ONLINE COURSES:
CERTIFICATES
DIPLOMAS &
HIGHER ADVANCED
DIPLOMAS

PROSPECTUS

STUDY ANYTIME ANYWHERE
CONTENTS

Welcome to ADL 5
Agriculture 7
Animal Studies 7
Bookkeeping & Accounting 7
Business & Management 8
Ecotourism & Adventure Activities 8
Education, Training & Research 9
Environmental 9
Health Sciences 9
Health, Fitness & Recreation 10
Horticulture 10
Hospitality, Travel & Tourism 13
Psychology & Counselling 13
Science & Technology 14
Wildlife 14
Workshops & Practicals 14
Writing & Journalism 15
General Information 17

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com

2
What Makes ADL Exceptional? 18
How our Courses Work 18
Problem Based Learning 19
What you Receive as a Student 19
Duration & Starting Dates 20
Online Discussion Forums 21
Research Projects, Industry Meetings and Work Experience 21
How Exams are Administered? 22
Qualifications Offered and how to Design your own Course 22
Teaching Staff 24-27
Design You Own Course 27
Recognition/Validation 28
Success Stories 30-33
Short Courses 34
eBooks 35
Continuing Professional Development 36
How to enrol 37

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
“Since the day I started this course, I am more confident and optimistic for the projects I want to do. If I started all over again, I would definitely choose the same course and the same academy.” Alexandra Logotheti, Hotel Management, Greece

Course details listed under the discipline of: Hospitality & Tourism.

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
WELCOME TO ADL

Whatever your circumstances, an ADL distance learning course will give you the advantage you need to succeed.

Take Control of Your future!
Study Anywhere, Anytime

An ADL qualification can empower you to:

Progress Your Career!
Professional Development to help you get ahead.

Achieve a Qualification!
Get what you need to take your next step or expand your knowledge.

Change Your Career!
Do you feel you’re not on the right path? We can empower you to change direction.

Learn Something New!
Fascinating and useful learning over a vast range of course disciplines.

Whatever your aspirations, don’t let Education dictate your speed of learning; go at your own pace. Rise above the competition, qualify your specialisation to today’s world! Start now with no boundaries to your learning.

Study anywhere, anytime for a recognised cost effective qualification with unlimited tutor support.

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
I just thought I’d let you know that I passed all my exams! I got one Commendation out of the four. Thank you for your encouragement and support.

Jayne M, RHS Certificate II, UK

For Outstanding Career Opportunities Consider...

RHS Certificates in Horticulture

Royal Horticultural Society Qualifications

ADL is an RHS Qualifications Distance Learning Approved Provider.

RHS Level 2: Certificate in the Principles of Plant Growth, Propagation and Development (Theory)

RHS Level 2: Certificate in the Principles of Garden Planning, Establishment and Maintenance (Theory)

RHS Level 3: Certificate in the Principles of Plant Growth, Health and Applied Propagation (Theory)

RHS Level 3: Certificate in the Principles of Garden Planning, Construction and Planting (Theory)

“For I just thought I’d let you know that I passed all my exams! I got one Commendation out of the four. Thank you for your encouragement and support.” Jayne M, RHS Certificate II, UK

Course details listed under the discipline of: RHS Course Details - Horticulture - General Horticulture

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
ACADEMIC COURSES
Academic Writing
Critical Thinking

AGRICULTURE
Advanced Diploma in Agriculture (Crops & Livestock)
Agronomy I
Agronomy II - Grains
H.A DIP. In - Alternative Agriculture
Agronomy III (Root Crops)
H.A DIP. In - Animal Husbandry
Agricultural Marketing
Animal Anatomy & Physiology (Animal Husbandry I)
Animal Behaviour
Animal Breeding
Animal Health Care
Animal Husbandry II (Animal Health)
Animal Husbandry III (Animal Feed & Nutrition)
Aquaculture
Beef Cattle
Calf Rearing Certificate - Self Designed
Dairy Cattle
Equine Behaviour
Farm Management
Advanced Certificate In Agriculture
Advanced Certificate In Applied Management (Horses)
Diploma In Applied Plant Science
Horse Care I
Horse Care II
Horse Care III
Irrigation
Irrigation Management
Organic Farming
Natural Health Care for Animals
Pasture Management
Pet Care
Pigs

ANIMAL STUDIES
Animal Behaviour
Animal Healthcare
Animal Welfare
Aviculture (Bird Keeping)
Diploma in Companion Animals
Domestic Cat Care
Pet Care
Poultry
Natural Healthcare for Animals

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
### BOOKKEEPING & ACCOUNTING

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>B1</td>
<td>ICB Basic Level 2 In Bookkeeping</td>
</tr>
<tr>
<td>B2</td>
<td>ICB Manual Level 2 In Bookkeeping</td>
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<tr>
<td>B3</td>
<td>ICB Computerised Level 2 In Bookkeeping</td>
</tr>
<tr>
<td>BA4</td>
<td>ICB Level 3 Certificate In Bookkeeping And Accounts (Computerised)</td>
</tr>
<tr>
<td>BA5</td>
<td>ICB Level 3 Certificate In Bookkeeping And Accounts (Computerised)</td>
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<tr>
<td>BA6</td>
<td>ICB Level 3 Certificate In Bookkeeping And Accounts (Computerised)</td>
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<tr>
<td>ICB</td>
<td>Level 4 Certificate In Advanced Bookkeeping And Accounts ABA8 &amp; ABA9</td>
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### BUSINESS & MANAGEMENT

