



IC Training Centre

PROSPECTUS



2023

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WELCOME MESSAGE



WE ARE THRILLED TO WELCOME YOU TO THE IC TRAINING CENTRE. AS A POTENTIAL, NEW OR CONTINUING STUDENT, YOU ARE ON ONE OF THE MOST TRANSFORMATIVE JOURNEYS OF YOUR LIFE AND WE ARE HERE TO HELP YOU SUCCEED! WE ARE SURE THAT YOU MIGHT BE A BIT NERVOUS OR EVEN SCARED, BUT JUST REMEMBER ONE THING: YOU ARE NOT ALONE. THIS IS THE BEGINNING OF YOUR JOURNEY, YOUR FUTURE, SO YOU ARE IN CONTROL.

WHILE THE YEAR 2022 HAS BEEN FILLED WITH THE CHALLENGES NOT SEEN BEFORE, OUR TEAM IS COMMITTED TO ENSURING THAT YOU CONTINUE TO EXPERIENCE THE HIGHEST STANDARD OF LEARNING.

WE WANT YOU TO REMEMBER TO ENJOY YOUR EXPERIENCE. CELEBRATE YOUR ACCOMPLISHMENTS AND NEVER EVER LET YOUR MISTAKES DETER YOU FROM YOUR GOAL. INSTEAD, LEARN FROM THEM AND SHARE YOUR LEARNING EXPERIENCE.

BELIEVE THAT YOU CAN SUCCEED AND YOU DEFINITELY WILL. OUR TEAM WILL ALWAYS BE THERE FOR YOU.

**BEST WISHES,
JAYABALAN GUKANESAN
DIRECTOR**

ABOUT US

IC TRAINING CENTRE

IC Training Centre is an education and training provider offering high quality training to help you get on in your chosen career.

IC Training Centre aims to improve the quality of life and skills of individuals and diverse communities to reach their full potential in the 21st Century job marketplace.

IC Training Centre's mission is to ensure that we contribute towards economic growth by reducing the skills shortage gap, meeting employer's needs and developing flourishing communities as a result of offering our customers a wide range of educational, learning, training and development opportunities.

Our focus for the next five years is on redefining our shared values, maximising the efficiency of our operations, diversifying our activities, and ensuring an excellent student experience. We are confident that this will ensure that the Centre continues to occupy a unique position in the educational sector for many generations to come.

MISSION AND VISION



VISION

IC Training Centre aims to improve the quality of life and skills of individuals and diverse communities to reach their full potential in the 21st Century job marketplace.

MISSION

IC Training Centre's mission is to ensure that we contribute towards economic growth by reducing the skills shortage gap, meeting employer's needs and developing flourishing communities as a result of offering our customers a wide range of educational, learning, training and development opportunities.

OUR GOAL

ACHIEVING EXCELLENCE AND QUALITY

- Ensure the centre continually strives for excellence in standards
- Ensures learners outcomes and experiences are excellent
- Engage staff development in excellence and quality frameworks



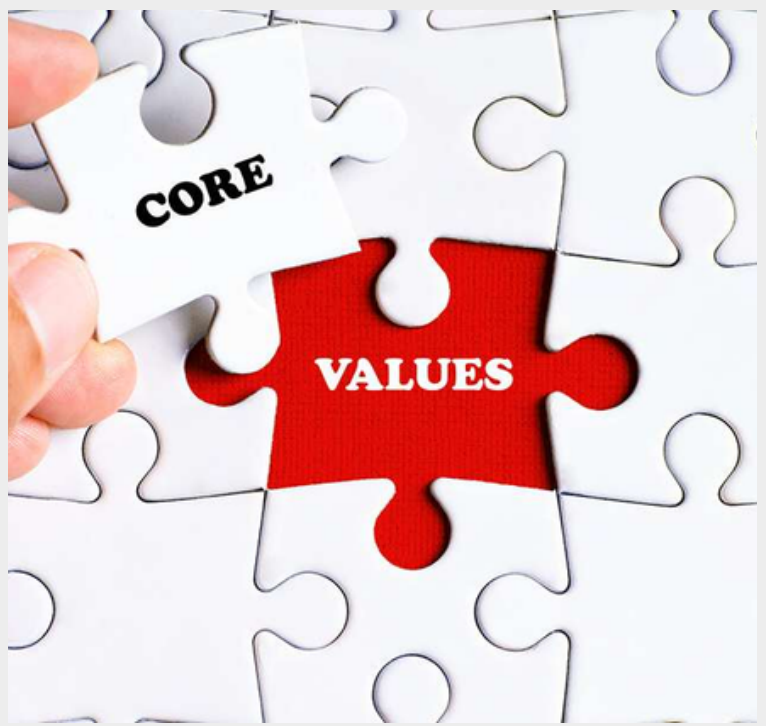
PROVIDING STUDENTS WITH OUTSTANDING CUSTOMER EXPERIENCE

- Establish best practice to support positive student experiences
- Support and promote students and Alumni's journey of progression
- Promote and deliver high-quality accessible training, education and professional development opportunities to students and new customers.

