



# Oxford College of Education



**FAQs: Frequently Asked Questions for Students and Agents**

**You will find almost the relevant questions and answers here.**



## 1- Where is the Oxford College of Education?

Oxford College of Education is located in High Wycombe, Buckinghamshire. It is twenty-five minutes away from London by train and is a 25-minutes' drive from Heathrow airport. The historic towns of Oxford, Windsor, are also not too far. Students can find a straightforward and comfortable journey from London and its surroundings to come to the College.

There is a two- way bus stop in front of the college, **ford street** and buses are;

Amersham Underground Station bus no - 37

Uxbridge, Underground Station bus no - A40/102/101

Hillingdon Underground Station bus no -740/A40

Heathrow Airport, bus no - 740/A40

From Slough bus no -74/X74

Wycombe Station, bus no: 74/ 37

Watford bus no- 103

<http://oxfordce.co.uk/contact.php>



## 2-Who is the principal?

### Mr Geoffrey Noel Branch

#### QUALIFICATIONS:

BA: History, Birkbeck College, University of London

MSc: Database Systems, University of Westminster

#### PREVIOUS ACADEMIC POSITIONS HELD

Kings College London

Visiting Lecturer in Information Technology Advanced Database and Spreadsheet

South Bank University

Visiting Lecturer in Information Technology: Advanced Database and Spreadsheet; Sage Accounts; MS Word; C++ Programming; Visual Basic; Filemaker Pro; Pegasus; Powerpoint; Front Page.



Previous college

Lecturer in Information Technology and Computer Studies Advanced Diploma in IT; Advanced Database & Spreadsheet; Visual C++; Borland C++; Visual Basic; Program Methodology; Web Site Development; Web Page Design; E-Commerce; Java programming; Sage Accounts; MS Word; MS Access; MS Excel

### 3-Who is the Head of the Advisory board?

#### Professor Bhusana Premanode

- ❖ Head of Advisory Board at Oxford College of Education
- ❖ Visiting Professor, Centre for Bio-Inspired Technology, Imperial College London, UK.
- ❖ Chairman of the Institute of Social and Economic Policy (ISEP) Thailand
- ❖ Editorial board member of Open Journal of Applied Biosensor
- ❖ Editorial Board Member of World Journal of Neurology



#### Education

- ❖ PhD and DIC in Electrical Engineering, Imperial College London, UK
- ❖ MPhils (transferred), Imperial College, University of London
- ❖ PhD and DIC in Bioengineering, Imperial College, University of London, UK
- ❖ DBA in Finance, Somerset University, Somerset, UK
- ❖ MM, Sasin of Chulalongkorn University Bangkok, Thailand

### 4-Who is the Dean?

Mr Sadeque Imam Shaikh



He is a renowned academic and IT leader in UK having 18 years of teaching experience in different Universities of UK and Bangladesh. Mr Shaikh is a Senior Lecturer and Curriculum Leader of Computing (Academic Head of Computing Department) at Glyndwr University London. He also worked as a Programme Leader of Postgraduate and Undergraduate Computing programmes at Glyndwr University London for more than six years. He has been also working as a part time Lecturer of Computing at Chester University and also worked as a part time Lecturer of B.Sc. and M.Sc. Computing courses at University of Derby. Before that Mr Shaikh also worked as an assistant Professor and head of Information and Communication Technology

(ICT) and also as a Dean of the Faculty of Science Engineering & Technology of University of Science & Technology Chittagong for more than 10 years. He was also the Chief Executive Editor of the academic journal of the same University.

## **5- Who is Oxford College of Education and what we do?**

Welcome to Oxford College of Education. Oxford College of Education is in High Wycombe, Buckinghamshire, UK. Just 25 minutes away from London by train and a 30-minute drive from Heathrow airport. We have dedicated advice and international teams who are always available to help to ensure the on-going happiness, safety and success of all our students.

We endeavour to give all of our students the best possible education and preparation for their chosen careers, so they can be confident in their skills and knowledge to make way for a successful and happy future. When we welcome new students, we accept them into the Oxford College of Education family, and support them as much as possible. So, as a student, you will find a cosmopolitan treasure of different nationalities and languages. A warm, friendly, vibrant and healthy culture awaits all who visit here. We offer a modern, attractive study site and facilities with friendly staff helping you to realise your potential in a welcoming and supportive environment. Our success and growth come from a dynamic, committed and innovative staff and we believe that they are partners in our growth and success and remain our important resource. We strive hard to provide the right environment for the professional growth of our team.

Here at Oxford College of Education, our aim is to provide our students with the very best education which, if you are prepared to work hard and study conscientiously, will provide you with an invaluable education to achieve the best degree results possible.

Here at the Oxford College of Education, we strive to give our local and international students the best possible education and preparation for their chosen careers so that they can be confident in their skills and knowledge to make way for a successful and happy future. The success and growth of our college come from a dynamic, committed and innovative staff with updated CRB/DBS checks, and we believe that they are our partners in our growth and our success.

We offer courses that are provided to us by ATHE, OCR, TQUK, QUALIFI, TRINITY COLLEGE LONDON, GLOBAL CYBERSECURITY, UCAS AND UNIVERSITY DIRECT ENTRY COURSES. We are an exam centre of Pearson Vue and ACCA (CBE). Hundreds of Candidates visit our college every month for their course and exam.

