

Nelson College London

# INFORMATION PACK





# HEALTH & SAFETY



Nelson College London

# First Aiders



## Gants Hill



**Muhammad Subhan**  
Design & Media Officer



**Mizanur Rahman**  
Marketing and  
Recruitment Officer



**Azeezunnisa (Farah)  
Maiz**  
Employability Officer



**Mohammud Abu  
Sayed**  
VLE Support Officer

## Ilford



**Tatiana Russell**  
HR/Student Welfare  
Manager



**Dr. Mudassar  
Mehmood**  
Academic Manager (HND  
programmes) / Programme  
Leader & Chief IV (HND  
Business)



**Muhammad Hifzur  
Rahman**  
Academic Administrator  
(HND Business) /  
Examinations Officer



**Ababio Owusu-  
Akyaw**  
Lecturer (HND Business)

## Broadstairs



**John Karicka**  
Marketing and Recruitment  
Assistant Manager

# First Aid Kits



## **Gants Hill:**

Reception (Ground Floor)  
Staff Kitchen (1st Floor)  
Student Common Area (2nd Floor)  
Kitchen Area (5th Floor)

## **Ilford:**

Reception (4th Floor)  
Outside Room 406 (4th Floor)  
Outside the Kitchen (4th Floor)  
IT Lab (2nd Floor)  
Room 319 (3rd Floor)  
Room 302 (6th Floor)

## **Broadstairs:**

### **Allen building**

Ground Floor:  
Main Reception Hall:  
Staff Canteen Room (ALg19):  
First Floor:  
Admin Office (ALf05c):

### **Carey Building**

Ground Floor – Left Wing: Main Hall

# FIRE Marshals



## Gants Hill



**Mariana Asrafova**  
Admission Officer



**Muhammad Subhan**  
Design & Media Officer



**Mercy Msisya**  
Senior Academic Administrator  
(HND HM)



**Azeezunnisa Farah Maiz**  
Employability Officer



**Luminita Agache**  
Marketing and Recruitment  
Supervisor



**Swati Arora**  
Programme Administrator  
(London Met)

## Ilford



**Aniqah Gazi**  
HR Assistant (Trainee)



**Emrun Islam**  
Administrator/Fee and  
Attendance Officer



**Zainab Mazhar**  
Student Support Lecturer  
(HND Business)



**Kamram Islam**  
Data Administrator/IT  
Support



**Romeela Joseph**  
Registrar

## Broadstairs



**John Karicka**  
Marketing and Recruitment  
Assistant Manager

STUDENT  
EXPERIENCE &  
PROFESSIONAL  
SERVICES

# Services Provided by the Knowledge Exchange Centre

Nelson College London does not just want to see you pass all your courses. We truly want to ensure that you achieve your progression aspirations and go on to professional employment, or to start your own business, or to progress to higher levels of study.

Many of the services that help you to achieve this are provided by the Knowledge Exchange Centre [KEC] Team. Here is a brief summary of the people and the services that they provide.

Bruce has the privilege of leading the KEC Team. Their remit is both singular and diverse: they are here to ensure your effective progression; that is the singular. The diverse comes from all the different ways that this is achieved.

Farah is the centre for all things employability. Farah leads the Careers Advisory Service; the Entrepreneurs' Mentorship Scheme; the NCL Careers Hub (together with its Apple and Android Apps). You will read more about these over the next few pages.

MJ supports our students in undertaking work experience. This is mandatory during their second year for our FdA students; but gaining work experience is also a great way for all students to prepare themselves for the future.

Varuni is our events guru. Varuni creates engaging and interactive workshops to underpin your learning; similarly, she arranges field trips which allow you to take your learning out into the 'real' world.

Subhan is our visuals man. He creates videos, posters, graphic materials, publications (including this information booklet!), magazines, and design work; his order book gets fuller every day!

All of the KEC also undertake other activities, such as the writing of books and publications, the creation of videos, the placing of content on all the major social media channels and so much more besides – get to know them, they are great friends to have!



CAS



Here at the Career Advisory Service, we are mad and proud about all things careers! Our Career Advisor is always there should you have a quick burning question or require some more longer term support with your career journey!

Looking for a job? we can help with that! Want help with your CV, let us know! Need support with building your confidence in interviews? Happy to help! Feeling a bit stuck in the mud, where your future career is concerned? We're here for you!

Be a step above the rest and join the Career Advisory Service today!

*Career Advisory Service*  
**PERSONALISED CAREER DEVELOPMENT &  
EMPLOYABILITY ADVICE**  
[cas@nelsoncollege.ac.uk](mailto:cas@nelsoncollege.ac.uk)  
[CareerDevelopment@nelsoncollege.ac.uk](mailto:CareerDevelopment@nelsoncollege.ac.uk)

EMS



You need a business plan, whether, for a start-up venture or an existing business. We can help you to write a comprehensive business plan, with a convincing narrative and bespoke financial forecasts to significantly improve your chances of securing investment.

Sessions will be held at convenient times for you as per your requested day and time (Mon – Fri) with the option to either complete your session online via MS Teams or in person, the choice is yours

We will help you with:

1. Plans to start a new business
2. Supporting your current business, or helping you to expand it
3. Finance applications
4. The evaluation of management information
5. Developing an effective Business Strategy
6. Defining your goals and objectives
7. Developing marketing and promotional ideas
8. Cost saving strategies
9. Employment status and issues
10. Designing Dashboards to measure business performance

*Entrepreneurs' Mentorship Service*  
**BUSINESS SUPPORT**  
[ems@nelsoncollege.ac.uk](mailto:ems@nelsoncollege.ac.uk)

The logo features the word 'Award' in a large, orange, cursive font. Above it, 'The Christopher P Davies' is written in a smaller, blue, serif font. Below 'Award', 'for Progression' is written in a blue, serif font. A large, orange, curved graphic element is positioned to the right of the text.

# *The Christopher P Davies* **Award** *for Progression*

## **What is the Christopher P Davies Award for Progression?**

We have conceived the Christopher P Davies Award for Progression [CPD-AfP] to recognise an NCL student who can demonstrate excellent progress either in their chosen career path, or in their own business or enterprise.

