

eDistance Learning Course Brochure



OLQA

TEACHING BUSINESS ENGLISH (LEVEL 3 DIPLOMA)

OLQA

This course leads to a Level 3 Diploma for successful learners. This means that it is accredited at a level of learning equivalent to level 3 on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland (in which case GCSE's are at levels 1 and 2 and A Levels are at level 3). In accrediting the programme at level 3, OLQA attests that its learning outcomes are at an equivalent level to a level 3 national qualification.

Course Information

COURSE OVERVIEW

Teaching Business English OLQA (Level 3 Diploma)

A distance learning course is the ideal way to gain a Teaching Business English diploma. Whether you're looking to go on to further education, improve your job prospects or expand your knowledge, distance learning Teaching Business English is a flexible and convenient course, which allows you to comprehensively prepare for an exam or career through home study. What's more, because the distance learning Level 3 Teaching Business English course is a fully comprehensive course, no prior knowledge is required.

The course will particularly appeal to those English as a Foreign Language (EFL) teachers who require a secondary skill teaching English at the business level to overseas Corporate Executives. It will move a step forward compared to a standard English teaching course. It will cover more technical business terminology and language, and display how it used in the real business context.

KEY TOPICS

- Module 1 - Introduction to Business English
- Module 2 - Business Grammar
- Module 3 - Pronunciation Skills
- Module 4 - Grammar Translation
- Module 5 - Conversational English
- Module 6 - Vocabulary
- Module 7 - The Lexical Approach
- Module 9 - Teaching Receptive Skills
- Module 10 - Business Meetings and Presentations

HOME STUDY SUPPORT

You will be provided with comprehensive materials designed to provide you with everything required to complete your course of study. You will have your own personal tutor helping you with your course work and with any questions you may have. Plus you can contact our Student Advisors by email or phone for all the practical advice you may need – so we really are with you 100%.

What's more, you'll have access to the online student portal, where you can interact with other students, browse our resource library and manage your account.

COURSE ASSESSMENT

Final online multiple choice examination.

When you have completed the programme, your tutor needs to verify that you have worked through all parts of any Workbooks, Activities and Exercises successfully.

Upon verification of the activities, exercises and assignments, you will be awarded your diploma by OLQA as confirmation that your written work has met all of the learning outcomes and assessment criteria for the programme.

COURSE DURATION

We recommended you spend approximately 400 hours of your time studying for the course name. The pace of study is completely up to you. To give an example, if you dedicate 8 hours a week to the course it would take you a year to complete but if you could spare 16 hours a week you could complete it in six months.

Get started today, and you can earn your Level 3 OLQA Diploma in Teaching Business English in as little as six months, or take up to 2 years, if you prefer – the choice is yours.

How is the course structured?

The OLQA Level 3 Teaching Business English course is divided into ten comprehensive modules:

Module 1 - Introduction to Business English

This Unit is a foundation course to the entire Diploma. It introduces the Concepts of Business English and focuses upon the following elements:

1. Why do we need to teach Business English
2. Who requires Business – English
3. The market demand for Business English
4. What concepts are required in Business English
5. Teacher qualities for teaching Business English
6. The methods employed for Teaching Business English
7. Introduction to online teaching
8. Tools for teaching online Business English

Module 2 - Business Grammar

Grammar is the system of a language. People sometimes describe grammar as the "rules" of a language; but in fact no language has rules. If we use the word "rules", we suggest that somebody created the rules first and then spoke the language, like a new game. But languages did not start like that. Languages started by people making sounds which evolved into words, phrases and sentences. No commonly-spoken language is fixed. All languages change over time. What we call "grammar" is simply a reflection of a language at a particular time.

Do we need to study grammar to learn a language?