The OCE is dedicated to providing a wide range of Diploma, Foundation. Undergraduate and Postgraduate courses at an affordable cost. All learning activities, materials and content are provided online using modern delivery models to make learning more engaging and cost effective. On completion of an OCE course it will give you recognised University credits to then “top up” at one of our UK University partners, saving you time and money.



## 6-What are the courses?

### Our Courses from level 2 to 7

**Foundation and diploma courses leading onto university next level or top up.**

- Certificate
- Diploma
- Postgraduate diploma
- Business
- Travel and Tourism
- Hospitality
- Health and Social care
- IT and Computing
- Cyber Security
- Accounting and Finance
- Diploma in Beauty Therapy – Massage
- Public Service Interpreting
- Fashion and Textiles
- Community Interpreting
- Internal Quality Assurance
- Commercial Drone Pilots
- Assessing Vocationally Related Achievement
- And more

### Post Graduate Diploma

1. Level 7 Diploma in Strategic Management and Leadership
2. Level 7 Diploma in Executive Management
3. Level 7 Diploma in Human Resource Management
4. Level 7 Diploma in Accounting and Finance
5. Level 7 Diploma in Hospitality and Tourism Management
6. Level 8 Diploma in Strategic Management and Leadership

### English

7. IELTS PREPARATION
8. GENERAL ENGLISH
9. FUNCTIONAL SKILLS ENGLISH (English for work)
10. SUMMER ENGLISH

### Course length 1 week to 11 months

National qualifications frameworks in the United Kingdom

[https://en.wikipedia.org/wiki/National\\_qualifications\\_frameworks\\_in\\_the\\_United\\_Kingdom](https://en.wikipedia.org/wiki/National_qualifications_frameworks_in_the_United_Kingdom)

## 7- What is the course length?

On campus, all qualifications will finish within six months. Online, all qualifications finish between 6 to 12 months.

## 8- Who validated the course and regulated by?

Our qualification is validated by the British awarding body and is regulated by Ofqual.

<https://www.gov.uk/government/organisations/ofqual>

## 9- After a student finishes their foundation or Diploma, what are their progression routes?

We have about 30 universities links to help our students for the next programs

<http://oxfordce.co.uk/download/prog.pdf>

also, we can help student for direct entry to below universities:

1. City, University of London
2. Glasgow Caledonian University (Glasgow and London Campus)
4. Manchester Metropolitan University
5. The University of Manchester
6. Newcastle University
7. Newcastle University London
8. Queen's University, Belfast
9. University of East Anglia
10. University of Exeter
11. University of Gloucestershire
12. Newton A-Level Programme
13. MPW – GCSE /A LEVEL
14. University of Stirling
15. University of West Scotland
16. Birmingham City University
17. Northumbria University
18. Ulster University London branch
19. Ulster University Birmingham branch
20. University of Roehampton
21. Middlesex University'
22. Solent University

## **10 - Can a student directly join into a Bachelor degree /Undergraduate course at the Oxford college of education?**

No, but we are working closely with many good ranked universities so that if any of our students who would like to join directly to the university for undergraduate or postgraduate courses, then we can assist them in getting enrolled, we can also help them to achieve a scholarship. Please contact [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk) for more information.

## **11- Can a student join directly Master's Degree at Oxford college of education?**

No, but we are working closely with many good ranked universities so that if any of our students who would like to join directly to the university for undergraduate or postgraduate courses, then we can assist them in getting enrolled, we can also help them to achieve a scholarship. Please contact [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk) for more information.

## **12- Can a student do a BA top up?**

Yes, we can help you to get enrolled for a BA TOP course as long as you have British diploma level 5 and you fulfil all the admission criteria. Please contact us at [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk) for more details.

## **13--Can a student do MBA TOP UP?**

Yes, we can help you to get enrolled for a BA TOP course as long as you have British diploma level 5 and you fulfil all the admission criteria. Please contact us at [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk) for more details

## **14-Can a student do a PhD?**

No, but we are working closely with many good ranked universities so that if any of our students who would like to join directly to the university for undergraduate or postgraduate courses, or a PhD, then we can assist them in getting enrolled, we can also help them to achieve a scholarship. Please contact [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk) for more information.

## 15-Does a student need IELTS to join at the Oxford college of education?

No – But the awarding body may require to see your level of English before you register for a course.

## 16-What are the course fees at Oxford college of education?

Course fees – Click here to see the fees

[http://www.oxfordce.co.uk/download/course\\_fees2020.pdf](http://www.oxfordce.co.uk/download/course_fees2020.pdf)

Up to 70% Scholarships available ( t & c )

## 17-What is the application /admission process?

To gain admission into a chosen course at Oxford College of Education, the student is required to apply online or submit the following supporting documents:

Admission Process:

### Step1

To gain admission at Oxford College of Education fill out the application form and send it with

- Passport
- CV
- Academic Qualifications
- 2 Reference letters
- English

[http://oxfordce.co.uk/all\\_forms.php](http://oxfordce.co.uk/all_forms.php)

### Step2

The College will assess and send a conditional offer letter

### Step3

Fulfil all the conditions and inform the College

### Step4



The College will send final VISA letter once admission team is happy and you have satisfied all the mandatory requirements - hard copy will be sent via recorded deliver DHL or any other faster methods.

### **Step5**

Fill the online visa application form, print and submit to your nearest VISA application centre in your country.