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<td>In Management</td>
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<td>Advertising &amp; Promotions</td>
<td>Bookkeeping - ICB Certification</td>
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<td>Business Law</td>
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<td>Legal Terminology</td>
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<tr>
<td>Management in Action</td>
<td>Management Marketing Policy, Planning &amp; Communication</td>
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<tr>
<td>Managerial Accounting</td>
<td>Marketing (Foundations)</td>
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<td>Marketing Psychology</td>
<td>Marketing Systems</td>
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<td>Motivation</td>
<td>Office Practices</td>
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<td>Organisational Behaviour</td>
<td>Personnel Management</td>
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<td>Professional Practice For Consultants</td>
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<td>Project Management</td>
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<td>Quantitative Methods for Business and Management</td>
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<td>Sales Management</td>
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<td>Sales Skills</td>
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<tr>
<td>Starting a Small Business</td>
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Supervision
Systems Analysis and Design
Workplace Health & Safety
Diploma in Business Management Level 4

ECOTOURISM & ADVENTURE ACTIVITIES
Adventure Tourism
Bushcraft & Wilderness Activities
Ecotour Management
Ecotourism Tour Guide Course
Proficiency Certificate In Ecotourism

EDUCATION, TRAINING & RESEARCH
Classroom Delivery Skills
Course Writing (Development)
Course Writing and Development
Delivering Distance Education
Diploma In Alternative Education
Diploma in Applied Management (Instructional & Training Skills)
Instructional Skills
Research Project I
Research Project II
Research Project III
Research Project IV (Thesis)
Workshop I
Workshop II
Workshop III

ENVIRONMENTAL
Advanced Certificate In Environmental Studies
Advanced Certificate In Wildlife Management
Advanced Diploma In Environmental Management
Conservation & Environmental Management

Earth Science
Environmental Assessment
Environmental Studies
Environmental Waste Management
Introduction To Ecology
Marine Studies I
Marine Studies II
Nature Park Management I
Nature Park Management II
Ornithology
Plant Ecology
Proficiency Certificate In Environmental Management
Trees For Rehabilitation (Landcare Re-afforestation)
Vertebrate Zoology
Wildlife Management
Environmental Chemistry

HEALTH SCIENCES
Advanced Certificate in Applied Science
Anatomy & Physiology (Human Biology)
Anatomy II (Human)
Cell Biology
H.A DIP. In - Applied Science
Human Biology IB—Bioenergetics
Human Biology II Muscles & Movement
Human Biology III Cardio Respiratory Performance
Medical Terminology
Physiology II (Human)

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
HEALTH, FITNESS & RECREATION

Advanced Aerobics
H.A DIP. In - Recreation Studies (Fitness)
Aquafitness
Aromatherapy
Children’s Nutrition
Diploma In Recreation
Elite Fitness Leaders Diploma
Fitness Leaders Certificate
Fitness Risk Management
Health & Fitness I
Health & Fitness II
Health & Fitness III
Health & Well-Being
Healthy Buildings I - Building Construction & Health
Human Nutrition I
Human Nutrition II
Human Nutrition III
Leisure Facility Management I
Leisure Facility Management II
Advanced Certificate in Child Development
Advanced Certificate In Nutritional Counselling
Advanced Diploma In Applied Management (Health and Fitness)
Advanced Diploma In Applied Management (Recreation)
Advanced Diploma In Food & Nutrition
Leisure Management I
Leisure Management II
Leisure Management III
Leisure Management IV
Nutrition for Weight Loss
Personal Energy Management
Personal Fitness
Play Leadership
Proficiency Award In Nutrition
Proficiency Certificate In Nutrition
Recreation Leadership
Resistance & Gym Supervision
Sports Nutrition
Sports Psychology
Stress Management
Therapeutic Nutrition
Food Processing & Technology

HORTICULTURE

Crops
Berry Production
Commercial Organic Vegetable Growing
Commercial Vegetable Production
Cut Flower Bulbs
Cut Flower Orchids
Cut Flower Production
Fruit Production—Warm Climate
Fruit Production—Temperate Climate
Garden History
Greenhouse Cut Flowers
H.A DIP. In - Horticulture (Crops)
Mushroom Production
Nut Production
Outdoor Plant Production (crops I)
Protected Plant Production
Warm Climate Nuts

General Horticulture
Advanced Certificate in Arboriculture
Advanced Certificate in Applied Management (Wholesale Nursery)
Advanced Certificate in Horticulture (Crops)
Advanced Certificate in Horticulture (Ground Management)
Advanced Certificate in Horticulture (Ornamental Horticulture)
Advanced Certificate in Horticulture (Plant Protection)
Advanced Certificate in Horticulture (Turf)
Advanced Diploma in Turf
Amenity Horticulture I
Amenity Horticulture II
Arboriculture I
Arboriculture II

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
Cutting Propagation
Deciduous Trees
Diploma in Applied Management (Retail Nursery)
Garden Maintenance
Garden History
Higher Advanced Diploma in Horticulture (Nursery)
H.A DIP. In - Horticultural Resources Management
Horticulture I
H.A DIP. In Horticulture - (Parks & Recreation Horticulture II)
H.A. DIP in Horticulture (Ornamental Horticulture)
Horticulture III ( Plant Health)
Horticultural Marketing
Horticultural Research I
Horticultural Research II
Irrigation (Gardens)
Irrigation Management
Managing Notable Gardens
Nursery Growers Course
Nursery Hands Course
Nursery Sales Assistant
Operational Business Management I
Operational Business Management II
Organic Plant Culture
Plant Breeding
Plant Pathology
Plant Protection
Practical Horticulture I
Practical Horticulture II
Proficiency Certificate in Horticulture
Propagation I
Soil Management
Sports Turf Management
Tissue Culture
Trees For Rehabilitation
Turf Care
Turf Repair and Renovation
Weed Control
Wholesale Nursery Management

