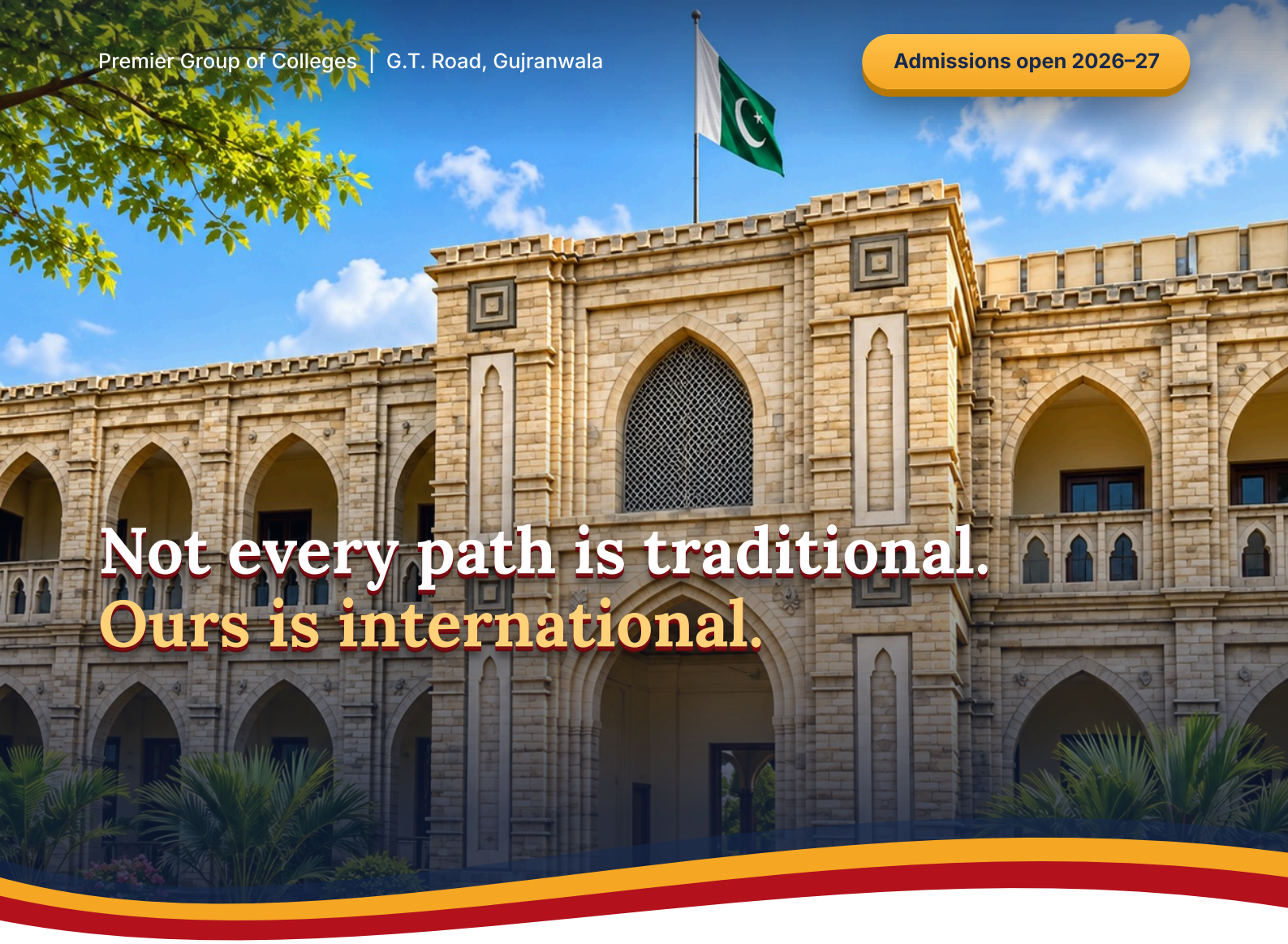
Admissions open 2026–27



# Not every path is traditional. Ours is international.

PiC
PREMIER
INTERNATIONAL COLLEGE

# Prospectus & Centre Handbook

2026–27

Approved Centre of OTHM Qualifications, UK

**Law**
Levels 3, 5 and 7

**Business Management**
Levels 3 to 7

**Information Technology**
Levels 3 and 5

**Health and Social Care**
Levels 3, 4, 5 and 7



0300 9244199 | info@plcg.edu.pk

# Welcome to Premier International College

An approved centre of OTHM Qualifications, UK, and a member of the Premier Group of Colleges. This prospectus explains what you can study with us, how we teach and assess, and how we support you to your certificate and beyond.

