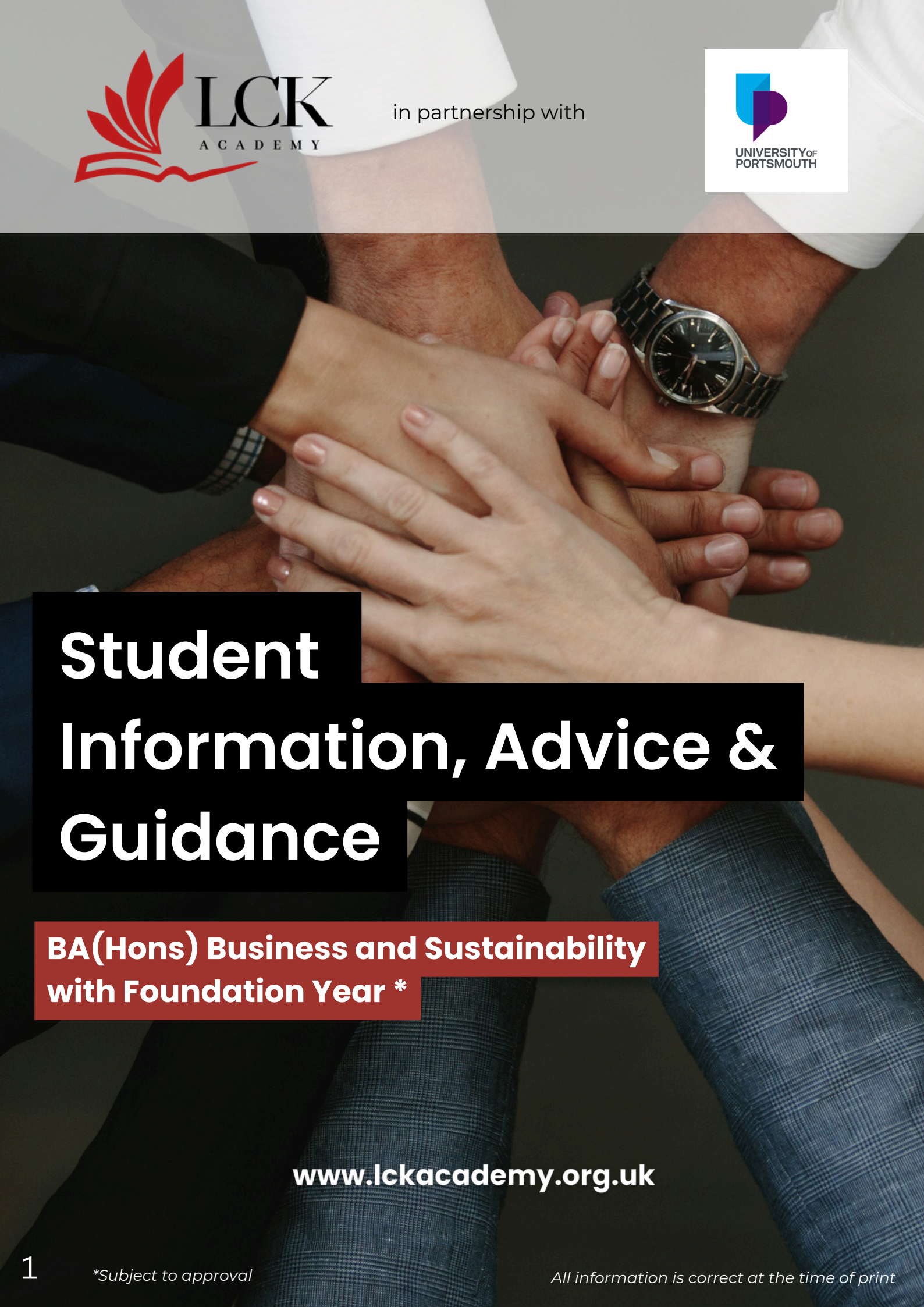




# Student Information, Advice & Guidance

**BA(Hons) Business and Sustainability  
with Foundation Year \***

[www.lckacademy.org.uk](http://www.lckacademy.org.uk)

