



Professional Development course

ICM
2011/12



London Metropolitan University is one of the most diverse universities in the UK, with around 30,000 students. We are committed to the delivery of academic excellence, vocational relevance and personal development.

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Professional Development Courses at LMBS

With over 220 full-time academic staff, a sizeable team of visiting lecturers London Met Business School is a leading provider of professional development courses in London. Our professional courses are focused, relevant and up-to date, and are designed to provide you with industry-standard qualifications.

LMBS provides a high quality Institute of Credit Management course and was recently granted ICM 'Premier Centre' status for the quality of its provision. Courses run as evening, distance learning and online modes which were purposefully put together to allow for greater flexibility for our working students.

The Chartered Institute of Marketing recognises London Met as a centre of excellence, and we are one of the largest provider of CIM programmes in UK, our students regularly outperforming national and international standard. Marketing courses include full-time, intensive day-time block and part-time evening classes.

We are also a leading provider of the Communication Advertising and Marketing (CAM) course. This course is aimed at those wanting to develop skills in the communications industry.

A number of open days/ evenings have been organised prior to the start of the programmes where our professional-courses staff can give potential students professional advice. Dates for the open evenings for 2011 - 2012 are:

30 August and 1 September 2011

10 and 19 January 2012

All our professional courses run in the Moorgate campus which has a well-stocked library providing a comprehensive range of relevant textbooks and journals.

We also advise early enrolment to avoid disappointment.

Dr Jalil Ahmed
Professional Courses Co-ordinator

ICM

Institute of Credit Management

The world of credit management is an extremely dynamic environment demanding ever-changing skills and knowledge base in areas such as trade, commerce and export credit, as well as related areas such as collections, credit reporting, credit insurance and insolvency practice.

Who is the course designed for?

The ICM course is designed for anyone wishing to move into or progress in a credit role. The Certificate and Diploma courses aim to provide a sound understanding of the concepts, processes and techniques that underpin best practice across a range of credit environments. All the subjects are carefully designed to cover topics that are relevant to the credit manager.

Course structure

The ICM Diploma Pathway is a suite of unit awards and qualifications which range from Level 2 to Level 5. Full details are available at www.icm.org.uk

We support the following qualifications:

- ICM Level 3 Diploma in Credit Management
- ICM Level 5 Diploma in Credit Management

We run an evening class study programme and a distance learning support programme (Saturdays) each semester in each of the above stages. Both programmes are designed to allow you the option of studying one or two subjects at a time.

Distance Learning Programme (Saturdays)

This is an intensive programme for ICM students who are using the ICM's own materials. The programme is intended for students who live and work outside the London area or who are unable to attend evening classes in the City.

Students should obtain the relevant Study Text from the Institute of Credit Management for the modules that they intend to study. These Study Texts will form the basis of the programme which will consist of three intensive days of tuition,

Course tutors will discuss a study plan on the first day with students and the whole syllabus will be covered over the duration of the course. However you will be required to do substantial reading in order to cover the depth required by the syllabus. Detailed advice on study will be given.

Autumn Semester for Jan 2012 exams: w/c 5 Sept – 12 Dec 2011

Spring Semester for June 2012 exams: w/c 30 Jan – 21 May 2012

Easter Break 02 April – 13 April

Evening course programme (15 weeks) 6.00pm-9.00pm		
	Autumn semester	Spring semester
Level 3 Diploma		
Accounting Principles	Mon	Mon
Business Environment	Tue	Tue
Business Law	Wed	Wed
Credit Management**	Thurs	Thurs
Level 5 Diploma - Old Syllabus		
Legal Proceedings and Insolvency	Tue	N/A
Credit Management Law	N/A	N/A
Advanced Credit Management	N/A	N/A

Distance Learning programme (Saturdays) 9.30am – 4.00pm		
Stage	Autumn Semester 2011	Spring Semester 2012
Level 3 Diploma		
Credit Management**	22 Oct, 12 Nov, 10 Dec	11 Feb, 10 Mar, 7 Apl
Accounting Principles	N/A	18 Feb, 17 Mar, 14 Apr
Business Law	24 Sep, 8 Oct, 19 Nov	25 Feb, 24 Mar, 5 May
Business Environment	24 Sept, 5 Nov, 3 Dec	N/A
Level 5 Diploma - Old Syllabus		
Credit Management Law	24 Sept, 5 Nov, 3 Dec	N/A
Advanced Credit Management	8 Oct, 19 Nov, 10 Dec	N/A
Legal Proceedings and Insolvency	N/A	N/A
*Practical Credit Management	Date to be advised	Date to be advised
Level 5 Diploma - New Syllabus	17 Sept, 1 Oct, 26 Nov	25 Feb, 24 Mar, 5 May

** We support the 10 Credits 'Credit Management (trade, export and consumer)' unit, not the specialised credits units.

*Practical Credit Management students will have one day of tuition and be allocated a tutor for support. The tutor will receive the final project submission for marking as well as commenting upon up to four draft submissions.

On-line Learning Programme

Students are able to enrol for this mode of study at any time throughout the year. The online courses do not involve attendance at the University and are therefore appropriate for ICM students nationwide who wish to manage their own learning.

