



Khalsa College London

PROSPECTUS FOR INTERNATIONAL STUDENTS 2010-2011

INDEPENDENT DAY TIME COLLEGE
(Advanced Diplomas NVQ's, KS3, GECE & A LEVELS)

SPONSORS LICENSE NO. : JKNBPQ503
DCSF NO : 310 / 6083



College is an approved centre for :



Khalsa College London

Charity No. 296012, Registration No. 2081264 DCSF (DfES) No. 310/6083
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edexcel
advancing learning, changing lives



TWENTY THREE YEARS AGO WE BEGAN THE CHANGE

Every step added to the
momentum of change...
taking Khalsa College forward
who can stop the momentum of a turning
with the force of many hundred young students

It was the hard and difficult times
but with every heart beat
there was a flicker of hope
we pledged to march forward-in the face
of the challenge thrown on us both by
our friends and enemies.

The last twenty two years in which we have tried
to take education, religious and cultural knowledge to the door-
step
of our children with a hope to
change their character, their personality and their vision
and slowly we began to see the sunrise on tomorrow,
the dawn of hope.

Today, we look to the future
with greater determination
and confidence.

We are sure tomorrow is ours
And no one can stop us from marching forward.

KHALSA COLLEGE LONDON ANNUAL REPORT 2009

- Khalsa College London (KCL) was established on the birth anniversary of Guru Nanak in 1985. It is a registered charity (charity no.296012) aiming to offer Quality Education at affordable prices to deserving students.
- The College (Day School), started in September 2006, is approved by Ofsted, and its DCSF number is 310/6083.
- The College is also on the register of approved Education provider and its DIUS (The Department for Innovation, Universities and Skills) reference number is 15213.
- Its URN [Unique reference number] is 135334.
- The College is an approved examination centre for major examination Boards in U.K. including Edexcel, OCR, and AQA, for different level of examinations.

The main educational division of the College are as follows :

- **Day School [KS3, GCSE, A/S level, A2 level]**
- **Evening College [KS1, KS2, KS3, GCSE, A/S level, A2 level]**
- **Vocational courses [ESOL, National Award and Certificate, NVQ level 1-3]**

The College has been promoted and has the full support of the International Indian Community, who has been highly successful in Global Professions, Business, Trade and Commerce. The College is a secular organization and follows equal opportunity principles in all of its functioning.

The College is committed to excellence in teaching and aims to impart education to all with excellent family values....the students will be given individuals attention in small groups to enable them to maximize their potential... *students who have been identified as needing additional help or have a statement of educational need are well supported and make good progress.* *...Ofsted*



Dr. Madhavi Amdekar
Principal
(Ph.D. MA. BA B.Ed.)

July 2009

ETHOS AND AIMS FOR THE SECONDARY CLASSES, FURTHER EDUCATION AND PROFESSIONAL COURSES

ETHOS

We provide a caring community where individual needs are recognized and supported. We ensure that all students are given a wide range of experiences where every opportunity and encouragement is given to achieve success and reach the highest personal standards, in preparation for life in a fast changing world.

AIMS

- ▶ To have high expectations of good behavior, attitude and personal endeavor in all areas of the College curriculum.
- ▶ To develop students with inquiring minds, self respect, self discipline and positive attitude.
- ▶ To create an open, positive and supportive atmosphere where each student, irrespective of race, age or gender, is a valued member of our College.
- ▶ To provide a challenging National Curriculum which is broad and balanced, appropriate to the needs of the student and promotes learning.
- ▶ To execute the curriculum in a manner which promotes effective learning and the spiritual, moral, cultural, social and emotional development of students within the College.
- ▶ To involve students, parents, staff, governors and the wider community since education is a team effort.
- ▶ To foster and value relationships of those who promote understanding and respect for others irrespective of their culture, nationality, religion or linguistic background.