## **Why have we introduced it?**

As we have always said, once you are a part of the NCL family, we want to nurture and support you throughout your career and life beyond the College. Also, success after NCL is what truly demonstrates that we have succeeded in our mission to see Learning Brought to Life as our work has truly helped you on your way to success. So, it is a celebration!

## **How do I apply?**

1. Complete the detail below (please provide as much detail as you are able to, in each of the sections, although you may skip a question if you feel that it is irrelevant).
2. Mail the completed form to: [ems@nelsoncollege.ac.uk](mailto:ems@nelsoncollege.ac.uk)
3. The judging panel will read through all the applications and then invite a shortlist of candidates to meet with the judging panel
4. The judging panel will meet with each of the shortlisted candidates to have a chat with them about their nomination
5. The judges will then select a winner of the award, which will be announced at the NCL Graduation event held at City Gates in November.

You may nominate yourself for the award, or you may nominate someone who you feel should be considered for the award.

The award is open to all existing, and alumni, NCL Students, across all Programmes.

Your Name:		
The Company Name		
Is this your own Company?		or
Is it the Company that you work for		

Your Current Job Title	
Your Previous Job Titles	
Brief Description of the Company	
When did the company start trading?	
Where is the company based?	
Description of your current role	
Stages of progress to get to your current role (by job title)	
Brief description of your previous roles	
Why do you feel that you should be a recipient of the Christopher P Davies Award for Progression?	
What is the £turnover of the organisation?	
Other supporting information (financial, organisation chart, growth, sales success, awards, customer feedback, website, social media presence, etc.)	



We have made a significant investment in a truly cutting-edge piece of software to support all our students in their search for the perfect job once they have finished their studies – or indeed whilst they are studying so that they can gain valuable work experience.

The NCL Careers Hub has so many resources available to all our students, that it probably warrants a whole newsletter to itself, rather than a single factsheet! We will therefore, just list some of the highlights herein:

- Do you have a CV that you would like checked? No problem, upload it to site and it will be 'read' by one of the ubiquitous CV-Readers that all major recruiters now use and will then return to you a thorough review of the CV, with recommendations for ways in which you might improve it.
- Don't have a CV? The site will take care of that too; the CV360 section will take you step by step through the process, asking you to input pertinent details, which it will then format for you and produce the CV.
- Want to hone your interview skills? There is an option on the site to undertake a mock interview with an AI Interviewer, with questions based upon the contents of your CV.
- Want training or guidance in specific areas? The site is packed with training videos and activities.
- **Everything on the site is entirely confidential, so your activities will only be reported at headline level**

Scan the QR code, and it will take you straight there:



The logon details are the same as those that you use to access your College Office 365 account and the VLE

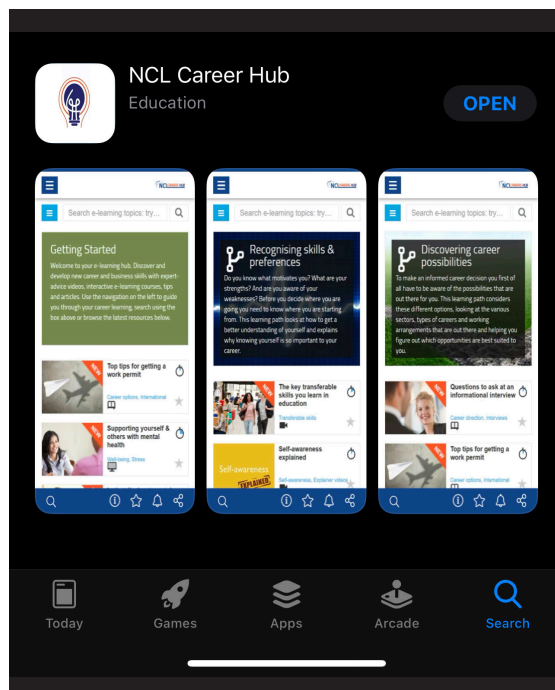


We do everything with our smartphones these days, don't we! So for us, it was crucial that our students can get to the Careers Hub on their phones, too. Of course, it can be accessed through the phone's browser; but how much better, we felt, if we have an actual app. So that is what we did, we had an app built; well, actually, two apps, one for the Apple store and one for the Android store. So, whichever device you have, you can now download the app to it and take it with you wherever you go!

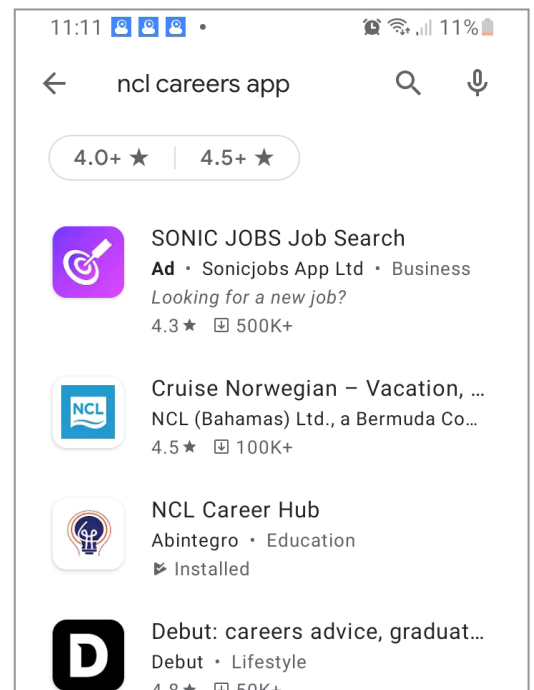
It is another perfect example of how Nelson College London really does lead the field; you will not find many colleges – or indeed universities – with apps in these app stores!

It's another illustration of the Value for Money that students get from Nelson College (that was the theme for our Learning, Teaching, Engagement & Enhancement Conference [LTEEC], in 2020).

### Apple Store



### Android Store



If you download these from your App Store before you logon to the main Careers Hub site; you will be guided through linking them together when you first logon to the main site.