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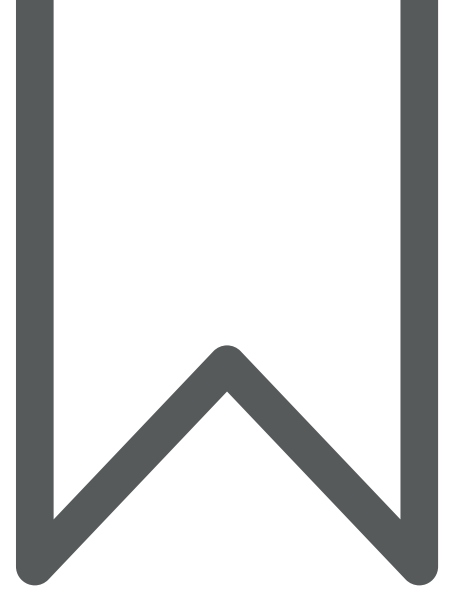
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|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Intake start date</b>                              | September 2026                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Course duration</b>                                | 4 years                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Course level</b>                                   | 3                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Campus</b>                                         | Brent                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Tuition fee cost</b>                               | The tuition fee for the foundation year is £5,760 per academic year and £9790 for rest of the years. (Subject to annual review by UOP. Eligible students can apply for a Tuition Fee Loan from the Student Loans Company (SLC) to cover this cost. No additional fees will be charged for the course.                                                                                                                             |
| <b>Student finance availability</b>                   | Available for eligible students* **<br>*Subject to eligibility checks through SFE & LCKA<br>** more information available on page 6                                                                                                                                                                                                                                                                                               |
| <b>Mode of learning</b>                               | Full time                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Days of study</b>                                  | Friday full day in-person (9:30-5pm) and Saturday online.                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Taught in language</b>                             | English                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Partner institution</b>                            | UoP (University of Portsmouth)                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Awarding body</b>                                  | UoP                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Regulated by Office for Students (OfS)</b>         | Yes, This course is offered under a franchised position regulated by OfS, through UoP                                                                                                                                                                                                                                                                                                                                             |
| <b>Learning Equipment and Technology Requirements</b> | As part of the course is delivered online, students are recommended to have access to a suitable learning technology device with an integrated microphone and camera, preferably a laptop. A reliable and sufficiently strong Wi-Fi/internet connection is also required to enable students to participate in live online sessions and access Moodle, where course materials, resources and learning activities will be provided. |

*\*Subject to approval*

# Course Specifications



## BA(Hons)Business and Sustainability with Foundation Year

The BA (Hons) Business and Sustainability degree is designed to give you a strong start at university and a clear pathway into a full Business, Sustainability or related degree. Whether you're returning to education, changing direction, or don't yet meet the entry requirements for a degree (only applicable at Level 3), this course helps you build the knowledge, confidence and academic skills needed to succeed. You'll develop essential capabilities in communication, critical thinking, teamwork and digital literacy, while gaining a solid understanding of how sustainability businesses operate. Through interactive workshops and applied learning, you'll explore key areas such as the business environment, sustainable business practices, finance, marketing and data analysis. You'll also learn how to work effectively with information – from evaluating sources and using AI responsibly, to presenting ideas clearly for different audiences. Alongside this, you'll build your professional skills, including time management, leadership and collaboration. The course will be offered subject to validation.

Provisional Core modules include:

### Foundation Year (Level 3)

- Becoming a Business student
- Applied Business & Sustainability
- Business Challenge Project
- Foundations of Business & Society

### First Year (Level 4)

- Introduction to Business society and Sustainability
- Markets, Finance and Sustainable economies
- Organisations, People and Planet
- Data, technology and Decision-making for sustainability

### Second Year

- Sustainable Strategy and Innovation
- Sustainable marketing and Consumer Behaviour
- Operations, Supply chain and Circularity
- Governance, Policy and Corporate accountability

### Third year

- Final Project
- Sustainability consultancy Practice
- Global Challenges, climate risk and Future economies
- Leading sustainable Organisations and change

---

### Credits gained for Foundation year

Students will study four modules at Level 3 (Foundation year) with a value of **30 credits** each = **120 credits**.



