

SDS College Brochure 2009

Every journey
begins...

National Computing Center (NCC)

- Int Diploma in Business
- Int Diploma in Computer Studies
- English Language Framework Studies 3,4 and 5

OTHM

- Professional Certification

British Computer Society (BCS)

- Certification
- Diploma
- Professional Graduate Diploma

IMIS

- Foundation
- Diploma
- Advanced Diploma

- Network Specialist
- Application Dev. Specialist
- Info Security Specialist
- Web Design Specialist
- Project Management Specialist
- Support Specialist

Instructions:

1. Pick up this brochure,
2. Open it,
3. Read it,
4. Apply,

Live as if your were to die tomorrow.
Learn as if you were to live forever.
- Gandhi -

Message from the Principal

Dear Student,

You have chosen an exciting time to begin your studies at SDS College. The college was started by Sharp Development Solutions five years ago with a first batch of only ten students. Since then SDS College has grown into an academic institution much bigger, and of a much higher quality than anything that seemed possible before, when we opened our doors to those first few students.

Hundreds of students have since passed through our doors, and as they have learned so have we. We have learned more about what you want, what you expect and what you deserve. We have learned that our reputation depends on the quality of our service, and that what you think about our service is more important than what we think. Our great success in the market, we have learned, is due to our great success in the classroom.

However, and despite everything we have learned, Sharp Development Solutions is still a young company at heart. We still remember what it's like to be starting out on a new career, taking our first steps and making big decisions. We have all taken that journey too, as individuals and as parts of a highly-successful team.

We've worked hard to build up our skills and, through SDS College, it's been our mission to pass on our learning to the next generation of IT Professionals. Additionally, we have grown up and out of our early, solely IT focused environment, and have expanded our portfolio of courses to include a number of new Business awards and Professional Programmes that lead to qualifications from UK recognised awarding bodies.

So you are most welcome to join us at this exciting time. We'd like you to meet our new team of Professional, Business and IT experts. We'd also like you to see our new home, on Osborn Street on the edge of the City of London's financial "Square Mile". It's a small part of the world with a big reputation – so you can see why SDS College feels at home!

I wish you every success in whatever field of study you choose to make your own.

Best Wishes,

Efrain Pineres

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We know what we are, but
know not what we may be.
- Shakespeare -

SDS College

SDS College, the training wing of Sharp Development Solutions Ltd., is a dynamic academic institution with a rich skills bank. We run a popular, affordable college dedicated to quality education in the fields of Computing, Business and Professional programmes. We are fully accredited by the UK's top awarding bodies, and offer a wide range of internationally recognised qualifications to suit academics and young professionals alike.

SDS College has built its reputation on delivering high-end IT courses to London based professionals. The college soon opened its doors to IT professionals from abroad, and, almost by word of mouth alone, it found itself inundated with new applications. Soon the management had no choice but to move to newer, larger premises, on the edge of the City of London's "Square Mile" financial heartland. Our new Osborn Street campus, located within a mile of Tower Bridge and the Bank of England, and well served by major underground and bus routes, covers three stories of large classrooms, purpose-built IT labs, Library, Administration and Student Welfare services. We are fully accredited by the UK's top awarding bodies, offering internationally recognised qualifications to suit academics and young professionals alike.

All SDS premises are fully compliant with and regularly inspected by the British Accreditation Council, the UK Border Agency and local government authorities.

At SDS, our goal is to provide the highest standard of academic instruction at the most affordable prices. Our teaching is goal specific, leading to prestigious qualifications and rewarding careers. For more information, telephone or email us any time; our staff will be happy to help you.

INFOBYTES:

SDS located in the City and accredited by the BAC and UK Border Agency offers exceptional training facilities for the next generation of world class business professionals. If you are seeking to enhance your skills in only one programme we can help too.

We encourage individuality.



Only those who dare to fail greatly
can ever achieve greatly.

- Robert F. Kennedy -

...realise...