The short answer is "no". Very many people in the world speak their own, native language without having studied its grammar. Children start to speak before they even know the word "grammar". But if you are serious about learning a foreign language, the long answer is "yes, grammar can help you to learn a language more quickly and more efficiently." It's important to think of grammar as something that can help you, like a friend. When you understand the grammar (or system) of a language, you can understand many things yourself, without having to ask a teacher or look in a book. So think of grammar as something good, something positive, and something that you can use to find your way - like a signpost or a map.

Module 2 will focus on those Grammar applications as applicable to business conversation and writing skills.

Module 3 - Pronunciation Skills

Reading an English word does not tell you how it is pronounced. For example, the words no and do both end in the letter o. However, no is pronounced like this, and do is pronounced like that. This means that, generally, you have to learn the pronunciation of every word that you're going to use.

How can you learn the pronunciation of an English word? You can look it up in a dictionary and read about how it is pronounced. Dictionaries tell you about pronunciation through a special system called phonetic transcription.

Phonetic transcriptions are written in a phonetic alphabet. The most popular phonetic alphabet is the International Phonetic Alphabet (IPA).

Different kinds of English have different pronunciation. For example, the pronunciation (the accent) in British English is different from the pronunciation in American English.

You have a choice between British English and American English, because these are the most important kinds of English in the world. Which one should you choose? Probably the kind that you like the most. Whether you choose British or American pronunciation, people will understand you wherever you go. Of course, you don't have to decide: you can learn to speak both kinds of English.

Module 3 concentrates on pronunciation skills focused within business conversation pieces.

Module 4 - Grammar Translation

The grammar-translation method of foreign language teaching is one of the most traditional methods, dating back to the late nineteenth and early twentieth centuries. It was originally used to teach 'dead' languages (and literatures) such as Latin and Greek, and this may account for its heavy bias towards written work to the virtual exclusion of oral production. Indeed, the emphasis on achieving 'correct' grammar with little regard for the free application and production of speech is at once the greatest asset and greatest drawback to this approach.

The major characteristic of the grammar-translation method is, precisely as its name suggests, a focus on learning the rules of grammar and their application in translation passages from one language into the other. Vocabulary in the target language is learned through direct translation from the native language.

How is the course structured? – Cont...

The OLQA Level 3 Teaching Business English course is divided into ten comprehensive modules:

Module 5 - Conversational English

English is the international language! 85% of the Internet is in English, three quarters of the world's mail is written in English, and it is the official language of the Olympic games! The World Trade Organization debriefs, meets, and publicizes in English, even if the representatives are from countries where English is not the native language. These are among the many reasons why adult learners abroad need ESL teachers like you. This is your opportunity to teach the future leaders and business innovators of tomorrow how to effectively communicate on an international level.

This course is aimed at teaching you those business conversational skills in order to carry out work related assignments in business English. The emphasis is based upon teacher training in order to conduct business conversational skills. This examines different methods of delivery from the internet, formal class teaching to conducting business assignments as a language expert in order to teach Executives English Language conversation skills

Module 6 - Vocabulary

This section will list some of the most common words and phrases in thirteen different business areas, together with financial terms in British and American English.

- Advertising
- Banking
- Company Structure
- Contracts
- Employment
- Import-Export
- Insurance
- Law
- Marketing
- Meetings
- Money
- Presentations
- Selling
- Financial Terms (British/American)

The emphasis of this course is to assist the Business English Teacher in getting started in building up a business English vocabulary. The objective being to teach technique and purpose. We will examine methods of building this library and getting additional information for work related assignments.

Module 7 - The Lexical Approach

The lexical approach makes a distinction between vocabulary—traditionally understood as a stock of individual words with fixed meanings—and lexis, which includes not only the single words but also the word combinations that we store in our mental lexicons. Lexical approach advocates argue that language consists of meaningful chunks that, when combined, produce continuous coherent text, and only a minority of spoken sentences are entirely novel creations.

