to develop learners' understanding of policy, management theory and practice in logistics and supply chain management. It provides learners with an opportunity to engage with the challenges facing professionals and policy makers in their own country. They will provide knowledge that underpins the ability to work as an effective manager in the sector.

They combine both theoretical and practical knowledge in the profession and will develop and enhance knowledge and skills in the areas of leading change, effective planning and risk assessment and forecasting. Learners will be able to work in a variety of roles within logistics and supply chain management.

ENTRY REQUIREMENTS

For entry onto the OTHM Level 5 Diploma in Logistics and Supply Chain Management qualification, learners must possess:

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



EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

- Business Communication (20 credits)
- Purchasing, Supplier Management and Negotiation (20 credits)
- Supply Chain Management (20 credits)
- Business Ethics and Corporate Social Responsibility (20 credits)
- Strategic Management (20 credits)
- Supply Chain Risk Assessment and Forecasting (20 credits)

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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

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

PROGRESSION

Achieving the OTHM Level 5 Diploma in Logistics and Supply Chain Management qualification enables learners to progress into or within employment and/or continue their further study. As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into Final year of a three-year UK Bachelor's degree. For more information visit University Progressions page in this website.



MQF LEVEL 6 / UK LEVEL 6 DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

Credits:
120 UK
60 ECTS

OVERVIEW

The objective of the OTHM Level 6 Diploma in Logistics and Supply Chain Management qualification is to provide learners with the knowledge and skills required by a middle or senior manager in an organisation, and who may be involved in managing organisational logistics and supply chain.

ENTRY REQUIREMENTS

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

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

- Entrepreneurship Development (20 credits)
- Global Logistics and Supply Chain Management (20 credits)
- International Logistics Management (20 credits)
- Project Management (20 credits)
- Strategic Procurement (20 credits)
- Supply Chain Planning and Control (20 credits)

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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

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

PROGRESSION

Successful completion of Level 6 Diploma in Logistics and Supply Chain Management qualification provides learners the opportunity for a wide range of academic progressions including progression to relevant OTHM Level 7 Diplomas. The Level 6 Diploma in Logistics and Supply Chain Management has been developed with career progression and professional recognition in mind. As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into relevant Master's degree programmes. For more information visit University Progressions page in this website.



MQF LEVEL 7 / UK LEVEL 7 DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

Credits:
120 UK
60 ECTS

OVERVIEW

The objective of the OTHM Level 7 Diploma in Logistics and Supply Chain Management qualification is to broaden learners' understanding of logistics and supply chain management and is designed for those who wish to prepare for a first professional role and future career in the field. It is also suitable for logistics and supply chain professionals in the early stages of their career looking to enhance their knowledge and skills and move to the next level professionally.

Successful completion of this qualification will equip learners with the specialist knowledge and skills needed to further their career as a logistics and supply chain professional as well as the opportunity to embark on further study towards a relevant Master's programme with advanced standing.

ENTRY REQUIREMENTS

For entry onto the OTHM Level 7 Diploma in Logistics and Supply Chain Management qualification, learners must possess:

- An honours degree in related subject or UK level 6 diploma or an equivalent overseas qualification
- Mature learners with management experience (learners must check with the delivery centre)
- Learners must be 21 years old or older at the beginning of the course

English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency.

EQUIVALENCES

The OTHM Level 7 diplomas on the Regulated Qualifications Framework (RQF) are at the same level as Master's Degrees. However, they are shorter (120 credits) and learners will have to proceed to the dissertation stage (60 credits) with university to achieve a full masters programme.

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

- Logistics Management (20 credits)
- Supply Chain Planning, Modelling and Analytics (20 credits)
- Procurement and Supply Management (20 credits)
- Supply Chain and Operations Strategy (20 credits)
- Sustainable Operations Management (20 credits)
- Business Research Methods (20 credits)

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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

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

PROGRESSIONS

Achieving the OTHM Level 7 Diploma in Logistics and Supply Chain Management qualification enables learners to progress into or within employment and/or continue their further study. As this qualification is approved and regulated by Ofqual, learners are eligible to progress to Master's top-up programmes at many universities in the UK and overseas with advanced standing. For more information visit University Progressions page in this website.