> *Our aim is to give every learner a UK-regulated qualification, the academic skills to succeed at university, and the confidence to build a career at home or abroad. Our faculty and support team will work with you from your first day to your certification.*
>
> **Mr. Saleem Shaheen**
> Director, Premier International College

## Who this handbook is for

- Prospective and enrolled learners on OTHM programmes
- Parents and sponsors who support our learners
- Staff, assessors and internal verifiers
- OTHM external quality assurers reviewing the centre

Please read it during induction and keep it for reference, alongside the OTHM specification for your course.

**14** OTHM qualifications

**4** subject areas

**3–7** RQF levels, foundation to Master's

**100%** assignment-based, no final exams

## Inside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# About the college

Part of the Premier Group of Colleges, based on G.T. Road, Gujranwala.

Premier International College delivers internationally recognised qualifications from UK awarding organisations, combining academic quality with practical, career-focused learning.

Our programmes serve school leavers, working professionals and career changers who want a flexible route to a UK university or to professional advancement. What defines us is a learner-centred approach: education is about guidance, confidence and growth, not only classrooms and exams.

### Our vision

To be a leading centre for international education in Pakistan, where every learner can reach a global future.

### Our mission

To empower learners with internationally recognised education that opens doors to global opportunities, through career-focused programmes, a flexible and supportive environment, and personal guidance towards each learner's goals.

## Our values

### Excellence

Programmes and assessment that meet UK-regulated standards

### Integrity

Honest, fair and transparent assessment and decisions

### Learner focus

Guidance, mentoring and pastoral care at every stage

### Flexibility

Full-time, part-time and blended study that fits your life

### Progression

Clear routes to university and employment

### Inclusion

A respectful, multicultural community open to all

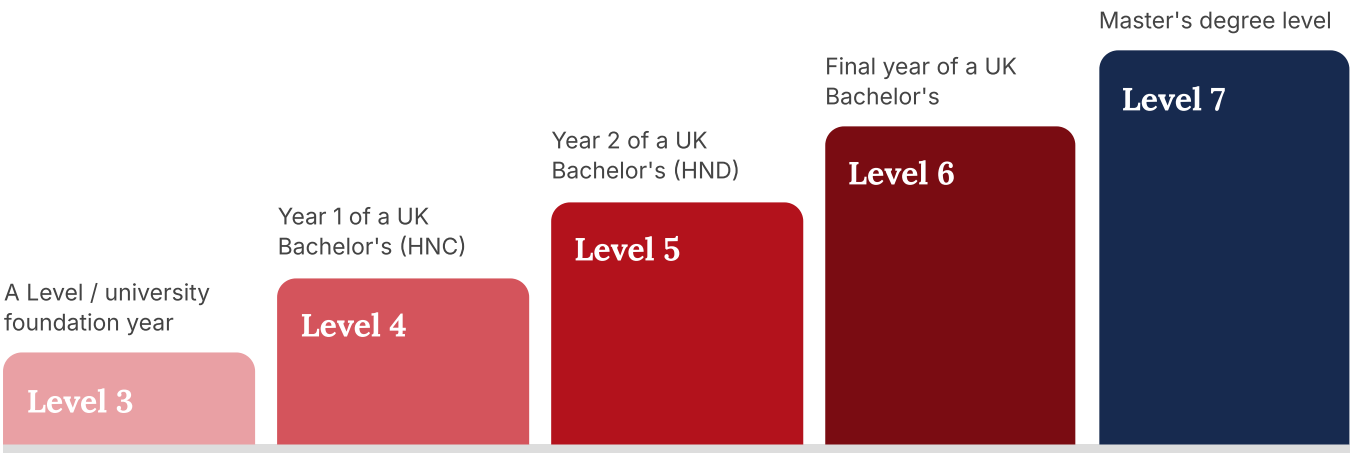
**4.9** Average rating from our students. Learners tell us the flexible study options let them balance work and study, and that tutor support helped them progress to UK universities.