Professional Development – the Sharp Development Way

To reach their full potential, our students work hard in class, under the guidance of experienced and fully qualified tutors. Students set out on their courses with a “map” of the subjects and skills they should expect to learn over the duration of their course. And yet a course of study at SDS College offers much more than the “classroom-only” approach to study that you would find in other private colleges.

We recommend you dedicate yourself to self-study and self-development, in accompaniment to your timetabled classroom hours. Relax while you follow your reading list and topical research assignments at your own pace, under the guidance of your personal tutor, and discuss your progress in reading as part of our programme of regular, one-to-one tutorials.

You will be given set texts to read in class, and discuss them with your tutor group. You will find copies of set texts in the library, and you can then relax with a book, a coffee and a group of like-minded friends.

However, when your deadlines are approaching, and you feel the pressure of final exams and assignments, you will find a perfect (and silent) learning environment at the Whitechapel Idea Store. Just a few minutes’ walk from the college, the Whitechapel Idea Store is a flagship library and learning centre. All SDS College students may join the Idea Store for free, where they will find, and be able to order, an incredible variety of books, journals, audio, video and digital resources.

INFOBYTES:

SDS lecturers use a methodology of training which clearly and concisely delivers all of the key points within the course module to achieve the required pass, based on our extensive data of student examination results.

The objective is to get you into a successful IT Career.



First say to yourself what you would be;
and then do what you have to do.
- Epictetus -

3 ...endeavour...

Quality Education

SDS College is committed to providing education and training of the highest standard.

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QUALITY ASSURANCE POLICY

The Short Version

- Students are provided with all the information they need, before, during and after their course.
- Students are provided with an appropriate level of learning support, if required or requested.
- Student progress is monitored by the college, according to individual and objective standards.
- Students have access to Senior Management, who are responsive to their views.
- Staff are included in, and benefit from, observation and appraisal processes.
- Staff receive continuous training, and take responsibility for their learning.

Please telephone or email the college any time, to request the “long version” of our Quality Assurance Policy

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LEARNING SUPPORT POLICY

The Short Version

- The college provides weekly English classes.
- The college provides weekly IT classes.
- These classes are compulsory for those students deemed to be below minimum requirements, optional for the others.
- At the start of each course, any student may request to join.
- At the end of each course, students on the course may provide a valid IELTS (English) or ECDL (IT) report to exempt themselves from further classes.

Fees for all courses covered by the Learning Support Policy are payable by the student.

Please telephone or email the college any time, to request the “long version” of our Learning Support Policy

INFOBYTES:

SDS is committed to our student welfare development policy, which insures all issues are addressed immediately by our staff.



Let us not live in our dreams, but in but in a reality where our dreams live.

- Anonymous -

...contribute...

Live in London

Big Ben, the London Eye, Tower Bridge, Buckingham Palace... Don't be surprised that we are able to arrange so many world-class tours and visits for our international students - we've got so many world-class places from which to choose! Your stay in London, whether it's for a summer or for a lifetime, should be an unforgettable experience.

Exploring the city will broaden your mind and add to your knowledge of the world. And if English is not your first language, this is a once-in-a-lifetime chance to really become a better English-speaker. Immerse yourself in London life and you will feel your vocabulary and pronunciation improve every day.

So when we help you to explore the city, we also help you to learn the language. If your English needs improving, that's not a reason to not study in London, that's a reason to start studying in London! For anybody who wants to speak better English, and to speak better British English, there is no other city in the world that compares with London.

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Work in London

Choosing a college in the heart of London opens doors not only to higher learning but to a city of global commerce, old traditions and new technologies.

What is your subject? Business? Marketing? Finance? IT? Hospitality? Healthcare? If you're serious about getting ahead in any of these sectors, you need to come to London. Even on a full-time course, if you manage your time well, you will be able (and may indeed need) to work part-time in order to support your studies. So make the most of that time, in London, and use it to enter your chosen industry.

