



LONDON  
SOUTH EAST  
COLLEGES



# FULLY FUNDED COURSES

## Business, Leadership & Customer Service

# AN INTRO TO LONDON SOUTH EAST COLLEGES

London South East Colleges is an award-winning further education college with eight campuses across south east London.

We know that education has a hugely positive impact on people's lives and are passionate about helping you to realize your potential.

Distance learning is a way of learning flexibly. You will be supported by trained and experienced tutors who will mark and assess your work through our e-learning platform.

Whether you are currently seeking work, looking to improve your job prospects while already in work or just looking to boost your knowledge, these free online courses are a flexible option to study where you want, when you want.

Our quick and hassle free online enrolment process means you can enrol online in under 10 minutes.

As well as our Distance Learning courses we also offer a wide range of services to individuals and organisations. These services include Apprenticeships, Work Experience and functional skills courses.

Whether you are looking to gain new skills and knowledge in a particular area, have staff you would like to upskill as part of their CPD, or would like to find out more about any of our other services, we are here to help.



# WHAT IS AEB FUNDING?

The Adult Education Budget (AEB) is funding which has been set up by the Government. It aims to engage people aged 19 or over by supporting the development of the skills required for career progression.

This funding, worth up to £800 per person, per course, can be accessed through London South East Colleges.

London South East Colleges offer a wide range of Level 1, 2 and 3 qualifications that are funded by AEB.

We also offer Apprenticeships, Work Experience and Traineeships,

For employers, the AEB is a great resource to improve the skills and knowledge of their workforce. If you would like to find out more about upskilling your staff, or would like to study a course yourself, just get in touch to get started.

Alternatively, visit [www.lsec.ac.uk](http://www.lsec.ac.uk) to apply directly through our website.



# COURSE INFORMATION

## Entry Requirements

To qualify for a FREE Level 1, 2 or 3 online learning course, you must:

- You must be aged 19 years or over
- You must have lived in the UK for the last three years, or be able to prove your residency status, for example, indefinite leave to remain, settled status or you are an Asylum seeker who has been in the UK for more than 6 months.

## Benefits to Individuals

- Achieve a nationally-recognised Level 1, 2 or 3 qualification
- This course is delivered via distance learning, allowing you to choose when and where you study
- Study will enhance both your personal skills and professional development
- Support from trained and experienced tutors

## Benefits to Employers

- Meet HSE, CQC and/or Ofsted training compliance by supporting your staff in completing the course

### Online enrolment



The quick and hassle-free online process means you can enrol online in under ten minutes.

### Learner Support



A tutor will be allocated who will support you throughout the course and provide valuable feedback on your assessments

### Fully Funded



The employer or Staff member doesn't spend a penny. All of our courses are fully funded by the UK government.

### 24/7 Online Learning



Our courses are accessible from anywhere, at any time!

# BUSINESS, LEADERSHIP & CUSTOMER SERVICE COURSES



Course		Duration	Awarding Body
	Level 2 Certificate in Understanding Retail Operations	4 – 12 weeks	TQUK
	Level 2 Certificate in Information, Advice and Guidance	4 – 12 weeks	TQUK
	Level 2 Certificate in Lean Organisation Management Techniques	4 – 12 weeks	TQUK
	Level 2 Certificate in Principles of Customer Service	4 – 12 weeks	TQUK
	Level 2 Certificate in Principals of Business Administration	4 – 12 weeks	TQUK
	Level 2 Certificate in Principles of Warehousing	4 – 12 weeks	TQUK
	Level 2 Certificate in Cleaning knowledge and skills	4 – 12 weeks	TQUK
	Level 2 Certificate in Equality and Diversity	4 – 12 weeks	TQUK

# THE APPLICATION PROCESS

## SCAN

1. Scan the QR code below to visit our website and browse our distance learning courses we have to offer.



## 2. APPLY

Once you have selected a course, best suited you, click 'Apply Now' and complete our online enrolment form. Once your application has been checked a member of our team will be in contact to discuss the next stages.



## 3. LEARN

Once your application form has been processed it is time to start learning! You will receive a call from one of our experienced assessors who will provide you support throughout the duration of the course



## 3. ACHIEVE

Gain your nationally recognised and accredited qualification. You will receive this in the post.



# FREQUENTLY ASKED QUESTIONS

**Q: How long will I have to complete the course?**

A: You have up to 12 weeks to complete the Level 2 course and 16 weeks to complete the Level 3 course

**Q: How much are the courses?**

A: As long as you meet our eligibility requirements the course is FREE. There is no hidden fees.

**Q: How do I study or access the learning materials?**

A; You will be given access to our e-learning platform called EQUAL. Where will be able to access assignment, this is all completed via the platform

**Q: What are the assessments like?**

A: At the end of each unit, there are questions to be answered and these are submitted to your tutor for marking. You will be given feedback and guidance to make any changes or improvements.

**Q: I have not studied or complete a course for a long time, is there guidance available?**

A: Yes, you will be given a learner handbook when you enrol and assigned a tutor. There is also support available from an Engagement Officer and you will be welcomed to a virtual induction/study skills session online.

**Q: What do I get when I complete and pass the course?**

A: You will get a certificate from a recognised awarding body, such as TQUK, NCFE or CACHE

**Q: I am not sure which course to study, can you help?**

A: Please contact a member of our team and we can advise further; [distancelearningcourses@lse.ac.uk](mailto:distancelearningcourses@lse.ac.uk)





LONDON  
SOUTH EAST  
COLLEGES



# CONTACT US

Email : [distancelearningcourses@lse.ac.uk](mailto:distancelearningcourses@lse.ac.uk)

Call: 0203 954 4965