# Bulid your professional network

1. Bed & Breakfast Association	38. Nigerian British Business Forum
2. British Holiday & Home Parks Association	39. Congolese Community Council
3. Hospitality Professionals Association	40. British-Romanian Chamber of Commerce
4. Institute of Hospitality	41. Romanian Business Club UK
5. Institute of Travel and Tourism	42. British Bulgarian Business Association
6. Professional Association of Self Caterers	43. UK India Business Council
7. Short Term Accommodation Association	44. Indians in London Group
8. Tourism Society	45. West Indian Association of Service Personnel
9. UKHospitality	46. India Business Group
10. British Beer and Pub Association	47. Indian Business Network
11. British Institute of Innkeeping	48. Pakistan Britain Business Council
12. Confederation of Tourism and Hospitality	49. The Pakistan Society
13. International Hotel and Restaurant Association	50. British Pakistan Foundation
14. International Tourism Partnership	51. British Bangladesh Association
15. Nationwide Caterers Association	52. British Bangladesh Chamber of Commerce
16. Hospitality Professionals Association	53. Czech British Chamber of Commerce
17. Hotel Marketing Association	54. The British-Hungarian Society
18. Master Innholders	55. British Chamber of Commerce Moldova
19. Sustainable Hospitality Alliance	56. Social Enterprise UK
20. World Travel & Tourism Council	57. The British Sri Lankan Association
21. British Franchise Association	58. Spanish Chamber of Commerce
22. The Sustainable Restaurant Association	59. BritishSpanish Society
23. British Hospitality Association	60. Italian Chamber of Commerce
24. East London Business Alliance	61. The British Iranian Chamber of Commerce
25. Business LDN	62. Iranian Association
26. Institute of Directors	63. Women's Irish Network
27. CODE Hospitality	64. Irish International Business Network
28. Birch Community	65. Enterprise Ireland, London
29. HR in Hospitality	66. Portuguese Chamber of Commerce in the UK
30. Chartered Management Institute	67. Women Like Me Business Club
31. Chartered Institute of Personnel and Development	68. The Business Woman Today
32. Hospitality Titans	69. Ladies Entrepreneurship Club
33. The Drinks Trust	70. Associated Country Women of the World
34. Hospitality Rewards	71. London Arabia Organisation
35. SKAL International	72. Youth Business International
36. Allbright Club	73. Women for Women International
37. Nigerian Association of Project Professionals United Kingdom	74. Vestpod Ltd
	75. IPSE – The Association of Independent Professionals and the Self-Employed

# THE STUDENT ASSOCIATION

All our students are considered members of our Student Association. To make sure that each and every student is properly represented, we have an upwardly cascading structure for the two-way exchange of questions, answers, suggestions, requests and so forth.

That representation starts at class level. From every single class, we ask the students in that class to choose two fellow students who they believe will best represent them; they will become the **Student Representatives** for that class.

Each term, all the Student Representatives will be invited to attend a Student Representatives Committee [SRC] meeting; at these meetings they have the opportunity to comment upon all aspects of student life, raise comments, make suggestions and so on. All topics raised are recorded in the meeting minutes to be acted upon. These might result in immediate change, progressive change, or, on occasion, no change. Whilst we try to accommodate all student requests, there may be some that we are unable to meet, but we will always feed these back at the subsequent meeting, and provide the reasons for the decision.

In 2022, we strengthened the Student Association further through adding two further layers to it. From amongst the Student Representatives, students elected three Student Association Vice-Presidents (one for each of the main courses/programmes: HND Business; HND Hospitality Management; London Met Programmes).

At the same time, students elected a **Student Association President**.

These changes informed a new approach to SRC meetings, adding an opportunity for Student Reps to discuss topics between themselves, privately, before College personnel join the meetings. Secondly, the meetings will be alternately Chaired by the Student President and the Head of Programme Delivery, to ensure balanced outcomes.

This approach, alongside other initiatives, are all designed to maximise what we refer to as the **Student Voice**. We want to ensure that our students are listened to at every level of the business, and on all aspects of college life.

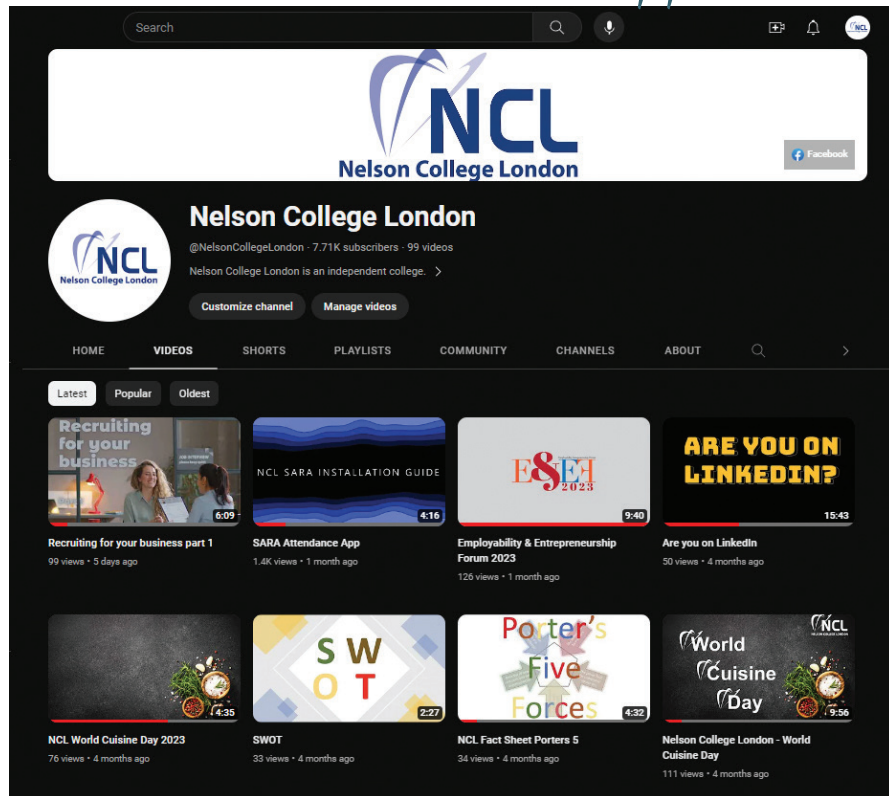
Your Class Representatives will provide feedback to you after each of the SRC meetings, but we also always include a **You Said, We Did** section in our termly College Newsletter, to ensure full visibility and transparency.