When writing a CV, having the right work experience can be just as important as having the right qualifications. Often, that work experience can be the most important thing on your CV, it is what sets you apart from your competitors.

Your first step to success is to choose a good career; your next step is to choose London.

INFOBYTES:

The City of London dates back to before the 10th century, whatever your historical flavor it's on our doorstep. SDS is located in the City of London.

The London part time jobs market is thriving; this sector of business has traditionally been the most stable in the UK.



Life is a process of becoming...
- Anais Nin -

5 ...create...

IT@SDS

Finding resources to support your learning has never been easier than it is today, in the 'Internet Age'. At SDS College we offer our students a broad and ever-expanding range of combined classroom and electronic learning options.

You begin your blended learning on the day you start your course, with access to your individual profile on our purpose-built Electronic College Management System (ECMS). On the ECMS you will find your syllabus and notes.

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English & IT: Learning for all Levels

English is the language of global communication. On the telephone, on the internet, in the media, at work, at study, in business... if you want to speak to the world, you need to speak English. At SDS College, most of our students come to us with a good, basic training in the English language, from school and/or the media. They usually have a grasp of basic grammar and vocabulary, and with satisfactory reading skills.

When they choose to study here, students ask for the chance to expand their existing knowledge, work with native speakers of the language, immerse themselves in the language and be led through it by experienced teachers, until the language becomes something more than just a subject at school - it becomes a part of their lives.

English is also the language of IT and, in turn, access to more Information Technology will give you access to more language-learning possibilities. At SDS College, it is our promise to improve the English and IT skills of all our International Students, and to open up the life opportunities they deserve.

INFOBYTES:

SDS offers the widest selection of IT courses for UK based and International students seeking to enhance their skills on all levels.

For further information contact us.



Things are more like they are now
than they ever were before.
- Dwight D. Eisenhower -

...engineer...

Minimum Entry Requirements

You must be at least 18 years of age before applying to study at SDS College.

Unless stated otherwise in published course specific material, the minimum entry requirements for all certificate, diploma and undergraduate level programmes are as follows:

- IELTS: 5.5
- TOEFL (Paper-based): 500
- TOEFL (Computer-based): 180
- Cambridge FCE: Grade C
- NCC Education ELF level 5

We reserve the right to refuse admission to any student unable to produce any of the above documents. Other equivalent tests of English shall be considered on a case-by-case basis.

Students already admitted to the college who fall short of course-specific and college-wide entry requirements shall be subject to the terms of the college's Learning Support Policy.

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Information for Overseas (Non-EEA) Students

Mandatory requirements: Student Visas

IMPORTANT! PLEASE READ CAREFULLY!

Nationals of countries outside the European Economic Area are required to apply for a visa prior to arrival in the UK.

If your Programme of study is 6 months or less and you intend to leave after it finishes (i.e. you will be in the country for no longer than 6 months) then you should apply for a General Student Visa or Student Visitor Visa*.

If your Programmes of study is more than six months or you think you may want to extend your stay, then you should apply for General Student Visa.

*Note that if you apply for a Student Visitor Visa, once you have entered the UK you will not be allowed to extend your stay or switch to the General Student category.

You can find out more about UK visa requirements on the internet, by visiting <http://www.ukba.homeoffice.gov.uk/studyingintheuk>

INFOBYTES:

SDS will assist International Students who are eligible to obtain the necessary documents to enter UK.



Judge a man by his questions rather than by his answers.
- Voltaire -

Continued ...

MANDATORY REQUIREMENTS: ATTENDANCE

International students may only enrol in fulltime coursework that involves a minimum of 15 hours' organised daytime study per week.

ATTENDANCE POLICY

The Short Version

ALL STUDENTS are expected to:

- Attend the first contact-point (Start Date) of their course.
- Attend all subsequent contact-points. This includes lectures, seminars, tutorials, labs, examinations and any other scheduled appointments.
- Provide a doctor's note or other suitable documentary support, should they have a valid reason for non-attendance.