Herbs
Aromatherapy
Culinary Herbs
Diploma in Herbs
Herb Culture
Herbs (Basic)
Lavender
Medicinal Herbs
Scented Plants

Home Gardening
Home Fruit Growing
Home Garden Expert
Home Propagation
Home Vegetable Growing
Lanscaping Home Gardens

Hydroponics
Advanced Diploma in Horticulture (Horticultural Technology)
Diploma in Horticulture (Horticultural Technology)
Diploma in Hydroponics
Home Hydroponics
Hydroponic Management (Hydroponics II)
Hydroponics

Landscaping
H.A DIP. In - Landscaping
Biophilic Landscaping
Cottage Garden Design
Diploma In Garden Design
Diploma In Horticulture (Landscaping & Garden Design)
Landscape Construction
Landscaping I
Landscaping II

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
Landscaping III
Natural Garden Design
Planning Layout and Construction of Ornamental Gardens
Plant Selection And Establishment
Playground Design
Restoring Established Ornamental Gardens
Water Gardening

Plant Varieties
Acacias
African Violets
Australian Native Trees
Australian Natives I
Australian Natives II
Azaleas & Rhododendrons
Bonsai
Cacti & Succulents
Carnivorous Plants
Conifers
Deciduous trees
Eucalypts
Ferns
Fuchsias
Geraniums & Pelargoniums
Growing Camellias
Growing Carnations
Growing Gorevilles
Growing Iris
Interior Plants (Indoor Plants)
Tissue Culture
Trees For Rehabilitation
Tropical Plants
Turf Care
Turf Repair And Renovation
Viticulture
Warm Climate Nuts
Weed Control
Wholesale Nursery Management

Nursery & Propagation
Advanced Certificate In Applied Management (Wholesale Nursery)
Cutting Propagation
Diploma In Applied Management (Retail Nursery)
Diploma in Horticulture
Garden Centre Management
Nursery Growers Course
Nursery Hands Course
Nursery Sales Assistant
Plant Breeding
Propagation I
Tissue Culture
Wholesale Nursery Management

Permaculture & Self Sufficiency
Advanced Certificate in Alternative Farming
Advanced Certificate in Self Sufficiency
Advanced Permaculture
Alternative Energy
Healthy Buildings I—Building Construction and Health
Mud Brick Construction
Permaculture I
Permaculture II
Permaculture III
Permaculture IV
Permaculture Systems
Self Sufficiency I
Self Sufficiency II

RHS
RHS Level 2: Certificate in the Principles of Plant Growth, Propagation and Development (Theory)
RHS Level 2: Certificate in the Principles of Garden Planning, Establishment and Maintenance (Theory)
RHS Level 3: Certificate in the Principles of Plant Growth, Health and Applied Propagation (Theory)
RHS Level 3: Certificate in the Principles of Garden Planning, Construction and Planting (Theory)
Trees
Advanced Certificate in Arboriculture
Arboriculture I
Arboriculture II
Australian Native Trees
Deciduous Trees
Trees For Rehabilitation (Landcare Reafforestation)
Trees For Rehabilitation

Turf
Advanced Certificate In Horticulture (Turf)
Advanced Diploma In Turf
Sports Turf Management
Turf Care
Turf Repair And Renovation
Turf Grasses

HOSPITALITY, TRAVEL & TOURISM
H.A DIP. In - Hospitality and Tourism
Bar Service
Bed & Breakfast Management
Event Management
Food & Beverage Management
Advanced Diploma In Event Management
Advanced Diploma In Hospitality & Tourism
Hotel Management
Proficiency Certificate In Tourism & Hospitality
Tourism I
Tourism II

Wedding Planning

PET CARE
Animal Behaviour
Animal Healthcare
Diploma in Companion Animals
Domestic Cat Care
Pet Care
Poultry
Natural Healthcare for Animals
Poultry
Pigs
Sheep
Goats
Ornithology
Herpetology

PSYCHOLOGY & COUNSELLING
Abnormal Psychology
Adolescent Psychology
H.A DIP. In - Counselling & Psychology
Biopsychology I
Biopsychology II
Caring for the Aged & Counselling
Careers Counselling
Child Psychology
Conflict Management
Counselling Skills I
Counselling Skills II
Counselling Techniques
Criminal Psychology
Crisis Counselling
Developmental Psychology
Diploma In Psychology
Family Counselling
Educational Psychology
Grief Counselling
Advanced Certificate In Applied Developmental Psychology
Advanced Certificate In Biopsychology
Advanced Certificate In Counselling (Care Professionals)
Advanced Certificate in Life Coaching
Advanced Diploma In Psychology
Industrial Psychology
Introduction to Psychology
Life Coaching
Multi Cultural Awareness
Neuropsychology
Professional Practice In Counselling
Professional Supervision
Proficiency Award In Psychology
Psychological Assessment
Psychology & Counselling
Psychopharmacology (Drugs & Psychology)
Relationships & Communication Counselling
Social Psychology I

SCIENCE & TECHNOLOGY

H.A DIP. In - Applied Science
Anatomy and Physiology (Human Biology IA)
Anatomy II (Human)
Biochemistry - Animals
Biochemistry - Plants
Biochemistry II
Biochemistry III (Animal Biochemical Processes)
Biochemistry III - Plant Processes
Botany I - Plant Physiology & Taxonomy
Botany II
Cell Biology
Engineering I - Machinery & Equipment
Engineering II - Applications
Advanced Certificate In Applied Science
Advanced Diploma In Applied Animal Science
Human Biology I - Bioenergetics
Human Biology II - Muscles & Movement
Human Biology III - Cardio
Respiratory Performance