The programme offers a number of features including:

- Expertise provided by a respected university
- 24 hour access to the University's website
- On-line tutor support for students who wish to clarify issues via email
- A schedule of topics to cover for each examination
- Multiple choice questions for most subject areas
- Assignment marking with a quick turnaround
- Feedback on work submitted
- Mock examinations

All subjects at all levels can be studied on-line with the exception of the Practical Credit Management Project for which attendance at one workshop (Saturday) is necessary.

WebLearn

The ICM programme utilises the University's own WebLearn software. Students log onto a password protected internet site to access study materials, which support ICM's own study text.

There are also six assignments to be attempted, which contain past exam questions.

The course also includes a mock exam. Tutorial support is also available should you wish to discuss a query with your course tutor. Contact with tutors is made by email.

Examination entry

Examinations are set and marked by ICM. Copies of ICM's regulations, syllabuses, past examination papers and examiner's reports can be obtained direct from the ICM.

Examination dates

All examinations are conducted by the Institute of Credit Management, using local examination centres.

For full details and to find your local examination centre, please visit the ICM website, www.icm.org.uk

ICM membership

To be eligible to take the ICM examinations, you must enrol as a student member of the ICM at the same time as enrolling with London Metropolitan University.

Further details on how to register with the ICM can be obtained by contacting them directly or by visiting their website.

**The Water Mill, Station Road, South Luffenham, Oakham,
Leicestershire LE15 8NB**

Tel: +44 (0) 1780 722900

Fax: +44 (0) 1780 721333

Email: info@icm.org.uk

Entry requirements

The ICM has an open entry policy. Applicants do not need to meet any age or educational criteria before being admitted to the course.

If you wish to claim exemption from any subject, you should contact the ICM direct.

Marcus Walker, ICM

The classes are quite small and allow for group discussion, and the quality of the teaching is first class.

I have found the accounting module very comprehensive in particular, and because of the quality of the teaching I have decided to study further in this area.



Duration and attendance

Fees for 2010/11*

Level 3 or Level 5 Diploma	Part-time
Home/EU	£440 (per subject)
Overseas	£760 (per subject)

*Fees may be subject to change, please contact Admissions

Location of teaching

London City campus, Moorgate

How to apply

You can register for these courses online, or download an application form at:
www.londonmet.ac.uk/courses/icm

Please return your application form to:

Address:

Postgraduate Registry

Tel: +44 (0) 20 7320 2276

Calcutta House

Fax: +44 (0) 20 7320 1119

Old Castle Street

Email: professionalcourses@londonmet.ac.uk

London E1 7NT

Web: www.londonmet.ac.uk/lmbs

For course enquiries contact

Course administrator

Tel: +44 (0) 20 7320 1500

Email: icm.administrator@londonmet.ac.uk

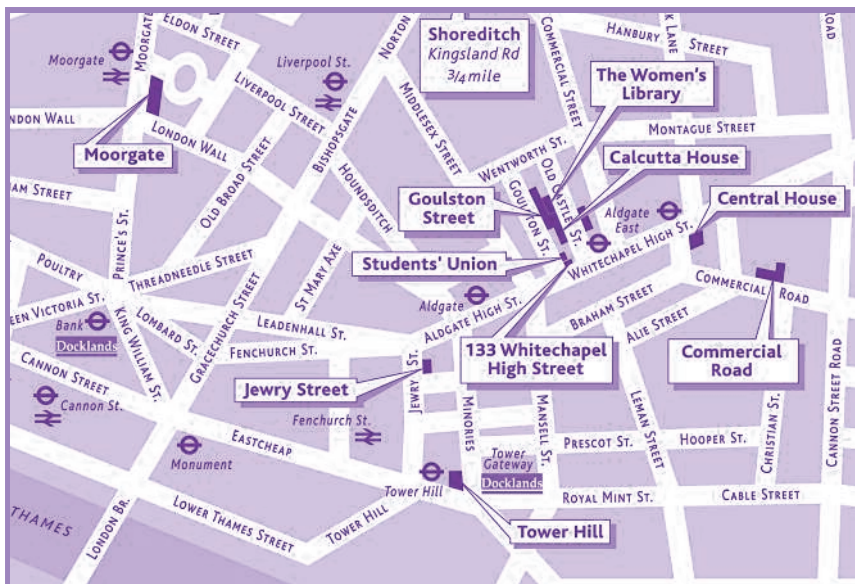
For academic enquiries contact

Joe Simmons

Tel: +44 (0) 20 7320 1554

Email: j.simmons@londonmet.ac.uk

Our location



London City campus

Moorgate

Our Moorgate building is located in the heart of the financial and business district of London ('The City'), and is just a few minutes walk away from Moorgate tube and Liverpool Street station.



London North campus

Our CIPS course takes place at North campus.

Conditions

This brochure is for information purposes only. We do everything we can to ensure that the information in this brochure is correct, however details may change and we cannot accept liability for any errors or omissions. Please see our postgraduate prospectus or the website: www.londonmet.ac.uk for the University's full terms and conditions.

