



Postgraduate Bulletin

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THE ROAD TO SUCCESS

Readers may remember the following message and where it came from. It is of particular relevance to students in their final year at school -

Success is a journey where we just keep going, one success after another, and that is what learning is like. Imagine getting through the hard work of studying for several 'A' levels and then dropping all of your studies to start work. **'Keep up the challenge for another 2-3 years and then you won't lose the skills that you learnt in achieving objectives.'** Success comes down to **your** determination to succeed.

WIDER PROJECT MANAGEMENT

The enthusiastic take-up of the NCFE Project Management Course has encouraged us to research another similar 6-month course, offered by the Royal Institute of Chartered Surveyors, which deals in particular with the **Management of Commercial Construction and Fit-Out Projects**. This Course provides students with a broad base of knowledge and skills in planning, organising and controlling construction operations, from feasibility studies through to design, maintenance and refurbishment. There are specific start dates, so please enquire of oliver.woodcock@ubteam.com for details.

GET A HANDLE AND DON'T FLY OFF IT!

There have been some unfortunate instances of late where email communications to College staff from our students or even their employers have stretched the boundaries of what is considered to be appropriate business language. We feel it would be timely to remind ourselves through this Bulletin that the use of email is rarely—if ever—the best form of communication where we perceive that there are 'issues' to be addressed: indeed it has been masterfully described as being 'impulsive folly and madness'. Furthermore the Bible advises us that 'evil communications corrupt good manners.' Therefore, when approaching a college tutor, please do so with dignified composure at all times; if there is a particular matter that is concerning you, please don't hesitate to speak **first** to a member of the Postgraduate Team.

WHAT IS SUITABLE?

Our Postgraduate Team researches courses, then singles out and recommends those considered to be the most suitable for our students. If another course is identified which seems more appropriate to a student's particular aims and aptitudes it should first be submitted to the Postgraduate Team to check for suitability by sending it to oliver.woodcock@ubteam.com. If a student pursues a course which is not on the recommended list and has not been approved by UBT it is not necessarily unsuitable, but responsibility for that course and any of its associated activities rests entirely with the student, the parents or the employer concerned. Whatever courses are being pursued it should be made clear that, if tutor support is needed for any student or group of students, this should preferably be done via a GTM/Webinar or phone. Tutor support via email is acceptable if that method is agreed between the parties concerned as the most convenient. Participation in a forum under tutor control for tuition, submission of work and assignment marking may be an integral part of a course and needs care, but use of any chat room function should not be undertaken at any time.

CHEER FROM NEAR AND FAR

Positive comments continue to flow in from all over the Europe/UK Region. A few are reproduced here, with more next month. A 3MAC student **from Sweden** writes:



'Doing the 3MAC course should be a must for all employees. The aim of the course is to get a better understanding of business and private financial statements. 3MAC is developed for non-accountants; it is very well written and relatively easy to understand. The training videos, excel tools, etc which are available on the UBT Finance Coach website are a great help. I guess the best thing is that you can be flexible, the course can be done in 3, 6 or 12 months, so it's up to you!'

Another 3MAC testimonial, this time **from a UK** student:

'Having just completed the 3 Month Accounting Course I am feeling amazingly satisfied! It is a course well worth doing and sets you up for life giving a good grasp of accounts. It not only teaches you how to apply accounting to every area of business, but also gives you a good idea how to manage your personal money. It is split up into weekly modules and at the start of each week you watch an inspiring video. You then study that week's book and complete the assignment at the end of the week. Whatever you are doing, there are so many advantages in completing a postgraduate course. You have acquired a lifelong skill and understanding which you never had before. Your employability value increases and you immediately become more of an asset to your employer. The best way is to set aside time each day so that you can leave the week-end free to be with the family or to help others. I would strongly advise you if you haven't already – to commit yourself to a postgraduate course and reap lifelong benefits.'

And **from France**:

'I have only just started postgraduate studies but already I can see the **importance in doing it**. It keeps your brain active! I've chosen to learn accountancy more because everybody needs a basis in it. It is crucial for a good business. I can already see the benefit of it. I've always thought it was **vital** for us, school leavers, to **do something** after 12th grade or Year 13. And we've been re-confirmed at the Student Achievers Seminar at Lyon in September 2013. Education is so important, we can't stop learning...we **MUST** be qualified and trained in something! I would recommend anyone who hasn't started yet and who is hesitant about it, to just take up one subject you're good at and begin! 18 to 20 is a perfect age to **go ahead in life! We will never regret our education!** Go for it everybody!'

A contented **German** student says:

'I have just finished a course on the fascinating subject of accounting! Whilst the content learned in the course has not had much direct relevance to my daily job it is certainly very interesting to know now roughly how the numbers in the business work. But most of all it is a huge sense of achievement to know you have completed the course. I would like to encourage anyone who has started a postgraduate course not to leave it hanging around but to pull their socks up and get it done. The discipline of doing what you don't really want to is something which pays huge dividends in all areas of life. Personally I would like to keep up the momentum and start on another course but I'm not sure which subject to try next!'

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Knowing is not enough; we must apply. Willing is not enough; we must do.