HUMAN RESOURCE MANAGEMENT

**MQF LEVEL 7 / UK LEVEL 7 DIPLOMA IN
HUMAN RESOURCE MANAGEMENT**

Credits:
120 UK
60 ECTS

OVERVIEW

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

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

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



ENTRY REQUIREMENTS

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

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

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

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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

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

PROGRESSIONS

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

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





STRATEGIC MANAGEMENT & LEADERSHIP

MQF LEVEL 7 / UK LEVEL 7 DIPLOMA IN STRATEGIC MANAGEMENT & LEADERSHIP

Credits: 120 UK 60 ECTS

OVERVIEW

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

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

ENTRY REQUIREMENTS

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

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

EQUIVALENCES

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

QUALIFICATION STRUCTURE

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

MANDATORY UNITS

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

OPTIONAL UNITS: CHOOSE ANY TWO

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

DURATION AND DELIVERY

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

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

ASSESSMENT AND VERIFICATION

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

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

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

PROGRESSIONS

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

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





ACCA DIPLOMA IN ACCOUNTS AND BUSINESS

MQF LEVEL 5 DIPLOMA IN ACCOUNTING & BUSINESS

OVERVIEW

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

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

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



SUMMARY OF UNITS BEING STUDIED

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

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

- Business and Technology (F1/FBT)
- Management Accounting (F2/FMA)
- Financial Accounting (F3/FFA)

QUALIFICATION

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

ENTRY REQUIREMENTS

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

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

COURSE DURATION

1 Academic Year



MQF LEVEL 6 DIPLOMA IN ACCOUNTING & BUSINESS

OVERVIEW

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

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

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

SUMMARY OF UNITS BEING STUDIED

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

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

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

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

QUALIFICATION

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

ENTRY REQUIREMENTS

You can join the Advanced Diploma in Accounting and Business when you complete the MQF Level 5 Diploma in Accounting & Business

EXEMPTIONS

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

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

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

COURSE DURATION

1 Academic Year





MBA PROGRAMME

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

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

PROGRAMME OVERVIEW

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

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

MODULE INFORMATION AND DELIVERY

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

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

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

ENTRY REQUIREMENTS

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

INTAKES

September, January, and May.



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

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

PROGRAMME OVERVIEW

Within this framework business you will explore the following:

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

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

MODULE INFORMATION AND DELIVERY

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

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

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

ENTRY REQUIREMENTS AND INTAKES

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

Intakes are in September, January and May.

AWARDING INSTITUTION

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

SUPPORT

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

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



BA (HONS) BUSINESS MANAGEMENT (TOP UP)

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

PROGRAMME OVERVIEW

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

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

MODULE INFORMATION AND DELIVERY

The programme consists of 6 modules covering:

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

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

You will benefit from

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

ENTRY REQUIREMENTS AND INTAKES

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

Intakes are in September, January and May.

AWARDING INSTITUTION

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

SUPPORT

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

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

Progression Routes

OVERVIEW

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

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



WORK EXPERIENCE AND INTERSHIP

We offer programmes that allow you to study while making the most of your experience in Malta.

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

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

Job Placements In A Wide Range Of Fields

- | | |
|---|--|
| <ul style="list-style-type: none">• Hospitality and Tourism• Sport and Leisure• Environment• Culture and Heritage• Secretarial and Office | <ul style="list-style-type: none">• Administration• Retail• Finance• Accounts |
|---|--|

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

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

BENEFITS OF THIS PROGRAMME

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

REQUIREMENTS

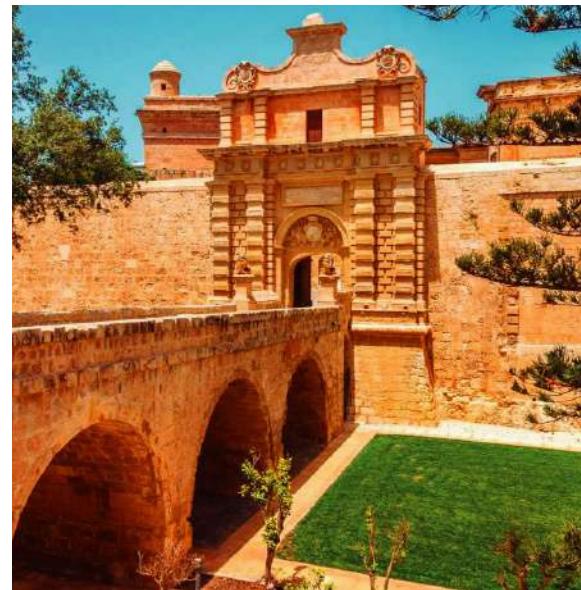
- Minimum age of participants: 18 Years
- Minimum level of English required: Intermediate/B1+
- Minimum length of course: 6 weeks for EU/EEA students and 25 weeks for non-EU/EEA students
- Maximum length of course: 50 weeks