Medical Terminology
Physiology II (Human)
Pre-Medical Diploma

WILDLIFE

Animal Welfare
Climate Science
Earth Science
Ecology
Herpetology
Marine Studies I, II, III
Ornithology
Primatology
Vertebrate Zoology
Wildlife Conservation
Wildlife Management
Zoo Keeping

WORKSHOPS & PRACTICALS

Journalism Practice I
Practical Horticultural I
Practical Horticultural II
Workshop I
Workshop II
Workshop III
## WRITING & JOURNALISM

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<tr>
<th>Course</th>
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<tr>
<td>Academic Writing</td>
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<tr>
<td>Advanced Freelance Writing</td>
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<tr>
<td>H.A DIP In - Publishing and Journalism</td>
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<tr>
<td>Children’s Writing</td>
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<td>Communications</td>
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<td>Creative Writing</td>
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<tr>
<td>Diploma In Journalism</td>
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<tr>
<td>Dramatic Writing</td>
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<tr>
<td>Editing I</td>
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<td>Editing II</td>
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<td>Editing III</td>
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<td>Biographical Writing</td>
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<td>Efficient Writing</td>
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<tr>
<td>ESL Writing Fundamentals</td>
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<tr>
<td>Freelance Writing</td>
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<td>Advanced Certificate In</td>
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<tr>
<td>Applied Journalism</td>
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<tr>
<td>Advanced Diploma In Applied Management (Publishing &amp; Journalism)</td>
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<td>Advanced Diploma In Journalism</td>
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<td>Journalism Practice I</td>
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<tr>
<td>Journalism Practice II</td>
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<td>Legal Terminology</td>
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<tr>
<td>Poetry</td>
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<td>Publishing I</td>
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<td>Publishing II</td>
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<td>Publishing III</td>
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<tr>
<td>Script Writing</td>
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<tr>
<td>Technical Writing (Advanced)</td>
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<tr>
<td>Writing Fiction</td>
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Need Course Advice? Speak To One Of Our Friendly Course Advisors On:

**UK:** 01227 789 649  
**Int:** +44 (0)1227 789 649
"If you enjoy working with people to maintain and improve their physical well-being and are interested in a career in medicine, complimentary medicine, para-medical field, health sciences or natural therapies, then ADL’s programme in Advanced Diploma in Medical Science (Pre-Medical) is an excellent starting point. A first class programme". Nirmin R Patel - B.A. Natural Sciences, B.Med.Sci Cert Basic Medical Sciences Certificate (Semmelweis University School of Medicine), MD Doctor of Medicine (Saba University School of Medicine) – ADL Tutor

Further course details listed under the discipline of: Science

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
GENERAL INFORMATION

“Welcome to the Academy for Distance Learning, where our students are our priority. There’s never been a better time to undertake a course of study by distance learning, for career change, professional development, up-skilling or simply for a hobby. Our courses blend theory with practical exercises – a combination that makes ADL courses so exceptional”.

Daryl Tempest-Mogg, Director of Vocational Training

About Us
Qualifications and Study Options

1. 100 hour Certificate Courses
Choose from over 650 courses across 19 disciplines. Study these for Professional Development, career enhancement or self enrichment/hobby purposes

2. Diplomas and Higher Advanced Qualifications
Because our courses are modular you can combine numerous courses to create a higher qualification.

3. Design Your Own Qualification
This is a great way to study and get the qualification that meets your need when aiming for a specific goal. Start out with one module first, then add others later on.

4. Short Courses - 20 hours
Study in a weekend. These are excellent taster courses and self paced online study programmes with lots of practical learning and computer generated tests. Our short 20 hour courses lead to a Certificate of Completion. Use these courses to help get started on our more in-depth 100 hour modules.

5. eBooks - Downloadable
Choose from over 100 eBooks developed specifically to compliment our courses.

6. Post Graduate Studies
ADL offers an opportunity to obtain a post-graduate qualification through distance learning. Modules are selected from a wide range of courses offered by ADL, allowing flexibility and self-paced learning.

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
WHAT MAKES ADL EXCEPTIONAL

We provide expert, up-to-date information, notes and course material, but most importantly, we provide a personalised service to ensure that you have a positive learning experience even though you may be studying at a distance. Key factors for this include:

1. Plenty of Support

At ADL our student support services are the hallmark of our commitment to you. Support is provided through:

• Unlimited tutor contact by phone or email
• Email questions and quickly receive a phone call or email back.
• Access additional notes whenever needed from an educational database of more than 350,000 pages.
• A unique ‘students only’ website that includes a chat room, forums, student directory, assignments, submissions and more.

2. Courses Professionally Developed

The course developers for ADL are continually compiling input from tutors, students and industry. This input has come through, both formal channels (e.g. advisory committees, industry reports, student and employer surveys, etc), and informally, through the alterations/improvements being made to course notes.

3. Courses Continually Updated

We’re always learning new things, from conferences, magazines and journals, internet research and colleagues. The developers of our courses are continually researching and writing new books, magazine articles and video scripts. This compiled information is used to update course notes. We offer you more up to date information than you are likely to get from many other colleges. We encourage feedback from students through newsletters, questionnaires, and contact with tutors.

4. Flexibility

We believe that flexible courses are better able to meet the needs of modern students. Courses have been developed so that they will be applicable to students anywhere in the world. For example, if a student experiences problems due to assignment questions being inappropriate for their culture or locality, we have alternative assignment questions available. This policy shows our commitment and sensitivity to the various cultural differences that exist around the world.
5. Study From Any Location In The World!

