



# BBSI

Bournemouth Business School International



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## ALL COURSES

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**Bournemouth Business School International**

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England



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# **BBSI COURSES**

*The following study programmes are available at BBSI:*

## **English Language Courses**

- \* **General English**
- \* **Academic English & IELTS Examination Preparation**
  - \* **General English, Computing & IT Skills**

## **Business English Courses**

- \* **Communication & Business Skills**
- \* **International Business English**

## **Certificate, Higher-Certificate, Diploma, University Foundation and Pre-Masters Courses**

- \* **Management & Business Administration**
- \* **Marketing, Advertising & Public Relations**
  - \* **Finance & Financial Services**
- \* **Hospitality Management & Tourism**
  - \* **Legal Studies**
  - \* **Science, Mathematics & IT**

## **Summer Courses**

- \* **General English**
- \* **Academic English & IELTS Examination Preparation**
  - \* **Communication & Business Skills**
  - \* **International Business English**
- \* **Management / Management & Business Skills**
- \* **Marketing / Marketing & Business Skills**
- \* **Finance / Finance & Business Skills**
- \* **Hospitality & Tourism / Hospitality, Tourism & Business Skills**
  - \* **Legal Studies / Legal Studies & Business Skills**

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## **Course Package**

The following are included in the BBSI enrolment and tuition fees for all courses:

- \* *course tuition*
- \* *BBSI induction folder*
- \* *diagnostic testing on arrival*
- \* *School induction programme*
- \* *progress testing*
- \* *walking tour of central Bournemouth (on main start dates)*
- \* *access to School IT training rooms (30 PCs)*
- \* *access to School Wi-Fi network throughout the School*
- \* *student ID card*
- \* *tourist information & bus-route map*
- \* *welfare & support services (24-hour helpline)*
- \* *host-family booking & liaison*
- \* *end of course certification*
- \* *coffee & conversation club*
- \* *access to School social programme (some activities may incur a small charge)*
- \* *access to BBSI reference library*
- \* *welcome & farewell parties*

***Lesson Duration:*** 45 minutes

***Maximum Class Size:*** 12 students (however BBSI reserves the right to increase class sizes to a maximum of 15 during peak periods).

***Certification:*** BBSI / NCFE / ILEC / ICFE / CMI / ICDL (as appropriate)

## SCHOOL FACILITIES & LOCATION

### Facilities

The School occupies 2 prominent and adjoining Victorian buildings located in the centre of Bournemouth, comprising 31 well-equipped classrooms. School capacity is around 350 students, and facilities include:

- \* *2 fully-networked IT Multi-Media Centres; 30 computers*
- \* *31 classrooms equipped with DVD/VCR/CD facilities, 4 of which have Internet connections*
- \* *real-time access to the Internet for trainees on specialised programmes*
- \* *WiFi wireless Internet access throughout the premises*
- \* *e-mail facilities*
- \* *high-speed, Broadband connection*
- \* *reference Library*
- \* *student Common Room, refreshment facilities with satellite television*
- \* *garden and patio area for relaxation*
- \* *2 parking areas for cycles*
- \* *bus stop immediately outside the premises*



### Location

The relaxed, friendly and personal atmosphere at BBSI provides a central facility in Bournemouth, where students can base both the academic and social structures of their lives in England. A sea-side holiday resort, regional centre for commerce, and a university town, Bournemouth is sophisticated and vibrant; it is also a unique place in which to live and study throughout the year. The Town offers a wide range of quality entertainment and shopping to cater for all tastes, is within 2 hours of London, and has easy access to many regional cultural features. Why not visit the links below to view some photos of Bournemouth.