KHALSA COLLEGE LONDON

Director-Principal	:	Dr. S.S. Kapoor, PhD MCom MA FCCA FCMA
Principal	:	Dr. Madhavi Amdekar, PhD. MA. BA B.Ed.
Vice Principal	:	Dr. Jagjit Kaur Sirha, PhD MA
Address	:	University Building 35 Pinner Road Harrow, Middlesex HA1 4ES
Telephone	:	+44 (020) 84275132
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Email	:	registrar@sikh-uni.ac.uk, admin@khalsacollegelondon.com, sweetshwetanjali@gmail.com
Website	:	www.khalsacollegelondon.com, www.educatemeuk.co.uk
Type of College	:	Independent College

ADMISSIONS

Students are admitted to Khalsa College London in accordance with the Governing body's Policy for Admissions.

Admissions are granted to students without any discrimination as to religion, race, caste, creed and colour. A careful assessment of their past performance and achievements is made to place them at an appropriate level and to ensure that they achieve the maximum potential. Similarly before granting admissions, a detailed discussion is held with the parents about the progress of the student and what they can expect from the College. The expectations of the College are also clearly made known to the parents as well as to the students.

Students with special educational needs and with any medical problems are identified and advised about the suitability of this College.

COLLEGE POLICIES

The College has the following policies in place and the same are available for inspection either with the Director-Principal or the Principal.

1. Ethos and Aims Policy. **2.** Admissions Policy. **3.** Attendance Policy. **4.** Behaviour Policy. **5.** Bullying Policy. **6.** Child Protection Policy. **7.** Health and Safety Policy. **8.** Performance Management Policy. **9.** Staff Policy. **10.** Curriculum Policy. **11.** Learning and all round Development of students Policy. **12.** Arts, Design and Environment policy. **13.** Outdoor sports and Indoor Sports Policy. **14.** Policy of Children's Spiritual, Moral, Social and Cultural Development. **15.** Policy for assessment and record keeping. **16.** Policy for staff recruitment, training and Development. **17.** Race equality and equal opportunity Policy. **18.** Refund of Fees Policy. **19.** Appeal against Internal Assessment of work for External Qualifications policy. **20.** Sex and Relationships Education Policy. **21.** PSHE Curriculum and Policy. **22.** Educational Visits Policy. **23.** Career Development Policy. **24.** Complaint Policy. **25.** DDA Plan. **26.** First Aid Policy **27.** Health & Safety on Playground Policy. **28.** Special Education Needs Policy **29.** Student Welfare Policy

SANCTIONS AND DISCIPLINARY ACTION

Special Education Needs and Disability Discrimination Act 1995-

The College currently does not have facilities to cater to Disable Children. At the time of admission, special educational needs of the children are discussed and the Principal will make an appraisal and inform the parents if the College can cater to their special needs.

Bullying

The College has Zero Level tolerance to bullying and takes quick corrective actions to prevent and stop bullying in the College.

Leaving the premises

Students needing to leave the premises during the day must bring a note from their parents or guardian informing their tutor. Authorisation to leave the College will be granted by the Class teacher.

Leave of absence

A parent or a guardian must always complete a Leave of Absence form. The College strongly discourages parents from taking students on holiday during the term and will only approve holiday absences in exceptional circumstances. Unapproved absence will be recorded as 'unauthorised'

Smoking

Smoking is forbidden on the College premises and when approaching or leaving College. No student should have tobacco in his or her possession.

Mobile phones

Uses of Mobile phones are not permitted in the College at any time. Urgent calls may be made by students from the College Office on request. Examination Boards will disqualify any student from all their examinations if they are found to have a mobile phone in their possession during an examination.

Valuables

Students shall not bring valuable items such as jewellery, Laptops, Mp3 Players or personal stereos to the College premises. The College cannot accept liability for their loss or damage and these are not insured by the College.

Sanctions

Sanctions are imposed as stated in the bullying policy and the behaviour policy in extreme cases the College will expel the student.

Rewards

Rewards are the best way to develop responsibility, and personal achievement is recognised by commendation of quality work, helpful service to the College community and excellent attendance. Students are rewarded by either commendations or postcards sent to their home address.

