



OXFORD
COLLEGE

Leaders in Distance Learning **PROSPECTUS**





Welcome to Oxford Learning

With over 12 years experience and student numbers in excess of 20,000 located all around the world, **Oxford Learning** are leaders in Online Distance Learning. We pride ourselves on our excellent student services and tutorial support, which give our students the best possible chance of achieving their full potential and enhancing their career and education.

Level 3 Diploma Courses

All of our Diploma courses have been designed so students, regardless of their prior knowledge or experience, can complete them. Whether you are student just finishing school looking to move onto further education, or an adult who has been out of education for many years, we have the right course for you.

Diploma courses have a duration of 1 year and comprise assignments at the end of each unit as well as a final online examination.

Level 3 Diploma Course Subjects

Abnormal Psychology	Diet & Nutrition	Marine Biology
Accounting	Distance Learning Tutoring	Marketing
Addiction Counselling	Drama	Media Studies
Advertising	Egyptology	Neuro-Linguistic Programming
Alexander Technique	Emotional Freedom Technique	Nutritional Therapy
Anatomy & Physiology	Employment Law	Oceanography
Aromatherapy	English Literature	Organisational Psychology
Bereavement Counselling	Environmental Science	Personal Training & Sports Coaching
Biology	Equine Science	Philosophy
Botany	Family Counselling	Portfolio Management
Business Administration	Feline Studies	Postgraduate Research Techniques
Business Consultancy	Flower Remedies	Project Management
Business Studies	Government & Politics	Psychology
Canine Studies	Health & Safety Law	Psychometrics
Career Coaching	Health & Social Care	Reflexology
Change Management	Health Coaching	Relationship & Couples Counselling
Child & Adolescent Counselling	Herbal Medicine	Religious Studies
Child Coaching	History	Risk Management
Child Development	Human Biology	Smallholding Management
Childcare	Human Resources	Sociology
Clinical Hypnotherapy	Homeopathy	Sports Nutrition
Clinical Science	Journalism	Sports Psychology
Cognitive Behavioural Therapy	Law	Strategic Planning
Cognitive Therapy	Life Coaching	Teaching Business English
Compliance Management	Management	Web Design
Counselling	Management Development	Zoology
Criminology	Management Information Systems	
Debt Counselling		

Level 3 Diploma FAQs

Do I have to attend the college?

No, the courses are 100% home study and no attendance is required.

How are the Level 3 Courses delivered?

Courses are delivered as an online document as standard. A paper copy can be purchased for an extra £65 and a Kindle version for an extra £25.

Can I pay the course fees in instalments?

Yes, there is an instalment plan available for prospective students. The instalment plan is available to all students who hold a registered bank card. The full course fee is spread across monthly instalments.

Can I study if I am outside the UK, or not a UK citizen?

Yes, you are able to study with us no matter your nationality or where you are in the world provided that you have access to the internet and have downloaded the free plug-ins to ensure you can view the course material. We have students covering the entire globe who study with **Oxford Learning**.

How long do I have to complete my course?

Level 3 Diploma students have a maximum of 1 year to complete the course and sit the online exam. However, due to the nature of flexible distance learning students have the freedom to work through at their own pace so courses can be completed in a shorter period of time provided that all the work has been completed.

When can I enrol?

There are no enrolment deadlines, you can enrol any time of the year.

Can I take more than one course at a time?

Yes, although we would not recommend taking more than 4 courses at one time. Taking more than one subject can be helpful for your study plan, and to keep you interested in the subjects.

Do I have my own tutor?

Once enrolled you will have unlimited online tutorial support for your course duration period. All contact with the tutor department is via email. They are on hand to help answer any questions and queries regarding the course to ensure you achieve the best possible grade you can. All tutors are educated to 2 levels above the level they are tutoring and have many years' experience tutoring their subjects.

Are the Level 3 Courses quality assured?

All of the Level 3 Diploma courses are quality assured by OLQA.

Are the Complementary Therapy courses recognised?

As an **Oxford Learning** student you are able to join the CMA (Complementary Medical Association) as a student member and then a full member when you have completed your studies. The CMA is also able to offer advice referencing the correct insurance so you can start practicing. (Applicable to courses with CMA logo next to Synopsis)

Are the Counselling and Coaching courses recognised?