HOW TO APPLY

Submit your booking form between 8 and 12 weeks before your preferred start date. Additionally, please provide us with the following documents:

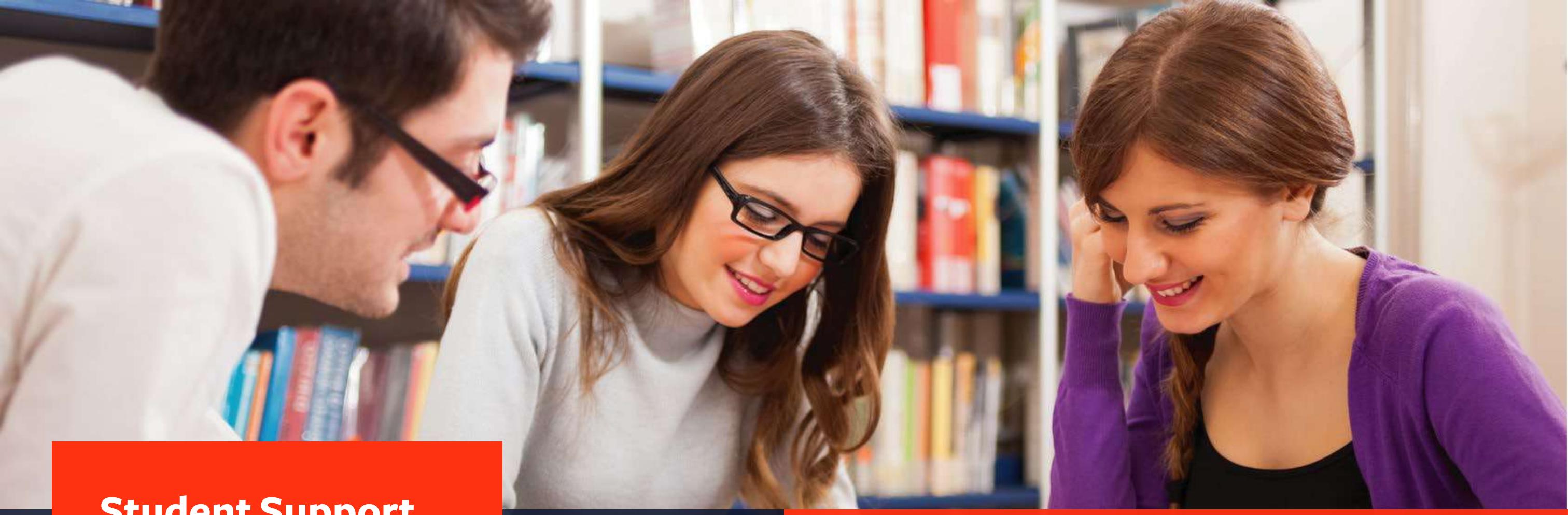
- A copy of your CV
- A photocopy or scanned copy of your passport or ID Card (when applicable)
- A copy of your motivation letter

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



Social Activities

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



Student Support

Visa Support

Our team will help you with your visa application.



Accommodation

We can place you in an accommodation that will suit your budget and needs.



Student Counselling

The college has qualified staff to counsel students who require additional support on a range of issues from academic to personal.



Airport Pickup

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



Employment Assistance

The student welfare officer is keen to help students to gain experience while studying at Learnkey Training Institute.