In the lexical approach, lexis in its various types is thought to play a central role in language teaching and learning. Teaching should be based on the idea that language production is the piecing together of ready-made units appropriate for a particular situation. Comprehension of such units is dependent on knowing the patterns to predict in different situations. Instruction, therefore, should center on these patterns and the ways they can be pieced together, along with the ways they vary and the situations in which they occur.

Activities used to develop learners' knowledge of lexical chains include the following:

1. Intensive and extensive listening and reading in the target language.
2. First and second language comparisons and translation—carried out chunk-for-chunk, rather than word-for-word—aimed at raising language awareness.
3. Repetition and recycling of activities, such as summarizing a text orally one day and again a few days later to keep words and expressions that have been learned active.
4. Guessing the meaning of vocabulary items from context.
5. Noticing and recording language patterns and collocations.
6. Working with dictionaries and other reference tools.
7. Working with language corpuses created by the teacher for use in the classroom or accessible on the Internet—such as the British National Corpus.

How is the course structured? – Cont...

The OLQA Level 3 Teaching Business English course is divided into ten comprehensive modules:

Module 8

The eclectic approach is based on a foundation of three principles:

1. Successful learners focus on language performance, not classroom study.
2. On-the-job English needs should drive classroom learning and independent study. Learners receive immediate business results, because most learning is preparation for actual performance events in presentations, meetings, research, professional
3. Active - Our constructivist method development, email, etc.
4. Successful learners are active, autonomous, and accountable focuses on "learning by doing" with English.
5. Autonomous - The focus on substance learning (learning how to learn) gives clients the tools to take charge of their own learning. So teachers can do more coaching, and less lecturing.
6. Accountable - Enabling clients design and manage their own program, which establishes measurable goals and timetables to keep progress on track.
7. Successful learners use multiple channels.

Most language learning consists of a teacher, classroom, and book. In contrast, business English teaching focuses on a wide range of channels that correspond to individual learning styles, such as blogs, peer learning, white papers, webconferencing, podcasts, cable TV, wikis, discussion groups and forums, e-learning, in addition to working with a teacher.

Module 9 - Teaching Receptive Skills

Listening to and understanding speech involves a number of basic processes, some depending upon linguistic competence, some depending upon previous knowledge that is not necessarily of a purely linguistic nature, and some depending upon psychological variables that affect the mobilization of these competence and knowledge in the particular task situation. The listener must have a continuous set to listen and understand, and as he hears the utterance, he may be helped by some kind of set to process and remember the information transmitted. His linguistic competence enables him, presumably, to recognize the formatives of the heard utterance, i. e. , to dissect out of the wave form of the morphemes, words, and other meaning-bearing elements of the utterance.

This Module will teach receptive skills, within the context of Business English.
Focusing primarily on listening and reading skills.

Module 10 - Business Meetings and Presentations

The course will examine how to conduct both Business Meetings and carry our presentations using effective Business English. The emphasis will be on providing the teacher with the skills and techniques to enable instruction to improve the quality of both meeting materials and presentations. Example:-

Business Meetings:

Have an Agenda: Outline ahead of time what points will be covered in the meeting. Write it out, and distribute it to participants ahead of time. This will help avoid the "chasing of rabbits," and help participants be more prepared for the meeting.

Follow the Agenda: This sounds very elementary, but you'd be surprised by the number of people who take the time to create an agenda, and then totally disregard the agenda during the meeting.

Limit the Agenda to Three Points or Less: Ask yourself, "What are the three most important things we need to cover in the meeting?" Limit the agenda to these three points. The rest of the things you wanted to cover, by definition, weren't really that important anyway, so why waste everyone's time?