Should any student fail to meet the above requirements, they will be subject to disciplinary action that may lead to the termination of their enrolment with the college.

ALL INTERNATIONAL STUDENTS must also be aware of the following:

If you fail to report to the college for enrolment at the expected time, or if you miss 10 consecutive contact-points, the college will be forced to terminate your enrolment at the college. In such cases the college is also obliged to report you to the UK Border Agency. The Home Office will then take up your case.

Please telephone or email the college any time to request the "long version" of our Attendance Policy

INFOBYTES:

SDS will work with you to address outstanding issues prior to termination of enrolment.



The only good is knowledge and
the only evil is ignorance.
- Socrates -

...evolve...

Continued ...

MANDATORY REQUIREMENTS: CONTACT DETAILS

For international students, the college acts as your sponsor for the duration of your stay. This means that the college must know exactly where you are living in the UK, and how you can be contacted in case of an emergency. This is very important.

RECORDKEEPING POLICY

The Short Version

The College **MUST** have the following contact details on file:

- Your current address
- Your current home telephone number
- Your current mobile telephone number

Should you change any of the above details, please inform the Registrar immediately, and/or amend the information yourself, using the Electronic College Management System.

In addition to your contact details, the college must also have the following on file:

- A copy of your current passport
- A copy of your current visa/ ID card

Should you fail to inform the college, your enrolment will be terminated and you will be reported to the UK Border Agency. The Home Office will then take up your case.

The college reserves the right to keep detailed records on terminated students, indefinitely, for reporting purposes to the Home Office or any other regulatory agencies.

Unless permitted by you or your authorized representative, we do not share your information with any other third parties.

Please telephone or email the college any time, to request the "long version" of our Recordkeeping Policy

INFOBYTES:

SDS retains duplications of all documents for the observation of the UK Border Agency.

At SDS there is always someone to help you with the regulations and paper work.



I'm a great believer in luck and I find the harder I work, the more I have of it. - Thomas Jefferson -

Terms & Conditions

When we say * "SDS College", "the college", "we", "us" or "our", we mean SDS College London, 2-10 Osborn Street, London E1 6TD *"You" or "your" we mean you, our student. *"Agreement" we mean your agreement with us for the provision of your education.

Enrolment

- Registration, deposit and enrolment for any course at SDS College constitute a binding agreement on the part of the student to attend all classes from the start to the end of the course, and to pay the full tuition fees.
- Your agreement with us begins on the Start Date of your course, as specified in your registration documents, or on the date of your first invoice, whichever is later.
- If your invoice specifies a registration period, you agree to remain the student of SDS College for that period. You have limited rights to cancel your enrolment during the registration period, as set out below under "Enrolment Cancellations".

Start Dates

- The start date published in any written material, on the college website and/or as specified in your registration documents refers to Induction, Enrolment and/or the first lesson of your course. In all cases, your attendance is compulsory.

Late Entry

- If for any exceptional reasons (such as air travel arrangements, in the case of students arriving from abroad) you are unable to begin your course on the published start date, you can apply to the college for special permission to enter the course at a later date. All such requests must be accompanied by supporting written evidence, and received by the college no later than 14 days before the original start date. For requests received by the college less than 14 days before the start date, a fee of £50 will be charged. The latest possible entry to a course is 14 days after the published start date. If you are granted late entry, you agree to catch up with all course notes, set texts and assignments you may have missed. The college reserves the right to refuse any request for late entry

