



**Bournemouth  
Business School  
International**  
International Education & Training



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# VOCATIONAL COURSES

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## BBSI VOCATIONAL COURSES

BBSI Vocational courses are designed for students who wish to improve their professional skills and knowledge for their careers. They enable students to study certain concepts and learn specific English communication skills associated with careers in their chosen subject. Previous knowledge of the subject may be helpful, but is not required.

### Vocational Courses (4-50 weeks)

Vocational courses are available in the following subjects:

- \* *Management, Leadership & Human Resources*
- \* *Marketing, Advertising & Public Relations*
- \* *Finance & Financial Services*
- \* *Hospitality Management & Tourism*
- \* *Legal Studies*
- \* *Science, Mathematics & IT*

### Course Package

The following are included in the BBSI enrolment and tuition fees for all courses:

- \* *course tuition*
- \* *online study support*
- \* *accommodation placement service*
- \* *induction*
- \* *entry test*
- \* *use of school PCs*
- \* *use of learning resource centre*
- \* *Wi-Fi*
- \* *some social programme activities*
- \* *welfare (including 24-hour emergency line)*
- \* *end of course certificate*
- \* *regular teacher tutorials*

### Academic Assessment & Progress Monitoring

Students take an entry test on arrival at BBSI and are then placed in appropriate classes. Academic achievement is measured by means of continuous assessment on all courses. As part of their studies, students are set a range of tasks to demonstrate their progress and understanding, including essays, reports, meeting role-plays, spreadsheets, presentations and academic assignments. We aim for high academic standards and we allocate an appropriate final grade on BBSI awards (*courses of four weeks or longer*). Regular student tutorials are an important part of the feedback process, so students are aware of the progress they are making, and how best to improve.

<b><i>Lesson Duration:</i></b>	45 minutes
<b><i>Maximum Class Size:</i></b>	14 students
<b><i>Minimum Age:</i></b>	18 years
<b><i>Certification:</i></b>	BBSI / NCFE / ILM / ILEC / ICFE (as appropriate)

## VOCATIONAL COURSES: FINANCE & FINANCIAL SERVICES

The BBSI Vocational courses in Finance & Financial Services enable students to study certain concepts and learn specific English communication skills associated with careers in finance and financial services.

Our vocational courses include 34 lessons (25.5 hours) weekly. Preparation for the Cambridge English: Financial (ICFE) examination is included within the syllabus (BBSI is an Authorised Preparation Centre for the ICFE). The courses also include professional skills, which provide practice in the business communication skills relevant to students' professional lives after study.

These courses have NCFE accreditation, which gives formal recognition to the courses. Students who pass either a Higher-Certificate, Diploma or Extended Diploma course, will also receive an NCFE certificate to demonstrate their skills.

### Course Content

The Vocational, University Foundation, and Pre-Masters courses all cover the same specialised topics within each subject, allowing students from all three course types to study together and benefit from each others' knowledge and experience.

**Specialised Topics** (20 lessons/15 hours weekly):  
(The number of topics covered depends on the duration and dates of study):

### Accounting

- \* *nature & role of accounting*
- \* *rights issues & scrip issues*
- \* *identifying user groups*
- \* *direct & indirect costs*
- \* *profit & loss account*
- \* *cost volume profit analysis*
- \* *balance sheet*
- \* *budgeting*
- \* *cash flow statement*
- \* *sources of business finance*
- \* *debtor management*
- \* *managing working capital*
- \* *financial ratios*

### Investment

- \* *macroeconomic issues*
- \* *central banks*
- \* *types of business structure*
- \* *cash as an investment*
- \* *fixed interest securities*
- \* *equity finance*
- \* *mergers & takeovers*
- \* *collective or pooled investments*
- \* *property as an investment*
- \* *the work of a fund manager*
- \* *strategic & competition issues*
- \* *financial statements & ratios*

### Preparation for the ICFE examination

- \* *reading, writing, listening & speaking concentrating on financial English terminology*
- \* *presenting arguments or expressing opinions on financial situations*
- \* *asking questions or requesting clarification about financial information*
- \* *producing letters, reports & interpreting fact-based correspondence*

### Professional Skills (4 lessons/3 hours weekly):

- \* *note-taking*
- \* *reading & summarising*
- \* *networking*
- \* *using business jargon*
- \* *thinking critically*
- \* *managing conflict & change*
- \* *presenting professional views*
- \* *managing difficult situations*

### English Language (10 lessons/7.5 hours weekly):

- \* *English Language Workshop, or*
- \* *Preparation for Cambridge FCE, CAE or BEC*

### Course Structure

#### Vocational Certificate (C-VFS)

**Duration:** 4-15 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

#### Course Structure:

- 20 lessons weekly finance & financial services
- 4 lessons weekly professional skills
- 10 lessons weekly English language