Set a Time Limit: I would suggest setting the time limit for the meeting to be no longer than 30-minutes. In future meetings, shorten the time by five minutes until the time limit is 15-minutes or less. The leader of the meeting will become much more efficient, and the participants will become much more focused as well. When the time limit is up, end the meeting. You may not get to cover every single thing that you wanted to the first couple of time you try this, but within a short time, you will find that the major information points are being discussed and decisions are being made very efficiently. Encourage Participation from Everyone, but don't Force Them: Instead of going around the table and asking for opinions or input, just ask a question and let people volunteer their answers. There will be times during any meeting that each person will "phase out". If we call on every person, it wastes time, and puts people on the spot. Other ways of encouraging participation is to just ask a question, and after someone answers, say something like, "Good, let's hear from someone else." If there are people in your meeting who rarely speak, instead of calling on them directly, you might say something like, "I value the opinion of each of you, does anyone else have something to add." Then, just look at the person you want to hear from. If he or she has something to say, he or she will say it if encouraged in this way. If he or she doesn't, then you haven't embarrassed the person.

HOME STUDY COURSE ENTRY REQUIREMENTS

All students must be 16 years of age and above.

These require a minimum prior learning to GCSE standard in order for students to manage study and the assumed knowledge within course content. This course is openly available to anyone wishing to learn more about Teaching Business English and would like to take part in a highly rewarding home study course. We believe that everyone should have the opportunity to expand their knowledge and study further, so we try to keep our entry requirements to a minimum.

You have the freedom to start the course at any time and continue your studies at your own pace for a period of up to 12 months from initial registration with full tutor support.

COURSE FEES

Our aim is to provide you with the best deal available, therefore any registration fee, certification fee and full tutor support is included in the course price for you. The enrolment fee for the Teaching Business English home study course is £556.25 (inc VAT), though for a limited time we are offering you the opportunity to pay only £445 (inc VAT) which is a 20% discount if you enrol online and pay in full.

You can also opt for our Easy Payment Plan and enrol online today by paying a deposit of £111.25 and then 4 equal payments of £111.25 per month. The first instalment is paid about a month after you receive your course.

COURSE QUALIFICATION

OLQA Level 3 Teaching Business English Diploma

This course leads to a Level 3 Diploma for successful learners. This means that it is accredited at a level of learning equivalent to level 3 on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland (in which case GCSE's are at levels 1 and 2 and A Levels are at level 3). In accrediting the programme at level 3, OLQA attests that its learning outcomes are at an equivalent level to a level 3 national qualification.

Accreditation by OLQA is a guarantee of quality. It means that this learning programme has been scrutinised and approved by experienced educational professionals and is quality assured by OLQA.

POSSIBLE CAREER PATHS

EFL Teacher

WHAT'S INCLUDED

Your course fee covers everything you will need to successfully complete the **Teaching Business English** home study course and earn your diploma:

1. All textbooks, study folders, and/or online learning aids designed for distance learning.
2. A full range of student services, including:
 - Tutor marked assessments (TMAs)
 - Access to the online student portal (Student Chat, Forums and Online Support Resources)
 - NUS Extra Card (discounted membership)
 - Comprehensive Study Guide & Study Plan
 - Guide to Effective Study Techniques
 - How to approach exams without fear
3. An OLQA Quality Assured Level 3 Diploma upon course completion.
4. One year educational support by e-mail, post, fax or phone.
5. Free postage and packaging for UK mainland students.

FURTHER COURSE INFORMATION

If your course is being delivered online, please ensure you meet the minimum requirements below.

For Windows:

Windows 98, 2000, XP, Vista, Windows 7 - Acrobat Reader 4.0 and above

For Macintosh:

Mac OS X, Mac OS 9.2 - Acrobat Reader 4.0 and above

From time to time we may enrol our students with our partner sites; this is dependent on the number of students enrolling on a particular course and course material availability. If this happens, nothing changes for you other than the name of the college administering your course. We will continue to be your point of contact; you will get the exact same course you have enrolled on with the same high level of quality content and support.

This course can be enrolled upon by students internationally. There are no deadlines for enrolments.

LEARNING FOR LIFE

At eDistance Learning we fully understand the need to support our students beyond their course completion to help them achieve their desired goals. To help you to succeed in your chosen career, we will be pleased to provide the following services on successful completion of your course.