Apply online

<https://visas-immigration.service.gov.uk/apply-visa-type/tier4>

VISA Application Centre

<https://www.gov.uk/find-a-visa-application-centre>

Make sure you take all original mandatory documents to the VISA centre,

1. Passport
2. College VISA letter
3. Bank statement
4. English certificate
5. Birth certificate
6. Parents declaration letter
7. TB test certificate (Tuberculosis tests for visa applicants)
8. <https://www.gov.uk/tb-test-visa>
9. Healthcare surcharge
10. <https://www.gov.uk/healthcare-immigration-application>

### **Step6**

Once you have received your visa, inform the College, book accommodation, flight and prepare to travel to the UK

If you have been refused a visa - send us the visa refused letter and claim for a refund

### **Step7**

Arrive at the College and enrol for the course, register with the awarding body and enjoy the class and living in the UK.

## **18- Are there any administration fees? if yes how much?**

£350 in non-refundable admin fees but this is including course fees.

Example: If course fees are £3000 and student has paid £350 in admission fees, then his/her remaining balance will be £2650 only.

In extenuating circumstances, the college is able to offer up to 70% in bursary OR the student does not have to pay any admin fees. Please talk to the admissions team.

## **19-What is the refund policy?**

Students can get a full refund if VISA is refused, please find refund policy by clicking this link

[http://oxfordce.co.uk/download/application\\_form.pdf](http://oxfordce.co.uk/download/application_form.pdf)

## **20-How many hours a week does the student need to attend a class?**

For English course: 15/20 hours per week

For a fast track diploma course: 25/30 hours per week

## **21-What is the exam method?**

English:

Internal assessment, Mock test and internal final exam or

External exam (for example – IELTS, ESOL, Cambridge English ETC).

Short Course /Foundation /Diploma: Thoroughly 100% assignments

## **22-Will the student get a certificate after finishing the course?**

Every student will get a certificate; it depends on the course.

Example: A student who has joined for three weeks on the English course, then he/she will get a class attendance certificate, transcripts and an internal certificate.

A student who has joined for three months on the IELTS preparation course, then he/she will need to sit the exam, and they will receive a certificate from the British Council with the results.

A student who has joined for a level 3 to 7 Diploma course and at the end of the course has submitted all assignments, then a certificate will be awarded from the external awarding body if they have passed.

### **23-Can Oxford College of Education issue a VISA letter for an international student?**

An international student who wants to apply for a short course for six months and English for up to 11 months they do not need a tier 4 college or university.

Oxford College of Education is authorised to issue a six months VISA letter for an international student for short course and 11 months for English.

Oxford College of Education Accredited by AISC (ACCREDITATION SERVICE for INTERNATIONAL SCHOOLS, COLLEGES & UNIVERSITIES)

[www.asicuk.com](http://www.asicuk.com). The UK government approves ASIC.

Please learn more

<https://www.gov.uk/study-visit-visa/eligibility>

### **24-Does a student need a healthcare surcharge (called the ‘immigration health surcharge’ or IHS) and how much does it cost?**

If you intend to apply for a 6 months visa then you do not need to. But if you are applying for more than six months, then you need to pay a healthcare surcharge.

please see full details

<https://www.gov.uk/healthcare-immigration-application>

<https://www.gov.uk/healthcare-immigration-application/who-needs-pay>

### **25- Does a student need a TB ( Tuberculosis tests) test for UK VISA applicants?**

Yes, please see Countries where you need a TB test to enter the UK

<https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk>



## 26-What English UKVI Accept?

IELTS for UK Visas & Immigration (UKVI)

Please see the links

[https://ieltsukvisas.britishcouncil.org/?\\_ga=2.15746930.5946759.1543496144-2125238034.1539687602#/select-country](https://ieltsukvisas.britishcouncil.org/?_ga=2.15746930.5946759.1543496144-2125238034.1539687602#/select-country)

## 27-How much are the VISA fees?

Home Office Immigration & Nationality Charges 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/740689/Gov\\_uk\\_fees\\_revision\\_2018\\_-\\_Final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740689/Gov_uk_fees_revision_2018_-_Final.pdf)

## 28-Does Oxford college of education provide an English course?

We have English Classes at the following levels:

- IELTS PREPERATION
- GENERAL ENGLISH
- SUMMER ENGLISH
- ESOL FOR LIFE

## 29-What is the maintenance cost for an international student?

If you can show that you have already paid full course fees then £1,015 per month for living costs if you are studying outside London.  
For 6 months: £6090 and 11 months £ 11,165

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/770523/T4\\_Migrant\\_Guidance\\_JAN\\_2019\\_11.01.2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/770523/T4_Migrant_Guidance_JAN_2019_11.01.2019.pdf)

### **30-Can a student work part-time while studying at the Oxford college of education?**

You can:

- do a short course of study in the UK, such as an English language course or a training course
- do a short period of research as part of a degree course if you are studying abroad

You cannot:

- study at a state-funded school
- work (including on a work placement or work experience) or carry out any business
- extend this visa
- bring family members ('dependants') with you - they must apply separately
- get public funds

<https://www.gov.uk/study-visit-visa>

### **31-Will the student have to sit admission exams?**

All international student will face an interview before we offer a place.

Our skype id: oxfordce2017. We may use WhatsApp /Zoom or any other easy method.