### Career opportunities

Graduates of this programme pursue diverse careers in business and management, including:

- Business development and management roles
- Marketing and sales management
- Financial planning and analysis
- Human resource management
- Operations and project management
- Entrepreneurship and small business ownership
- Strategic business planning
- Management consulting

---

### Credits gained for Year 1, Year 2 and Year 3

**Level 4= 120 credits.**

**Level 5= 120 credits.**

**Level 6= 120 credits.**

---

### Course webpage:

**<https://www.lckacademy.org.uk/courses>**

# Methods of Assessment



**There are a number of methods of assessment including:**

- Written Report
- Group Presentation/Group Pitching
- Individual Presentations or Pitches
- Role Plays
- Portfolios
- Write-Up
- Essay

## **Summative Assessment**

Summative Assessment is held in the latter stages of each module and is the definitive assessment point where each assessment requirement is assessed. All assessments involve moderation and verification. Written feedback and clear feedforward will be provided shortly after the assessment, and there are opportunities for tutorials if you need further clarification before the start of the next module.

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## **Grading system**

**The highest grade that you can achieve is a First class Honours degree. Please be aware that you will be assessed on the learning outcomes for each unit, which have a varying number of learning outcomes. You will be offered an overall grade for each year, as well as an overall grade for the course.**

**The Degree will have following grading system:**

- First Class
- Upper Second class (2:1)
- Lower Second class (2:2)
- Third class
- Fail

# Student Finance



**Course fees are subject to change. Please see information below on how Student Finance can help you fund your course. To find out if you are eligible, please seek information and guidance on: <https://www.gov.uk/student-finance/who-qualifies>**

## **What is Student Finance?**

Student Finance in the UK is a government service that helps students pay for university or college. It can provide loans to cover tuition fees and maintenance to help with living costs like rent, food, and travel. You can apply online through Student Finance England. The money is paid directly to your college or university for tuition fees, and the maintenance loan goes into your bank account.

Please visit the website mentioned above for more information and check here to see who qualifies.

You can apply directly by visiting Student Finance England website.

## **Repayment**

You will only begin repaying the loan when your income exceeds the repayment threshold, which you can find here: **<https://www.gov.uk/repaying-your-student-loan/what-you-pay>**

Please note that interest is added to your loan from when you receive it, and repayment amounts depend on your income. For more detailed information, including how to apply and interest rates, visit the official Student Loans Company website. It is important that you understand the financial commitment you are making and understand the repayment terms as it is a loan you are undertaking.

This information is in line with Consumer Markets Authority (CMA) guidance for higher education institutions in England.

For official guidance on how to apply, please see the Student Finance England page:  
**<https://www.gov.uk/guidance/student-finance-england-how-to-guide>**

# Support Sessions



We offer complementary sessions to provide you with valuable insights, strategies, and guidance to improve your overall writing proficiency.

In addition to focusing on academic writing, our drop-in sessions are designed to offer support across various subjects. Our dedicated team will be available to assist you with any specific challenges you may be facing in your coursework. Whether you require clarification on complex topics, assistance with assignment approaches, or feedback on your assessments, we are here to help you navigate through your academic journey.

| Type of Class                        | Online Session Day | Time            |
|--------------------------------------|--------------------|-----------------|
| Academic Skills and Tutorials        | Sunday             | 6:30 PM-8:00 PM |
| Academic Skills and Tutorials        | Tuesday            | 6:30 PM-8:00 PM |
| Drop in Sessions with Personal Tutor | Tuesday            | 10:00 AM-4:00PM |
| Drop in Sessions with Personal Tutor | Friday             | 6:00 PM-8:00PM  |

## Key features of support sessions

- No appointment necessary – simply drop in online during session times when you need assistance.
- Engage in one-on-one discussions with our experienced tutors.
- Collaborate with peers and share insights during group sessions.

## Academic writing skills enhancement:

- Receive guidance on structuring essays and research papers.
- Learn techniques for effective thesis statements and argument development.
- Gain insights into proper citation and referencing.

## Subject-specific assistance:

- Clarify doubts and concepts related to specific subjects.
- Discuss approaches to tackle challenging assignments.
- Receive feedback on assessments to help you work towards achieving higher grades.