- [www.bournemouth.com/largephotos/sandybeach.html](http://www.bournemouth.com/largephotos/sandybeach.html)
- [www.bournemouth.com/largephotos/shops.html](http://www.bournemouth.com/largephotos/shops.html)
- [www.bournemouth.com/largephotos/gardens.html](http://www.bournemouth.com/largephotos/gardens.html)
- [www.bournemouth.com/largephotos/fireworks.html](http://www.bournemouth.com/largephotos/fireworks.html)



## **SPORTS, LEISURE & RECREATION**

### **Sports, Leisure & Recreation**

BBSI offers a comprehensive selection of leisure, sports and social activities, both during the day and in the evenings. In planning such activities, the School takes full account of the cultural differences between life in England and in students' home countries. In satisfying this requirement, staff consider, among other factors, cultural background, individual lifestyles and religious faith. Activities include:

- \* *football tournaments*
- \* *beach volleyball tournaments*
- \* *excursions*
- \* *skittles evenings*
- \* *games nights*
- \* *coffee and conversation club*



### **Social Programme**

BBSI offers a full summer social programme for both staff and students. Activities include cultural excursions, day trips, beach BBQs, sporting events and include the following:

- \* *welcome party*
- \* *day trips to London and Bath*
- \* *karaoke pub nights*
- \* *picnics in the park*
- \* *beach parties*
- \* *school BBQs*
- \* *museum visits*
- \* *London theatre trips*
- \* *leaving party*



## ACCOMMODATION & WELFARE

### Welfare Facilities

Welfare staff are on hand throughout normal School opening hours. Emergency staff are contactable by telephone, if required, at weekends and overnight.

### Accommodation, Domestic & Pastoral Care

The Student Services Officer (SSO) is responsible for initial evaluation of each premises and their environment. Accommodation is monitored on a regular basis to ensure the needs of trainees are met and that high standards are maintained. BBSI staff are available on a 24-hour basis to deal with emergencies.

### Standard Host Family

To ensure maximum exposure to the English language and culture, trainees are recommended to reside with host families. Accommodation is provided in single rooms with bathroom facilities, on a part-board basis, ie breakfast and dinner Monday to Friday and all meals at weekends. Host-family accommodation is also available on a bed & breakfast or self-catering basis.

### Executive Host Family

BBSI also provides a limited number of executive-style homes for accommodation. These are high-quality homes in exclusive residential areas with student bedrooms of above-average size with en-suite/private bathroom facilities. Many executive rooms have TV included, and some provide Internet connection.

#### *Standard Accommodation Fees (weekly)*

*July & August 2010*

*Part Board £120.00, Self Catering £94.00*

*Bed & Breakfast £100.00*

*September 2009 to June 2010*

*Part Board £100.00*

*Self Catering £74.00*

*Bed & Breakfast £80.00*

#### *Executive Accommodation Fees (weekly)*

*July & August 2010*

*Part Board £205.00, Self Catering £155.00*

*Bed & Breakfast £165.00*

*September 2009 to June 2010*

*Part Board £185.00, Self Catering £135.00*

*Bed & Breakfast £145.00*

*Course Enrolment Fee £90.00*

### Testing & Progress Monitoring

Students undergo pre-course diagnostic tests on their arrival at BBSI for placement and planning purposes.

### Reporting

Detailed final reports can be made available to each student on completion of a training programme (on request). Training reports will cover the following:

- \* *IELTS levels & progress in all areas of study*
- \* *attitude to studies, ie motivation, effort & participation*
- \* *quality & submission of assignments*
- \* *attendance & punctuality*
- \* *major strengths & weaknesses; any remedial action required*
- \* *any known welfare or social problems*
- \* *study skills demonstrated*



## **TRAVEL & TRANSFER DETAILS**

### **Travel Details**

Bournemouth is less than 2 hours' travelling time from London by coach, train or car, and provides easy access to many regional cultural features, as well as to the cities of Bath, Oxford, Salisbury and Southampton. On their first morning at BBSI, students participate in a tour of Bournemouth and view those amenities close to the School. Transport facilities are explained, including those bus routes between the Town Centre (the location of BBSI) and areas of host-family accommodation. Most bus journeys in and around Bournemouth take between 10 and 20 minutes.

