



## Vocational Language Summer Courses in Finance

The MLS range of Vocational Language training courses come from the Bournemouth Business School International (BBSI) suite of courses, following the merger of BBSI into MLS in 2016. The vocational language courses in Finance, Financial Services & Business Communications enable students to study certain concepts and learn specific language and communication skills associated with careers in finance and financial services.

The minimum age is 18, but MLS can accept 16 and 17-year-olds at its discretion, and these courses are also available for Summer study between 3 July and 22 September 2017:

<b>Finance 30</b>	30 lessons (22.5 hours) per week
<b>Finance 20</b>	20 lessons (15 hours) per week

The study options are:

**Certificate:** 2-5 weeks. Entry level Intermediate (equivalent to IELTS 4.5/CEFR B1). The Certificate course includes part study Units in specialised finance and financial services topics, international business communications and/or English language.

**Vocational Certificate:** 6-11 weeks. Entry level Intermediate (equivalent to IELTS 4.5/CEFR B1). The Certificate course includes one full study Unit in specialised finance and financial services topics, international business communications and/or English language.

**Vocational Higher Certificate:** 12 weeks. Entry level Intermediate (equivalent to IELTS 4.5/CEFR B1). The Vocational Higher Certificate course includes two full study Units in specialised finance and financial services topics, international business communications and/or English language.

### Course Objectives.

- \* *to provide students with specialised financial language*
- \* *to enable students to communicate more effectively in a financial context*
- \* *to enable students to explore current theory & practice of finance & financial services in the medium of English*
- \* *to develop students' English and/or business communication skills*

**Main Course Content.** All the study options include specialised finance and financial services topics. The 30 lesson programme will include both international business communications and English language. The 20 lesson programme includes either international business communications or English language. The number of topics covered will depend on the duration of the course and the dates selected. Details of the course content are provided below.

**External Accreditation.** The national awarding body NCFE is one of the oldest providers of vocational qualifications in the UK. MLS/BBSI is accredited with the *NCFE Investing in Quality (IIQ) Licence*. This licence gives formal recognition to the MLS range of BBSI specialised courses which meet the required standards of course design, delivery and monitoring. Students who pass one or more full Units of study will receive certification from NCFE (*each full study module is 6 weeks*).

**Main Course Entry Dates.** The course can be joined on any Monday between 3 July and 22 September 2017.

**Other MLS Vocational Language Summer Courses.**

Details of Vocational Summer courses in other subject areas are available on our website at [www.mls-college.co.uk](http://www.mls-college.co.uk).

<b>Certificate (30 lesson programme)</b>	
<b>Minimum Entry Level</b>	Intermediate (equivalent to IELTS 4.5/CEFR B1)
<b>Course Duration</b>	2-5 weeks
<b>Course Code</b>	VFS30
<b>Course Level</b>	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
<b>Course Award</b>	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification:  <b>MLS Certificate</b> in Finance, Financial Services & Business Communications
<b>Course Structure</b>	10 lessons (7.5 hours) weekly in Finance & Financial Services 10 lessons (7.5 hours) weekly in International Business Communications 10 lessons (7.5 hours) weekly in English Language <b>TOTAL: 30 lessons (22.5 hours) weekly</b>
<b>Course Content</b>	The full course syllabus is detailed in the table below at Page 5.
<b>Class Size</b>	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

<b>Certificate (20 lesson programme)</b>	
<b>Minimum Entry Level</b>	Intermediate (equivalent to IELTS 4.5/CEFR B1)
<b>Course Duration</b>	2-5 weeks
<b>Course Code</b>	VFS20
<b>Course Level</b>	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
<b>Course Award</b>	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification:  <b>MLS Certificate</b> in Finance & Financial Services
<b>Course Structure</b>	10 lessons (7.5 hours) weekly in Finance & Financial Services 10 lessons (7.5 hours) weekly in International Business Communications or English Language <b>TOTAL: 20 lessons (15 hours) weekly</b>
<b>Course Content</b>	The full course syllabus is detailed in the table below at Page 5.
<b>Class Size</b>	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

<b>Vocational Certificate (30 lesson programme)</b>	
<b>Minimum Entry Level</b>	Intermediate (equivalent to IELTS 4.5/CEFR B1)
<b>Course Duration</b>	6-11 weeks
<b>Course Code</b>	VFS30
<b>Course Level</b>	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
<b>Course Awards</b>	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification:  <b>MLS Vocational Certificate</b> in Finance, Financial Services & Business Communications <b>NCFE Certificate.</b> <i>NCFE award with one Unit credit; for full 6-week module successfully completed</i>
<b>Course Structure</b>	10 lessons (7.5 hours) weekly in Finance & Financial Services 10 lessons (7.5 hours) weekly in International Business Communications 10 lessons (7.5 hours) weekly in English Language <b>TOTAL: 30 lessons (22.5 hours) weekly</b>
<b>Course Sequence</b>	The full course syllabus is detailed in the table below at Page 5. Students must start on either 3 July or 14 August in order to complete one full study Unit.
<b>Class Size</b>	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