**We would really urge you to consider standing as a Student Representative for your class. What better way to get involved and have your voice heard, than to be a part of it!**



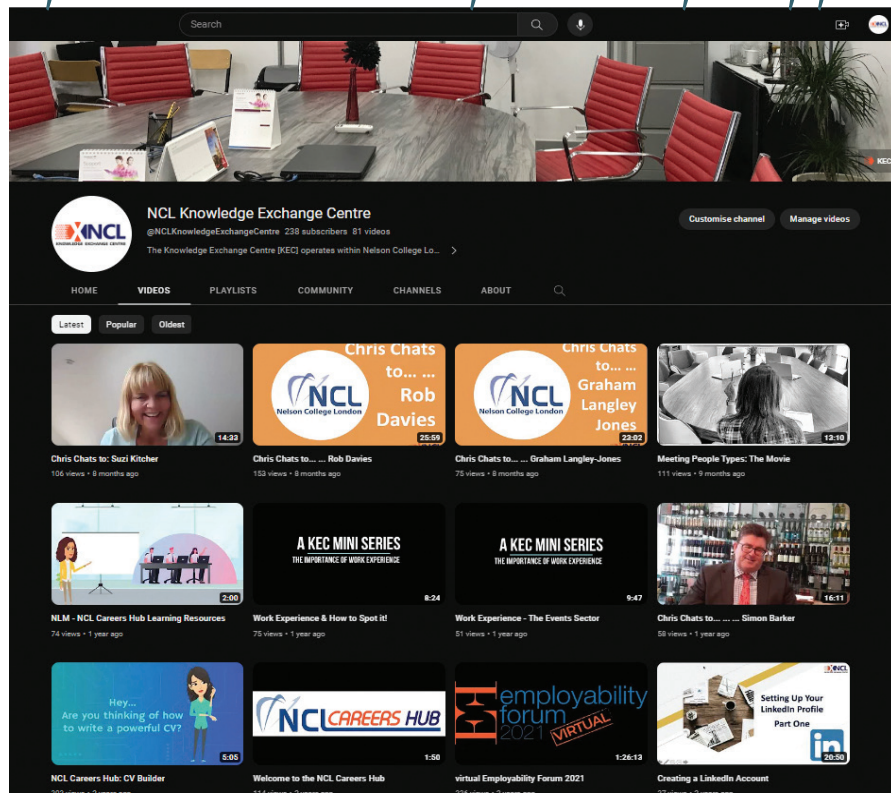
# Teaching & Learning Support

NCL  
YouTube



# Employability & Entrepreneurship Support

KEC  
YouTube





# Student Welfare



# STUDENT WELFARE TEAM

# KEY CONTACTS

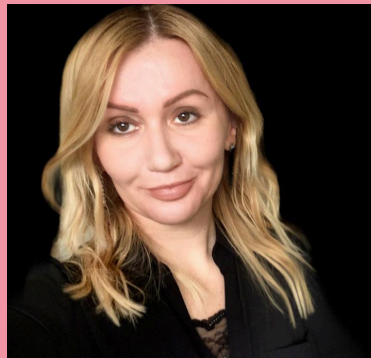


Iford Campus:

**Tatiana Russell**

HR/Health & Safety/Disability Support/Student Welfare Manager

[t.russell@nelsoncollege.ac.uk](mailto:t.russell@nelsoncollege.ac.uk)



Gants Hill Campus:

**Lucia O Ismail**

Student Welfare Officer

[l.ismail@nelsoncollege.ac.uk](mailto:l.ismail@nelsoncollege.ac.uk)

07879 782 186



Iford Campus:

**Kiara Suarez**

Student Welfare Officer

[k.suarez@nelsoncollege.ac.uk](mailto:k.suarez@nelsoncollege.ac.uk)

07376 319 455



[student.welfare@nelsoncollege.ac.uk](mailto:student.welfare@nelsoncollege.ac.uk)



# STUDENT WELFARE

SUPPORT FOR STUDENTS WITH  
DISABILITY, LONG-TERM ILLNESS,  
LEARNING DIFFICULTIES OR MENTAL  
HEALTH ISSUES

SUPPORT FOR CARE LEAVERS/CARE  
EXPERIENCED STUDENTS

FINANCIAL SUPPORT  
• BURSARY PACKAGE  
• HARSHIP FUND

MENTAL HEALTH SUPPORT (TALK  
CAMPUS & PLUMM APP)

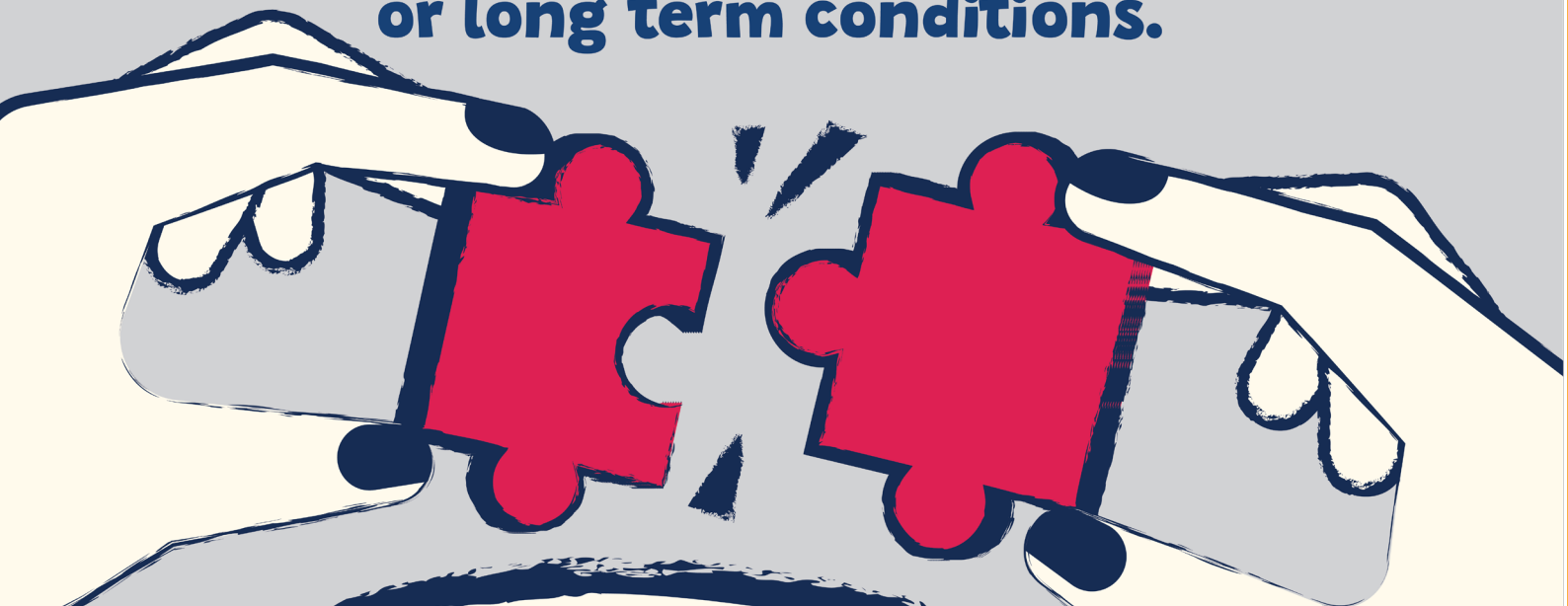
EVENTS FOR STUDENTS (WORKSHOPS,  
COFFEE MORNINGS, ETC.)