## VOCATIONAL COURSES: FINANCE & FINANCIAL SERVICES

### Vocational Higher-Certificate (HC-VFS)

**Duration:** 16-23 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

**Course Structure:**

- 20 lessons weekly finance & financial services
- 4 lessons weekly professional skills
- 10 lessons weekly English language

### Vocational Diploma (D-VFS)

**Duration:** 24 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.0/CEFR B2).

**Course Structure:**

**Weeks 1-8 (Term 1)**

- 20 lessons weekly communication & business skills
- 4 lessons weekly professional skills
- 10 lessons weekly English language

**Weeks 9-24 (Terms 2 & 3)**

- 20 lessons weekly finance & financial services
- 4 lessons weekly professional skills
- 10 lessons weekly English language

### Vocational Extended Diploma (ED-VFS)

**Duration:** 28-50 weeks.

**Entry Level:** Pre-Intermediate English level (equivalent to IELTS 4.0/CEFR B1).

**Course Structure:** *This course begins by developing English language skills, and then business communication skills before introducing more specialised topics.*

**Phase 1**

- 30 lessons weekly English language
- 4 lessons weekly writing skills

**Phase 2**

**Weeks 1-8 (Term 1)**

- 20 lessons weekly communication & business skills
- 4 lessons weekly professional skills
- 10 lessons weekly English language

**Weeks 9-24 (Terms 2 & 3)**

- 20 lessons weekly finance & financial services
- 4 lessons weekly professional skills
- 10 lessons weekly English language

### Optional Examination *(additional fees would apply)*

Cambridge English: Financial (ICFE)

### Tuition Fees

**Certificate** (4-15 weeks) - £365.00 per week

**Higher-Certificate** (16-23 weeks) - £350.00 per week

**Diploma** (24 weeks) - £330.00 per week

**Extended Diploma** (28-50 weeks) - £315.00 per week

### Course Enrolment Fee

£90.00

### Course Materials Fee

£70.00 per term/part term

## VOCATIONAL COURSES: HOSPITALITY MANAGEMENT & TOURISM

The BBSI Vocational courses in Hospitality Management & Tourism enable students to study certain concepts and learn specific English communication skills associated with careers in tourism or the hospitality industry.

Our vocational courses include 34 lessons (25.5 hours) weekly. The courses also include professional skills, which provide practice in the business communication skills relevant to students' professional lives after study.

These courses have NCFE accreditation, which gives formal recognition to the courses. Students who pass either a Higher-Certificate, Diploma or Extended Diploma course, will also receive an NCFE certificate to demonstrate their skills.

### Course Content

The Vocational, University Foundation, and Pre-Masters courses all cover the same specialised topics within each subject, allowing students from all three course types to study together and benefit from each others' knowledge and experience.

**Specialised Topics** (20 lessons/15 hours weekly):  
(The number of topics covered depends on the duration and dates of study):

- \* *structure of the accommodation industry*
- \* *hotel front office*
- \* *customer service*
- \* *the economics of tourism*
- \* *the role of the tour operator*
- \* *marketing of package tours*
- \* *the travel industry*
- \* *tourism chain of distribution*
- \* *travel agency operations*
- \* *marketing the tourist product*
- \* *HR management*
- \* *health, hygiene & fire safety*
- \* *conference & banqueting operations*
- \* *sustainable tourism*

**Professional Skills** (4 lessons/3 hours weekly):

- \* *note-taking*
- \* *reading & summarising*
- \* *networking*
- \* *using business jargon*
- \* *thinking critically*
- \* *managing conflict & change*
- \* *presenting professional views*
- \* *managing difficult situations*

**English Language** (10 lessons/7.5 hours weekly):

- \* *English Language Workshop, or*
- \* *Preparation for Cambridge FCE, CAE or BEC*

### Course Structure

#### Vocational Certificate (C-VHT)

**Duration:** 4-15 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

#### Course Structure:

- 20 lessons weekly hospitality management & tourism
- 4 lessons weekly professional skills
- 10 lessons weekly English Language

#### Vocational Higher-Certificate (HC-VHT)

**Duration:** 16-23 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

#### Course Structure:

- 20 lessons weekly hospitality management & tourism
- 4 lessons weekly professional skills
- 10 lessons weekly English language

#### Vocational Diploma (D-VHT)

**Duration:** 24 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.0/CEFR B2).

#### Course Structure:

##### Weeks 1-8 (Term 1)

- 20 lessons weekly communication & business skills
- 4 lessons weekly professional skills
- 10 lessons weekly English language

##### Weeks 9-24 (Terms 2 & 3)

- 20 lessons weekly hospitality management & tourism
- 4 lessons weekly professional skills
- 10 lessons weekly English language