<b>Vocational Certificate (20 lesson programme)</b>	
<b>Minimum Entry Level</b>	Intermediate (equivalent to IELTS 4.5/CEFR B1)
<b>Course Duration</b>	6-11 weeks
<b>Course Code</b>	VFS20
<b>Course Level</b>	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
<b>Course Awards</b>	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification:  <b>MLS Vocational Certificate</b> in Finance & Financial Services <b>NCFE Certificate.</b> <i>NCFE award with one Unit credit; for full 6-week module successfully completed</i>
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<b>Class Size</b>	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

<b>Vocational Higher Certificate (30 lesson programme)</b>	
<b>Minimum Entry Level</b>	Intermediate (equivalent to IELTS 4.5/CEFR B1)
<b>Course Duration</b>	12 weeks
<b>Course Code</b>	VFS30
<b>Course Level</b>	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
<b>Course Awards</b>	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification:  <b>MLS Vocational Higher Certificate</b> in Finance, Financial Services & Business Communications <b>NCFE Certificate.</b> <i>NCFE award with two or three Unit credits; one for each full 6-week module successfully completed</i>
<b>Course Structure</b>	10 lessons (7.5 hours) weekly in Finance & Financial Services 10 lessons (7.5 hours) weekly in International Business Communications 10 lessons (7.5 hours) weekly in English Language <b>TOTAL: 30 lessons (22.5 hours) weekly</b>
<b>Course Sequence</b>	The full course syllabus is detailed in the table below at Page 5. Students must start on 3 July in order to complete the two full study Units.
<b>Class Size</b>	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

<b>Vocational Higher Certificate (20 lesson programme)</b>	
<b>Minimum Entry Level</b>	Intermediate (equivalent to IELTS 4.5/CEFR B1)
<b>Course Duration</b>	12 weeks
<b>Course Code</b>	VFS20
<b>Course Level</b>	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
<b>Course Awards</b>	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification:  <b>MLS Vocational Higher Certificate</b> in Finance & Financial Services <b>NCFE Certificate.</b> <i>NCFE award with two or three Unit credits; one for each full 6-week module successfully completed</i>
<b>Course Structure</b>	10 lessons (7.5 hours) weekly in Finance & Financial Services 10 lessons (7.5 hours) weekly in International Business Communications or English Language <b>TOTAL: 20 lessons (15 hours) weekly</b>
<b>Course Sequence</b>	The full course syllabus is detailed in the table below at Page 5. Students must start on 3 July in order to complete the two full study Units.
<b>Class Size</b>	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

**Typical Syllabus**

<b>Study Unit</b>	<b>Finance &amp; Financial Services</b> <i>10 lessons - MLS Element 7</i>	<b>International Business Communications*</b> <i>10 lessons - MLS Element 5 or 6</i>	<b>English Language*</b> <i>10 lessons - MLS Elements 1, 2, 3 or 4</i>
<b>FS3</b> <i>(6 weeks)</i>	<i>cash flow statements, financial ratios: profitability, efficiency, liquidity &amp; investment, fixed, variable &amp; total costs, direct &amp; indirect costs, cost-volume-profit analysis, break-even calculation, full costing &amp; job costing, cost centres &amp; overheads, budgeting</i>	<i>International Business Communications, to improve business English skills and language to support the specialised elements of the course</i>	<i>English language support and development at appropriate language levels</i>
<b>FS4</b> <i>(6 weeks)</i>	<i>external factors influencing business activity (macroeconomics, social, political, legal &amp; ethical issues), central banks, banks, cash as an investment, fixed interest securities (government &amp; corporate bonds), alternative investments, equities, matching share selections &amp; strategies, equity finance</i>	<i>International Business Communications, to improve business English skills and language to support the specialised elements of the course</i>	<i>English language support and development at appropriate language levels</i>

Unit FS3 begins on 3 July 2017. Unit FS4 begins on 14 August 2017.

\*30 lesson programme includes Finance & Financial Services, International Business Communications and English Language.

\*20 lesson programme includes Finance & Financial Services and either International Business Communications or English Language.