### **32-How can a student provide evidence of their qualifications and what documents do they need to provide?**

For initial assessment Please send your  
passport,  
CV,  
all academic qualifications

Email: [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk) or  
WhatsApp: + 44 7984567735

### **33-How much will the student have to pay?**

An international student should pay in full before receiving final VISA letter. However, a student can pay 2 instalment and time to time we have some offer. Please contact us [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk)

### **34- Are there any scholarships available?**

Yes, but the first student needs to receive a conditional offer letter with a student id/reference number and then the student should be able to apply for a scholarship. Maximum 50% of the course fees .t & c.

### **35-What is there to see in Buckinghamshire?**

<https://www.visitsoutheastengland.com/places-to-visit/buckinghamshire>

### **36-What visa should the student apply for and is it possible to do so online?**

Short-term study visa  
<https://www.gov.uk/study-visit-visa/documents-you-must-provide>

apply online  
<https://visas-immigration.service.gov.uk/apply-visa-type/tier4>

### **37-Where can the student submit their visa application form and all original documents?**

**Applying for a UK visa: approved English language tests**

<https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>



### **38-Does the college assist for student accommodation?**

Please find your affordable and suitable accommodation from all the links. If you are unable to find a room or house, then the college can guide and assist you in finding affordable accommodation close to the college.

<http://www.urbanstudentlife.com/accommodation/high-wycombe/alexandra-house>

<https://www.homestay.com/united-kingdom>

<https://www.hosts-international.com/>

[https://student.spareroom.co.uk/accommodation/high\\_wycombe](https://student.spareroom.co.uk/accommodation/high_wycombe)

<https://www.lodging-world.com/uk/england/buckinghamshire/high-wycombe>

### **39- How can the student convert UK currency?**

<https://www1.oanda.com/currency/converter/>

### **40- Airport pick and drop off for student**

Our student welfare team can help in arranging all facilities. An allocated taxi will be booked for the student with their name, waiting to welcome and drop them to the college or directly to the accommodation.

Local taxi companies:

Tiger Taxis High Wycombe  
[www.tigertaxisltd.co.uk/](http://www.tigertaxisltd.co.uk/)

Neales Taxis  
<http://nealestaxis.co.uk/>

BUDGET CARS  
<https://www.budgetcars.uk.com/>

Yellow Cars  
<https://www.yellowcarshw.com/>

## 41- Are there any buses direct to the college?

Yes, both way bus stop in front of the college  
bus stop name: ford street

1. From Hillingdon Underground Station, Bus no: 740/A40  
<https://www.rome2rio.com/s/High-Wycombe/Hillingdon>

2. From Uxbridge, Underground Station ( Belmont Road), Bus no: A40  
<https://www.rome2rio.com/s/High-Wycombe/Uxbridge-England>

3. Amersham Underground and Railway Station (Bus Stop J)  
Bus No - 103 Chiltern Hundreds towards High Wycombe  
Drop Ford Street - High Wycombe  
Sytner High Wycombe BMW Showroom

4. From Slough (Chalvey, Salt Hill Park , Stoke Poges Lane), Bus no:  
Arriva UK 74/ X74  
<https://www.rome2rio.com/s/High-Wycombe/Slough>

5. From London Marylebone: 25 minutes by train  
<https://www.rome2rio.com/s/High-Wycombe/London-Marylebone-Station>  
<https://www.thetrainline.com/train-times/london-marylebone-to-high-wycombe>

6. From High Wycombe Station, Bus no: 74/ 37  
<https://www.rome2rio.com/s/High-Wycombe-HP13-6NN-UK/London-Rd-High-Wycombe-HP11-1EZ-UK>

7. From Heathrow Airport, Bus no: 740/A40  
<https://www.rome2rio.com/s/London-Heathrow-Airport-LHR/London-Rd-High-Wycombe-HP11-1EZ-UK>

## 42-Why should students should join us?

- We have experienced and qualified Academic & Non-Academic team
- All teachers have got updated DBS
- 1 to 1 facility available
- Maximum 24 students in a class
- Assistance to apply further / higher level
- We are connected with top-ranked Universities
- We are ASIC Approved Centre
- We can issue Visa letter for Short-Term study (6 months) & English for 11 months

- We welcome students from all over the world
- Fast track education
- Ofqual regulated courses

### **43-Why should an agent should work with us?**

Regarding the nature of relationship, we wish to establish with our associates, we at OCE see a partnership that goes beyond merely recruiting students for the College. We encourage our representatives to become participant stakeholders in OCE. Towards establishing this relationship, we make the following commitment to all our associates.

- We will be clear and transparent with you.
- We will reply to your queries within 24 hours.
- We will be efficient and not cause delays with student documentation (Documents will be issued within 5 working days of receiving fees).
- We will make commission payments on time.
- All your suggestions will be given due consideration and if suitable, will be implemented.
- We will provide details of the academic performance of your students.
- We will assist your students for progression.

### **44-Does Oxford College of Education issue a CAS (Confirmation of Acceptance for Studies) number for an international /overseas student?**

NO - We are not a tier 4 College. Therefore, we do not issue a CAS number, BUT we are authorised to issue a VISA letter for a short term-study visa, up to 11 months for English and six months for a short course. We are ASIC accredited college.