Assignments are designed so that students can focus on their particular areas of interest. If students contact the academy, tutors are available to provide extra information on assignment questions. If you find a course difficult, you can choose to work slowly and have more help from the academy. There are no time limits on courses. **Take as long as you need to understand each part of the course.** We also encourage students to contact the academy for help in selecting the course best suited for their goals.

6. Recognition / Validation

ADL has various forms of recognition. Please see page 26 of this prospectus and the back cover for details.

**HOW OUR COURSES WORK**

**Three ways to Learn**

1. **Online**

Online students require a reliable internet connection. Our Student Study Zone allows you to view all of your course material online from anywhere in the world. You can read notes and study illustrations on the computer screen, then complete self-assessment quizzes to gauge your learning.

2. **USB (E-Learning)**

USB’s allow portability and are an excellent choice for people who have a computer but do not have internet access or have a slow connection. Your course material and interactive Self-Tests are posted to you on a preloaded USB. You may also print the lessons/assignments and create your own course material folder. Online access is also available. Assignments are submitted through the ADL Online Study Zone, through the post or by email.

3. **Traditional Correspondence**

Course material may be supplied in a printed format. Students work through notes, practical tasks and assignments. The student is guided by a printed study guide and accompanying materials, as well as advice and feedback from tutors. Assignments are submitted to tutors for grading and feedback and exams can be taken anywhere in the world.
DURATION & STARTING DATES

We accept students all year round. There are no starting dates. You can enrol at any time. All study is self-paced and ADL does not set assignment deadlines. Where a student is financially subsidised by another party (e.g. an employer or government body) they may require a student to finish within a specified period. Students in such situations are advised to check with their sponsor prior to enrolling. The majority of our courses are expected to take approximately 100 hours of study to complete. However, this can vary.

PROBLEM BASED LEARNING

PBL is a relatively new, student centred approach in education which is gaining momentum worldwide. International research has shown that graduates of PBL have been more successful in careers. ADL incorporates a PBL approach to its courses, aims and outcomes.

WHAT YOU RECEIVE AS A STUDENT

All necessary course materials needed for course completion are included in the cost of the course fee. Upon enrolment, students receive:

• Free short optional courses:- Academic Writing (10 hours) and Critical Thinking (10 hours) designed to help you get back into the swing of study
• Course notes and required reading materials
• Tuition – unlimited tutor and admin support
• Practical Tasks designed to help develop your skills in the subject area
• Free listing on an internet site directory (upon request)
• Free Online Library
• Opportunity to receive updated course notes if a major revision is undertaken
• International visibility (beyond many nationally focused institutions)
• Access to our Job Seekers Guide with lots of valuable job searching techniques, advice and information
ONLINE DISCUSSION FORUMS

This is an area on the internet which only students can enter (with a personal access code). It allows students to communicate with other students or tutors, access our exclusive library, make secure payments, list yourself on a job board etc.

RESEARCH PROJECTS, INDUSTRY MEETINGS AND WORK EXPERIENCE

A number of courses require students to complete work experience, industry meetings, workshops or research projects. The requirements are as follows:

Work Experience

Where a student is required to complete work experience, it must be relevant to the qualification, as well as a valuable learning experience. Work that is menial or not challenging may not be approved. A reference from an employer, client or colleague must be supplied, describing both the nature and duration of the work. If a student has difficulty obtaining work experience, they are advised to contact us for assistance.

Workshops

Some courses have workshop requirements. Workshop I, II, & III each involve a series of PBL (Problem Based Learning) projects, worked through in liaison with other people. These modules develop the same competencies which would otherwise be achieved through face to face workshops. These modules work for any discipline, teaching you how to effectively deal with practical problems within well defined specifications in any industry.

Research Projects

Research Projects I, II, III and IV are generic 100 hour modules. Each module involves some formal studies to learn about research methods and techniques, followed by conducting real research into a subject relevant to the discipline being studied.

Workplace Project

We will accept any of the above three categories as a workplace project.
Industry Meetings

To meet this requirement, you must attend meetings such as conferences, seminars, trade shows, exhibitions, study tours, committee meetings, or any other industry events which might be considered as contributing toward their awareness and education of the relevant industry. Proof of attendance must be shown. This may be references or letters from the event organisers, by supplying a written report and photographs; or by any other reasonable method.

HOW EXAMS ARE ADMINISTERED

Students may sit for examinations in their own locality. The exam is sent to the adjudicator who supervises the student during the exam and then sends it to the academy for marking.

QUALIFICATIONS OFFERED AND HOW TO DESIGN YOUR OWN COURSE

We offer two ways to complete Certificates Diplomas and other higher qualifications:

1. Enrol in a standard course: The structure of these courses are fully laid down, and students may only need to elect a major area of study. Standard courses are listed throughout the handbook.

2. Design your own course: Looking for a qualification that meets your specific needs but can’t find one available anywhere? ADL recognises the fact that not all educational institutions’ certificates/diplomas/qualifications are able to meet everyone’s needs.

The opportunity to design your own certificate/diploma at ADL (subject to our approval) is an added bonus not found at other colleges. It’s a very popular option and widely used by many students.

You may choose any combination of related subjects offered within the guidelines and discipline of choice. You can start out with one module first, then add other modules as you progress. When enrolling, it is not necessary to decide up front which modules you wish to commit to, however, any custom made course modules will be subject to the academy’s approval and must be in place before the end of the first modules completion.
If you need help in deciding what modules to choose, ADL can provide assistance with expert advice from our tutors.

**Letter of Achievement**

This usually appeals to people that are not seeking a higher qualification but are interested in a particular subject for enrichment/leisure/hobby.