As an **Oxford Learning** student you are able to join the CMA (Complementary Medical Association) as a student member and then an associate member when you have completed your studies. The CMA is also able to offer advice referencing the correct insurance so you can start practicing.

Are the Business/Management Courses recognised?

Yes, you can apply to join the Institute of Management Specialists on successful completion of your Diploma.

What is the difference between an A Level and a Diploma?

An A Level is exam based and is a recognised national qualification which can be used to gain credits towards further education/university.

Our Level 3 Diploma courses are made up of separate modules. At the end of each module there are Self Assessment Examination Preparation active learning activities to complete. An online examination is sat at the end of the course to determine the overall grade for the Diploma.

Upon request we can provide students with an Academic Reference to support students' applications to further education.

On successfully completing a Diploma you are awarded your certificate which shows you have studied, understood and are proficient in the chosen subject.

What are Level 3 Diplomas equivalent to?

Level 3 Diplomas are equivalent to a qualification at Level 3 on the UK National Qualifications Framework, such as an A Level or NVQ3.

Do you offer reduced course fees?

As a private college we do not. For those on benefits, please try your local Job Centre Plus and/or Local Education Authority for help with funding. Alternatively, students can pay using the instalment plan.

Do I get any discounts when enrolling onto another course?

Yes, if you can provide the college with a previous student number we can offer you a 15% discount when you enrol onto your next course.

Additional Information for Diploma courses

Entry Requirements

All students must be 17 years of age and above. Students should have a strong command of English but no prior subject knowledge is required.

Please note that we take enrolments all year round for all our courses.

Study Hours

Approximately 20 hours per unit. Students have a maximum of 1 year in which to complete the course and online exam.

Assessment Method

Final online multiple choice examination.

Qualification

Oxford College Level 3 Diploma in 'Subject'

What's Included

All study materials to enable the student to successfully complete the Diploma. Support is provided by the tutor department. Course completion certificate issued by **Oxford College**. All examination fees.

Course Fee

Ranges from £365.00 - £1365.00

Payment by Instalments

Students are able to pay course fees in monthly instalments. Contact the College to arrange.

Further Information

The course can be enrolled upon by international students. There are no deadlines for enrolments. Please note that this is an online course and your materials are accessed within the College website in PDF format.

You will require one of the following operating systems to access your course online:

Windows: Windows 98, 2000, XP, Vista, 7 - Acrobat Reader 8.0 and above

Macintosh: Mac OS X, Mac OS 9.2 - Acrobat Reader 8.0 and above

File Open Plug In—to be downloaded when logged into 'On Campus'

In the student On Campus section you are also able to receive the latest course updates, extra materials and information. You will also be able to take part in the student chat room and forums as part of our online student community.

After enrolling online you will receive your username and password to access your materials within 72 hours. You will also receive your personal **Oxford College** student number via email.

Courses in paper format are available at an additional fee of £65.00 for delivery to UK addresses. This service is available to all students both in the UK and Internationally, please contact us for courier prices outside the UK. All students receive the online format as standard. A Kindle version can also be purchased for £25.00.



A Level Courses

Oxford Learning are proud to offer a wide range of A Level courses, many of which some schools and colleges do not offer to their students. A Levels are the best way to gain entry into top universities, and with the aid of excellent online tutorial support, our A Level students are progressing onto degree level studies.



Students also have the option to 'fast track' any of our A Levels; completing the full AS and A2 components of the course in just one year or less! Ideal for students who are limited on time or looking to improve their grades during their gap year.

Oxford Learning also offer just the A2 or AS part of the A Level for students who have already completed part of the course, or wish to retake just half of the course.

Distance learning gives students the flexibility and freedom to work through their course at their own pace within the given timeframe, ideal for students who are working full time or have other commitments. Students must take into consideration the dates that their examinations will take place each year, this is typically in January and May/June time.



A Levels grades can be converted into UCAS points which are used for entry into University for those looking to take their education a step further.

Students can enrol onto just the AS or A2 part of an A Level, also with tutorial support for one year for only £215.00

Full A Level courses cost just £315.00 for online course materials and two years unlimited tutorial support.