Orientation Programme

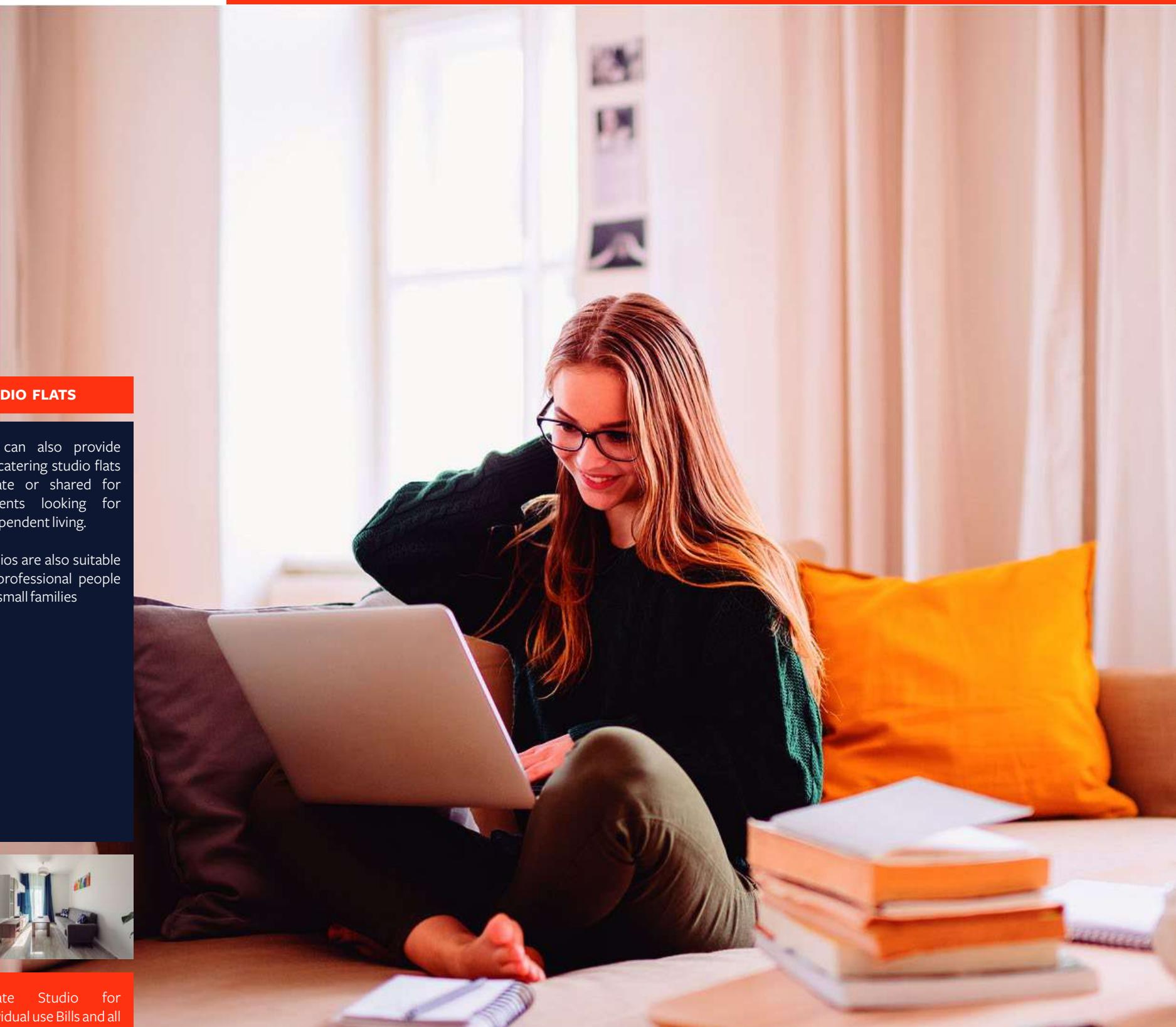
Sensitive orientation programme in which students will be provided with relevant information by our staff during face-to-face sessions, to make their stay enjoyable.



Accommodation

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

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





USEFUL INFORMATION

- **Public holidays in Malta each year:** New Year's Day (1st of January), Saturday 10th February (Feast of St. Paul's Shipwreck), Monday 19th March (Feast of St. Joseph), Friday 30th March (Good Friday), Saturday 31st March (Freedom Day), Tuesday 1st (May Worker's Day), Thursday 7th June (Sette Giugno), Friday 29th June (Feast of St. Peter and St. Paul), Wednesday 15th August (Feast of the Assumption), Saturday 8th September (Feast of Our Lady of Victories), Friday 21st September (Independence Day), Saturday 8th December (Feast of the Immaculate Conception), Thursday 13th December (Republic Day), Tuesday 25th December (Christmas Day)
- **School Holiday Closure:** School Holiday Closure: from 21st December 2021 to 04th January 2022
- **School opening hours:** From 9:00am to 6:00pm- Monday to Friday
- **How to apply:** Request an enrolment form, complete it and send it back to our College, alternatively you can complete our online enrolment form. We will send an invoice stating the fees to be paid. We will then provide you with the necessary documents you will need for your arrival in Malta.
- **VISA information:** It is important to check if you require a visa to visit Malta for study or as a tourist. In general, students visiting Malta and travelling with a passport issued in European Union (EU) or European Free Trade Association (EFTA) countries do not require a visa to enter the country. Malta does not require that passport holders of several other countries obtain a visa before arrival. Refer to this link to get further information about VISA requirements to enter Malta: <https://identitymalta.com/who-requires-a-visa/>
- **Payment and refund policy:** All services must be paid in full before the starting date of the course. Please refer to our website to see latest version of our Refund and Cancellation Policy.



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