Changing Your Course

- Depending on the results of your placement test, and on your previous qualifications and experience, the college may remove you from one course and place you on another more suitable course. The procedures for this are described in the college's Learning Support Policy. In such cases, you will be refunded what fees you have paid towards your first course, and you will be required to pay the full fees for your new course. The college is responsible for informing the relevant authorities of any such changes.
- You may apply for special permission to change your course. Such requests will be considered on a case-by-case basis, and a £50 fee will be charged. As above, you will be refunded what fees you have paid towards your first course, and you will be required to pay the full fees for your new course.
- If you abandon your studies before the completion of your course, your name will be taken off the class register. In such cases no refunds will be made save in accordance with the terms set out below. You may be deemed to have abandoned a course if you fail to attend college on the start date of your course, if you miss ten consecutive expected contacts, and/or if your attendance falls below 80%.
- The college will not consider requests to extend the duration of a course due to any absence, authorized or otherwise, or illness.
- SDS College reserves the right to introduce new courses and make changes to the structure of existing courses. If there is a substantive change to the structure of your course, we shall notify you in writing, giving the reason for such a change.
- If for any reason your course is cancelled by the college, you will be offered the choice of an alternative course, or a refund of your course fees, calculated on a pro-rata basis according to the amount of time you have already studied with the college.

Classes

- The college will do everything possible to ensure that all expected contacts are delivered according to the exact details published in the course timetable and academic calendar. However, accurate timetabling is dependent on many factors, and exact accuracy cannot be guaranteed. The College reserves the right to change the time, location, teacher, duration and/or content of any lecture, tutorial, lab or any other expected contact without prior notice.

Tuition fees

- Subject to any special terms agreed in writing between you and the college, the college shall be entitled to invoice you for your full course fees upon registration or at any time thereafter, and you shall be liable for the immediate payment of that invoice.
- If you fail to make any payment on the date it is due then, without prejudice to any other right or remedy we may have, we are entitled to:
 1. Cancel any agreement between us.
 2. Charge you interest (both before and after judgment) on the amount unpaid, at the rate of 10% above the base-lending rate of the Bank of England. Interest is charged on a per-annum basis, calculated daily.
 3. Take legal, including but not limited to the termination of your enrolment with your college (forcing the college to inform the Home Office of your loss of legal status within the country), and/or taking direct action against you for non-payment of fees in order to enforce the collection of our unpaid fees. In such circumstances, you would be liable for any costs, including legal costs, incurred by us in the process of collecting said fees, with interest calculated daily as outlined in "2" above.
- Students will not be required to pay for internal examination fees. However, all course fees are exclusive of any fees charged (including but not restricted to fees for membership, registration and/or examinations) by external awarding bodies, other membership-based organizations and/or Universities.

Fees are non-transferable to any other individual.

Please telephone or email the college any time, to request the "long version" of our Recordkeeping Policy

INFOBYTES:

All our candidates also get additional benefits, including unlimited access to all resources, whenever they want - prior booking may be required.

Candidates also get a 24 hour contact number in the event that they have to discuss any issue at any time.



Knowing is not enough;
we must apply!
- Goethe -

...imagine...

Terms & Conditions

Holidays

- The college reserves the right to set all holiday dates in advance, on the academic calendar and/or any other published material. We shall then endeavour to keep the dates of all holidays in line with the published dates. However, we reserve the right to make changes to holiday dates in case of unavoidable circumstances.
- As outlined above, holiday dates are set by the college. The college will not consider any requests from students wishing to go on holiday on any other, term-time dates.
- Students with a genuine, exceptional and unavoidable reason to leave the country during term time should apply for special permission, a minimum of seven days in advance, with detailed written evidence to support their request. There is no guarantee that the college will grant any such requests at all.

Enrolment Cancellations

- Cancellation by the student:
 1. You are entitled to cancel your enrolment with the college, by giving us written notice of your cancellation at least 3 months before the date on which you wish to end the agreement. However, you must pay us any outstanding fees and any other charges owed by you to us, plus a cancellation fee of 33% of the remaining due fees.
- Cancellation by the College:

The college will cancel your enrolment if:

 - We have reason to believe you have used our service for illegal or improper purposes;
 - We have reason to believe you have provided us with false and/or misleading information about yourself;
 - We receive a serious complaint against you which we believe to be genuine;
 - We have reason to believe that you are not abiding by this agreement, or that you have broken college rules, or that you have failed to follow the Code of Conduct as laid out in the SDS College Student Handbook.