All our A Levels are fully accredited by the following exam boards: Edexcel, AQA and OCR.

A Level & Fast Track A Level Courses

Accounting
Ancient History
Biology
Business Studies
Chemistry
Classical Civilisation
Critical Thinking
Economics
English Literature
Environmental Studies
Government & Politics
History
Law
Mathematics
Philosophy
Psychology
Religious Studies
Spanish

Fast Track A Level courses cost just £365.00 for priority online tutorial support to help complete the course in one year.

Please visit: www.oxfordcollege.ac
Or for more information please contact
Student Services: contact@oxfordcollege.ac

A Level FAQs

Do I have to attend the college?

No, the courses are 100% home study and no attendance is required (apart from Chemistry where a lab day is optional).

When can I enrol?

You can enrol any time of the year, there are no deadlines.

Can I pay the course fees in instalments?

Yes, there is an instalment plan available for prospective students.

How long do the courses take to complete?

Courses are structured over 2 years. You should expect to commit to approximately 300 hours of study to complete an A Level. You **MUST** check the relevant Examination Board website for details.

Students also have the opportunity to complete the full A Level in just one year—this is a Fast Track A Level. Students will receive one year's unlimited online tutorial support.

How are the A Level Courses delivered?

Courses are delivered as an online document as standard. A paper copy can be purchased for an extra £65 and a Kindle version can be purchased for an extra £25.

Can I study if I am outside the UK, or not a UK citizen?

You can study from any location in the world providing you have internet access and the required downloads. You need access to email, to enable you to submit your work and make contact with your tutor. Students are required to sit examinations. It may be possible to sit some examinations overseas, however, you will need to contact the British Council/Embassy or Examination Board website to enquire. Otherwise you will need to come to the UK to sit your exams.

Can I take more than one course at a time?

Yes, although we would not recommend taking more than 5 A Levels at one time. Taking more than one can be helpful for your study plan to keep you interested and motivated in the subjects.

Do I have my own tutor?

Once enrolled, students will have unlimited online tutor support for the full two years, or one year if on the fast track option. All contact with a tutor is done via emails. They are on hand to help answer any questions and queries regarding the course to ensure students achieve the best possible grade they can. All tutors are educated to 2 levels above the level they are tutoring and have many years' experience tutoring their subjects.

Can I just take the AS or just the A2 course?

Yes, you are able to take half an A Level. To take the A2 only you must have completed the AS firstly on the current syllabus. (Please note: a syllabus change occurred in September 2008. This affected all subjects except for Mathematics. Therefore, students who wish to complete just the A2 part must have completed the relevant AS part since September 2008). The fee for AS or A2 only is £215.00.

When do the examinations take place?

A Level examinations take place in January and May/June each year. More detailed information can be found on the relevant examination board websites.

What is a 'fast track' A Level?

Students have the option to complete the full A Level in just one year rather than the standard two year time period. They will be given priority unlimited online tutorial support to ensure they have as much help as possible to complete the course in the shortened time period. The cost for this option is £365. Exams will take place in January and June, but we advise students to contact the relevant examination board for the exact dates and times of these sittings.

How do I arrange exams?

It is the **student's responsibility** to apply as a private candidate via a school or college. You may also wish to contact 3A Tutors (www.3atutors.co.uk) who are an organisation that deal with Private Candidate placements. Please note that you may have to travel outside of your immediate area in some cases. **Oxford College** students who can take their exams in Bristol or Bath with www.3atutors.co.uk will receive a 10% discount off exam fees.

Does my A Level contain any coursework?

Some courses contain elements of coursework that need to be marked by an external coursework marker. It is the students' responsibility to arrange and pay for this. Your **Oxford College** tutor will be able to authenticate your coursework providing you have submitted at least 3 assignments prior to starting the coursework.

How much do exams and coursework marking cost?

You will need to budget for the cost of exam fees and for the marking of any coursework should your course contain this element. These vary according to your subject specification and local exam centre. The fee goes directly to the examination centre where the exam is taken or to the coursework marker.

Do you offer reduced course fees?

As a private college we do not. For those on benefits, please try your local Job Centre Plus and/or Local Education Authority for help with funding. Otherwise payments can be made using our instalment plan.