## VOCATIONAL COURSES: HOSPITALITY MANAGEMENT & TOURISM

### Vocational Diploma (ED-VHT)

**Duration:** 28-50 weeks.

**Entry Level:** Pre-Intermediate English level (equivalent to IELTS 4.0/CEFR B1).

**Course Structure:** *This course begins by developing English language skills, and then business communication skills before introducing more specialised topics.*

#### Phase 1

30 lessons weekly English language  
4 lessons weekly writing skills

#### Phase 2

##### Weeks 1-8 (Term 1)

20 lessons weekly communication & business skills  
4 lessons weekly professional skills  
10 lessons weekly English language

##### Weeks 9-24 (Terms 2 & 3)

20 lessons weekly hospitality management & tourism  
4 lessons weekly professional skills  
10 lessons weekly English language

### Tuition Fees

**Certificate** (4-15 weeks) - £365.00 per week

**Higher-Certificate** (16-23 weeks) - £350.00 per week

**Diploma** (24 weeks) - £330.00 per week

**Extended Diploma** (28-50 weeks) - £315.00 per week

### Course Enrolment Fee

£90.00

### Course Materials Fee

£70.00 per term/part term

## VOCATIONAL COURSES: LEGAL STUDIES

The BBSI Vocational courses in Legal Studies enable students to study certain concepts and learn specific English communication skills associated with careers in law and legal services.

Our vocational courses include 34 lessons (25.5 hours) weekly. Preparation for the Cambridge English: Legal (ILEC) examination is included within the syllabus (BBSI is an Authorised Preparation Centre for the ILEC). The courses also include professional skills, which provide practice in the business communication skills relevant to students' professional lives after study.

These courses have NCFE accreditation, which gives formal recognition to the courses. Students who pass either a Higher-Certificate, Diploma or Extended Diploma course, will also receive an NCFE certificate to demonstrate their skills.

### Course Content

The Vocational, University Foundation, and Pre-Masters courses all cover the same specialised topics within each subject, allowing students from all three course types to study together and benefit from each others' knowledge and experience.

**Specialised Topics** (20 lessons/15 hours weekly):  
(The number of topics covered depends on the duration and dates of study):

- \* *the common law system*
- \* *EU law*
- \* *employment law*
- \* *sale of goods law*
- \* *international commercial law*
- \* *company law*
- \* *property law*
- \* *insolvency law*
- \* *intellectual property law*
- \* *mergers & acquisitions*
- \* *contract law*
- \* *agency law*

### Preparation for the ILEC examination

- \* *communicating with clients*
- \* *reading activities*

- \* *vocabulary activities*
- \* *listening practice*

### Professional Skills

 (4 lessons/3 hours weekly):

- \* *note-taking*
- \* *reading & summarising*
- \* *networking*
- \* *using business jargon*
- \* *thinking critically*
- \* *managing conflict & change*
- \* *presenting professional views*
- \* *managing difficult situations*

### English Language

 (10 lessons/7.5 hours weekly):

- \* *English Language Workshop, or*
- \* *Preparation for Cambridge FCE, CAE or BEC*

### Course Structure

#### Vocational Certificate (C-VLS)

**Duration:** 4-15 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

#### Course Structure:

- 20 lessons weekly legal studies
- 4 lessons weekly professional skills
- 10 lessons weekly English language

#### Vocational Higher-Certificate (HC-VLS)

**Duration:** 16-23 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

#### Course Structure:

- 20 lessons weekly legal studies
- 4 lessons weekly professional skills
- 10 lessons weekly English language

#### Vocational Diploma (D-VLS)

**Duration:** 24 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.0/CEFR B2).

#### Course Structure:

##### Weeks 1-8 (Term 1)

- 20 lessons weekly communication & business skills
- 4 lessons weekly professional skills
- 10 lessons weekly English language

##### Weeks 9-24 (Terms 2 & 3)

- 20 lessons weekly legal studies
- 4 lessons weekly professional skills
- 10 lessons weekly English language



## VOCATIONAL COURSES: LEGAL STUDIES

### **Vocational Extended Diploma (ED-VLS)**

**Duration:** 28-50 weeks.

**Entry Level:** Pre-Intermediate English level (equivalent to IELTS 4.0/CEFR B1).

**Course Structure:** *This course begins by developing English language skills, and then business communication skills before introducing more specialised topics.*

#### **Phase 1**

30 lessons weekly English language  
4 lessons weekly writing skills

#### **Phase 2**

##### **Weeks 1-8 (Term 1)**

20 lessons weekly communication & business skills  
4 lessons weekly professional skills  
10 lessons weekly English language

##### **Weeks 9-24 (Terms 2 & 3)**

20 lessons weekly legal studies  
4 lessons weekly professional skills  
10 lessons weekly English language

### **Optional Examination** *(additional fees would apply)*

Cambridge English: Legal (ILEC)

### **Tuition Fees**

**Certificate** (4-15 weeks) - £365.00 per week

**Higher-Certificate** (16-23 weeks) - £350.00 per week

**Diploma** (24 weeks) - £330.00 per week

**Extended Diploma** (28-50 weeks) - £315.00 per week

### **Course Enrolment Fee**

£90.00

### **Course Materials Fee**

£70.00 per term/part term

## VOCATIONAL COURSES: MANAGEMENT, LEADERSHIP & HUMAN RESOURCES

The BBSI Vocational courses in Management, Leadership & HR enable students to study certain concepts and learn specific English communication skills associated with careers in management and business.