**Requires:** On satisfactory completion of all assignments in a course, you will be issued with an official “Letter of Completion”

**Certificate (Cert.)**

This is issued for the completion of 1 module. (complete all assignments and pass exam). The certificate will involve building your knowledge/or skills in relation to your particular area of interest and is appropriate in many job roles.

**Requires:** 1 Module -100 Hours (you must complete all assignments and successfully complete one examination)

**Proficiency Certificate (Prof. Cert.)**

A proficiency certificate is a specialist qualification, for people who already have a “foundation” knowledge of a subject; but who wish to undertake limited specialist study in that field. This certificate allows you to attain a formal qualification without needing to make as much of a commitment as a full Advanced Certificate.

**Requires:** 2 modules (200 hours) plus 200 hours of work experience or industry meetings.

**Advanced Certificate (Adv. Cert)**

This would be generally considered equal to or higher than a trade level qualification.

**Requires:** 4 modules - 400 Hours

**Diploma (Dip)**

This would normally be considered equal to or higher than a supervisory qualification.

**Requires:** 6 modules - 600 hours plus 200 hours of work experience or industry meetings.

**Advanced Diploma (Adv. Dip)**

This would normally be considered a management or professional qualification.

**Requires:** 8 modules - 800 hours normally including a Research Project plus 100 hours of work experience or industry meetings.


In some situations this may be considered similar to a foundation degree or associate degree.

**Requires:** 12 modules - 1200 hours normally including Research Projects I and II plus 100 hours of work experience or industry meetings.

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
Note: All Modules are taught at the same level and quality and standard whether they are taken for a Letter of Achievement or a Higher Advanced Diploma. Certain Certificates and Diplomas exceed the above number of modules for completion.

TEACHING STAFF

One of the key elements ADL requires during the selection criteria process is for tutors to have at least a tertiary qualification or equivalent (there are sometimes an exception to this rule where the authority of experience equates with qualification) and a minimum of 5 years industry experience.

Also, tutors must remain active within their industry. Essential qualities we look for include: the availability to share knowledge, give support in a friendly and helpful manner, possess an understanding of the workings of distance learning and create enthusiasm for learning.

The following are some of our tutors: more details about their teaching experience may be found on our website under the heading of Tutors and Admin.

Michael Booth
B.Sc (Hons) Chemical Engineering (University of Leeds), MSc with Merit Computer Science, (University of Kent), Executive Associate (Institute of Independent Business International).

Diana Cole

Dr. Matina Chronopoulou

Paul Evans
MICB, CBI.Dip, AMCollIT, BSYA (Cl.Fit).
Alex Ewing  
*BSc (with Honours) in Biology, University of Southampton, MSc. Applied Fish Biology, Plymouth Polytechnic.*

Ashok Francis  
*B.A. Science (Mangalore University), Honours in Hardware Engineering & Networking (Indian Institute of Hardware Technology), Post Graduate Diploma - Computer Applications (Institute of Human Resources Development, India).*

Katie Freeth  
*B.Sc (Hons) Horticulture, RHS General Examination.*

Juliette Harris  
*BSc Hons Biology (University of Sussex).*

Nick Howarth  
*Bsc, (Hons) Computer Studies 1st class, (Southampton University), Prince 2 Practitioner Qualified, ITIL Foundation Certificate, Diploma in Bookkeeping ICB Level 3, Diploma in Payroll Management ICB Level 3. ICB examiner.*

Aleksandr Klyashitsky  
*BSc Engineering Physics (Honours, University of Alberta, Canada).*

Yvonne Leach  
*Cert -Ed (Christchurch University College), Training the Trainers Cert, (Guild of Guides), Welcome Host Trainers Cert (S.E.E.T.B), Assessors Awards (BTEC), Adult Training Award (C&G), Blue Badge Guide - Professional Guide Qualification, (S.E.E.T.B.).*

Howard Leslie  
*RHS Level 3, Diploma in Horticulture, RH level 2 Certificates*

Iona Lister  
*Licentiate, Speech and Language Therapy, UK, Diploma in Advanced Counselling Skills.*

Noor Mazhar  
*B.A., M.A. (University of London), Ph.D (University of Liverpool), DipTEFL, DipTESP.*

Dr. Mark C. Mifsud  
Manando Mvula  
Certificate in Education (Cert Ed) Canterbury Christ Church University, MSc Tourism Management - Manchester Metropolitan University, NVQ - A1 Assessor Training (City & Guilds), Certificate in Health & Safety Risk Assessment (City & Guilds).

Nirmin R Patel  
B.A. Natural Sciences, B.Med.Sci Cert Basic Medical Sciences Certificate (Semmelweis University School of Medecine, Hungary), MD Doctor of Medicine (Saba University School of Medicine, Netherlands-Antilles, Saba, West Indies).

Andy Patterson  
PGCE Biological Sciences; Doctor of Naturopathy (pending); Registered Nutritional Therapist; Permaculture Design Consultant (PDC); BSc(Hons) Ecology.

Vicky Protopapadaki  

Dr. Lee Raye  
PhD (Cardiff University), M.A. (hons) Celtic Studies, (the University of Aberdeen); M.St. Celtic Studies, (the University of Oxford). Fellow of the London Society.

Sarah Ridley  
Bachelor of Education(Human Movement and Health Education), University of Sydney; Certificates 1, 2, 3 & 4 in Fitness, Personal Training, Barbell Training Concepts, Master Functional Trainer.

David Smith  
BA Business Studies (Swansea Metropolitan University 2001-2004), TAQA qualified assessor 2013 (Bright assessing), PTLLS (Bright - to be completed April 2014), NVQs in all areas of fitness and instruction and coaching. Currently completing personal training certificate. Leisure Management certified.