# OTHM and your qualification

Every programme we deliver is awarded by OTHM Qualifications and regulated by Ofqual in England.

PIC is an approved centre of OTHM Qualifications, a UK awarding organisation regulated by Ofqual. Each OTHM qualification sits on the UK Regulated Qualifications Framework (RQF) and carries its own Ofqual qualification number.

## Where each level sits




One credit equals 10 hours of Total Qualification Time, covering taught sessions, guided study, independent study and assessment.

## What approval means for you

**Awarded by OTHM**
Your certificate is issued by OTHM, not by the college, and can be verified by universities and employers worldwide.

**Centre standards**
PIC must meet OTHM requirements for staffing, resources, assessment and quality assurance.

**External checks**
OTHM quality assurers visit the centre and sample learner work before certificates are claimed.

**No final exams**
All units are assessed by assignment, so you build your grade through research and writing.

# Why choose PIC?

A UK-regulated curriculum, backed by the facilities, faculty and guidance you need to progress.



## Well-equipped library

Core textbooks, law reports, statutes and references for business and health and social care, with quiet study areas and guidance on Harvard and OSCOLA referencing.



## Modern computer lab

Internet-connected workstations for research, assignment writing, IT practicals and online submission, open to learners outside class time.



## Experienced faculty

Instructors with professional practice in law, business, IT and care, trained on OTHM assessment criteria so feedback matches the standard you are judged against.



## Industry visits

Visits to courts, law firms, corporate offices, IT companies and healthcare settings, plus guest lectures from practitioners.

### More reasons to study with us

- Part of the Premier Group of Colleges
- Ofqual-regulated UK qualifications
- Routes to UK and international universities
- Full-time, part-time and blended study
- Mentoring and study skills workshops
- Affordable fees, simple applications

# Programmes at a glance

Fourteen OTHM qualifications across four subjects, from Level 3 foundation to Level 7 postgraduate. Each 120-credit diploma takes about one year full-time; each 240-credit Extended Diploma takes about two.

| | Level 3 | Levels 4–5 | Level 6 | Level 7 |
|---|---|---|---|---|
| Law | Diploma in Law | Extended Diploma in Law (L4 + L5) | | Diploma in International Business Law |
| Business | Diploma in Business Management | Diplomas in Business Management (L4, L5) | Diploma in Business Management | Diploma in Strategic Management and Leadership |
| IT | Foundation Diploma in Information Technology | Extended Diploma in IT (L4 + L5) | | |
| Health & Social Care | Foundation Diploma in Health and Social Care | Diplomas in Health and Social Care Management (L4, L5) | | Diploma in Health and Social Care Management |

## Ways to study

### Full-time

Weekday classes on campus; 120 credits in about one year.

### Part-time

Evening and weekend options for working learners.

### Blended

Campus teaching combined with online materials and recorded sessions.

**Full unit lists, learning outcomes and assessment criteria** for every qualification are in the OTHM specification, available from your Programme Leader and at othm.org.uk.

# School of Law

From your first law diploma to Master's-level international business law.



## OTHM Level 3 Diploma in Law

**Level 3** | **120 credits** | **1 year**

A grounding in the legal system of England and Wales. Units include Introduction to Law and Practice, Principles of Contract Law, Principles of Criminal Law, Introduction to Employment Law, Aspects of Tort Law, and Academic and Research Skills for Law.

## OTHM Level 5 Extended Diploma in Law

**Levels 4 & 5** | **240 credits** | **2 years**

Twelve units of 20 credits. Level 4: English Legal System, Academic Writing and Research Skills for Law, Contract, Business, Public and Criminal Law. Level 5: Company Law and Corporate Governance, Employment, International Business, Land and Tort Law, and Legal Research Methods and Professional Skills.

## OTHM Level 7 Diploma in International Business Law

**Level 7** | **120 credits** | **1 year**

For graduates and professionals. Six units including International Trade Law, Commercial Trust Law, Industrial and Intellectual Property Law, Law and Financial Crimes, Company Law and Legal Research Methods. Progression to an LLM with advanced standing.

## Where it can lead

- Legal assistant
- Paralegal
- Corporate compliance
- Legal adviser
- Policy officer
- LLB and LLM study

### Learning beyond the classroom

Court visits, moot exercises and guest talks by practising advocates bring legal theory to life.