Do I get any discounts when enrolling onto another course?

Yes, if you can provide the college with a previous student number we can offer you a 15% discount when you enrol onto your next course.

Additional Information for A Level courses

Entry Requirements

All students must be 17 years of age and above. Basic English reading and writing skills, as full tutor support is given. Having GCSEs is an advantage.

Study Hours

Approximately 300 hours per full A Level.

Qualification

AS/A2 - A level in 'Subject'. Both AS and A2 level courses and examinations must be successfully completed to gain a full A level.

What's Included

Learning documentation, Online Resources and Tutor Support for 2 years (1 year for Fast Track).

Course Fee

Full A Level (AS & A2)	£315.00 (£365.00 for Fast Track)
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AS Level Only	£215.00
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A2 Level Only	£215.00
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Payment by Instalments

Monthly instalments are available to students who enroll on a full A Level or Fast Track A Level course. Please contact the college to arrange.

Further Information

Please note that this course is delivered in online format. You will need to have one of the following operating systems to access your course online:

Windows: Windows 98, 2000, XP, Vista, 7 - Acrobat Reader 8.0 and above

Macintosh: Mac OS X, Mac OS 9.2 - Acrobat Reader 8.0 and above

File Open Plug In—to be downloaded when logged into the On Campus area.

As an A Level student you will have access to our virtual 'On Campus' area, where you are able to receive the latest course updates, extra materials and information. You will also be able to take part in the student chat room and forums as part of our online student community.

When enrolling online, your username, password and personal **Oxford College** Student Number will be emailed to you within 72 hours.

The full A Level will be a 2 year course, AS and A2 exams to be taken in January and/or May/June.

Students are required to arrange and pay for their examinations and manage the course work element if the subject requires this. Students must check the relevant examination board website for further information and final examination sitting dates for the specification. Students can find an examination centre by calling a local school/6th form college or referring to the exam board website for a list of exam centres. We can offer guaranteed placements in a selection of centres in the UK, please contact us for details.

BTEC Higher National Diploma Courses

Oxford Learning are proud to offer a range of subjects for the BTEC Higher National Diplomas (a Level 5 qualification). These courses are fully accredited by Edexcel.

Students have up to 2 years to complete all 16 units of the course. At the end of each unit is an assignment which students will upload to our online system for marking and verification. The course is assessed completely by the course-work and you will be graded with a pass, merit or distinction for each unit. The method of study is learning outcome based.

All students will be assigned a tutor for the duration of their course. The tutor will be able to answer questions and mark the coursework with detailed feedback and guidance enabling students to achieve their academic goals. Students are also given a study guide to ensure they understand what is expected on a BTEC HND course.

Distance learning gives students the flexibility and freedom to work through their course at their own pace within the given timeframe, ideal for students who are working full time or have other commitments.

BTEC HND Course Subjects

Animal Studies
Business Studies
Childcare Studies
Coaching
Counselling Studies
Environmental Studies
Health & Social Care
Health, Diet & Nutrition
Law Studies
Management
Marketing, Media & Advertising
Psychology Studies
Sports Science

The BTEC HND is equivalent to a foundation degree. Many universities will accept the BTEC HND as entry toward a full honours degree meaning that you could take a third year at university to gain a full honours degree.



The BTEC HND carries a maximum of 240 UCAS points.

Course fees for the BTEC HND are £3500

We take enrolments all year round so students can start their course at any time.

Payments can also be spread over an 18 month interest free payment plan.

Please visit: www.oxfordcollege.ac

Or for more information please contact

Student Services: contact@oxfordcollege.ac



BTEC HND FAQs

Do I have to attend the college?

No, the courses are 100% home study and no attendance is required.

When can I enrol?

You can enrol any time of the year, there are no deadlines.

Can I pay the course fees in instalments?

Yes, there is an instalment plan available for prospective students. Payments for our BTEC HND courses can be spread over 18 months, interest free.

How long do the courses take to complete?

The BTEC HND courses are to be completed within 2 years. You should expect to commit to approximately 60 hours of study per unit and there are 16 units. If you are able to commit a lot of time to your studies per week then you would be able to complete the course in a shorter time.

How are the BTEC HND Courses delivered?

