

CERTIFICATES



ONLINE COURSES



DIPLOMAS



ADV. DIPLOMAS



HIGHER
ADV. DIPLOMAS

PROSPECTUS

ADL

*Academy for
Distance Learning*

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WELCOME

OUR STUDENTS OUR PRIORITY



*"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.

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 usefull 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 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*)

"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**



ADL COURSES

To view our full range of courses, diplomas and higher qualifications please visit our website.

The selection below is only a small overview of what is on offer.

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

Poultry

Pigs

Sheep



Goats
Ornithology
Herpetology
Sustainable Agriculture

BOOKKEEPING & ACCOUNTING

ICB Level 2 Cert in Bookkeeping
A1, A2, A3
ICB Level 3 Cert in Bookkeeping
M4, M5, M6, M7, M8
ICB- Diploma in Payroll Management

BUSINESS & MANAGEMENT

Human Resource Management
Business Management
H.A DIP. In Management
Advertising & Promotions
Bookkeeping - ICB Certification
Business Law
Business Operations
Business Planning
Business Studies
Computer Studies Concepts & Principles of Islamic Finance
Diploma In Applied
Management (Marketing)
Diploma In Applied Management (Supervision)
Diploma in Legal Practice
Economic Principles & Their Application to Business
Entrepreneurship

Advanced Certificate In Personnel Management
Advanced Diploma In Applied
Management (Small Business)
Advanced Diploma In Human Resource Management
Advanced Diploma In
Management
Advanced Diploma In Multidisciplinary Studies
Human Resource Management
Introduction to Accounting
Introduction to Business
Introduction to Business Communication
Introduction to Quantitative
Methods
Leadership
Legal Terminology
Management in Action
Management Marketing Policy,
Planning & Communication
Managerial Accounting
Marketing (Foundations)
Marketing Psychology
Marketing Systems
Motivation
Office Practices
Organisational Behaviour
Personnel Management
Professional Practice For Consultants
Project Management
Quantitative Methods for Business and Management
Sales Management
Sales Skills
Starting a Small Business
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)

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



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



Landscaping III

Natural Garden Design

Planning Layout and
Construction of Ornamental
Gardens

Plant Selection And Establishment

Playground Design

Restoring Established

Ornamental Gardens

Water Gardening

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

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

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





ADL COURSES

To view our full range of courses, diplomas and higher qualifications please visit our website.

WORKSHOPS & PRACTICALS

Journalism Practice I

Practical Horticultural I

Practical Horticultural II

Workshop I

Workshop II

Workshop III

WRITING & JOURNALISM

Academic Writing

Advanced Freelance Writing

H.A DIP In - Publishing and Journalism

Children's Writing

Communications

Creative Writing

Diploma In Journalism

Dramatic Writing

Editing I

Editing II

Editing III

Biographical Writing

Efficient Writing

ESL Writing Fundamentals

Freelance Writing

Advanced Certificate In

Applied Journalism

Advanced Diploma In Applied Management (Publishing & Journalism)

Advanced Diploma In Journalism

Journalism Practice I

Journalism Practice II

Legal Terminology

Poetry

Publishing I

Publishing II

Publishing III

Script Writing

Technical Writing (Advanced)