Susan Stephenson  
Steven Whitaker
Diploma in Garden Design (Distinction) – The Blackford Centre, Gold Certificate of Achievement in Horticulture, Level 2 NVQ in Amenity Horticulture, Level 1 NOCN Introduction to Gardening, Basic Awareness with Fire Extinguishers – Joseph Priestly College, BTEC Diploma in Hotel, Catering and Institutional Operations (Merit), Trainer Skills1, & 2, Group trainer, Interview and Selection Skills – Kirby College of Further Education

David Whyte

DESIGN YOUR OWN COURSE

Not all educational institutions certificates/diplomas meet everyone’s needs. The opportunity to design your own certificate / diploma at ADL (subject to our approval) is an added bonus not found at other colleges. It’s a very popular option and widely used by many students.

You can choose any combination of subjects offered within the guidelines.

Some major advantages of designing your own certificate / diploma include:

- A qualification that is more focused to your needs and goals can be a distinct advantage over your competition in business or the workplace.
- Employers are usually impressed by qualifications that are up-to-date, unique and relevant to their industry.
- You avoid studying subjects which are irrelevant or less relevant to you. Obtain an education which is different to most people you are likely to encounter in your working life.

To find out more please visit: adlonlinecourses.com/design-your-own-course
RECOGNITION / VALIDATION

ADL delivers quality courses, has an excellent reputation and provides a fast, friendly service where students are our priority.

ADL is part of the ACS Global Network of colleges who have been offering educational courses since 1979. The quality of their courses command respect in academic circles within a range of disciplines in the UK, Australia and beyond. Many of our staff include world renowned academics from several countries, and it maintains active partnerships with respected institutions in several countries including Ireland, Australia and Singapore.

Many of these affiliates are formally recognised by government education authorities in their respective countries.

For details of our memberships please see our website: www.adlonlinecourses.com/recognition

TQUK - Training Qualifications, UK – an Ofqual Awarding Organisation
ACCPH - Accredited Counselors, Coaches, Psychotherapists and Hypnotherapists
UKRLP - UK Register of Learning Providers
ICB - Institute of Certified Bookkeepers
RHS - Royal Horticultural Society
CMA - Complimentary Medical Association
IARC - The International Accreditation and Recognition Council
NUS - The NUS Extra Student Card

UNIVERSITY QUALIFICATIONS

Courses undertaken with ADL have been accepted for credit towards university qualifications in various countries. For most universities, credit is granted on a case by case basis.

Transcript: At the completion of each module students receive an official transcript detailing the course content and the grade achieved.

Credit Hours: Credit hours awarded are adjusted accordingly for UK students and for those wanting to transfer credit to colleges / universities in the USA.
Are you passionate about animals? - want to know what makes them tick? – looking for a career working with animals? Whatever your animal interest, there is a course at ADL to help you get started. What does a dog handler do? How do you become a zookeeper or biologist? Interested in preserving wildlife? Work hands-on: eg veterinary and animal nursing. Want to work on a farm, or simply understand your pet better.

Explore these and other ADL courses listed under the following subjects: Animal Care, Agriculture, Farming, Equine, Livestock, Pet Care, Wildlife Conservation and Zookeeping.
SUCCESS STORIES

We can’t list all our student success stories, so here are a few to show what can be achieved with an ADL qualification.

Bookkeeping - Distinction Runs in the Family!
Congratulations are in order for mother and daughter, Mihaela and Ioana, who have each gained the grade of *Distinction* in their respective ADL - Academy for Distance Learning courses.

Mihaela - Bookkeeper, UK

Mihaela, qualified as a Professional Bookkeeper and Payroll Manager by gaining *Distinction* in the ICB (Institute of Certified Bookkeepers) examinations.

As a result of her dedication, hard work and outstanding grades, she was able to gain employment as an Accounts Administrator with one of the UK’s top financial and accounting practices based in Canterbury, England. Mihaela said “What I loved about my ADL course was the level of support I received from my tutor and the ADL admin team. It made studying this course by distance learning and online so enjoyable”.

Ioana - Academic Writing, UK

“My daughter, Ioana, saw how much I enjoyed studying by distance learning that she wanted to study a course too.

She was preparing for her A-levels and chose ADL’s Academic Writing. We had a chat about how this course could benefit her considering her goal was to attend university and begin a degree in Pharmacology.

Ioana decided Academic Writing would be very beneficial to her university application.
She enrolled and now has completed the course, achieving the grade of Distinction. Ioana is looking forward to enrolling on another short course with ADL called Critical Thinking and is now studying Pharmacology at the University of Greenwich”.

**David Youldon - Advanced Certificate in Wildlife Management, South Africa**

David is a world renowned Wildlife Conservationist. When he completed his Advanced Certificate in Wildlife Management David stated:

“You should also know that thanks in part to the courses I have done with you the University of Edinburgh has accepted me to do a Masters in Biodiversity, Wildlife and Ecosystem Health through distance learning, and the University of Oxford have accepted me for a short course in Data Analysis in Ecology. So thanks for the service you provide”. David continues to be a force in the world of Wildlife Conservation

**Luis - Neuropsychology, Brazil**

Luis is such an inspiration. He is visually impaired but manages to cope with our online distance learning course. He is currently halfway through his Neuropsychology module.

To help him cope with reading, Luis uses a dedicated screen reader programme called “Jaws”. Luis completes his assignments in a timely manner and completed the two ADL optional free courses in Academic Writing and Critical Thinking. Luis is a great role model because he does not let his disability prevent him from furthering his education. Luis owes his love of study to his father’s influence. Since his childhood, Luis’ father has always played a pivotal role in helping him understand the need to continually further his education.