Our vocational courses include 34 lessons (25.5 hours) weekly. Preparation for the Institute of Leadership & Management (ILM) is included within the syllabus (BBSI is an Approved Centre for ILM). The courses also include professional skills, which provide practice in the business communication skills relevant to students' professional lives after study.

These courses have NCFE accreditation, which gives formal recognition to the courses. Students who pass either a Higher-Certificate, Diploma or Extended Diploma course, will also receive an NCFE certificate to demonstrate their skills.

### Course Content

The Vocational, University Foundation, and Pre-Masters courses all cover the same specialised topics within each subject, allowing students from all three course types to study together and benefit from each others' knowledge and experience.

**Specialised Topics** (20 lessons/15 hours weekly):  
(The number of topics covered depends on the duration and dates of study):

- \* *leadership & management styles*
- \* *time management*
- \* *health & safety*
- \* *planning & conducting interviews*
- \* *HR planning*
- \* *the recruitment & selection process*
- \* *groups & teams in business*
- \* *management by objectives*
- \* *the training & development process*
- \* *continuous professional development*
- \* *performance management*
- \* *workplace counselling*
- \* *discipline & grievance*
- \* *contract termination & redundancy*
- \* *gathering & selecting data*

- \* *contract termination & redundancy*
- \* *gathering & selecting data*
- \* *contract termination & redundancy*
- \* *stakeholder analysis*
- \* *customer service management*
- \* *management of change*
- \* *introduction to quality management*
- \* *pricing*
- \* *marketing tactics*
- \* *critical path analysis*
- \* *fixed, variable & total costs*
- \* *technology for resource planning*
- \* *analysing & evaluating data for decision-making*
- \* *communicating information, conclusions & decisions*

**Professional Skills** (4 lessons/3 hours weekly):

- \* *note-taking*
- \* *reading & summarising*
- \* *networking*
- \* *using business jargon*
- \* *thinking critically*
- \* *managing conflict & change*
- \* *presenting professional views*
- \* *managing difficult situations*

**English Language** (10 lessons/7.5 hours weekly):

- \* *English Language Workshop, or*
- \* *Preparation for Cambridge FCE, CAE or BEC*

### Course Structure

#### Vocational Certificate (C-VMB)

**Duration:** 4-15 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

**Course Structure:**

- 20 lessons weekly management, leadership & HR
- 4 lessons weekly professional skills
- 10 lessons weekly English language

#### Vocational Higher-Certificate (HC-VMB)

**Duration:** 16-23 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

**Course Structure:**

- 20 lessons weekly management, leadership & HR
- 4 lessons weekly professional skills
- 10 lessons weekly English language

## VOCATIONAL COURSES: MANAGEMENT, LEADERSHIP & HUMAN RESOURCES

### Vocational Diploma (D-VMB)

**Duration:** 24 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.0/CEFR B2).

**Course Structure:**

#### Weeks 1-8 (Term 1)

20 lessons weekly communication & business skills  
4 lessons weekly professional skills  
10 lessons weekly English language

#### Weeks 9-24 (Terms 2 & 3)

20 lessons weekly management, leadership & HR  
4 lessons weekly professional skills  
10 lessons weekly English language

### Vocational Extended Diploma (ED-VMB)

**Duration:** 28-50 weeks.

**Entry Level:** Pre-Intermediate English level (equivalent to IELTS 4.0/CEFR B1).

**Course Structure:** *This course begins by developing English language skills, and then business communication skills before introducing more specialised topics.*

#### Phase 1

30 lessons weekly English language  
4 lessons weekly writing skills

#### Phase 2

##### Weeks 1-8 (Term 1)

20 lessons weekly communication & business skills  
4 lessons weekly professional skills  
10 lessons weekly English language

##### Weeks 9-24 (Terms 2 & 3)

20 lessons weekly management, leadership & HR  
4 lessons weekly professional skills  
10 lessons weekly English language

### Optional Achievement *(additional fees would apply)*

Institute of Leadership & Management (ILM)  
Parchment

### Tuition Fees

**Certificate** (4-15 weeks) - £365.00 per week

**Higher-Certificate** (16-23 weeks) - £350.00 per week

**Diploma** (24 weeks) - £330.00 per week

**Extended Diploma** (28-50 weeks) - £315.00 per week

### Course Enrolment Fee

£90.00

### Course Materials Fee

£70.00 per term/part term

## VOCATIONAL COURSES: MARKETING, ADVERTISING & PUBLIC RELATIONS

The BBSI Vocational courses in Marketing, Advertising & Public Relations enable students to study certain concepts and learn specific English communication skills associated with careers in marketing, advertising and public relations.