Writing Fiction

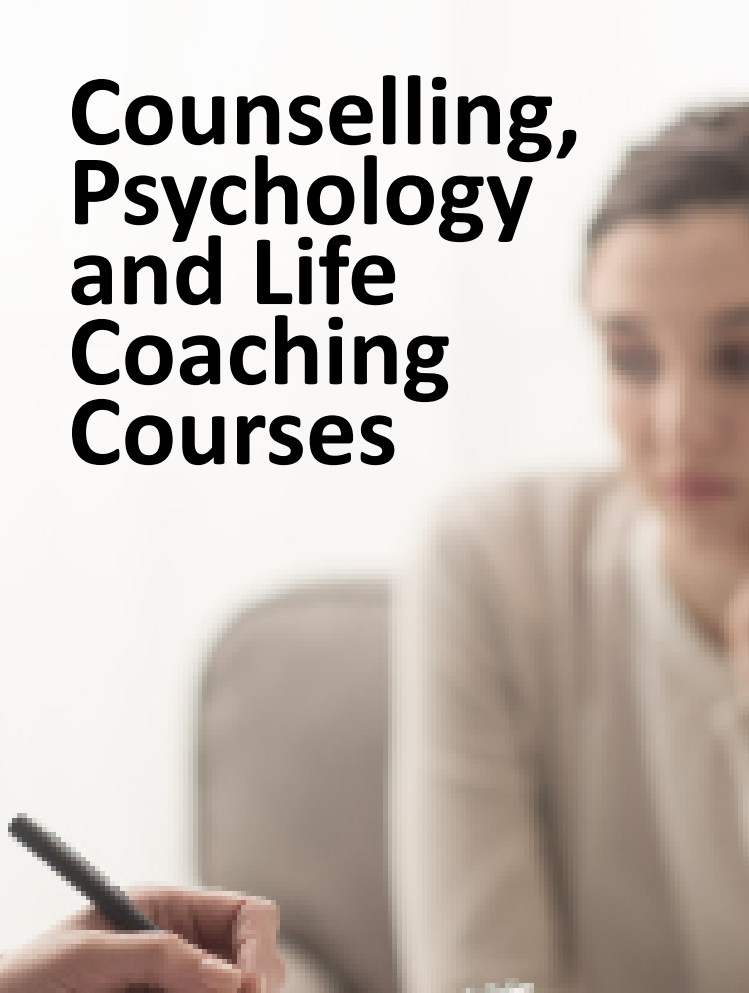


Need Course Advice? Speak To One Of Our Friendly Course Advisors On:

UK: 01227 789 649

Int: +44 (0)1227 789 649

Counselling, Psychology and Life Coaching Courses



Want to understand human behavior? Our wide selection of Counselling, Psychology and Life Coaching courses are suitable for CPD (Continuing Professional Development) or simply for personal development.

Our highly qualified tutors, who are industry experts are there to help you progress through your course with our flexible learning options.

Further course details listed under the discipline of:
Psychology & Counselling

GENERAL INFORMATION



“Welcome to the Academy for Distance Learning. 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 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.

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.
- A unique feature of our courses are the practical exercises at the end of each lesson - these are referred to as Set Tasks. In addition to requiring knowledge, you also get to expand your skills.

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
- 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

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. Alternatively, students have the option to undertake a project, rather than sitting an exam.

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.

Higher Advanced Diploma (Hgh. Adv. Dip)

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.

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, posses 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

University of Hull, joint (honours) degree in Geography, Sociology & Social anthropology Class II. Central Manchester College, RSA Postgraduate Diploma for Personal Assistants- Distinction in Law. Stockport Technical College, Certificate in Administrative Management and Diploma in Institute of Personnel Management. Reaseheath College, BTEC Higher Diploma Garden, RHS Advanced Certificate, and RHS Diploma in Horticulture. ACS Distance Education, Permaculture Design Certificate. Cheadle & Maple College, RHS General Cert and City & Guilds Gardening & Construction.

Dr. Matina Chronopoulou

A.A. (Brooklyn College), B.Sc. (Southwest Florida College), Dip. Nutritional Health Science (American Health Science Institute), N.D. (National College of Naturopathic Medicine), Lic. Dip. Master Accupuncturist (International College of Oriental Medicine), Doctor of Naturopathy (Medicina Alternativa), Ph.D (College of Naturopathic and Complementary Medicine).

Paul Evans

MICB, CBi.Dip, AMCollT, 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

Phd (Univeristy of Bath)., B.Ed (Hons.) Uni of Malta, P.G.Dip.Env.Mgt., M.Sc., PGCEM, Pg.Cert.EfS., Dip.Eco.Des., Dip.Env.Aud., MiBiol, MIEEM, MiEnvSc, CBiol, CEnv, CSci.(Teach), AMPS, ARPS, PhD.