CURRICULUM POLICY

The College strictly follows the National Curriculum and syllabuses laid down by the Examination Boards. (Like OCR, EDEXCEL, AQA etc.) for the GCSE, A/S and A Levels. The entire teaching is focused with a view to achieve the maximum potential of the student. The subjects offered by the College are listed on Pages : 5 & 6.

SUBJECTS AVAILABLE AT A GLANCE

OCR Advance Diploma in Hospitality

- **Principal Learning in Hospitality**
 - ▶ Understanding the hospitality industry
 - ▶ Hospitality Management Services
 - ▶ Legislation & Procedures in the hospitality industry
 - ▶ Customers Service in the hospitality industry
 - ▶ Building & Developing effective hospitality tools
 - ▶ Managing people in the hospitality industry
 - ▶ Operational Finance in the hospitality industry
 - ▶ Running a hospitality business
 - ▶ Sales & Marketing in the hospitality industry
 - ▶ Managing a food operation in hospitality
- **OCR Level 2 Award in Functional Skills in English (QCF)**
- **OCR Level 2 Award in Functional Skills in Information & Communication Technology (QCF)**
- **OCR Level 2 Award in Functional Skills in Mathematics**
- **OCR Level 3 Extended Project**

OCR Advance Diploma in Business, Administration & Finance

- **Principal Learning in Business, Administration & Finance**
 - ▶ Setting up and running a business enterprise in today's world
 - ▶ The ever-changing business world
 - ▶ Career progression in a business environment
 - ▶ Effective communication in the business world
 - ▶ Effective business administration
 - ▶ Managing personal finances
 - ▶ Finance and accounting in business
 - ▶ Marketing and selling in today's business world

- ▶ The effective business steam
- ▶ Effective customer-handling skills for business
- ▶ Responsible business practices in today's global market
- OCR Level 2 Award in Functional Skills in English (QCF)
- OCR Level 2 Award in Functional Skills in Information & Communication Technology (QCF)
- OCR Level 2 Award in Functional Skills in Mathematics
- OCR Level 3 Extended Project

OCR Advance Diploma in Information Technology

- Principal Learning in Information Technology
 - ▶ The potential of new technology
 - ▶ Understanding organisations
 - ▶ Professional development
 - ▶ Creating technology solutions
 - ▶ Multimedia and digital projects
 - ▶ Making projects successful
 - ▶ Managing technology systems
- OCR Level 2 Award in Functional Skills in English (QCF)
- OCR Level 2 Award in Functional Skills in Information & Communication Technology (QCF)
- OCR Level 2 Award in Functional Skills in Mathematics
- OCR Level 3 Extended Project

The Entire Teaching structure, Methodology and focus are to enable the students to get highest marks in accordance with their potential for the external board exams.

The Extra Curricular Activities Include Outdoor / Indoor sports, arts and design,

The Syllabus has been designed by the College in consultation with expert teachers and is available for inspection. For exact time tables and subjects taught at each year of the key stages, please discuss with the Principal.

RELIGIOUS STUDIES

The College does not have any affiliation to any particular religion or religious denomination, however believes in teaching the principles of several religions of the world

Spiritual and moral educations are important across the whole curriculum. All students follow course in Religious Education.

An act of collective worship is held within the scheduled assembly programme. Parents may withdraw their child's Religious Education lessons and collective worship by writing to the Principal.

PSHE Education and Guidance

The Personal, Social and Health Education (PSHE) course for all students includes education in Sex and relationships, Drugs, Alcohol, Smoking. It also includes Careers and Further Education guidance.

Appointments for parents who wish to accompany their children to career discussions can be arranged.

Industry Awareness days are arranged annually and have links with commerce and industry.

OTHER GENERAL INFORMATION

Student Diary

This Diary is an important link between students their parents and the College. It is used to record set homework , and contains pages which record the targets agreed between the student and the tutor during academic tutorials.

The Diary is monitored by tutors and senior staff and we ask parents to read and sign it every week. The homework timetable is copied by students into their Student Diary.