for more information:  
[student.welfare@nelsoncollege.ac.uk](mailto:student.welfare@nelsoncollege.ac.uk)

**Student Welfare**

# Disability

**For students with physical or mental health conditions, specific learning difficulties or long term conditions.**



**The College shall not discriminate against individuals and it provides an inclusive environment for students, staff and visitors irrespective of their disability as outlined in Equality Act 2010.**

**Any disability disclosure will be dealt with confidentially and sensitively.**



**Scan QR code for more information**

## Student Welfare

# REASONABLE ADJUSTMENTS

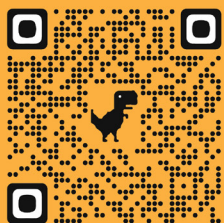
The College is committed to addressing any individual support requirements and making reasonable adjustments to ensure that students enjoy College experience and achieve their full potential.

Such adjustments will arise from an identified need relating to the relevant disability, which will be determined during the one to one meeting with the Disability Support Officer and with support of evidence submitted by the applicant/student.

### Examples of Adjustment:

Reasonable extension in assignment submission  
Provision of items of specialist equipment  
Provision of rest periods

Extended personal tutors  
Facility to record lectures  
Other



Scan QR code for more information



# Applying to **University** as a Care Leaver or Care Experienced?

## **Who is a Care Leaver and Care Experienced?**

Anyone who, at any stage in their life, for any length of time has been in local authority care before the age of 18.

**A care leaver: 18-25 years old and under the local authority**

**A care experienced: 25 + years old**

## **Types of support**

- A pre-sessional induction event
- On-Course Support
- Care Leavers Bursary
- One to one sessions with the Student Welfare Officer
- Support on progression opportunities



# Financial Help

## NCL Hardship Fund

The Hardship Fund aims to assist students who experience unexpected financial difficulties due to circumstances which could not have been predicted at the start of their course. The fund is available on a first come first served basis subject to eligibility checks.

Applications will open on the first day of the second term/semester.

## NCL Bursary Package

Bursaries support students through their studies by helping them with their general living costs. They are non-repayable and can be spent on anything from rent and household bills to books and specialist equipment. The fund is available on a first come first served basis subject to checks conducted by the College.

Applications will open on the first day of the first term/semester. The fund is available for students on the College disability and care leaver register.

Scan QR code  
for more  
information



### Enquiries:

Lucia Ismail: [l.ismail@nelsoncollege.ac.uk](mailto:l.ismail@nelsoncollege.ac.uk)  
Tatiana Russell: [t.russell@nelsoncollege.ac.uk](mailto:t.russell@nelsoncollege.ac.uk)  
Kiara Suarez: [k.suarez@nelsoncollege.ac.uk](mailto:k.suarez@nelsoncollege.ac.uk)



# Student Engagement

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Working closely with our Student Association, you will find our Student Engagement team, headed by Inna Liubota, Student Engagement Officer. Inna's role is to ensure that we have a series of events throughout the year to really enhance your student life. These events are of a social nature, complementing the curricular events that are organised by Varuni.

They span from activities, such as surmounting the O2 Arena; through cultural, such as a planned visit to the Houses of Parliament; to travel, both within the UK and overseas.

For the travel occasions, Inna will work closely with NCL Tours (yes, we have our own tours company!) to find the best locations, hotels and methods of travel. NCL Tours are also available should you wish to chat with them about your own travel and holiday arrangements.

Whilst Inna is responsible for planning all these activities, she wants to ensure that they match with your interests, so, if you do have any ideas and suggestions for her for trips and events, please do seek her out and make your suggestions – we'd love to hear your ideas!

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# **N-DAPS**

**NEW DEGREE AWARDING POWERS**

# NCL & New Degree Awarding Powers (NDAPs)

## What are New Degree Awarding Powers [NDAPs]?

Put simply, NDAPs will allow NCL to award its own degrees.

In order to offer students a wide range of programmes, and services, Nelson College London has to do a lot of things which are required by our external regulators, partners and awarding bodies. The Office for Students has oversight for all higher education providers to make sure that the rules, regulations, advice and guidance it provides are followed properly. There is a set of criteria called degree awarding powers criteria which cover all the activities that the College does. In short, NDAPs is a framework which supports the College to consider everything it does and ensure that we provide the best education and opportunities to our students. Bringing this in-house will help us to be more agile, and provide a better service, and more opportunities, for our students.

The criteria cover **five** key areas:

- **Academic Governance** makes sure that NCL has a good team of people making the right decisions for now and the future – this involves lots of meetings and these have to be conducted properly.
- **Academic Standards and Quality Assurance** helps to establish a framework for manuals, handbooks, policies and procedures to make

everything run smoothly.

- **Scholarship and the Pedagogical Effectiveness of Staff** helps us to teach and you to learn and ensure that the information you receive is relevant to society.
- **Environment Supporting Students** covers all the supporting services from the start of your student journey (recruitment and admissions) to the very end (graduation) and everything in between.
- **Evaluation of Performance** means that we continuously look for ways to improve what we do by asking ourselves and our students if we can do things better. We make sure that we listen to your Student Voice, informally and through the Student Association and the Student Representatives Committee.