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 (Simmelweis University School of Medicine, 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

MSc (Distinction) Applied Animal Behaviour and Animal Welfare (University of Edinburgh), BSc Business Administration (University of the Aegean), Cert. Companion Animal Behaviour (University of Edinburgh), Cert. Animal Use and Care (University of Prince Edward Island).

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

BSc in Applied Plant Biology (Botany) Univ. London 1983. City and guilds: Garden Centre Management, Management and Interior Decor (1984) Management qualifications in training with retail store. Diploma in Hort level 2 (RHS General) Distinction.

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 Skills 1, & 2, Group trainer, Interview and Selection Skills – Kirby College of Further Education

David Whyte

Higher National Diploma in Arboriculture, (BTEC) Higher National Certificate in Horticulture (SCOTVEC), National Diploma in Horticulture (SCOTVEC), National Certificate in Horticulture SCOTVEC. Training as a LANTRA instructor.

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 Approval and Registration Centre


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.



For Outstanding Career Opportunities Consider...

Animal Healthcare

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.

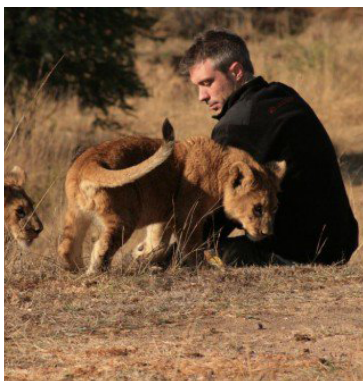


She enrolled and now has completed the course, achieving the grade of Distinction. Ioana is looking forward to enrolling on another short course with ADL called Critical Thinking and is now studying Pharmacology at the University of Greenwich”.

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.

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”.

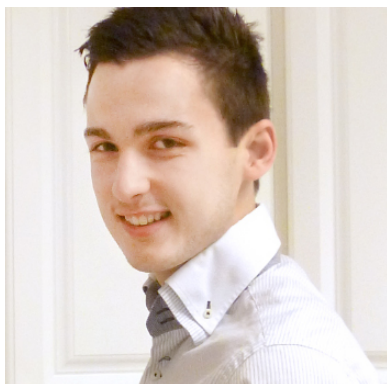
Daniel now has employment in his chosen profession – Hotel Management - due in part to his ADL qualification and his skills.

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”.



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 or at anytime, 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 - Delivering Education To Serve You For Life”

Daryl Tempest-Mogg, Principal
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.co.uk

Online Courses in Bookkeeping
www.onlinecoursesinbookkeeping.com

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

online courses in horticulture

Horticulture

Career opportunities abound in this industry

ADL offers over 250+ horticultural courses by distance learning, one of the largest selections in the UK.

Courses may be studied at Certificate, Diploma or Higher Advanced Diploma levels, for career opportunities or simply for self-enrichment (hobby) purposes.

Horticulture as an industry is one of the fastest growing in the world. Courses can be viewed on either websites at: www.adlonlinecourses.com or www.onlinecoursesinhorticulture.co.uk



Our 250+ horticulture courses includes: **crops, general horticulture, herbs, home gardening, hydroponics, landscaping, nursery & propagation, permaculture & self-sufficiency, plant varieties, RHS, trees and turf.**



HOW TO ENROL ONLINE

It's easy to join the ADL community. Just follow the 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.

To view ADL's **GDPR Privacy Policy** and **Terms and Conditions** please visit: **www.adlonlinecourses.com/privacypolicy**

NOTES



OUR STUDENTS OUR PRIORITY

ADL's quality courses command respect in academic circles around the world and 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:



+ 44 (0) 1227 789 649



info@adlhomestudy.co.uk



www.adlonlinecourses.com