1. **An Academic Reference** (This is a reference from eDistance Learning for an employer or for further education)
2. **CV Refresh** (We will take your current CV and update it to a professional standard, reflecting your new skills)
3. **25% off*** any future courses through eDistance Learning.

(*Cannot be used in conjunction with any other offers)

WHAT TO DO NOW?

Step One: It's simple - all you need to do now is choose whether you want to pay in instalments or in full and then click on the relevant enrolment button at the top of the course page on the eDistance Learning website.

Step Two: Once you have selected your payment option to enrol you will be redirected (this can take a few seconds) to our PayPal payment page for you to select your payment method and complete your enrolment.

Step Three: Within 7 days (normally 48 hours) your enrolment papers and course materials will be with you. A tutor and a dedicated support advisor will also be allocated to you.

That's it..... Thanks and wishing you the best of luck with your studies.

Frequently Asked Questions

Q. How does distance learning work?

A. To ensure studying is flexible and convenient, most of our courses are divided into sections. You work through each section at your own pace and time. Once completed, send the test paper back to your personal tutor for marking. You will then move onto the next section once successfully completing the previous section. The support period is dependent on the type of course you choose; our minimum support period is one year.

Q. When can I start the course?

A. The answer is simple, when YOU want; you can start the course at any time since we do not have any set enrolment dates. Most of our courses don't require any previous experience or qualifications. All you need is a desire and motivation to succeed. You can even start right now - call and speak to one of our Professional Course Advisors.

Q. How long do the courses take?

A. This is dependent upon your choice of course and how fast you want to learn. A full breakdown of the course is available in your course literature. We do provide estimated number of study hours; ask our course advisors for details.

Q. I want to buy a course that is not on the course list. What do I do?

A. Our website has an excellent list of the most popular courses on the market. However, we do have access to a more in-depth portfolio should you not find the course you are looking for. You can call our course advisors and discuss the course you are interested in.

Q. Do the courses have tutorial support?

A. Yes. You will be allocated an experienced tutor who will guide you through the course, mark your assignments and generally help you with any problems you may have. Your tutors can be contacted via email and post.

Q. If I fail an assignment can I retake it?

A. Yes, your tutor will ask you to resubmit your assignment and give you support as to where you could improve.

Q. How do I get help with my course work?

A. You can get help 7 days a week by email, or post from your dedicated tutor, you just email your assignments for marking. You have to send your assignments one at a time so the tutor can mark one and give you the feedback.

Q. Will I get a qualification at the end?

A. Yes, for all our courses, you will receive a diploma or a recognised qualification from the awarding body for your course.

Q. Is the course work done online or sent via the internet?

A. No, the work is done offline using your PC or for paper based courses working through your course folder. All the assignments are in the course manual so there are no online costs incurred.

Q. Is there a time limit or any deadlines?

A. We do like you to complete the course within the tutor support period but we can extend this for a small charge (currently £35 for 12 months). If you follow the recommended study hours, this will give you a good guide.

Q. Will I have to sit an examination?

A. Most of our paper based courses do not require you to sit examinations, only continual assessments. Where there are examinations required, you will receive all the information you need to make your own exam arrangements. Please note exam fees are not included in your course fee, unless otherwise stated.

Q. How quickly will I receive my course material?

A. Once your payment has been received and cleared your enrolment should be processed within two days and your course materials delivered within 5 days. For customers who choose to pay in instalments this can take longer as we need a signed agreement back from you before we send the course materials.

Q. Do I have to buy any other materials?

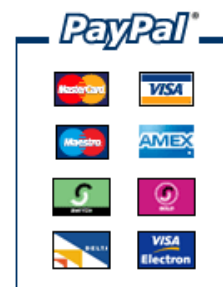
A. Our comprehensive course materials are designed to be self-contained with all the relevant information you require to complete the course and gain the relevant certification. However some of our students undertake additional reading via relevant textbooks/study guides and/or the Internet to add value to their studies.

