



# PROSPECTUS

## 2024-25

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# About US

Welcome to Education House Leeds, where we're all about opening doors to excellence in education and professional growth. Here at Education House Leeds, we're passionate about delivering top-notch courses and training programs that are specially crafted to meet the unique needs of our international students and participants.

Picture this as a journey—one that enriches your mind and hones your skills. Our three main courses are your guide, offering an educational experience that's not just comprehensive but also deeply rewarding. Imagine mastering the International English Language Testing System (IELTS) with our dedicated preparation course. Our experienced instructors are there to walk you through the ins and outs of the test, giving you the skills and confidence to achieve the score you're aiming for.

Then, there's our General English Course, designed to immerse you in a learning experience that enhances your language proficiency. Whether you're starting from scratch or looking to refine your language skills, our dynamic curriculum adapts to your unique learning needs. And for those aiming for success in the global business arena, our Business English Course is tailored just for you, focusing on language and etiquette crucial for professional success. But it's not just about language proficiency. We go beyond that by offering specialized Business Management training for our international participants. Our courses blend theoretical knowledge with practical applications, preparing you to navigate the complexities of today's dynamic business landscape.

We take great pride in our commitment to academic excellence and quality. It's why Education House Leeds is accredited by the British Accreditation Council. This accreditation is our way of ensuring that our students and participants receive education of the highest standards.



**We continuously strive to both widen the scope of our qualification offerings, and deliver on real value that helps our learners achieve their aspirations and raise themselves up to where they want to be.**



# Part 1 : English Language Courses

## ***IELTS Preparation Course***

By taking this program, you will be equipped to take the International English Language Testing System (IELTS) Exam, which can help you achieve a good score that will benefit your future studies. This is especially true if you plan on attending a university in the United Kingdom, Ireland, Australia, New Zealand, or Canada.

Upon completion of this IELTS Course, you can anticipate the following outcomes:

- Prepare for university entry in the UK, Ireland, Australia, New Zealand, or Canada.
- Boost your confidence and improve your listening, reading, writing, and speaking skills.
- Expand your vocabulary and grammar knowledge for academic and general purposes.
- Communicate more effectively and fluently in the workplace.
- Obtain an internationally recognized English language qualification by improving your English.
- Qualify for a work visa in countries that accept IELTS scores as proof of language proficiency.

### ***Course Details:***

- Level: Beginner to Advance
- Duration: 11 Months
- Start Date: First Monday Of Each Month
- Lessons per week: 5
- Hours Per Week: 15
- Class Time: MON to FRI From 10 AM-1 PM
- Suitable For: Education, Work or Socializing
- Registration Fee: £300 (Non refundable)
- Course Fee: £4500

## **General English Course**

General English course is designed for individuals who want to improve their language skills for various purposes, including academic, professional, and social communication. The course aims to enhance participants' speaking, listening, reading, and writing abilities, as well as their overall fluency and confidence in using English.

Upon completion of this General English Course, you can anticipate the following outcomes:

- Improved communication skills in speaking and listening
- Enhanced proficiency in reading and writing.
- Expanded vocabulary and language expression.
- Solid understanding of English grammar rules.
- Cultural awareness and exposure to British customs.
- Increased confidence in using English in various situations.
- Networking opportunities with international students.
- Meeting language requirements for further academic studies.
- Interacting with native English speakers to practice authentic language.

### **Course Details:**

- Level: Beginner to Advance
- Duration: 11 Months
- Start Date: First Monday Of Each Month
- Lessons per week: 5
- Hours Per Week: 15
- Class Time: MON to FRI From 10 AM to 12 PM
- Suitable For: Education, Work or Socializing
- Registration Fee: £300 (Non refundable)
- Course Fee: £4500

## ***Business English Course***

Our Business English Course prepares you for interaction with clients and colleagues professionally and effectively by using and understanding business vocabulary at the workplace. Our course syllabus combines practical skills with business and industry-specific language tailored to your needs & makes the right impact on your future clients and colleagues.

Upon completion of this Business English Course, you can anticipate the following outcomes:

- Develop business-specific and professional vocabulary.
- Enhances the skills of listening, speaking, reading, and writing necessary for commercial success.
- Improve your confidence when conducting business in an international environment.
- Communicate more effectively and fluently in the workplace.
- Confidently Participate in meetings (both online and face-to-face).
- Experience and participate in a variety of business scenarios through role-plays and task-based learning.

### ***Course Details:***

- Level: Beginner to Advance
- Duration: 11 Months
- Start Date: First Monday Of Each Month
- Lessons per week: 5
- Hours Per Week: 15
- Class Time: MON to FRI From 10 AM-1 PM
- Suitable For: Education, Work or Socializing
- Registration Fee: **£300** (Non refundable)
- Course Fee: **£4500**



## Part 2 : Business Management Training

### ***Principles of Customer Service***

In order to have a truly successful business, you need to provide good customer service. It is believed that 96% of unhappy customers don't ever complain; however, 91% of those simply leave and never come back. The main reason for customer churn is not price but bad customer service. Handling a business's issues in a professional and courteous manner is an essential day-to-day task.

#### ***Course Content:***

- Learn to deliver excellent customer service
- Increase awareness of understanding and meeting customers' needs
- Giving a great customer experience
- Learn from feedback and promote products and services

#### ***What you will learn:***

- Principles of customer service
- Understand customers
- Understand employer organizations

#### ***Entry requirements:***

- Basic numeracy skills
- Fundamental familiarity with simple ways of representing data like graphs, flow charts, percentage and etc
- Some experience of running a business or working for a business or background of business studies

## ***Principles of Business Administration***

With an estimated 5.5 million private sector businesses in the UK, it's imperative to learn the basic Principles of Business Administration. Despite the recent economic difficulties, the trend has been steadily increasing in the business population. Today's global economy brings with it a wealth of new markets, shrinking profit margins and increasing operating expenses; the need for good business administration has never been greater.

### ***Course Content:***

- Develop understanding of basic administration concepts and practices.
- Review essential knowledge for daily and more complex administration tasks.
- Learn business and administration national occupational standards.

### ***What you will learn:***

- Principles of Providing Administrative Services
- Principles of Business Document Production and Information Management
- Understand Communication in a Business Environment
- Understand Employer Organisations
- Understand How to Develop Working Relationships with Colleagues

### ***Entry requirements:***

- Basic numeracy skills
- Fundamental familiarity with simple ways of representing data like graphs, flow charts, percentage and etc
- Some experience of running a business or working for a business or background of business studies



## ***Principles of Team Leading***

Strong team leadership is essential for providing guidance, direction and instruction within a group and inevitably leads to more effective teamwork and more motivated employees. Being able to manage a team effectively is critical in the current job market, where employee productivity and team outcomes are closely monitored.

### ***Course Content:***

- Principles of team leading
- Understanding business
- Understanding how to communicate work-related information
- Understanding how to deliver customer service and resolve problems
- Understanding how to develop working relationships with colleagues
- Introduction to coaching
- Introduction to mentoring
- Understanding personal development

### ***Entry requirements:***

- Basic numeracy skills
- Fundamental familiarity with simple ways of representing data like graphs, flow charts, percentage and etc
- Some experience of running a business or working for a business or background of business studies



## Contact Us

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