In case of any of the above, you must pay us any outstanding fees and any other charges owed by you to us.

We will report to the Home Office any student whose enrolment with the college has been terminated in this way.

SDS College Visa Refusal Refund Scheme

SDS College offers all students a "No Visa, No Fee" Visa Refusal Refund Scheme, subject to the following terms and conditions:

- Where a student's enrolment with the college has been cancelled owing to their application for a General Student Visa being refused, SDS College reserves the right to exercise a lien on any fees until all original documentation supporting the student visa application, in addition to the original visa refusal letter from the British authorities is supplied.
- If a student is refused entry into the United Kingdom or Leave to Remain in the UK due to lack of funds, due to working without a work permit, due to poor attendance, due to an invalid change of status, or due to his/her providing the British authorities or the college with false information - or if a student is given a visa other than a General Student (Adult) Visa to enter or remain in the UK - then that student will not qualify for a refund under our Visa Refusal Refund Scheme.
- Students are expected to book their place on a course at SDS College well in advance of their expected start date, so as to have time to prepare a complete and accurate visa application that meet all of the British authorities' visa requirements. If a visa is refused due to a student's failure to do so, and if the college has reason to believe that the student failed to prepare a complete and accurate visa application because they did not allow sufficient time to complete the application carefully, they will not qualify for a refund under our Visa Refusal Refund Scheme.
- In light of the above, it should therefore be noted that bank transfers will take up to 8 weeks and that cheques will take up to 10 working days to clear. Official documents (including "offer letters" and "visa letters") from the College can only be issued after confirmation of the payment has been received by us from the relevant bank.
- The original start date shall be considered as the start date for the student's application under the Visa Refusal Refund Scheme.
- If a student with leave to remain in the UK travels out of the country, between the start date and end date of their course, and if that student is refused re-entry, then they will not qualify for a refund under our Visa Refusal Refund Scheme.
- Refunds will be made only in the name of the individual who paid the fees initially.
- Refunds will only be made by bank transfer or by cheque, and the student shall be liable for any bank charges thereby incurred.
- Refunds under our Visa Refusal Refund Scheme will take a minimum of five weeks from the date all original documents are presented to SDS College.

Disclaimer

Please note that we have made every effort to ensure the accuracy of all material contained herein. At the time of going to press all information was correct. Our prospectus and marketing material are provided for illustration purposes only and, other than the Terms & Conditions set out above, do not form or constitute any contractual term between the college and any other person.

General

- SDS College will not under any circumstances disclose personal information to a third party other than the UKBA and other relevant British authorities, without the prior consent of you or of your authorized representative.
- These Terms & Conditions are governed by the laws of England & Wales. Each of us agrees that, should it become necessary, we would take any related legal action only to a court within England or Wales.
- For further information, please contact SDS College directly.

CALL US TODAY at
0203 246 0068
OR VISIT
www.sdscollege.co.uk

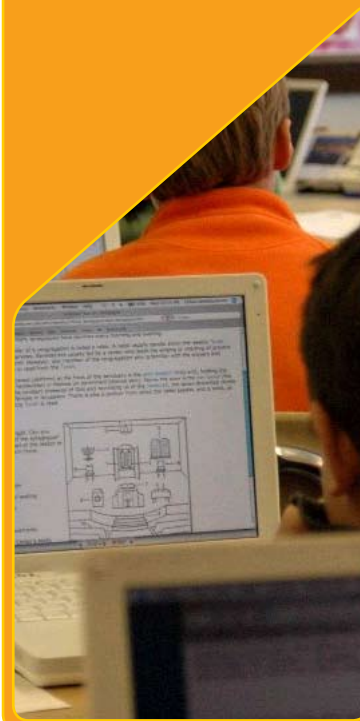
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Education is the most powerful
weapon which you can use to
change the world.
- Mandela -