Q. I'm not sure of what course I should take? Can you help?

A. Yes we can, it is important that you pursue a course which you will enjoy. Although we cannot make this decision for you, we employ a team of dedicated Professional Course Advisors, who will guide you towards making the right choice. Whether you want specific information, or just a chat about what's available, call us now on 0844 357 1110.

Q. Why choose eDistance Learning?

A. The breadth and depth of our portfolio of courses means that we will have a course to interest you. We are committed to your success, and offer advice and support through every step of the process. We have a dedicated team of Professional Course Advisors who can give you access to career and recruitment advice, whilst offering excellent value and quality courses.



Postal Enrolment Form

STUDENT INFORMATION

Title	First Name	Last Name
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Date of Birth	Home Phone No	Mobile No
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Billing Address (If paying by card, please provide the address the card is registered to)

Post Code	City	County / Country
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Primary Email Address	
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Delivery Address (if different from above)

Post Code	City	County / Country
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COMPANY INFORMATION

(IF APPLICABLE)

Company Name

Company Address

Post Code	City	County / Country
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Phone	E-mail	Fax
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Company Contact Name	Position	Direct Line
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COURSE INFORMATION

Course Name	Course Code
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If paying by instalments – please complete below

Support Period: ☐ 12 Months ☐ 24 Months

Deposit £	Four (4) Monthly Payments of £	UK Post & Packing Free
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International Delivery + £40 ☐	Next Day UK Delivery + £30 (Optional) ☐	Insurance + £10 (Optional) ☐
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PAYMENT INSTRUCTIONS FOR POSTAL ENROLMENTS ONLY

Please use this form to enrol **ONLY** if you are **NOT** making a payment online.

☐ CHEQUE ☐ POSTAL ORDER ☐ CREDIT / DEBIT CARD ☐ BACS ☐ PAYPAL

PAYMENTS IN FULL

CHEQUE / POSTAL ORDER / WESTERN UNION – Please post your cheque /postal order to **eDistance Learning** with this completed form.

BACS - Please make payment to **eDistance Learning** | A/C No: **43037728** | Sort Code: **09 06 66** and send us this completed form.

INSTALMENT CUSTOMERS

CHEQUE – Special arrangements can be made to pay by cheque, please call us to set this up.

PAYPAL – On selecting this option we will send you a link to complete your automated payment schedule and complete enrolment.

CREDIT / DEBIT CARD – Please provide your credit/debit card details below to allow us to process your monthly payments

STANDING ORDER – If you would like to pay by standing order, please call us to set this up.

Card Number – 16 Digits		Card Type (e.g. VISA)		(CSC) 3Digits	Issue No
Please select your payment option. Pay in Full ☐ Instalments ☐	If you are paying by instalments are they to be taken by this card? YES ☐ NO ☐	Start Date 	Expiry Date 	Please confirm the Payment to be taken from this card £	

Name as it appears on card (Please Print Name)

I the credit / debit cardholder authorise eDistance Learning to take the amounts specified from my credit/debit card as detailed above. I the student agree to the general terms and conditions of enrolment and the conditions of the monthly payments as set out in this agreement.

Terms & Conditions – (<http://www.edistancelearning.co.uk/t-cs>)

Payment & Delivery – (<http://www.edistancelearning.co.uk/payment-delivery>)

Price Guarantee – (www.edistancelearning.co.uk/pricematch)

Privacy Policy – (<http://www.edistancelearning.co.uk/privacy-policy>)

Signature of Cardholder & Student	Date
Signature of Cardholder (If different from student)	Date

Teaching Business English OLQA (Level 3 Diploma)

For more information or to enrol on this course visit:

<http://www.edistancelearning.co.uk/teaching-business-english>

Contact Us

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Website: www.edistancelearning.co.uk