<https://www.gov.uk/study-visit-visa/eligibility>

We can assist the students in enrolling in universities we are working closely with, and university can issue a CAS number for longer course undergraduate, postgraduation or PhD. please contact us for more details [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk)

### **45-How to pay the course fees?**

Student /Agent can pay the fees via

- online transfer
- PayPal
- Card

**Oxford College of Education Ltd**

**Account No: 83428761**

**Sort Code: 200206**

**SWIFT CODE: BARCGB22**

**IBAN: GB40 BARC 20020683428761**

**Barclays Bank: 12 Station Approach, Gerrard's Cross SL9 8PP**



Please let us know if you still have any more questions. Our admissions team are happy to respond to any further inquiries.

[admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk)

# Online Course FAQs

## 1- Are there any English language requirements?

For students who do not live or come from an English language speaking country then we recommend taking an IELTS course to improve your language to level 5.5 or higher. This can be done alongside our courses. Your minimum level of English may vary depending upon which university you decide to complete your top up qualification from.

## 2- Do I need any previous experience and qualifications?

You will need to have an IELTS score of level 5.5 or above on completion of the OCE course. You can study an English course alongside the OCE course. At level 4/5 you will require a full secondary education to be eligible to enrol onto the course and universities will require a minimum age before embarking on the university top-up programme. At Level 7 you will require 5 years managerial experience if you do not have a BA degree. This may vary for various University partners however. We will look at every application individually and some exceptions may be looked at.

## 3-Will there be an interview?

Every student will face an interview over skype /WhatsApp/zoom/telephone/face-to-face. The student will get a conditional offer letter to follow by final enrolment letter once the admission team are happy.

## 4-How do I choose the best course for me?

Learners should first visit the [www.oxfordce.co.uk](http://www.oxfordce.co.uk) page to view the range of courses on offer. to decide on what subjects best suit the learner, he/she should:

- Review the modules within the course, do they interest you? are they relevant to your chosen career path?
- How the course is taught and assessed, do you have the motivation to study via distance learning? are you able to work independently?

It is important that learners do not try to extend themselves too far and too quickly so should ideally choose a path that comfortably moves on from their existing level of skills and experience. In addition, student can discuss with admission team during the interview time.

## 5-How do I apply for a course?

You can choose your course and enrol online, via the [www.oxfordce.co.uk](http://www.oxfordce.co.uk) page. Alternatively, you can call /email to admissions team on 01494 256340 / [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk), and they will guide you through the Enrolment process.

# Assignments

## 6-Do I have to pay for my assignments?

All assignment submissions are free of charge.

## 7-Do I receive Help and guidance while writing assignments?

Yes, all students are encouraged to arrange an initial 30 minute 'assignment preparation' session with one of our tutors. The session will be conducted via Skype and will cover all aspects of assignment writing particularly areas that students need to be wary of.

In addition to this, students have access to tutors who work with OXFORD COLLEGE OF EDUCATION. The tutor details are available via the Dashboard and will show which areas they specialise in and when they are available for sessions. If a student wishes to arrange a session they can do so directly from the Dashboard, where they can specify which topic, they need assistance with, or they can contact our support team at student support portal.

## 8-How do I submit my assignments?

- Submissions need to be uploaded to via the dashboard, in the 'assignment' area.
- Students must also provide a plagiarism report for all submitted assignments

### **9-How many words do I have to write for my assignments?**

We recommend students write between 5000 – 8000 words for each assignment, although students will not be penalised for going over this word count limit as long as the work is related to the assignment question.

### **10-When do I receive the assignments brief and assignment?**

Assignments are released to students upon enrolment.

### **11-How long does the marking process take?**

After an assignment has been submitted our markers will return the results within 15 working days. Once all assignments have been completed and marked an Internal Verifier will check the work, which usually takes up to 10 working days. After the Internal Verification has come back, and agrees with the initial marking, Award body will check all of the work to be sure it is of the correct standard, this process can take up to 30 working days. In total once you have completed all assignments and had them marked it can take up to 40 working days to receive your final result.

## **Costs**

### **12-Is the online payment taken immediately?**

Yes. Once OCE has received the cleared funds your course material will be released to you immediately. We demand full payment in advance unless instalment agreed between you and the college.

### **13-Is there any financial assistance available?**

We demand full payment in advance unless instalment agreed between you and the college. Contact us for instalment plan.

### **14-Are there likely to be any additional costs?**

No additional costs are levied by OCE, and all additional learning resources including tutor support, e-books, games and short business courses, are included in course tuition fees.

#### **Tutor Support and Webinars**

**Fully qualified online tutors supporting all elements of your study, at a time that suits you.**



To further enhance learning, OCE gives learners the chance to purchase tutor support. Each module has an assigned tutor who has been specifically chosen to suit the subject material within that particular module, providing easily accessible professional support for OCE learners.

Tutor support can be purchased in the following forms:

- **One to one coaching** through online tutorials: students can purchase tutorials on a one to one basis through a live online webinar or email and telephone support.
- **Live interactive webinars**: students can enter a live webinar with other students in a virtual classroom.
- **Recorded web-casts**: students can purchase pre-recorded webinars to enhance their learning.

The **Social Learning Forum** is also an additional support that is **FREE** to use for all students. Tutors may interact socially with students to enhance learning through the social forum, and it is expected that students will form their own learning support groups through the use of the forum.

Open webinars will be in areas of general interest or demand for grouped learning, providing interaction between students and tutors whilst recorded web-casts will provide specific learning on certain subjects.