### **Travel Times**

#### **Express Coach**

*London Heathrow – Bournemouth*  
2 hours 24 minutes  
*London Gatwick – Bournemouth*  
3 hours 30 minutes  
*Bournemouth Int. Airport – Bournemouth*  
20 minutes  
*London Stansted – Bournemouth*  
4 hours  
*Portsmouth Ferry Terminal – Bournemouth*  
1 hour 20 minutes  
*Southampton – Bournemouth*  
40 minutes

#### **Rail**

*London Waterloo – Bournemouth*  
1 hour 40 minutes  
*Southampton Airport – Bournemouth*  
38 minutes

#### **Road**

*London Heathrow – Bournemouth*  
1 hour 30 minutes  
*London Gatwick – Bournemouth*  
2 hours  
*Southampton Airport – Bournemouth*  
30 minutes  
*Bournemouth Airport – Bournemouth*  
15 minutes

### **Transfer Details**

A transfer service from airports, seaports, rail and coach stations is available to take students directly to their host families. This service includes a personal welcome on arrival in Bournemouth.

#### ***Transfer Fees (one way)***

*Valid until 24 September 2010*

*London Heathrow: £125.00*

*London Gatwick: £135.00*

*London Stansted: £180.00*

*Southampton Airport: £65.00*

*Bournemouth International Airport: £35.00*

*Additional driver-waiting time will apply after one hour (£10.00 per 30 minutes)*

*Fees for transfers from other locations are available on request.*

## BBSI COURSES

### General English

Our English-language courses are designed and structured at different language levels to enable international students to develop all 4 language skills, as well as their knowledge of grammar and vocabulary, at a language level to suit their needs. Courses vary in duration and are available in the following subjects:

- \* *General English*
- \* *Academic English & IELTS Examination Preparation*
- \* *General English, Computing & IT Skills*

### Business English Courses

Our business English courses are designed for international students and professionals who wish to gain a useful grounding in business English and professional communication skills. Courses available are:

- \* *Communication & Business Skills*
- \* *International Business English*

### Certificate, Higher-Certificate, Diploma, University Foundation & Pre-Masters

The following training programmes are available as either 12 week (Certificate), 24 week (Higher-Certificate), 36 week (Diploma), University Foundation or Pre-Masters study options. Our higher-certificate and diploma study options, including University Foundation and Pre-Masters higher-certificates and diplomas, are considered notionally at NQA Level 3 within the British Government's National Qualifications Framework and students who successfully complete these will gain an additional NCFE award.

- \* *Management & Business Administration*
- \* *Marketing, Advertising & Public Relations*
- \* *Finance & Financial Services*
- \* *Legal Studies*
- \* *Science, Mathematics & IT*
- \* *Hospitality Management & Tourism*

### Summer Courses

These courses are available during the summer months and the minimum booking period is 2 weeks. Entry to these flexible courses is weekly from July to September. The first entry date for 2010 is 05 July and the last entry date is 13 September. Courses on offer include the following:

- \* *General English*
- \* *Academic English & IELTS Examination Preparation*
- \* *International Business English Management*
- \* *Management & Business Skills*
- \* *Marketing*
- \* *Marketing & Business Skills*
- \* *Finance*
- \* *Finance & Business Skills*
- \* *Hospitality & Tourism*
- \* *Hospitality, Tourism & Business Skills*
- \* *Legal Studies*
- \* *Legal Studies & Business Skills*

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### Tuition Fees

Information on fees can be found on the BBSI Website at [www.bbsi.co.uk](http://www.bbsi.co.uk)





## ACCREDITING BODIES for BBSI COURSES



**BRITISH COUNCIL**

The **British Council**, in partnership with **English UK**, forms a national accrediting body, **Accreditation UK**, for accredited schools, colleges and universities that provide courses in English as a foreign language. **British Council** and **English UK** inspectors carry out inspections every 4 years of those recognised institutions that provide English language training of high quality.