Email: info@edistancelearning.co.uk

GENERAL TERMS & CONDITIONS APPLICABLE TO POSTAL ENROLMENTS

1. Definitions

In this Agreement unless otherwise stated:

- (i) "Distance Learning Package" shall mean the course(s) identified and all related Materials, support and tuition where applicable;
- (ii) "Materials" shall mean the learning materials, books, online course materials and/or CD-ROMs for the Distance Learning Package or any part of them (and shall include any replacement training materials and books in the event that you transfer Distance Learning Package in accordance with Clause 5);
- (iii) Your "Support Period" depends on which course you choose to study and will be between one and three years unless otherwise stated in your course materials.
- (iv) singular words shall include the plural and vice versa; and
- (v) headings are included for convenience only and shall not affect the construction or interpretation of this Agreement.

2. Payments

- (i) We agree to sell and you agree to buy the Distance Learning Package for the Total Cost/Cash Price and on the terms set out on our website and in the agreement we send you.
- (ii) Under no circumstances shall we be deemed to have received payment until payment has actually been received by us in full and cleared.
- (iii) All course material remains the property of eDistance Learning until the final payment has been received by us and cleared.

3. Care of the Materials if Paying by Instalments

- (i) In some cases we may reserve all the Materials in your name and store them at the eDistance Learning Centre.
- (ii) In these cases we will release the Materials to you in compact learning units as you progress through the Distance Learning Package to enable you to work systematically through the core material.
- (iii) You will inspect each set of materials promptly following delivery. You will tell us about any omission as soon as it is reasonably possible.

4. Services

- (i) During the Support Period, we will provide you with support and tuition as set out in [the promotional Materials & website].
- (ii) If requested, we may at our sole discretion, extend the Support Period for an agreed fee.
- (iii) If you are sitting an external examination at the end of your Distance Learning Package, we will provide you with such information as we have in our possession to assist you in making such examination arrangements. In all other respects, you will be solely responsible for making arrangements to enable you to sit the examination and for any and all fees in relation thereto.
- (iv) If we, at our sole discretion, assist you in making your examination arrangements by providing you with information about the time and location of local examinations or reserving an examination place for you, you acknowledge that we shall not be responsible for any losses incurred by you as a result of inaccurate information provided in connection with any such arrangement except such losses, excluding business losses, caused by failure to act with reasonable care and skill.

5. eDistance Learning Course Transfer Facility

- (i) If you wish to transfer to a different course, we may at our sole discretion agree to such transfer.
- (ii) Unless you are paying under a Credit Agreement, if we agree that you may transfer to a different course, we will transfer the fees paid for the Distance Learning Package you wish to discontinue towards the amount payable for the new course PROVIDED THAT we receive payment from you for the balance of fees due in respect of the new course (if more expensive than the discontinued Distance Learning Package) and an agreed transfer fee will be payable to cover our tuition and/or administrative costs.

6. Warranties and Limitation of Liability

- (i) We warrant that the Materials will be of satisfactory quality but do not warrant that the Materials will be error free.
- (ii) We warrant that we will perform any services provided hereunder with reasonable skill and care.
- (iii) We intend to rely on the written terms set out in this agreement. If you require any changes, please ensure you ask for these to be put in writing. In that way, we can avoid any problems surrounding what we, and you, are expected to do.
- (iv) Other than in respect of liability for death or personal injury arising from our negligence, we shall not be liable for: (a) losses that were not foreseeable to both parties when this Agreement was made; (b) losses that were not caused by any breach on our part; or (c) business losses and/or losses to non-consumers.
- (v) Our liability for direct losses arising out of our negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the total price paid for the Distance Learning Package as quoted overleaf.
- (vi) Other than in respect of liability for death or personal injury arising from our negligence, we shall not be liable for any indirect or consequential loss or damage whatsoever (including without limitation any loss of profits, loss of revenue, loss of opportunity or your liabilities to third parties) which you may suffer arising out of or in connection with this Agreement.