## 15-What payment options are available?

### Payment Method

#### Method 1:

Oxford College of Education Ltd

Account No: 83428761

Sort Code: 200206

SWIFT CODE: BARCGB22

IBAN: GB40 BARC 20020683428761

Barclays Bank: 12 Station Approach, Gerrard's Cross SL9 8PP

OR

#### Method 2:

Pay by PayPal

<http://oxfordce.co.uk/payment.php>

## 16-How much do assessments cost?

**Assessments are included with the course purchases.**

# Credibility

## 17-Who are ATHE?

ATHE provides colleges with qualifications in management, business, tourism and health & social care, ATHE have made a name for themselves with good customer service, rewarding qualifications and happy learners with progression routes to university degrees. ATHE provide, bespoke training support, great value for money, comprehensive university progressions, dedicated support from an ATHE officer, simple easy to use documents and website, innovative qualifications, External Verifier support, flexible delivery solutions, a global focus and a close business development relationship. Please visit [athe.co.uk](http://athe.co.uk) for more information.

## 18-Who is QUALIFI?

Qualifi is a leading 21st-century awarding organisation founded to meet the developing education and training needs of learners and employers from the UK and around the globe. As a recognised UK awarding organisation, regulated by Ofqual, Qualifi is able to give assurances to employers, centres and learners of consistent, rigorous, quality standards and valid, valued learning.

## 19-How are Universities linked to the modules?

Learners who achieve an OCE qualification are automatically mapped against a standard UK Higher Education qualification framework. This is a universally recognised framework of credits. Universities can therefore award credits against the OCE study to give exemptions from large parts of their formal programmes. OCE and Qualifi/ATHE have pre agreed arrangements with certain universities to provide credits against programmes either on campus or off campus. This is termed 'university top-up'.

## Personal Details

## 20-How do I change my personal contact details once I have given them to OCE?

All details can be edited through the student dashboard. Once a student has enrolled they can login a view their course progress, edit their profile and chat to fellow students in the forum.

## 21-Can I still access my Student Dashboard if I have finished my course?

Access to the OCE Dashboard is for a maximum of 4 years from date of enrolment. This can be extended if a request is made in writing to OCE Student admin.

## 22-I have forgotten my username/password and cannot login to my dashboard, how can I get access?

If learners have lost or forgotten their log in details, they can request a new password on provision of their email address. Email [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk) for more assistance.

## Progression

### 23-Will I be able to get through to higher education through OCE?

The OCE programmes are mapped against UK higher education qualifications which are fully transferable to a range of other higher education routes and professional qualifications. On completion of the OCE level 4/5 programme students will be awarded 240 credits (The first 2 years of a Undergraduate degree). They can then top up to their final year at one of our University partners who recognise the ATHE/QUALIFI qualification. Similarly, at level 7 students gain 120 credits from a total of 180 credits for an MBA. Again, they can top up at an OCE University partner.

### 24-What potential job opportunities are there after I finish the course?

Please contact us for Progression Pathways, Career Opportunities,  
[admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk)

#### Career Options

On successful completion of the Undergraduate Extended Diploma in Strategic Management and final year of an accredited Undergraduate Degree programme, students will have the best possible chance of succeeding in careers such as marketing, accounting, human resource management, business consultancy and many more!

On completion of the Postgraduate Diploma in Strategic Management, with accompanying project and assignments and final year of an accredited Postgraduate Degree programme, contributes to career advancement for senior high-end roles within marketing, accounting, human resources, management and business consultancy.

The course, studied either full time or part time, develops key cognitive skills such as critical thinking, analysis, evaluation and writing whilst also establishing presentation and numeracy skills to enhance knowledge and experience for numerous career positions. Learners will have the skills to execute a professional managerial role in a large range of industries. For more please email us [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk)

## Student Support

### 25-What do I do if I am struggling?

You can seek help from dedicated forums or request tutor help. Students can interact and help each other through the course content and share interesting and relevant



links with each other. We also have a dedicated tutor support team all specialising in all OCE modules.

## **26-How much support is available for students?**

Learners can use the social learning forums without limitation and talk to fellow learners around the world. Learners may also choose to purchase additional tutor support. Tutors will also present webinars on demand which are available free of charge to all students.

### **Tutor Support and Webinars**

Fully qualified online tutors supporting all elements of your study, at a time that suits you. To further enhance learning, the OCE gives learners the chance to purchase tutor support. Each module has an assigned tutor who has been specifically chosen to suit the subject material within that particular module, providing easily accessible professional support for OCE learners.

Tutor support can be purchased in the following forms:

One to one coaching through online tutorials: students can purchase tutorials on a one to one basis through a live online webinar or email and telephone support.

Live interactive webinars: students can enter a live webinar with other students in a virtual classroom.

Recorded web-casts: students can purchase pre-recorded webinars to enhance their learning.

The Social Learning Forum is also an additional support that is FREE to use for all students. Tutors may interact socially with students to enhance learning through the social forum, and it is expected that students will form their own learning support groups through the use of the forum.

Open webinars will be in areas of general interest or demand for grouped learning, providing interaction between students and tutors whilst recorded web-casts will provide specific learning on certain subjects.

## **Studying**

### **27-What modules do I need to achieve a qualification?**

You need to complete all the modules detailed in your required course option plus all the associated assessments to complete the OCE course and receive the ATHE/QUALIFI diploma. This will give you the recognized University credits. You can study the modules at your own pace and can purchase more modules at any time.