We believe that these additional support sessions will contribute significantly to your academic success. Your participation will not only enhance your writing skills but also provide you with the necessary tools to excel in your coursework.

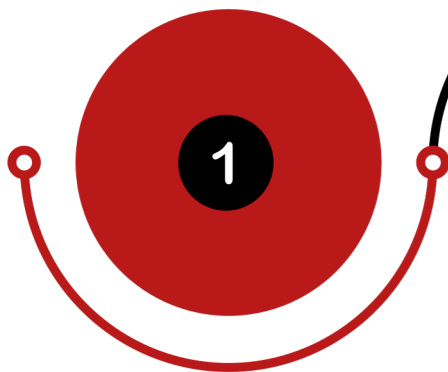
We encourage you to take advantage of these sessions to maximise your academic potential. If you have any specific topics or questions you would like us to address during the sessions, please feel free to share them with us in advance.

*\*Subject to approval*

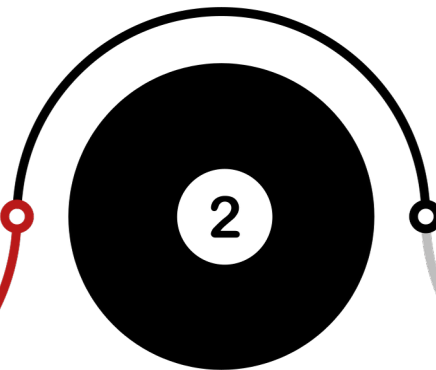
# Application Process



## 01. DOCUMENT CHECKLIST



## 02. CREDIBILITY CHECKS



## 03. ELIGIBILITY CHECKS



**The applicant must submit ALL required original documents in person. Application will only begin once all documents are submitted.**

- Valid Passport (for ID) Valid Share Code (for EU, ILR, Refugee/ Asylum Seeker status).
- Level 2 or 3 qualification (Ofqual approved) or equivalent.
- Updated CV and Personal statement
- Valid proof of address - council tax bill (dated within last 3 months). Please note that your term time address must be within 55 miles of your chosen campus - exceptions can be put forward to the committee for decision.
- Employment reference and contract (verifiable) (if applicable.)
- P60s for the last two years (if applicable) Tax returns and invoices (if applicable). **Contact details must also be provided at the time of application.** This includes:
  - Current address (cross-checked against proof of address)
  - Current mobile phone number
  - Current email addressThe Admissions Officer will cross-check all information provided for every application.

**The factors that the Admissions Officer will consider are:**

- Intention to study
- Valid immigration status
- Potential background and other concerns
- Student Finance history

### Tips for students:



- Be clear, concise, and truthful Provide factual information Do not exaggerate or overcommit.
- Do not feel pressured into a decision.
- Ensure that you declare any Student Finance history and be prepared to share your student finance history . The Admissions Team will ask you for evidence which you will have to demonstrate by sharing screenshots from your SFE account.

### Under 21s entry requirements:

- Must apply through qualification route only
- Must provide a relevant Level 3 Qualification (Ofqual approved) or equivalent

### Over 21s (mature students) entry requirements:

Can apply via:

- Provide Level 2 or Level 3 equivalent qualification from UK or your home country.

- Work experience showing minimum 2 years experience (relevant to your course).

Regardless of which route the applicant is applying through, relevant documentation is required and will be cross-checked.

If you are applying through the work experience route, you must provide:

- P60s last 2 yrs from HMRC  
Employment contract  
Employment reference (relevant to your course)
- 3 months invoices 2 years  
Tax returns Letter from Accountant/Supplier/Client