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
Eileen - Bereavement Counselling, UK

Bereavement Counselling is such a challenging and demanding profession. Eileen found the course “extremely valuable and I have been able to commence Bereavement Counselling already. I am able to put into practice, the valuable lessons I have learned during the course. The course and structure was excellent and better than I expected.

It was very well presented and easy to follow. I received excellent feedback from my tutor Iona Lister, who returned marked assignments very promptly.

This was a very important to me.

I have absolutely nothing but praise for the professional and friendly manner of the administration staff, who were always very helpful when I needed guidance.

The course was very comprehensive. I was very impressed with the course, the website and admin and would dearly love to study with you at some point in the future.”

Meg - Interior Plants, Florida, USA.

Meg wanted to work with interior plants and has achieved her goal.

“Upon completing the Interior Plants Course I was offered my dream job.

Taking this class was one of the best decisions I’ve made, the information I received was invaluable. Thank you ADL”.
Daniel - Hotel Management, Romania.

Daniel found his course, Hotel Management, was “comprehensive and well edited. For sure it can give a new worker in the hospitality industry the basic theoretical and practical knowledge required”.

Daniel now has employment in his chosen profession – Hotel Management - due in part to his ADL qualification and his skills.

Adam Craig - Higher Advanced Diploma in Environmental Management, UK.

Adam loves all things to do with conservation and improving the environment.

He realised early on there would be strong competition for employment in the environmental and conservation sector.

To stand out from other job applicants he would need an additional qualification to his Bachelors Degree in Geography, awarded by Christ Church University, Canterbury, England. Adam chose ADL’s Higher Advanced Diploma in Environmental Management.

This qualification was ideal for him as it would help complement his degree and provide the additional skills and knowledge he was looking for.

“There were two factors, apart from the course content, that made ADL’s courses so outstanding and different. Firstly, the level of support I received from my tutors and the admin team really kept me motivated. Secondly, the practical tasks that I got to do at the end of each lesson really stretched my knowledge and skills of the subject matter. Blending theory with practical exercises made the ADL courses exceptional”.

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
SHORT COURSES
(20 hours) - Weekend Courses

Study anytime – Complete a Course Over a Weekend.

Expand your professional development. Our short 20 hour courses are ideal for completing over a weekend and gaining a taste for a subject matter that you are interested in.

• Start at anytime
• All self-paced
• Automated online study programs
• Lots of practical learning
• Computer generated tests.
• Leading to a Certificate of Completion

After completing a short course you may like to continue further study by enrolling in an ADL more in-depth and higher qualifications ie., 100 hours, 400 hours, 600 hours, 800 hours and 1200 hour awards.

“ADL - Providing Education That Will Serve You For Life”

Daryl Tempest-Mogg, Director
ADL - Academy for Distance Learning
EBOOKS

Choose from our concise list of eBooks relative to our courses and available for immediate download after purchase.

Why choose our eBooks? Our eBooks are different from most other eBooks:

• Most of our eBooks contain many high resolution coloured images and illustrations. (This is different to many of the eBooks available else where)

• We recommend our eBooks are viewed with a coloured book reader such as your computer, an iPAD, Mobile phone etc.

Why Buy an ebook? Convenience – carry an entire library in less space than a single conventional book. Entry level devices can hold thousands of written works and they can be viewed in a wide range of font styles and sizes depending on your preference. Your book, your way, on a plane, train at home or abroad.

How Can I View My Ebooks? Our ebooks can be read on a huge range of devices including, but not limited to:

• Computers running Windows, MacOS or Linux
• Desktop PC’s, Netbooks, tablets and iPads
• Mobile phones and other mobile devices that support PDF’s such as iOS and Android
CONTINUING PROFESSIONAL DEVELOPMENT

Why Professional Development Is So Important?

ADL's courses have been designed by industry experts to help you develop a different set of skills to your competition, to sharpen your focus, build confidence, establish communication skills, and develop a unique network of contacts.

Our courses are compatible with industry - many schools and colleges simply do not do this. Having something that is a little different will make you stand out!

Other Websites

The following websites all direct traffic to ADL's main website:

ADL Online Education
www.adlonlineeducation.com

Online Courses In Horticulture
www.onlinecourseinhorticulture.com

Online Courses in Bookkeeping
www.onlinecoursesinbookkeeping.com

RIB Bible College (Revelation International Bible College)
www.ribcollege.co.uk

For course descriptions and tuition fees please visit our website: www.adlonlinecourses.com
HOW TO ENROL ONLINE

It’s easy to join the ADL community. Just follow the simple steps below:

1. Online – visit our website at: www.adlonlinecourses.com
2. Phone. Please call UK: 01227 789649
   or international number: +44 (0)1227 789649
3. Post. Download application form online and post direct to ADL

Payment

1. We accept all major credit and debit cards
   (except American Express and Diners cards)
2. Payment can be made over the phone
3. Bank Transfer
4. Paypal
5. Cheque
6. Western Union

Please note: We do not divulge, sell or share student details with third parties. Our site is IT secure.
OUR STUDENTS
OUR PRIORITY

ADL’s quality courses command respect in academic circles around the world and it maintains active partnerships with respected institutions in several countries including Ireland, Australia and Singapore.

Many of these affiliates are formally recognised by government education authorities in their respective countries.

Here are just a few:

ADL ~ Academy for Distance Learning
18 Lower Bridge Street
Canterbury, Kent
CT1 2LG,
UK

Tel: 01227 789 649
Tel Int’l: +44 (0) 1227 789 649
Fax: +44 (0) 1227 762 108
Skype: adl-main

Web: www.adlonlinecourses.com
Email: info@adlhomestudy.co.uk