### **28-Do I need a specific computer to study with OCE?**

As long as you have internet access any computer or tablet can be used to complete online modules and courses. You can also study on your phone with our mobile friendly content.

### **29-Can I access my dashboard and study on my mobile and tablet?**

Yes, but this will only be accessible with an internet connection. All digital interactivity has been coded for compatibility on touch screens. You can also learn the material by printing it off.

### **30-What study materials do I need?**

The modules themselves are sufficient for passing the associated assessments. The modules contain additional accessible resources that learners may wish to follow through to enhance their learning and these are provided within the text. OCE also has extra learning resources like e books and webinars to aid your study, completely free of charge.

### **31-What is a Certificate of Completion?**

Each module and assessment passed generates a certificate of completion which details module content, level of study and learning outcomes achieved. It is mapped against formal UK educational quality guidelines defined by QAA. On completion of all modules you can then write assignments set by ATHE/QUALIFI to complete your ATHE /QUALIFIdiploma with.

### **32-How long will it take?**

Learners can learn at a pace that suits them. There is no time limits or deadlines with OCE. Learners can study the modules in any order at any time, however please see course specification each course and level have minimum GLH.

### **33-Does my previous study and experience count towards an OCE course?**

There are no exemptions or credits within the OCE system of study and you have to study all the OCE modules to take advantage of our access route. However, if you think you may be exempt from a certain level then please contact us and we will advise you. We can also help you with your top up enquiries if you have already got the necessary qualifications.

### **34-Can I personalise my study?**

Students can study the modules in any order and at any pace, to qualify for the University Top-up all of the modules and assignments have to be completed.

### **35-What do I get when all the modules and assessments are completed?**

Learners who complete the full programme of modules as detailed and also complete the assignments are awarded an ATHE/QUALIFI certificate and official Credits. This qualification is recognised by UK higher education authorities and by the university sector. The student can then apply to one of our University partners to complete their degree.

### **36-Do all modules have an exam?**

All modules have an online assessment. Completion of the requisite number of assessments and written assignments will give the participant a qualification recognised by many top line universities.

### **37-How do assessments work?**

Assessments are made up of 30 multiple choice questions and last for one hour. There is an assessment at the end of each module. Questions are answered in sets of five to allow for review and editing if required. If a session times out or an issue occurs throughout, the assessment will time out at the point of the previous five questions so that a participant does not lose their previous answers. Results are given immediately on completion. You can find out more on the assessment page. On completion of all end of module assessments learners then write assignments set by ATHE/QUALIFI to complete the course.

#### **How Will I Be Assessed?**

Assessment at Oxford College of Education is a very straightforward process:

After you have completed an online module, you will have an online assessment to complete. This assessment contains 30 multiple-choice questions. You will have one hour to complete these questions which are answered in sets of five so you will have plenty of time to review and edit your answers. After an hour the test will automatically time out.

After you have completed the test, your results will be displayed immediately. If you have passed, you will receive a Certificate of Completion. If you didn't pass, you will receive a notification of a "refer" where you will be told how to retake a module assessment. You can complete these modules at your own pace, as there is no deadline to complete the course.

When the online modules have been successfully completed, you will then be able to take the final written assignments, provided by OCE, that test your knowledge and understanding of the modules. After successful completion of these eight assignments you will receive your Diploma (from the Awarding Organisation).

You will then be eligible to apply for progression onto a Top up course through a recognised UK university on campus or by distance learning.

### **38-What is an interactive learning module?**

The interactive activities in the modules include tests, exercises and assessments that provide a guide to a learner's progress through the module.



# Studying outside the UK

## 39-How can I pay for my fees as an overseas student?

### Payment Method

#### Method 1:

Oxford College of Education Ltd

Account No: 83428761

Sort Code: 200206

SWIFT CODE: BARCGB22

IBAN: GB40 BARC 20020683428761

Barclays Bank: 12 Station Approach, Gerrard's Cross SL9 8PP

OR

#### Method 2:

Pay by PayPal

<http://oxfordce.co.uk/payment.php>

## 40-Will OCE act as my sponsor for a student visa?

we are authorised to issue a VISA letter for a short term-study visa, up to 11 months for English and six months for a short course. We are ASIC accredited college.

<https://www.gov.uk/study-visit-visa/eligibility>

We can assist the students in enrolling in universities we are working closely with, and university can issue a CAS number for longer course undergraduate, postgraduation or PhD. please contact us for more details [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk)

## 41-Do I need a visa to complete modules/course through OCE?

No, visa is required for online study. However, the student can study 6 months online and rest six months on campus and OCE will issue a visa letter but cannot assurance a visa. for more, please contact +44 1494 24 63 40 or [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk)

#### 42-Can I study anywhere in the world?

Yes. There are no geographical limitations.