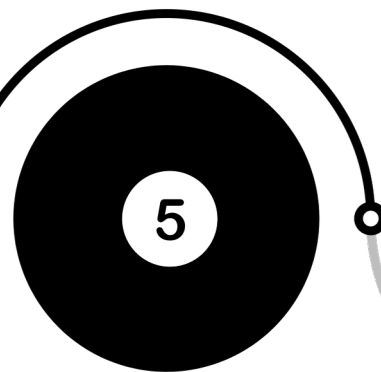
# Application Process



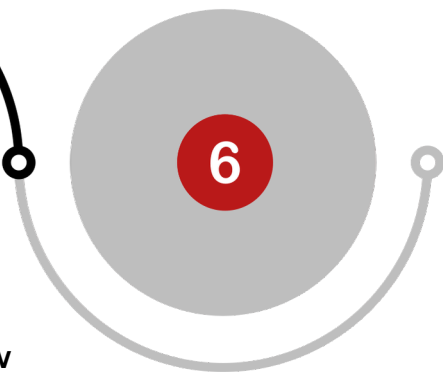
## 04. APPLICATION INTERVIEW



## 05. OUTCOME OF INTERVIEW



## 06. CHECKS AND NEXT STEPS



Applicants will undergo an interview with a member of the academic team. Candidates are required to pass the interview to be eligible for the course.

- Exemptions: Students from majority English-speaking countries, or those with suitable qualifications (e.g. GCSEs grade C/4 or above or recent IELTS score of 5.5), are not required to take the English test.

*Note: You may be asked to complete an additional English language test depending on partner university requirements.*

Please allow the Academy time to communicate the outcome of your application as we may require external verification. It may be that you receive the provisional outcome of your application on the day of your interview, in which case, you must be prepared to complete any following stages of your application.

You are required to complete your Student Finance application in your own time. It is your responsibility to ensure that Student Finance applications are completed in a timely manner to allow enough time for Student Finance England to process your application in time before the course start date.

If you require any guidance or information, please see:  
<https://www.gov.uk/guidance/student-finance-england-how-to-guide>

### Unsuccessful applications:

If your application is unsuccessful, we may refer you to a more suitable course or offer you complementary support sessions and defer you to the next intake.

### Application process:

- Follow these steps to start your journey with LCK Academy
- Contact LCK Academy for initial guidance.
- Complete the application form and return it with the required documents.
- Attend an academic interview with LCK Academy covering:
  - Reasons for choosing the course and your academic and career goals.
  - Previous education and relevant qualifications.
  - Relevant employment or work experience, where applicable.
  - Understanding of the course and commitment required.
  - Preparedness and ability to meet the academic requirements.
- LCK Academy will advise if you need additional qualifications, work experience, or English language lessons before applying to the University of Portsmouth.
- Successful completion of the LCK Academy process does not guarantee admission to the University.
- LCK Academy will provide a link to submit your application to the University.
- Submit your documents through the University Portal and respond to any further requests within the given timeframe.
- You may be invited to an interview with a University tutor to discuss your application and reasons for choosing the course. If successful, the University of Portsmouth will send you an offer through its system.

# FAQ's



## **I have applied for the programme and submitted all my documents and completed the test and interview process. How long will take to find out if I am accepted or not?**

All applicants apply for the programme and have to complete the due process as listed in the guide.

The Academy will complete the verification checks which are part of the admission process. This checks involve external agencies as we are dependant on their response in order to determine the outcome. We cannot comment on the timeframe as these checks can take time. This is outside our control and hence we request you to be patient and cooperate with the Admissions staff while those checks are ongoing.



## **My application has been rejected. How do I appeal against a decision?**

If an applicant is not accepted into the Academy, they may also want to file an appeal against the admissions decision. All complaints/appeals regarding admissions from prospective applicants seeking admission to the Academy will be subject to the three-stage process outlined in the Academy's Complaints and Appeals Policy. Applicants can submit complaints or appeals via the Academy's complaints email address: [complaints@lckacademy.org.uk](mailto:complaints@lckacademy.org.uk).



## **My student finance is approved; but my application is rejected; so what will happen now?**

All applicants who are approved and issued an offer by the Academy or it's partner will be confirmed by the Academy after 14 days of starting the classes. Your attendance will also be tracked once you start classes. Applications which are rejected by Admissions will have their Student finance cancelled. Students who are not accepted will have to contact SFE and cancel their application otherwise the Academy will notify SFE about their non-registration as they were not approved by the Academy.

# FAQ's



**I have applied for the programme with Level 3 qualification. Am I required to show work documents?**

No, you are not required to show work documents. If you have a Level 3 Qualification, you meet one of the core entry requirement.