## Why does NCL want NDAPs?

Currently, NCL collaborates with London Metropolitan University (London Met), our validating partner, to deliver foundation, undergraduate and postgraduate degrees in Business and Hospitality Management. This means that our students receive a degree certificate from London Met on successful completion of their programme.

NCL's ambition is to be able to award its own degrees without this additional support and to have our own name

on the degree certificates. Gaining degree awarding powers will also give the College more flexibility to be responsive to our students through the enhancement of learning, teaching and the wider student experience. NCL's NSS scores already demonstrate that students and staff are doing great work and DAPs provides the opportunity to prove it to our regulators.

## When will it happen?

Acquiring DAPs is a lengthy process involving extensive preparation, a formal application and creating and gathering lots of documents which will be reviewed carefully by assessors. There will be campus visits by assessors who will interact with staff and students. It will take three to four years of hard work to achieve this goal.

## How will it affect me?

As a student, you may not immediately notice the changes associated with NDAPs since it's a long-term project. However, there will be continuous improvements to make NCL an even better place for you to study and learn and enjoy your time here.

If you want to know more, please speak to a member of staff or your student representatives who can pass questions on and get answers for you.



# ACCESS ALL AREAS

We want you, as our valued student, to get the very best from your time with us. We will do everything that we can to ensure that that happens; but, there are five things that we expect of you to ensure the very best of outcomes:

**SCAN OR CODE  
TO DOWNLOAD  
PLANNER**



## ATTEND

Attend as many of your lessons as you are able to; the statistics are very clear: the higher a student's attendance, the better their results.

## RESPECT

Respect each other, respect your lecturers and our staff; treat everyone in the same way that you would like others to treat you.

## ENGAGE

Get involved! Participate in class discussions; volunteer to be a Student Rep; join in with our Student Engagement events; immerse yourself in campus life

## ASK QUESTIONS

There is no such thing as a silly question! If you are unsure about something, just ask. If something in a lesson is not quite making sense, ask your lecturer. For other questions, remember our Open Door Policy – you may ask any member of staff any question.

## STAY HEALTHY

Find a healthy work/life/study balance. Drink plenty of water. Eat well (healthy food, but allow yourself the occasional treat). Rest and take breaks; when you are writing your assignments, work on them regularly, don't leave it until the last minute forcing you to binge-write them. Continue to socialise with friends and family. Exercise, meditate. Use our planner to help you to structure your week. Above all, make it an enjoyable experience – whilst your work must be your own, you can still study with others and discuss learning points.













# Course

INFORMATION



# Course's Content

## LEVEL 4 YEAR 1

### FDA BUSINESS

BA4F04GN	Managing Financial Resources
EC4F05GN	Introduction to the Business Environment
MC4F12GN	Introduction to Marketing
MN4F03GN	Managing People In Organisation

### FDA HOSPITALITY MANAGEMENT

LT4F12GN	Customer Service
LT4F13GN	Food and Beverage Operations Management
LT4F14GN	Marketing and Customer Retention in the Hospitality Industry
LT4F15GN	Rooms Division Operations Management

### HND BUSINESS

AP	Accounting Principles
BBE	Business and Business Environment
BL	Business Law
HRM	Human Resource Management
L&M	Leadership and Management
MPP	Marketing Processes and Planning
MSBP	Managing A Successful Business Project
OM	Operations Management

### HND HOSPITALITY MANAGEMENT

CHI	The Contemporary Hospitality Industry
HBT	The Hospitality Business Toolkit
HME	Hospitality Marketing Essentials
LMSI	Leadership & Management for Service Industries
MAS	Managing Accommodation Services
MCE	Managing the Customer Experience
MFBO	Managing Food & Beverage Operations
PIP	Professional Identity and Practice

# Course's Content

## LEVEL 5 YEAR 2

### FDA BUSINESS

BA5F01GN	Business Decision Making
MN5F08GN	Employability Skills and Professional Development
MN5F09GN	Entrepreneurship In Business
MN5F10GN	Work-Based Learning

### FDA HOSPITALITY MANAGEMENT

LT5F20GN	Conference, Banqueting and Events Management
LT5F22GN	Managing Financial Resources in the Hospitality Industry
LT5F23GN	Managing and Developing People in the Hospitality Industry
LT5W01	Work-Based Learning

### HND BUSINESS

BS	Business Strategy
DITO	Developing Individuals, Teams, and Organisations
IM	International Marketing
OB	Organisational Behaviour
PNS	Pricing and Negotiations Skills
RP	Research Project
ULC	Understanding and Leading Change

### HND HOSPITALITY MANAGEMENT

FSM	Food Services Management
GE	Global Events
HBS	Hospitality Business Strategy
HCBI	Hospitality Consumer Behaviour and Insight
IHMC	Integrated Hospitality Marketing Communications
MDPD	Menu Development, Planning and Design
RP	Research Project

# Course's Content

## LEVEL 6 YEAR 3

### BA BUSINESS TOP UP

BA6004GN	Business Operations
MN6022GN	Business Strategy
MN6084GN	Issues in Human Resources Management
MN6085GN	Business Futures
MN6P13GN	Research Methods and Project

### BA HOSPITALITY MANAGEMENT TOP UP

LT6031GN	Hospitality Operations
LT6032GN	Strategic Planning for the Hospitality Operations
LT6087GN	Issues in Human Resources Management
LT6088GN	Emerging Trends in the Hospitality Industry
LT6P28GN	Research Methods and Project

## LEVEL 7 YEAR 4

### MA INTERNATIONAL BUSINESS (HOSPITALITY)

LT7F01	Business Research and Study Skills
LT7F02	Assembling and Managing High-Performance Teams Across Cultures
LT7F03	Strategic Hospitality Management in a Global Environment
LT7F04	International Digital Marketing
LT7F05	Managerial Applications of Finance in the Global Economy
LT7F06	Managing International Hospitality Experience
LT7F07	International Business Research Project

### MA INTERNATIONAL BUSINESS (MANAGEMENT)

LT7F01	Business Research and Study Skills
LT7F02	Assembling and Managing High-Performance Teams Across Cultures
LT7F04	International Digital Marketing
LT7F05	Managerial Applications of Finance in the Global Economy
LT7F07	International Business Research Project
LT7F08	International Entrepreneurship and Innovation
LT7F09	Transformation and Change Leadership in a Global Context