Our vocational courses include 34 lessons (25.5 hours) weekly. The courses also include professional skills, which provide practice in the business communication skills relevant to students' professional lives after study.

These courses have NCFE accreditation, which gives formal recognition to the courses. Students who pass either a Higher-Certificate, Diploma or Extended Diploma course, will also receive an NCFE certificate to demonstrate their skills.

### Course Content

The Vocational, University Foundation, and Pre-Masters courses all cover the same specialised topics within each subject, allowing students from all three course types to study together and benefit from each others' knowledge and experience.

**Specialised Topics** (20 lessons/15 hours weekly):  
(The number of topics covered depends on the duration and dates of study):

- \* *nature of marketing*
- \* *brand & product management*
- \* *global marketing environment*
- \* *services marketing management*
- \* *pricing strategy*
- \* *understanding customer behaviour*
- \* *distribution management*
- \* *marketing research & information systems*
- \* *marketing planning & strategy*
- \* *market segmentation, targeting & positioning*
- \* *promotional tools: advertising, sales promotion, public relations & sponsorship*
- \* *promotional tools: database marketing, direct & internet marketing*

**Professional Skills** (4 lessons/3 hours weekly):

- \* *note-taking*
- \* *reading & summarising*
- \* *networking*
- \* *using business jargon*
- \* *thinking critically*
- \* *managing conflict & change*
- \* *presenting professional views*
- \* *managing difficult situations*

**English Language** (10 lessons/7.5 hours weekly):

- \* *English Language Workshop, or*
- \* *Preparation for Cambridge FCE, CAE or BEC*

### Course Structure

#### Vocational Certificate (C-VMP)

**Duration:** 4-15 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

#### Course Structure:

- 20 lessons weekly marketing, advertising & PR
- 4 lessons weekly professional skills
- 10 lessons weekly English language

#### Vocational Higher-Certificate (HC-VMP)

**Duration:** 16-23 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

#### Course Structure:

- 20 lessons weekly marketing, advertising & PR
- 4 lessons weekly professional skills
- 10 lessons weekly English language

#### Vocational Diploma (D-VMP)

**Duration:** 24 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.0/CEFR B2).

**Course Structure:** This course begins by developing business communication skills before introducing more specialised topics.

#### Weeks 1-8 (Term 1)

- 20 lessons weekly communication & business skills
- 4 lessons weekly professional skills
- 10 lessons weekly English language

#### Weeks 9-24 (Terms 2 & 3)

- 20 lessons weekly marketing, advertising & PR
- 4 lessons weekly professional skills
- 10 lessons weekly English language

#### Vocational Extended Diploma (ED-VMP)

**Duration:** 28-50 weeks.

**Entry Level:** Pre-Intermediate English level (equivalent to IELTS 4.0/CEFR B1).

**Course Structure:** This course begins by developing English language skills, and then business communication skills before introducing more specialised topics.

## VOCATIONAL COURSES: MARKETING, ADVERTISING & PUBLIC RELATIONS

### Phase 1

30 lessons weekly English language  
4 lessons weekly writing skills

### Phase 2

#### Weeks 1-8 (Term 1)

20 lessons weekly communication & business skills  
4 lessons weekly professional skills  
10 lessons weekly English language

#### Weeks 9-24 (Terms 2 & 3)

20 lessons weekly marketing, advertising & PR  
4 lessons weekly professional skills  
10 lessons weekly English language

### Tuition Fees

**Certificate** (4-15 weeks) - £365.00 per week

**Higher-Certificate** (16-23 weeks) - £350.00 per week

**Diploma** (24 weeks) - £330.00 per week

**Extended Diploma** (28-50 weeks) - £315.00 per week

### Course Enrolment Fee

£90.00

### Course Materials Fee

£70.00 per term/part term

## VOCATIONAL COURSES: SCIENCE, MATHEMATICS & IT

The BBSI Vocational courses in Science, Mathematics & IT enable students to study certain concepts and learn specific English communication skills associated with careers in technology, engineering and industry.

Our vocational courses include 34 lessons (25.5 hours) weekly. The courses also include professional skills, which provide practice in the business communication skills relevant to students' professional lives after study.

These courses have NCFE accreditation, which gives formal recognition to the courses. Students who pass either a Higher-Certificate, Diploma or Extended Diploma course, will also receive an NCFE certificate to demonstrate their skills.

### Course Content

The Vocational, University Foundation, and Pre-Masters courses all cover the same specialised topics within each subject, allowing students from all three course types to study together and benefit from each others' knowledge and experience.

