



Training for Centres

- London Capital Computer College Business and Computing Courses Awareness.
- Regulatory and Accreditation Compliance
- Policies and Procedures Management
- Organisational Perspectives Training
- Professional Courses Training (short-term training for Companies)

London Capital Computer College Business and Computing Courses Awareness Training

Summary	Who should Attend	Duration
<p>Training on awareness of the different Business and Computing courses. The aim is to enable delegates understand:</p> <ul style="list-style-type: none"> ▪ Qualification strategy ▪ Assessment strategy <p>On completion of the training, delegates will be able to illustrate;</p> <ul style="list-style-type: none"> ▪ why the different qualifications exist ▪ how the qualifications fit into the larger programme ▪ for whom the qualifications were designed ▪ how the qualifications benefit learners <p>Delegates will also be enlightened on Occupational Outlook for each qualification; including:</p> <ul style="list-style-type: none"> ▪ Job Description and Responsibilities ▪ Career Options ▪ Earning Potential and Employment Prospects 	<p>Anyone interested in pursuing London Capital Computer College courses to enable them make the right choice.</p>	<p>2 days</p>

Regulatory and Accreditation Compliance

Summary	Who should Attend	Duration
<p>Vital training for educational establishments (school and colleges) on how to meet Recognition/Accreditation requirements. The training demonstrates the skills and knowledge required to fulfil different statutory, regulatory, laws, rules and regulations. As customers become more sophisticated and better informed; their expectations grow, hence the only way educational establishments can survive and prosper is by showing commitment to quality conformity standards and being accredited. The training highlights:</p> <ul style="list-style-type: none"> ▪ Advantages of Accreditation ▪ Accreditation/Recognition Process and Requirements ▪ Assessment Information ▪ Qualifications Credit Framework ▪ Assurance Services and Standards ▪ Quality Control ▪ Performance Standards ▪ Assessment Principles, Concepts and Procedures <p>Delegates are taught on the importance of regulatory compliance.</p>	<p>Personnel from:</p> <ul style="list-style-type: none"> ▪ Secondary schools ▪ Colleges ▪ Universities ▪ other training organisations 	<p>3 days</p>

Policies and Procedures Management

Summary	Who should Attend	Duration
<p>Training analysing the importance of documenting standard operating procedures and processes. Every organisation should have a procedure in place for determining what procedures or processes need to be documented.</p> <p>Policies and procedure documents describe the regularly recurring operations and work processes that are to be conducted or followed within an organisation. The purpose is to carry out the operations correctly and always in the same manner. They document the way activities are to be performed to facilitate consistent conformance to technical, quality system requirements and to enhance efficiency. Policies and procedures assist organisations in maintaining quality control, quality assurance processes and ensure compliance with regulations.</p>	<ul style="list-style-type: none"> ▪ Administrators ▪ Supervisors ▪ Bookkeepers / Accountants ▪ Managers ▪ CEOs 	5 days

Organisational Perspectives

Summary	Who should Attend	Duration
<p>In-house training aimed at organisations of all shapes and sizes; from entrepreneurs to multinational personnel responsible for organising and coordinating services and resources. Despite the size of an organisation; the goals are basically the same; namely:</p> <ul style="list-style-type: none"> ▪ financial ▪ customer management ▪ internal efficiency and effectiveness ▪ innovation, learning and growth <p>Organisational Perspectives training looks at core organisational requirements, including important organisational operational processes; [planning, resources, finance, internal control, management and monitoring and review].</p>	<ul style="list-style-type: none"> ▪ Administrators ▪ Supervisors ▪ Bookkeepers / Accountants ▪ Managers ▪ CEOs 	5 days

Professional Courses (short-term training for Corporates/Companies or individuals)

Summary	Who should Attend	Duration
<p>Training aimed at corporate employees or individuals interested in attending reliable fast track learning by choosing subjects/units suitable for their business, organisational or personal requirements. In today's fast moving and challenging environment, most of us would like to improve our educational credentials, but due to work, family or other commitments; cannot find the spare time, hence attending a 1, 2, 3 or 5 day training with other delegates from the actual industry; seem the PERFECT solution.</p> <p>Delegates choose Unit(s)/Subject(s) from the different qualifications listed</p>	<ul style="list-style-type: none"> ▪ Employees from different organisations; of different positions - from clerks to CEOs; depending on organisational role and responsibility requirements. ▪ Unemployed individuals seeking employment and need to get relevant knowledge; or qualified persons who have not used their knowledge for a while and want to "recap" and be up to scratch. 	Depending on subject/unit; varies from 1, 2, 3 to 5 days.

[Course content/syllabus is available on the website. All qualifications are listed on the left side of the main page]