# Links Socials & Local Information



# Useful links



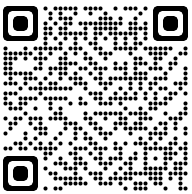
Nelson College London  
[info@nelsoncollege.ac.uk](mailto:info@nelsoncollege.ac.uk)

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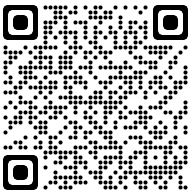
Entrepreneurs' Mentorship Service  
[ems@nelsoncollege.ac.uk](mailto:ems@nelsoncollege.ac.uk)

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Career Advisory Service  
[CAS@nelsoncollege.ac.uk](mailto:CAS@nelsoncollege.ac.uk)

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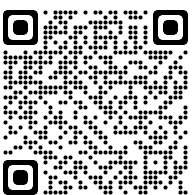
Careers  
[CareerDevelopment@nelsoncollege.ac.uk](mailto:CareerDevelopment@nelsoncollege.ac.uk)

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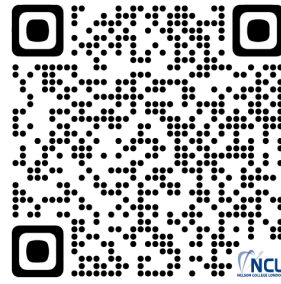
Events  
[kec@nelsoncollege.ac.uk](mailto:kec@nelsoncollege.ac.uk)

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Student Welfare  
[student.welfare@nelsoncollege.ac.uk](mailto:student.welfare@nelsoncollege.ac.uk)

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NCL Website

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VLE

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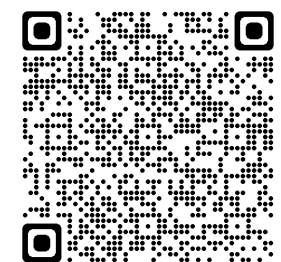
NCL Careers Hub

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KEC Website

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KEC Sharepoint

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# Connect with us

NCL Facebook



KEC Instagram



NCL Instagram



KEC LinkedIn



NCL LinkedIn



NCL Alumni LinkedIn



KEC Twitter



NCL Twitter



KEC YouTube



NCL YouTube



NCL TikTok



Bibliu



Alumni



LTEEC



**Student Welfare**

# Disability

For students with physical or mental health conditions, specific learning difficulties or long term conditions.

The College shall not discriminate against individuals and it provides an inclusive environment for students, staff and visitors irrespective of their disability as outlined in Equality Act 2010.

Any disability disclosure will be dealt with confidentially and sensitively

Scan QR code for more information

**NCL**  
NELSON COLLEGE LONDON

## 6 Steps to setting up your business

- 1 Brainstorm**  
Who is the target market for the product? What would go wrong and how will you solve it?
- 2 Creating a plan**  
The main part of a business plan includes the executive summary, a company description, and a market analysis, financial projection
- 3 Gather resources**  
Create a list of everything you'll need and its approximate cost. If you are purchasing something that will solely be used for business, then likely it's tax deductible.
- 4 Marketing**  
Start planning the ideas for marketing, sales, and branding efforts. All communications with your clients should have a cohesive feel. Use company colours and logos.
- 5 Finances**  
Not setting up proper accounting, bookkeeping and tax records up front can be expensive and costly to a business in the long run.
- 6 Maintenance plan**  
When you finally have your business up and running, keep track of regular tasks that keep a business running, namely doing payroll, keeping up with inventory, updating the website.

Always set future goals

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**Student Welfare**

# Financial Help

**NCL Hardship Fund**  
The Hardship Fund aims to assist students who experience unexpected financial difficulties due to circumstances which could not have been predicted at the start of their course. The fund is available on a first come first served basis subject to eligibility checks. Applications will open on the first day of the second term/semester.

**NCL Bursary Package**  
Bursaries support students through their studies by helping them with their general living costs. They are non-repayable and can be spent on anything from rent and household bills to books and specialist equipment. The fund is available on a first come first served basis subject to checks conducted by the College. Applications will open on the first day of the first term/semester. The fund is available for students on the College disability and care leaver register.

**Scan QR code for more information**

**Enquiries:**  
Lucia Iorhai: l.iorhai@nelsoncollege.ac.uk  
Tatiana Russell: t.russell@nelsoncollege.ac.uk  
Klara Suarez: k.suarez@nelsoncollege.ac.uk

**NCL**  
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## Five steps to a successful hospitality business

- 1 KNOW WHERE YOU ARE...**  
Review everything you have and don't have, assess your current position and see if anything is slowing you down or preventing you from enjoying the success you desire.
- 2 KNOW WHERE YOU ARE GOING...**  
Get clear about your goals, the reason for being in business. This will help you create and meaningful, manageable and realistic action plan.
- 3 MONEY MANAGEMENT...**  
Imagine how much better you will feel if you have all the money you require to pay your bills AND enjoy a dependable income from your business every week, well managed finances are vital to any business.
- 4 TELL THE WORLD...**  
You can have the best service in the world BUT this means nothing if NO ONE knows about it. Get your head round the basics of marketing, work out who your customers and how to communicate with them to create customers.
- 5 MANAGE FOR SUCCESS...**  
Most business owners manage their businesses to avoid failure and end up running around in circles like a hamster on a wheel. Set out what's KEY for YOUR success and quickly identify what has to be fixed if things go wrong.

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Nelson College London is a member of UK HOSPITALITY

# LOOK OUT FOR OUR INFOGRAPHICS SHEETS

**FACILITIES OPERATIONS & MANAGEMENT**

## 6 KEYS TIPS TO LEADING EMPLOYEES TO SUCCESS

- 1 DELEGATE WISELY**  
The key to leadership success is to learn to effectively delegate both the responsibility for completing assignments and the authority required to get things done.
- 2 SET GOALS**  
Every employee needs goals to strive for. Not only do goals give employees direction and purpose, but they ensure that your employees are working towards the overall organizational goals.
- 3 COMMUNICATE**  
Far too many bosses communicate far too little. You must make every effort to get employees the information they need to do their jobs quickly and efficiently.
- 4 MAKE TIME FOR EMPLOYEES**  
Above all, leadership is a people job. When an employee needs to talk with you whatever the reason make sure that you set aside the time to do so.
- 5 RECOGNISE ACHIEVEMENTS**  
Every employee wants to do a good job, employees want recognition from their bosses.
- 6 THINK ABOUT LASTING SOLUTIONS**  
Next time you have a problem to solve in your organization, deal with the cause of the problem instead of simply treating the symptoms.