**UNIVERSITY OF  
CAMBRIDGE ESOL EXAMINATIONS  
BOARD**

**University of Cambridge ESOL** examinations are the World's leading range of certificates for learners of English. BBSI is a Registered Centre for the following examinations administered by the **Cambridge ESOL Examinations Board**: BEC, ICFE, ILEC. Each year **Cambridge ESOL** examinations are taken by over 2 million people, in 130 different countries. The examinations are well known for their high-quality assessment of real English, as used in everyday work, study and leisure situations. ESOL qualifications are widely recognised by employers and educational institutions worldwide.



The national awarding body **NCFE** was established in 1848 and, with the exception of some of the UK's earliest established universities, is the oldest provider of recognised qualifications in the UK. BBSI is a holder of the **NCFE Investors in Quality (IIQ) License** in recognition of the fact that BBSI's training programmes meet the rigorous standards set by the national education standards agency, the **National Qualifications Agency (NQA)**. BBSI's course in Communication & Business Skills and all our higher-certificate and diploma study programmes are considered notionally at NQA Level 3 within the British Government's National Qualifications Framework.



**ENGLISH UK**

**English UK** is the official representing body for English-language schools, college and universities in the UK, and is the only official UK association that submits to external inspection of its members. **English UK**, in association with the **British Council** operates the **English in Britain Accreditation Scheme (EiBAS)**. Each member submits to regular inspections, to ensure the highest standards in academic quality, management, welfare, accommodation, trainee services and health & safety. Moreover, a complaints procedure provides access to an independent ombudsman.



**Business English UK** is an association of accredited centres in the UK that focus on providing business and professional English-language training. The Association is open to all accredited trainers who share a dedication to high quality, and who specialise in providing business English courses and specialised English-language courses for professionals and students. All members commit to a charter of quality ensuring a uniformity in service at all training centres.



**CMI**

The **Chartered Management Institute (CMI)** promotes the art and science of management. **CMI** has a Royal Charter and is a nationally accredited organisation responsible for establishing standards of excellence in management and recognising that excellence through the award of professional qualifications. BBSI is a **CMI Approved Training Centre** and **Academic Partner**.



APPROVED CENTRE  
**CHARTERED INSTITUTE  
OF PURCHASING & SUPPLY**

The *Chartered Institute of Purchasing & Supply (CIPS)* exists to promote and develop high standards of professional skill, ability and integrity among all those engaged in purchasing and supply-chain management. Established in 1932, *CIPS* has grown to become the central reference for industry best practice and the code of conduct was awarded a Royal Charter in recognition of its status as a centre of excellence and support for the logistics profession. BBSI is a *CIPS Approved Training Centre*.



**ISO 9001**

The requirements specified in the *National Quality Assurance ISO 9001 Standard* are aimed primarily at achieving customer satisfaction. Management-system certification stimulates a climate of confidence in the quality-management procedures and practices that institutions apply in support of the services they provide. The *ISO* registration mark is an indication that BBSI meets the needs and expectations of its trainees in providing high quality and good value.



**IALC**

Established in 1983, *IALC* is an association for quality assured independent language schools throughout the World. All institutes with *IALC* membership are regularly inspected and monitored under the rigorous *IALC Quality Scheme*. Membership is by invitation only. While each member of *IALC* is independent and unique, each shares the highest commitment to professionalism and excellence in all aspects of service.



**INTERNATIONAL  
COMPUTER DRIVING LICENSE®**

The *International Computer Driving License® (ICDL)* is the internationally recognised qualification that enables individuals to demonstrate competence in computer skills. BBSI is an *Approved Training Centre*. The *ICDL* is the fastest growing IT user-qualification in over 125 countries and is designed specifically to develop IT skills and provide a benchmark qualification in computing, thus enhancing career prospects.

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