Courses are delivered as an online document as standard. A paper copy can be purchased for an extra £65. A Kindle version can also be purchased for an extra £25. You will need access to the internet to use the bespoke online system for uploading coursework and questions.

Can I study if I am outside the UK, or not a UK citizen?

You can study from any location in the world providing you have internet access and the required downloads. You need access to email, to enable you to submit your work and make contact with your tutor.

Can I take more than one course at a time?

For BTEC HND courses we don't recommend taking more than one course at a time as they are very intensive courses which require a lot of commitment.

Do I have my own tutor?

Once enrolled, students will have unlimited online tutor support for the full two years. All contact with a tutor is done via the online system where questions and answers are uploaded. Tutors are on hand to help answer any questions and queries regarding the course to ensure students achieve the best possible grade they can. Tutors will also mark the coursework and give substantial guidance and feedback. All tutors are educated to 2 levels above the level they are tutoring and have many years' experience tutoring their subjects.

Are the BTEC HND Courses accredited?

Yes, these courses are fully accredited by international exam board Edexcel. They also carry a maximum of 240 UCAS points.

What are my options for progression?

After successful completion of the BTEC HND course you would be eligible to join a degree course at university and top up from a foundation degree to a full honours degree. We have published on our website a list of UK and international universities and organisations that accept the BTEC HND courses. The course does stand alone as a Level 5 Diploma also known as a foundation degree. Qualification at this level can lead to improved career prospects, promotions or further education.

Do you offer reduced course fees?

As a private college we do not. For those on benefits, please try your local Job Centre Plus and/or Local Education Authority for help with funding. Otherwise payments can be made using our instalment plan.

Do I get any discounts when enrolling onto another course?

Yes, if you can provide the college with a previous student number we can offer you a 15% discount when you enrol onto your next course.



Additional Information for BTEC HND courses

Entry Requirements

All students must be 17 years of age and above. A certificate to show studies completed at Level 3 or above (such as an A Level, Level 3 Diploma or NVQ3) is required. Students must also have a strong command of English. We also require a copy of photographic ID to complete the enrolment and register candidates with the exam board.

Study Hours

Approximately 960 hours. There are 16 units which require approx 60 hours of study each. The course has a duration of a maximum of 2 years.

Qualification

BTEC Higher National Diploma in 'subject'. Certificates are issued by the international exam board Edexcel.

What's Included

Learning documentation, Online Resources and Tutor Support for 2 years.

Course Fee

£3500

Payment by Instalments

Interest Free monthly instalments over 18 months (12 months for students outside the UK) are available for this course. Contact the college to arrange.

Further Information

Please note that this course is delivered in online format and will be accessed via the **Oxford College** website. You will need to have one of the following operating systems to access your course online:

Windows: Windows 98, 2000, XP, Vista, 7 - Acrobat Reader 8.0 and above

Macintosh: Mac OS X, Mac OS 9.2 - Acrobat Reader 8.0 and above

File Open Plug In—to be downloaded when logged into the On Campus area.

As a BTEC HND student you will have access to our virtual 'On Campus' area, where you are able to receive the latest course updates, extra materials and information. You will also be able to take part in the student chat room and forums as part of our online student community.

To complete an enrolment for the BTEC HND courses we will require a copy of photographic ID as well as a copy of certification to show studies have been previously completed at Level 3.

The course is assessed completely by coursework. There is an assignment to be completed at the end of each of the 16 units. The marks achieved on the coursework will go toward your final grade.

Further information on distance learning

How flexible is Distance Learning?

When it comes to learning, it doesn't get much more flexible than via distance learning with **Oxford College**. We offer a wide range of Level 3 Diplomas, A Level courses and BTEC HND courses.

Once enrolled onto a course, students receive their log in details via email usually within a matter of minutes. Once these details have been received the student's account is then set up so the student can go online, log into their account and begin their studies. Students also have the option to order a paper copy which will be couriered to their address.

Students have a maximum of one or two years to complete the course, depending on the course they choose, but due to the nature of distance learning students have the freedom to work through their course at their own pace. Many students can complete their course in a shorter time depending how much time they can commit to their studies. Study hours are variable by student commitment, allowing students to balance other commitments. A proportion of our students are already in full time work and only commit a few hours of study a week, whereas others can spend many hours each day on their studies to enable a fast completion.