ORGANISATIONAL GROWTH AND DEVELOPMENT

- Ensure ICTC is Fit for Purpose
- Identify ongoing sustainable resources and funding
- Foster partnerships with employers and stakeholders.

OUR VALUES



EXCELLENCE

At IC Training, excellence comes along with empowerment and achievement in learning. For us, it is very important to provide support, guidance for improvement, confidence, life skills and qualifications to gain social mobility and progression in work, life and wellbeing.

SOCIAL RESPONSIBILITY

We are socially responsible is towards people and environment. We have the responsibility for community, people from all backgrounds and our earth. Our main intention is to provide high quality information, advice or guidance, safeguard and be aware of the impact we make to our world and people.

FLEXIBILITY

Our team will not have flexibility without creativity and innovation which allows us to go extra mile for our stakeholders. Being able to meet changing needs and expectations of clients and staff is really important to us as it challenges us to think out of the box and create the best possible experience for all.

RESPECT

Respect comes along with integrity and honesty and we believe that is a key to providing support to one another, working co-operatively, respecting one another's views, and making our work and learning environment fun and enjoyable. We work with one another with enthusiasm and appreciation of helping all people from all areas and backgrounds.

DIVERSITY AND INCLUSION

At IC Training Centre we believe that every person no matter their background can be a great asset to the organization and can bring new cultural habits and open our minds. That is why it is important to be open to different opinions and cultures.

MEET THE TEAM

THE PEOPLE WHO MAKE UP IC
TRAINING CENTRE SHARE THE
VISION AND VALUES OF OUR
COMMUNITY



JAYABALAN GUKANESAN

Founder & Director

As the director of IC Training Centre, my prime duties are to create and monitor the strategies to develop our business and also to evaluate the policies and procedures to be followed by our staff and stakeholders to achieve our long term goals.



RUPAL MEHTA

Principal

As a Principal, I am responsible for overseeing the high-level of operations at IC Training Centre by creating a safe learning environment, managing the development of curriculum and setting as well as monitoring performance goals for teachers and students.



RAVEENA KOOLERI

Office Manager

As an office manager, I am responsible for overseeing the administrative duties, implementing coordination and communication among the team members, arranging meetings with stakeholders and further coordinating with the senior officers.

IC TRAINING CENTRE



MEET THE TEAM



CHLOE FAYE CLARKE

Administrator

I will be managing the administration at IC Training Centre supporting the office with administrative duties. Further contacting and promoting company's reputation and attractiveness as an outstanding educational opportunity.

OUR COURSES



IC TRAINING CENTRE IS ACCREDITED BY ACCREDITATION SERVICE FOR INTERNATIONAL SCHOOLS, COLLEGES AND UNIVERSITIES (ASIC) WHICH IS AN INDEPENDENT BODY PROVIDING ACCREDITATION SERVICES FOR INDEPENDENT, FURTHER AND HIGHER EDUCATION COLLEGES.

ASIC ACCREDITATION HELPS STUDENTS AND PARENTS MAKE A MORE INFORMED CHOICE AND WILL ALSO HELP A SCHOOL, COLLEGE, UNIVERSITY, TRAINING PROVIDER OR DISTANCE EDUCATION PROVIDER, DEMONSTRATE TO THE INTERNATIONAL STUDENT BODY THAT THEY ARE A HIGH QUALITY INSTITUTION.

Courses we offer:

- **Level 3 Certificate in Principles of Business Administration**
- **Level 2 Certificate in Principles of Business Administration**
- **Level 2 Certificate in Health and Social Care**
- **Functional Skills - English**

LEVEL 3 CERTIFICATE IN BUSINESS ADMINISTRATION

THIS QUALIFICATION PROVIDES LEARNERS WITH THE ESSENTIAL KNOWLEDGE OF HOW TO CARRY OUT ADMINISTRATIVE TASKS SUCH AS MANAGING INFORMATION, PLANNING MEETINGS AND DELIVERING PRESENTATIONS. LEARNERS WILL UNDERSTAND HOW TO CREATE BESPOKE DOCUMENTS, GAIN KNOWLEDGE OF COMMUNICATION SYSTEMS AND LEARN HOW TO CONTRIBUTE TO WIDER DEPARTMENTAL OR ORGANISATIONAL CHANGE.

DURATION

6 months

PRICE

£5000

ENTRY REQUIREMENTS

Must be aged 18 and above

There are no specific recommended prior learning requirements. However, learners may find it helpful if they've already achieved a Level 2 qualification.