**NCL**  
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**Student Welfare**

# REASONABLE ADJUSTMENTS

The College is committed to addressing any individual support requirements and making reasonable adjustments to ensure that students enjoy College experience and achieve their full potential.

Such adjustments will arise from an identified need relating to the relevant disability, which will be determined during the one to one meeting with the Disability Support Officer and with support of evidence submitted by the applicant/student.

**Examples of Adjustment:**

- Reasonable extension in assignment submission
- Provision of items of specialist equipment
- Provision of rest periods
- Extended personal tutors
- Facility to record lectures
- Other

Scan QR code for more information

**NCL**  
NELSON COLLEGE LONDON

**NCL Careers Hub**

# here to help.

At KEC we have developed the NCL Careers Hub, the smart modern way to improve your employability.

It offers CV help, interview help, workshop videos and access to 1000's of jobs. It's free for all students to use

**You know it makes sense to sign up and enjoy the benefits!**

**NCL CAREERS HUB**

**NCL**  
NELSON COLLEGE LONDON



**20% off on production of your NCL ID Card**

shalom hot beigel bakery

serene fish & chips

chandra stores

redbridge islamic centre

Grocery Hut

tesco

spice hut

ajwa sweets and bakers

saffron street

kebabish

firebean

eastern avenue | a12

burger king

nelson college london  
ncl tuck shop

Gants Hill Roundabout

Gants Hill

Gants Hill Roundabout

mr. singh's

favourite Chicken & Ribs

darence avenue

sainsbury's local

creams cafe

543 gants hill cafe

iceland

pepe's piri piri

CUPP Bubble Tea

wah bey

sahara grill

amigos burgers

famz

chaiwala

harman turkish

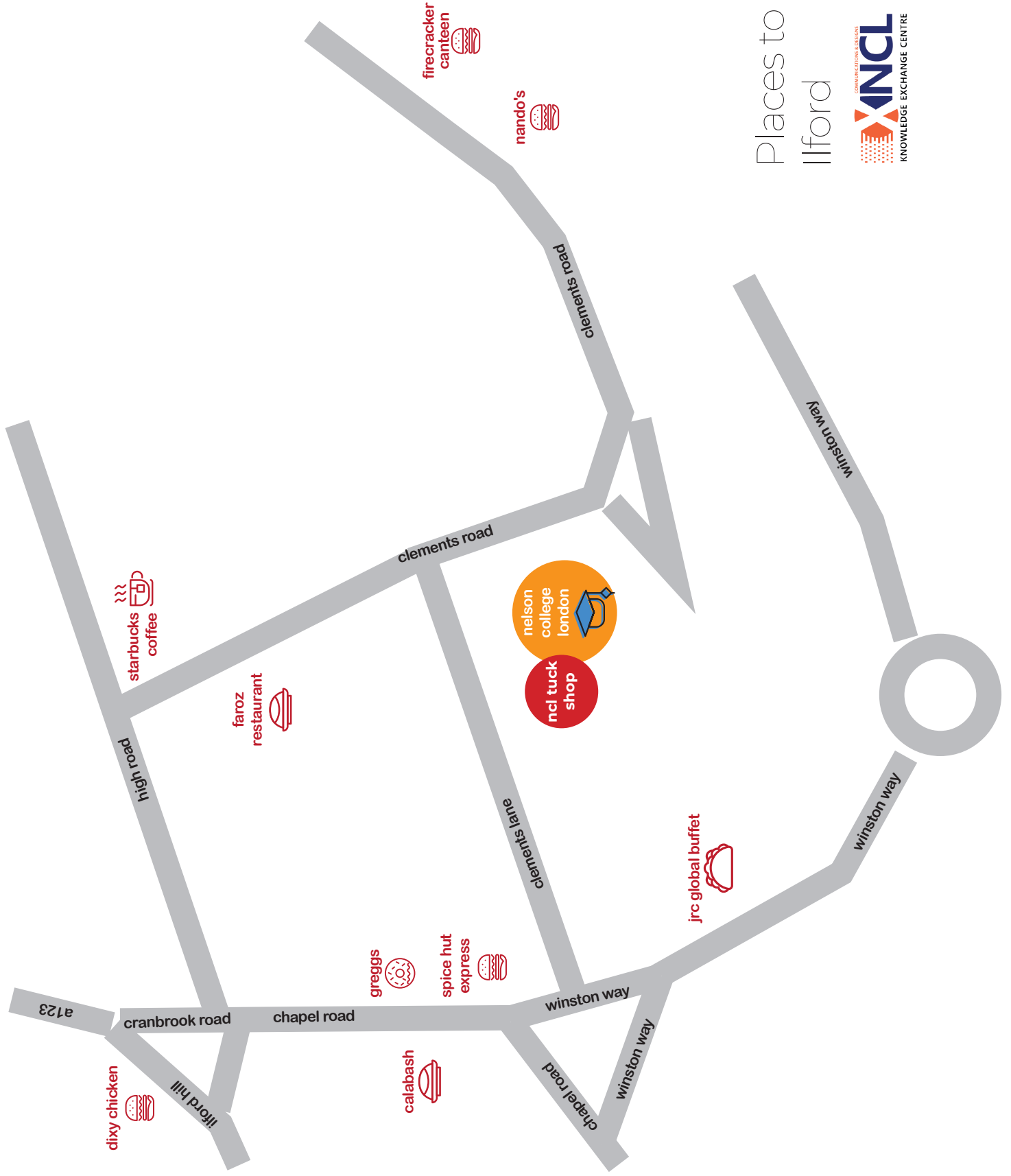
cranbrook road

eastern avenue | a12

parham drive

Places to eat in Gants Hill





# Places to eat in Ilford



# Places to eat in Broadstairs



Nelson College London

# INFORMATION PACK

[nelsoncollege.ac.uk](http://nelsoncollege.ac.uk)