The Diploma courses have a series of Self Assessment Preparation (SAP) assignments to complete and submit to the tutor department in order to prepare themselves for the final online examination. These assignments are optional and do not count towards the final mark, but are great preparation and we strongly advise students complete these. There are no deadlines for completing the assignments, students can do so in their own time. This allows students to take time out from their studies when necessary and can easily get back on track once they return.

The final online examination can be sat whenever the student feels they are ready to go ahead and this having studied the full course. The online examination must be taken within the one year timeframe of the course.

A-Level courses have deadlines in the form of examinations which are sat externally every January and May or June, and organised by the student. Other than this, the student determines when to study provided they can cover all the appropriate units and allow for revision time before it comes to sitting the examination.

Distance learning really does work around the student; it gives them the ideal opportunity to study whilst balancing other commitments they already have.

Distance Learning, how does it work?

Studying from home couldn't be much simpler!

Once a student has enrolled onto their chosen course they will receive an automated email message within 72 hours containing their unique user log-in details. Once these details have been received the student can go to www.oxfordcollege.ac log in to the virtual online learning On Campus area and access their full online course materials.

From then onwards, students must study their course materials and complete assignments when they come across these and send their work via email to the Coursework department. If the student has any questions or queries regarding their course then they have unlimited online tutorial support throughout the entire course, so they simply send an email to the tutor department who will be on hand to assist them, or if studying A Levels the student can email the tutor directly. Students on the BTEC HND courses have use the of the bespoke online system by which they can contact their tutor and upload their coursework directly.

Having completed their assignments, students studying a Diploma course will sit a final online examination. The assignments in the course will help prepare students for this examination. Students have one opportunity to sit this online examination, and it can be sat in the comfort of their own home! For A Level students, they will need to sit their examinations externally as a private candidate at local schools or colleges. For BTEC HND students the course is assessed completely via the coursework to be completed at the end of each of the 16 units.

After the examination has been sat, the College will process certification for Diploma students, A Level students will receive transcripts and certification directly from the relevant examination board and centre. Students on the BTEC HND will also receive their certificate from the Edexcel exam board.

Is Distance Learning a lonely study method?

Studying at home doesn't have to be lonely; students don't have to feel isolated and left to study on their own accord.

Oxford College offers unlimited online tutorial support throughout the duration of the courses. Whenever the student needs a question answering, some guidance with their work or wants to get an assignment marked, they simply need to send an email across to the tutor department. The tutor will then provide a response within a few days to ensure the student can continue with their studies as soon as possible.

Oxford College pride themselves on their excellent Student Services team who offer email and telephone support to all current and prospective students. They are on hand to deal with problems, offer advice and provide guidance.

Contained within the virtual learning On Campus area of our website, students have access to the online forum and chat room which gives them the opportunity to interact with other students, and more importantly those on their course, to offer support and tips to one another.

A-Level students are offered support and guidance by the tutor department to ensure that they are fully prepared and have revised sufficiently before sitting the examinations.

Is Distance Learning cost effective?

Many people choose to attend evening courses, part time courses or full time courses. The costs of these are typically very high in comparison to distance learning, especially when you take into account the costs and time incurred with transport to and from the course.

With Distance Learning the one off cost incurred covers the full online course materials, unlimited online tutorial support, assignment marking, certification and examination fees (A-Level exam fees not included). Studying at home incurs no additional costs such as those associated with attending an in-house school or college. With Distance Learning the initial payment can be paid via an instalment plan, spreading the cost over 6 monthly affordable payments. Please note this payment option is only available to those over 18 years of age holding a UK registered Credit or Debit Card.

Oxford College aims to provide highly respected courses at competitive prices. We always do our best to compare our prices with our online re-sellers, so that we can give you the best products for the best prices.

Studying a course via distance learning doesn't mean you have to take time off work to hit work deadlines and lose out on an income. Distance learning works around the student, allowing them to balance their work and study commitments without making any compromises.

For all additional enquiries or to place an enrolment please contact the college

+44 (0)1865 595 263

Or contact@oxfordcollege.ac

For a full course synopsis please go to our website:

www.oxfordcollege.ac