**Specialised Topics** (20 lessons/15 hours weekly):  
(The number of topics covered depends on the duration and dates of study):

#### Science

- \* *force & effect*
- \* *atmospheric pollution*
- \* *research methods*
- \* *electromagnetic waves*
- \* *industrial chemistry*
- \* *chemical reactions*
- \* *properties of materials*
- \* *electricity*
- \* *electrolysis*
- \* *energy & power*
- \* *earthquakes*

#### Mathematics

- \* *linear regression analysis*
- \* *statistics & probability theory*
- \* *graphs of functions*
- \* *algebra*
- \* *sequences & series*

- \* *angles, bearings & maps*
- \* *differentiation & stationary points*
- \* *motion & vectors*
- \* *trigonometry*
- \* *integration*

#### IT

- \* *databases & SQL*
- \* *web design with HTML*
- \* *object-oriented programming with Java*
- \* *Microsoft Office™ applications*
- \* *computer architecture*
- \* *binary system*
- \* *data security*
- \* *network protocols*
- \* *operating systems*
- \* *multimedia*

**Professional Skills** (4 lessons/3 hours weekly):

- \* *note-taking*
- \* *reading & summarising*
- \* *networking*
- \* *using business jargon*
- \* *thinking critically*
- \* *managing conflict & change*
- \* *presenting professional views*
- \* *managing difficult situations*

**English Language** (10 lessons/7.5 hours weekly):

- \* *English Language Workshop, or*
- \* *Preparation for Cambridge FCE, CAE or BEC*

### Course Structure

#### Vocational Certificate (C-VMT)

**Duration:** 4-15 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

**Course Structure:**

- 20 lessons weekly science, mathematics & IT
- 4 lessons weekly professional skills
- 10 lessons weekly English language

#### Vocational Higher-Certificate (HC-VMT)

**Duration:** 16-23 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.5/CEFR B2).

**Course Structure:**

- 20 lessons weekly science, mathematics & IT
- 4 lessons weekly professional skills
- 10 lessons weekly English language

## VOCATIONAL COURSES: SCIENCE, MATHEMATICS & IT

### Vocational Diploma (D-VMT)

**Duration:** 24 weeks.

**Entry Level:** Intermediate English level (equivalent to IELTS 5.0/CEFR B2).

**Course Structure:**

- 20 lessons weekly science, mathematics & IT
- 4 lessons weekly professional skills
- 10 lessons weekly English language

### Vocational Extended Diploma (ED-VMT)

**Duration:** 28-50 weeks.

**Entry Level:** Pre-Intermediate English level (equivalent to IELTS 4.0/CEFR B1).

**Course Structure:** *This course begins by developing English language skills, before introducing more specialised topics.*

**Phase 1**

- 30 lessons weekly English language
- 4 lessons weekly writing skills

**Phase 2**

- 20 lessons weekly science, mathematics & IT
- 4 lessons weekly professional skills
- 10 lessons weekly English language

### Tuition Fees

**Certificate** (4-15 weeks) - £365.00 per week

**Higher-Certificate** (16-23 weeks) - £350.00 per week

**Diploma** (24 weeks) - £330.00 per week

**Extended Diploma** (28-50 weeks) - £315.00 per week

### Course Enrolment Fee

£90.00

### Course Materials Fee

£70.00 per term/part term

## SCHOOL FACILITIES & LOCATION

### Facilities

The school occupies three prominent Victorian buildings in the centre of Bournemouth, with 23 classrooms. There are additional classrooms in summer with a school capacity of around 300 students. Facilities include:

- \* 2 fully-networked Computer Zones (28 computers)
- \* 11 classrooms with DVD/VCR/CD facilities
- \* 12 classrooms with interactive SmartBoards™
- \* free WiFi throughout the school
- \* Learning Resource Centre, including lending & reference library
- \* Student Common Room with TV, six computers & drinks machine
- \* garden & patio area for relaxation
- \* parking areas for bicycles
- \* bus stop immediately outside the school
- \* a wide variety of restaurants, cafes, snack bars and shops within two minutes walking distance of the school



### Location

BBSI aims to provide a friendly and personal atmosphere throughout the school, which is located in the heart of Bournemouth. A seaside resort, Bournemouth is a regional centre for commerce, and a university town; Bournemouth is 'cosmopolitan and vibrant' (see [www.Bournemouth.co.uk](http://www.Bournemouth.co.uk)); it is a unique place to live and study throughout the year, and offers a wide range of quality entertainment, and shopping; it is within two hours of London, and has easy access to beautiful countryside and attractions.