Reporting to Parents

Parents receive full written reports in all years and a review is sent each term. Parents of student's particular educational needs will receive more information throughout the year.

Reviews give both a predicted and potential grade for each subject. Predicted grades are the grades student could achieve if the exam were taken at that point in their course. The potential grade is the minimum grade the student should achieve at GCSE, As & A2 level.

These grades are regularly monitored by tutors and subject teachers. Tutors discuss them with students in academic tutorials and set new targets to encourage improvement.

Parents have the right, on request, to see their child's records which are kept on file at the College - and receive reports on progress in relation to the National Curriculum.

Homework

Homework is an integral part of your child's educational programme. It is a time for research, and to complete course work and set tasks.

Please encourage your child to complete homework, and to understand its importance. If possible provide a regular work space.

Homework is set according to a homework timetable issued at the beginning of each College year.

Students and their Tutors

Every student belongs to a group under the care of a specific tutor. The student care involves guidance,

counseling, activities, registration, and spending some informal time with the group. The tutor is responsible that students settle well into their new College environment.

The student has individual contact with their tutor through academic tutorials to discuss important issues including progress and setting targets, and to review career choices.

Uniform

The College has set rules for the students uniform. Please ask the College Secretary.

Information Technology Centers

The College has extensive networked facilities which include PCs equipped with the latest software, laser printers, scanners and digital cameras

In addition to the two fully equipped ICT rooms, all curriculum areas and the library are networked and have their own ICT facilities. Data projectors are used by staff and students for presentations.

Students use fast broadband for access to the Internet from all areas to complement their studies.

Registered Students

Until last year, our main student strength was part-time evening students, wherein the GCSE, A/S level and A level examination results ranged from 70% - 90 % pass during the last 22 years of the functioning of the College.

STUDENT/PARENT COPY

KHALSA COLLEGE LONDON FEES SCALE 2010 / 11 (INTAKES AVAILABLE : JAN/APRIL/OCTOBER)

Courses	Duration	Fees in GBP
OCR Advanced Diploma in Hospitality	12 Months	3500
OCR Advanced Diploma in Business, Administration & Finance	12 Months	3500
OCR Advanced Diploma in ICT	12 Months	3500
ESOL Programme	4-8 Months	500

Notes :

- Fees once paid are non-refundable.
- Fee quoted above are for TUITION ONLY and do not include examination fees.
- Registration fee : GBP 60 (Non-refundable)