**I have a Level 2 equivalent from my country, will that be considered towards my application?**

You will be required to show 2 years of relevant work history in addition to your qualification (Level 2 equivalent).

**Do I need to make any other applications apart from the one I do at LCK Academy?**

IF you pass the interview process and meet the entry requirements of the program at LCK Academy you will be required to make an application to University of Portsmouth. Our admission team will go through the process with you and guide you on the areas and sections of the UOP application you will need to complete and the information and documents you need to have on hand to complete it accurately.

# Contact Us



## Campus Locations

### **Harrow Weald Campus,**

Brookshill,  
Harrow ,  
HA3 6RR



### **Brent Start Hillside Adult and Community Learning Centre**

1 Twybridge Way,  
Brent, NW10 0ST

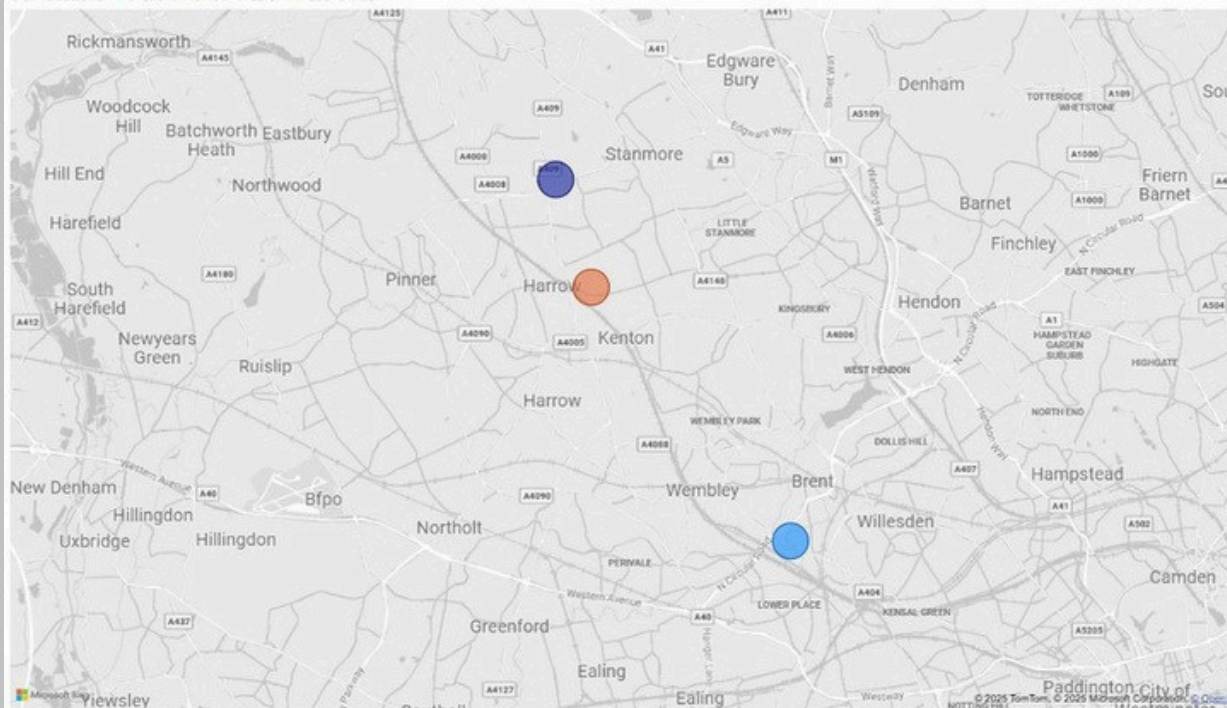


### **Harrow (Hub) LCK Academy**

The Bridge  
Christchurch Avenue  
London  
HA3 5BD



Our locations ● Brent ● Harrow Weald ● Head Office



+44 7368971605



[admissions@lckacademy.org.uk](mailto:admissions@lckacademy.org.uk)



[www.lckacademy.org.uk](http://www.lckacademy.org.uk)



### **LCK Academy,**

Christchurch Avenue,  
Harrow,  
HA3 5BD