Students in Bournemouth Town Centre

Visit the links below for photos of Bournemouth:

- [www.bournemouth.com/largephotos/sandybeach.html](http://www.bournemouth.com/largephotos/sandybeach.html)
- [www.bournemouth.com/largephotos/shops.html](http://www.bournemouth.com/largephotos/shops.html)
- [www.bournemouth.com/largephotos/gardens.html](http://www.bournemouth.com/largephotos/gardens.html)
- [www.bournemouth.com/largephotos/fireworks.html](http://www.bournemouth.com/largephotos/fireworks.html)



## SPORT, LEISURE & RECREATION

### BBSI Social Programme

BBSI offers a selection of leisure, touristic, sports and social activities, both during the week and at weekends, to enhance our students' enjoyment of their stay in the UK, including learning about the culture, history and daily lives of people living in the UK.

In designing our social programme, staff consider, among other factors, cultural age, background, age and religious faith. We aim to accommodate the varied preferences of as many of our students as possible. Some events and activities are free of charge. For activities that incur entry fees and transport costs, a charge will be made. Weekend day trips are organised on our behalf by a third-party company, and they provide a tour guide on the trips.

Details of the BBSI social programme, and additional information on other local events and activities, are made available to students in the school. The monthly social programme is also available on the BBSI website and on our Facebook page.

Activities include:

- \* *sporting practice & events, such as football & volleyball*
- \* *pub or coffee shop visits*
- \* *ice-skating*
- \* *museum visits*
- \* *student parties*
- \* *weekend trips to locations such as London, Oxford, Bath & elsewhere*



Students on the Beach in Bournemouth



BBSI Cricket Team

BBSI also offers regular opportunities for students to have additional access to teachers and other native speakers, through the following free events:

- \* *weekly coffee & conversation club*
- \* *lectures on topics of cultural interest*
- \* *film club afternoons*
- \* *skills & language workshops*



BBSI Student Parties



## ACCOMMODATION & WELFARE

### Accommodation

BBSI offers various accommodation options to suit students' personal requirements. We always recommend homestay as the most effective way for students to improve their English outside the school. Residential accommodation can also be beneficial if students make the effort to talk to other residents from different countries. If students prefer to stay in private accommodation, eg for family reasons, they should be aware that this may limit their progress in English.



Example Executive Homestay (lounge)

### Homestay Accommodation

Homestay accommodation is available on a part-board basis (breakfast and evening meal Monday-Friday and all meals at weekends), on a bed and breakfast basis, or on a self-catering basis. All homestays are inspected regularly to ensure that high standards of comfort, cleanliness, safety and catering are met and maintained.

#### Standard Homestay

BBSI standard homestay accommodation provides a single bedroom/study with a local host. Most rooms have internet connection.



Example Standard Homestay (bedroom)

#### Executive Homestay

The executive homestay option provides a more luxurious standard of bedroom/study with en-suite or private bathroom and internet connection. Laundry is also included (washing and drying, but not ironing).

### Standard Homestay Fees (weekly)

#### September 2014 to June 2015

Part Board £115.00, Self-Catering £88.00,  
Bed & Breakfast £94.00

#### July & August 2015

Part Board £140.00, Self-Catering £113.00  
Bed & Breakfast £119.00

### Executive Homestay Fees (weekly)

#### September 2014 to June 2015

Part Board £205.00, Self-Catering £150.00  
Bed & Breakfast £160.00

#### July & August 2015

Part Board £230.00, Self-Catering £175.00  
Bed & Breakfast £185.00

### Residential Accommodation

BBSI organises both student-style and hotel-style residential stays. Student-style residences are self-catering, with communal living/kitchen areas. Hotel-style residences can be booked on a room only basis, with breakfast and dinner being available at some residences as an option. Fees vary according to the location and room type, and are published on the BBSI website.

### Guest Houses and Hotels

BBSI can recommend a variety of guest houses and hotels close to our premises that would suit all budgets. Students can choose a room with or without private bathroom, and breakfast is included. Dinner can also be provided on request.

### Welfare Facilities

BBSI staff have experience and understanding of the many different welfare and cultural needs of international students, and our staff have appropriate qualifications and training in welfare. Our policy is to provide and maintain a safe and healthy environment for study. Welfare staff are on hand throughout normal school opening hours, and emergency staff are contactable at weekends and overnight.

## TRAVEL & TRANSFER DETAILS

### Travel Details

Bournemouth is less than two hours' travelling time from London by coach, train or car, and provides easy access to many regional cultural features, as well as to the cities of Bath, Oxford, Salisbury and Southampton. On their first morning at BBSI, students are welcomed to the school and given information about local services and facilities. Transport options are explained, included those bus routes between BBSI and the residential areas where our homestay accommodation is located. Most bus journeys between homestays and BBSI take between 10-20 minutes.

### Transfer Details

BBSI offers a transfer service from airports, seaports, rail and coach stations to take students directly to their accommodation.