#### 43- oes college has your tube channel?

**Yes –  
Please see the links**

[https://www.youtube.com/channel/UCu5mHtRxS2c35ha0X9\\_Ntlw](https://www.youtube.com/channel/UCu5mHtRxS2c35ha0X9_Ntlw)

#### 46-Does college have social media?

**Yes**

**Facebook**

<https://www.facebook.com/oxfordce2017/?ref=bookmarks>

**LinkedIn**

<https://www.linkedin.com/in/oxford-college-of-education/>

**Instagram**

<https://www.instagram.com/oxfordcehw/?hl=en>

**WhatsApp: + 44 7494913216      WeChat: oxfordce**

**Skype: Oxfordce2017**

## 47-Useful links

### **Student Application form**

[http://www.oxfordce.co.uk/download/application\\_form.pdf](http://www.oxfordce.co.uk/download/application_form.pdf)

### **Agent Application form**

<http://www.oxfordce.co.uk/download/aaf.pdf>

### **Visa Application form (see under useful links)**

<https://visas-immigration.service.gov.uk/apply-visa-type/tier4>

### **Accommodation**

<http://www.oxfordce.co.uk/index.php>

### **Courses and Fee**

[http://oxfordce.co.uk/download/course\\_fees2020.pdf](http://oxfordce.co.uk/download/course_fees2020.pdf)

### **Main Course Prospectus**

[http://oxfordce.co.uk/download/pro\\_2020.pdf](http://oxfordce.co.uk/download/pro_2020.pdf)

### **Online short course prospectus**

<http://oxfordce.co.uk/download/ocp.pdf>

### **Online Short course summary, unit and credit**

<http://oxfordce.co.uk/download/ocs.pdf>

### **Online Course user guide – main course**

<http://oxfordce.co.uk/download/sumac.pdf>

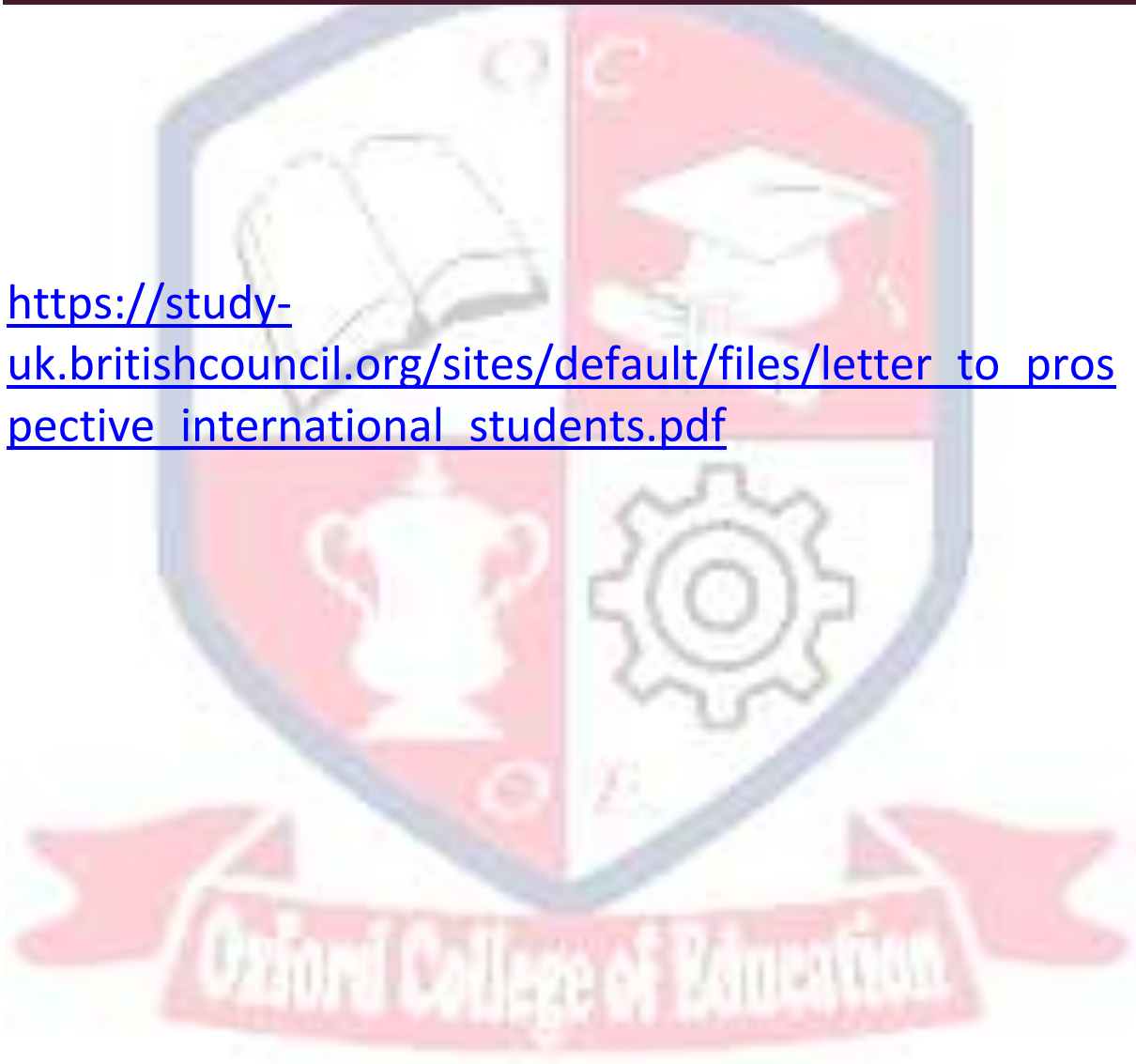
### **Online course user guide -short course**

<http://oxfordce.co.uk/download/ugoc.pdf>



# Coronavirus (Covid-19): info for international students

[https://study-uk.britishcouncil.org/sites/default/files/letter to prospective international students.pdf](https://study-uk.britishcouncil.org/sites/default/files/letter_to_prospective_international_students.pdf)



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