Harrow

Route, Destination and Bus stops

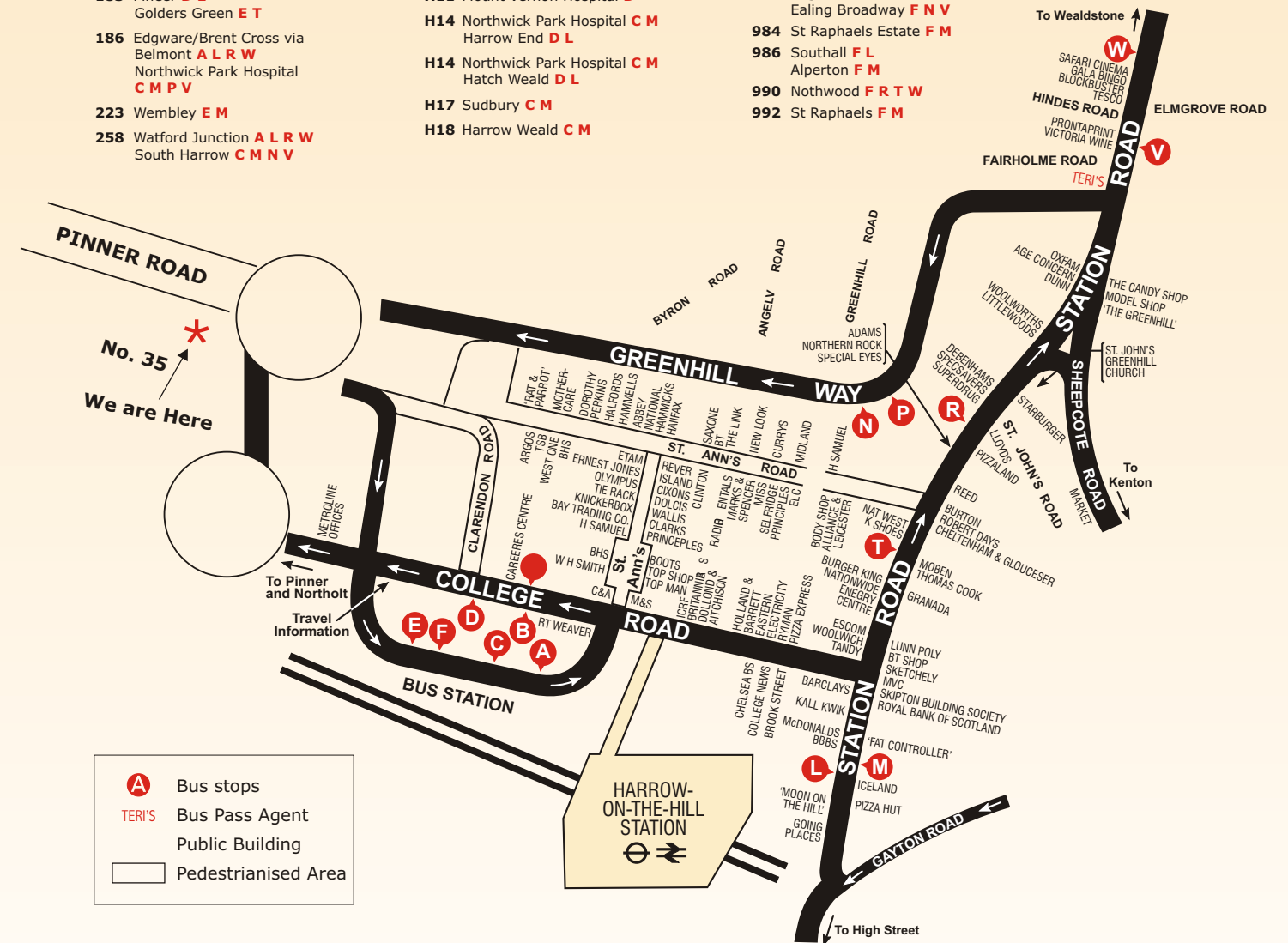
- 114** Mill Hill **ET**
Ruislip **BL**
- 140** Harrow Weald **ARW**
Heathrow Airport **BNV**
- 182** Harrow Weald **ALRW**
Wembley/Brent Cross **CMPV**
- 183** Pineer **DL**
Golders Green **ET**
- 186** Edgware/Brent Cross via Belmont **ALRW**
Northwick Park Hospital **CMPV**
- 223** Wembley **EM**
- 258** Watford Junction **ALRW**
South Harrow **CMNV**

Route, Destination and Bus stops

- 340** Edgware **ARW**
- 350** North Bushey **D**
- H10** via South Harrow & Rayners Lane **B**
via Northwick Park Hospital & Kenton **CM**
- H11** Mount Vernon Hospital **D**
- H14** Northwick Park Hospital **CM**
Harrow End **DL**
- H14** Northwick Park Hospital **CM**
Hatch Weald **DL**
- H17** Sudbury **CM**
- H18** Harrow Weald **CM**

Route, Destination and Bus stops

- Night Bus**
- N18** Harrow Weald **ALRW**
Trafalgar Square **CMPV**
- Mobility Buses**
- 978** Uxbridge **FM**
 - 982** Brent Cross **FM**
 - 983** Edgware **FRTW**
Ealing Broadway **FNV**
 - 984** St Raphaels Estate **FM**
 - 986** Southall **FL**
Alperton **FM**
 - 990** Nothwood **FRTW**
 - 992** St Raphaels **FM**



* KHALSA COLLEGE LONDON
WORLD SIKH UNIVERSITY