Train and coach services also operate into Bournemouth for those wishing to make their own transfer arrangements. Coach/train tickets from London Heathrow or Gatwick would cost in the region of £30.00 to £75.00.

### Typical Travel Times

**London Heathrow-Bournemouth**  
*(BBSI taxi transfer): 1 hour 30 minutes*  
*(express coach): 2 hours 24 minutes*

**London Gatwick-Bournemouth**  
*(BBSI taxi transfer): 2 hours*  
*(express coach): 3 hours 30 minutes*

**London Stansted-Bournemouth**  
*(BBSI taxi transfer): 2 hours 30 minutes*  
*(express coach): 4 hours*

**Southampton Airport-Bournemouth**  
*(BBSI taxi transfer): 30 minutes*  
*(train) 38 minutes*

**Bournemouth Airport-Bournemouth**  
*(BBSI taxi transfer): 15 minutes*

### BBSI Transfer Fees (one way)

*Valid until 28 August 2015*

*London Heathrow: £155.00*  
*London Gatwick: £175.00*  
*London Stansted: £228.00*  
*Southampton Airport: £87.00*  
*Bournemouth International Airport: £50.00*

*Additional driver-waiting time will apply after one hour (£15.00 per hour)*

*Fees for transfers from other locations are available on request.*



Bournemouth Beaches

## BBSI PROFESSIONAL & ACCREDITING BODIES

Accredited by the



for the teaching  
of English

### BRITISH COUNCIL

The British Council, in partnership with English UK, forms a national accrediting body, Accreditation UK, for accredited schools, colleges and universities that provide English language courses. Inspections are carried out at least every four years.



### NCFE

NCFE is recognised as an awarding organisation by Ofqual, the qualification regulators for England, Wales and Northern Ireland. NCFE accreditation assures that our specialised English courses are of a high standard. NCFE accreditation also gives formal recognition to certain courses which result in the 'award' of a certificate of achievement. NCFE certificate of achievement is not a nationally regulated qualification.



### ISO 9001

ISO accreditation gives BBSI the quality systems that provide the foundation to better customer satisfaction, staff motivation and continual improvement. The ISO registration mark is an indication that BBSI undergoes regular inspections and meets the needs and expectations of its students in providing high quality and good value.



### INSTITUTE OF LEADERSHIP & MANAGEMENT (ILM)

ILM, part of City & Guilds, is Europe's largest independent leadership and management awarding body. The ILM qualifications aim to develop the core knowledge and practical skills needed to manage, motivate and inspire others. BBSI is an ILM Approved Centre. The year-round BBSI management courses benefit from ILM educational approval, through which our students can achieve an ILM Parchment on successful completion of their studies (ILM Parchment fee is not included in the BBSI course fees).

Cambridge English Language Assessment

Exam Preparation Centre

### CAMBRIDGE ENGLISH LANGUAGE ASSESSMENT EXAMINATIONS

Cambridge English Language Assessment examinations are the world's leading range of certificates for learners of English. BBSI is an Authorised Preparation Centre for the following Cambridge English examinations: FCE, CAE, BEC, ICFE, ILEC and IELTS. Cambridge English examinations are widely recognised by employers and educational institutions worldwide.

## BBSI PROFESSIONAL & ASSOCIATED BODIES



### ENGLISH UK

English UK is the largest representing body of English language schools in the world. English UK, in partnership with the British Council, operates the AccreditationUK scheme. English UK organises training annually for all members, in management, teaching, health and safety, welfare and other areas. The English UK complaints procedure also provides students with access to an independent ombudsman.



### BUSINESS ENGLISH UK

Business English UK is a Special Interest Group of English UK. It is an association of accredited centres that focus on providing business and professional English language training. All members commit to a charter of quality ensuring a uniformity in service at all training centres.



International Association  
of Language Centres

### IALC

IALC, established in 1983, is a worldwide association for quality assured independent language schools teaching languages where they are spoken. All schools with IALC membership are regularly inspected and monitored under the rigorous IALC Quality scheme. Membership is by invitation only. While each member of IALC is independent and unique, each shares the highest commitment to professionalism and excellence in all aspects of service.



Bournemouth  
University

### BOURNEMOUTH UNIVERSITY

Bournemouth University recognises all BBSI University Foundation courses, with successful completion meeting the requirements for access to a wide range of UK university undergraduate courses.

## BBSI COURSE DESCRIPTIONS

Full course descriptions are available, on request from BBSI, for all BBSI courses. Please forward your request to [info@bsi.co.uk](mailto:info@bsi.co.uk), clearly stating whether you require the course descriptions for English Language, Business English or the Vocational, University Foundation or Pre-Masters courses.

BBSI course descriptions provide full details of course objectives, course structure and content, along with a weekly breakdown of topics covered.

The course descriptions can also be viewed or downloaded from the BBSI website at [www.bbsi.co.uk](http://www.bbsi.co.uk).