7. Other Terms

- (i) No relaxation or indulgence which we may extend to you shall affect our rights under this Agreement.
- (ii) If any part of this Agreement is held to be unenforceable the remaining terms and conditions shall continue in force.
- (iii) All liabilities or obligations arising under this Agreement shall be enforceable against you after termination of this Agreement.
- (iv) You will notify us immediately in writing of any change in your address and other contact details. Any notices required to be served under this Agreement, or in accordance with the Act will be deemed properly served if sent by way of prepaid first class post to your last known address.
- (v) This Agreement shall be governed and construed in accordance with the laws of [England] and you hereby agree to submit to the non-exclusive jurisdiction of the [English Courts].

8. Cancellation

- (i) Your statutory right under the consumer protection (Distance Selling) Regulations 2000, allows you seven working days from the day after receipt of materials in which to make a **written request** for cancellation. Unless the parties have agreed otherwise, you will not have the right to cancel by giving notice of cancellation for the supply of computer software if they are unsealed by you or for the supply of online courseware which has been accessed by you.

9. Instalment Payments

- (i) You will pay the Deposit shown online when you enrol and the outstanding balance of the total cash price by the instalments and on the dates specified in our welcome letter.
- (ii) It is a fundamental term of the agreement that all payments should be made promptly and on time, you will be deemed to be in default if your payments are more than 30 days overdue.
- (iii) If you fail to comply with any terms of this Agreement, we shall be entitled to recover from you the reasonable costs and losses incurred by us as a result of locating you, communicating with you and collecting any unpaid sums. Such sums are payable on demand. In the event of legal action for breach of payment, you will be responsible for all costs allowable by the court if an award is made in our favour.
- (iv) Failure to return your instalment agreement within 30 days will invalidate this agreement and you will forfeit your initial deposit payment.

10. Discretionary waiver

- (i) If, at any time during the course of the Agreement, you notify us that you no longer wish to pursue the Distance Learning Package we may, in our absolute discretion, agree to waive our rights to the sums payable under Clause 12 upon payment by you of all sums due under Clause 12 and an administration fee of £75.00, upon condition that you waive all rights to delivery of any and all Materials which we have not yet released to you in accordance with Clause 3(ii) and you assign to us all title and interest in such Materials.
- (ii) If you wish to be considered for a discretionary waiver, you should contact us by letter or telephone.

11. Termination

- (i) If: (a) you fail to pay any amount due under this Agreement; (b) you breach any of the other terms and conditions, express or implied, of the Agreement; or (c) any information provided by you in the making of this Agreement proves to be incomplete or inaccurate, we shall be entitled, after the expiry of a Default Notice served on you, to terminate this Agreement.
- (ii) If this Agreement is terminated you will pay us the unpaid balance of the Balance Payable, less any applicable rebate, plus all expenses, charges and costs in accordance with Clause 10.

12. Warranty

- (i) eDistance Learning shall not be obliged to replace free of charge any Materials pursuant to Clause 6(vi) if any monthly instalments or other sums are due and unpaid under this Agreement as at the date of the claim.

Data Protection (see our Privacy Policy for details)

IMPORTANT: USE OF YOUR INFORMATION This privacy statement applies to any personal data you may give eDistance Learning. We collect any personal data you may give us when you enrol on your course. We will also collect contact details from prospective students. We maintain data on your transactions with us as well as your use of our services. We would like to use your personal data to provide you with further information about our products and services, please indicate if you do not want to be contacted by mail, email or telephone.

Access to your Personal Information

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee of £10 which covers our costs in providing you with the information requested. Should you wish to receive details that we hold about you please contact us using the contact details on this agreement.

We will not pass on your details to any third party. To receive a copy of the full privacy statement or to access or modify your information or change your preferences, please contact us.

PLEASE ALWAYS REFER TO OUR WEBSITE FOR THE LATEST COURSE INFORMATION, PRICING AND TERMS AND CONDITIONS.