COURSE MODULES

- Principles of business
- Principles of business communication and information
- Principles of administration
- Understand how to develop and deliver a presentation
- Understand equality, diversity and inclusion in the workplace
- Understand how to manage performance and conflict in the workplace
- Understand how to deliver customer service

PROGRESSION

After this qualification, learners can consider Level 3 Diploma in Business Administration, employment or higher studies*

*On successful completion and if eligibility rules are met

LEVEL 2 CERTIFICATE IN BUSINESS ADMINISTRATION

THIS QUALIFICATION PROVIDES LEARNERS WITH THE KNOWLEDGE THAT IS REQUIRED TO WORK IN A RANGE OF ENVIRONMENTS IN A BUSINESS ADMINISTRATION ROLE. LEARNERS WILL KNOW HOW TO CARRY OUT ADMINISTRATIVE TASKS SUCH AS MANAGING INFORMATION AND SUPPORTING EVENTS AND WILL BE ABLE TO APPLY THEIR KNOWLEDGE IN A VARIETY OF INDUSTRIES AND JOB ROLES.

DURATION

6 months

PRICE

£5000

ENTRY REQUIREMENTS

Must be aged 18 and above

There are no specific recommended prior learning requirements. However, learners may find it helpful if they've already achieved a Level 1 qualification.

COURSE MODULES

- Principles of personal responsibilities and working in a business environment
- Principles of providing administrative services
- Principles of managing information and producing documents
- Principles of supporting business events
- Principles of maintaining stationery stock

PROGRESSION

After this qualification, learners can consider Level 2 or Level 3 Diploma in Business Administration, employment or other higher studies*

*On successful completion and if eligibility rules are met

LEVEL 2 CERTIFICATE IN FUNCTIONAL SKILLS ENGLISH

ENGLISH COURSE COVER ALL FOUR LANGUAGE SKILLS: READING, WRITING, LISTENING AND SPEAKING. STUDENTS STUDY ENGLISH TO IMPROVE THEIR CONFIDENCE AND FLUENCY IN ENGLISH. AS A NATIONALLY RECOGNISED, STAND-ALONE QUALIFICATION, THE COURSE GIVES YOU TRANSFERABLE SKILLS WHICH ARE ESSENTIAL TO A RANGE OF OCCUPATIONS.

DURATION

11 months

PRICE

£5000

ENTRY REQUIREMENTS

Must be aged 18 and above

There are no specific recommended prior learning requirements. However, learners may find it helpful if they've already achieved a Level 1 qualification.

COURSE MODULES

- Reading
- Writing
- Speaking and Listening

COURSE ASSESSMENT

To successfully achieve this qualification, learners must pass the exams of each course module

PROGRESSION

After this qualification, learners can demonstrate the required level of English to enrol for the higher level studies in the UK*

*On successful completion and if eligibility rules are met

LEVEL 2 CERTIFICATE IN HEALTH AND SOCIAL CARE

THIS QUALIFICATION IS DESIGNED TO COVER A RANGE OF KEY SUBJECT AREAS IN HEALTH AND SOCIAL CARE. THIS COURSE WILL PROVIDE LEARNERS WITH KNOWLEDGE AND UNDERSTANDING OF CORE SUBJECT AREAS IN HEALTH AND SOCIAL CARE TO SUPPORT PROGRESSION TO FURTHER LEARNING OR WORKPLACE

DURATION

3-4 months

PRICE

£5000

ENTRY REQUIREMENTS

Must be aged 18 and above

There are no specific recommended prior learning requirements.

COURSE MODULES

- Human Growth and Development
- Safeguarding and Protection in Health and Social Care
- Equality, diversity and rights in health and social care

COURSE ASSESSMENT

To successfully achieve this qualification, learners must pass the exams of each course module

PROGRESSION

After this qualification, learners can progress to Level 3 Award, Certificate and Extended Diploma in Health and Social Care and may also progress into a range of job roles in the health and social care sector

*On successful completion and if eligibility rules are met

INTAKE DATES 2023

**21st
August
2023**

**16th
October
2023**

**4th
December
2023**

APPLY NOW!

FOR FURTHER INFORMATION REGARDING YOUR
ADMISSION OR RELATED ENQUIRIES PLEASE
CONTACT OUR TEAM VIA THE FOLLOWING:

E-MAIL: [**ADMIN@ICTRAINING.CO.UK**](mailto:ADMIN@ICTRAINING.CO.UK)

TELEPHONE: **+44 (0) 203 371 1041**





CONTACT US

4th Floor, Forest House, 16-20 Clements Road, Ilford,
London, United Kingdom, IG1 1BA
+44 (0)203 371 1041 | www.ictraining.co.uk
info@ictraining.co.uk |

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