

Distant Learning Pre-Course Assessment, Information, Advice and Guidance

Our distance learners come to us from many different backgrounds.

Some have no local IAB accounting or payroll training facility, some are working full or part time and with other commitments don't have the time to get out to classes as well, some prefer the distance learning method of study where they can work without distraction and in the quiet of their own home, some are disabled and therefore this offers the most practical option of study for them.

Initial contact

When you make an enquiry with us the first thing we need to establish is your personal circumstances (to understand what we need to do to make your studying effective), your current level of skills and experience, your vision for putting your training into practice, your facilities at home to enable us to efficiently communicate with you and how quickly you want to work to achieve your qualifications.

If we are not sure, having talked to you, at which level of qualification you should start then we will send you samples of past papers to allow you to evaluate your existing skill level. It could be that you really should start at Level 2 but need to brush up on a few aspects from Level 1 first, then we will enrol you at Level 2 but start off by re-embedding those missing Level 1 skills first.

We don't want you to feel anything other than challenged by the course.

Our tutoring

Your tutor will make contact by email and telephone to introduce themselves and go through the course contents and programme of work in detail. They will also arrange with you the best communication methods to suit you and methods and times of contact.

Once you have started the programme of work then your tutor will give you feedback on your submitted work, normally within a couple of days. You can also expect to be chased by them if they haven't heard from you on a regular basis.

They will work with you to ensure that you are in agreement and ready for each stage of assessment, there are no set times for these assessments and exams, they are set when you are ready.

Your tutor will be open to any questions you may have about your future job options and career choice as well as helps and hints on CV writing and interview techniques along with further training options.

On your success

We provide on-going support to you, this normally lasts 6 months or so, after you have completed the course so that if you have started a job, got that promotion or set up in business we can answer any queries you may have, to try and help you succeed in those initial nervous months.