

# WELCOME TO THE BUSINESS SCHOOL (UK) LTD

Welcome to your IWFm course – we wish you luck in your studies, and remember we are always here to help.

You are studying via online Distance Learning and will be assessed by an assignment, not an exam – and again we will support you all the way through this.

We will ensure that you are registered with The Institute of Workplace and Facilities Management once you have completed the relevant information when asked.

You should review the Briefing Information, as well as the Information contained on the VLE in the Information and Help tabs, which you can access without registering or enrolling. As well you will find a Study Guide in the Information tab, which gives you crucial information on how to approach your studies.

Your course tutor can always be contacted via the Virtual Learning Environment system once you have enrolled and accessed a unit.

Your course contains all the necessary learning materials you need to complete the assessment, as well as a useful reading list if you wish to undertake your own research.

## **Assessment**

If you have any queries relating to the actual assessment questions or the unit content please contact your tutor for clarification.

You will upload your work for assessment for each unit onto the Virtual Learning Environment, where the tutor will access it for review. You will receive feedback and a grade for your work. If you have, at this stage, not quite reached the required standard, you will be able to re-submit your amended work to your tutor for assessment.

When all assessment work has been successfully completed, they will be taken through a further quality assurance process within The Business School (UK) Ltd. Thereafter a further quality assurance stage is conducted by IWFm. Once these stages have been completed, your certificate will be claimed from IWFm. Note this may take up to 3 months.

Please do not hesitate to contact the office if you have any general questions regarding the above and I would like to take this opportunity of wishing you every success whilst studying with The Business School (UK) Ltd. You can find all relevant contacts by clicking Get in Touch on the Virtual Learning Environment.