# School of Business

A complete ladder from Level 3 to strategic leadership at Level 7.

## OTHM Level 3 Diploma in Business Management

Level 3 | 120 credits | 1 year

Core principles of business, management, marketing and finance for school leavers.

## OTHM Level 4 Diploma in Business Management

Level 4 | 120 credits | 1 year

Equivalent to the first year of a UK business degree.

## OTHM Level 5 Diploma in Business Management

Level 5 | 120 credits | 1 year

Builds management, strategy and research skills at second-year degree level.

## OTHM Level 6 Diploma in Business Management

Level 6 | 120 credits | 1 year

Final-year degree level study for aspiring managers.

## OTHM Level 7 Diploma in Strategic Management and Leadership

Level 7 | 120 credits | 1 year

Postgraduate study in strategic planning, leadership and organisational change for graduates and experienced managers, with routes onto MBA programmes with advanced standing.

## Where it can lead

- Business administrator
- Team leader
- Marketing executive
- Operations manager
- Entrepreneur
- BA top-up and MBA

### Learning beyond the classroom

Corporate visits, case studies from Pakistani and global firms, and talks by local business leaders.



# Information Technology

Practical computing skills for a digital economy.

### OTHM Level 3 Foundation Diploma in Information Technology

Level 3 | 120 credits | 1 year

Foundations in computing, programming, networks and IT systems.

### OTHM Level 5 Extended Diploma in Information Technology

Levels 4 & 5 | 240 credits | 2 years

Software development, databases, networking and IT project work, leading to BSc top-up degrees.

IT support | Web developer | Network technician | Database assistant | BSc top-up

# Health and Social Care Management

Care, compassion and leadership for a growing sector.

### OTHM Level 3 Foundation Diploma in Health and Social Care

Level 3 | 120 credits | 1 year

Principles of care, health, safeguarding and communication.

### OTHM Level 4 Diploma in Health and Social Care Management

Level 4 | 120 credits | 1 year

First-year degree level study of care practice and management.

### OTHM Level 5 Diploma in Health and Social Care Management

Level 5 | 120 credits | 1 year

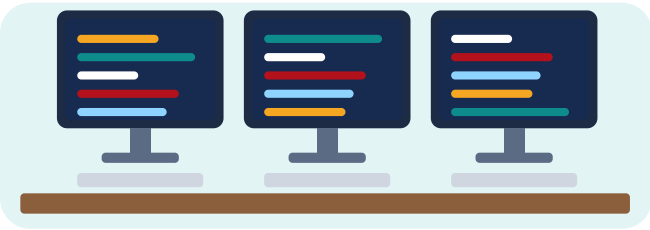
Leadership, quality and service management in care settings.

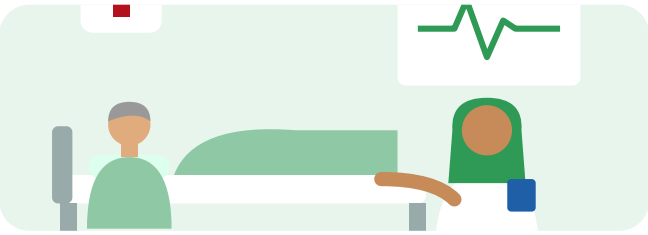
### OTHM Level 7 Diploma in Health and Social Care Management

Level 7 | 120 credits | 1 year

Postgraduate strategic management for experienced care professionals.

Care coordinator | Hospital administrator | Care home manager | Public health officer | BSc and MSc study





# Progression routes

Each OTHM level leads to the next, and completed diplomas give entry with advanced standing to university programmes in the UK and abroad.

## Law

Level 3 Diploma in Law → Level 5 Extended Diploma in Law → LLB top-up (final year) → Level 7 International Business Law → LLM

## Business

Level 3 → Levels 4 and 5 → Level 6 → Level 7 Strategic Management and Leadership → MBA

## Information Technology

Level 3 Foundation Diploma → Level 5 Extended Diploma → BSc (Hons) top-up in computing or IT

## Health and Social Care

Level 3 Foundation Diploma → Levels 4 and 5 → BSc top-up → Level 7 → MSc

| Completed at PIC | University progression |
|---|---|
| Level 3 Diploma or Foundation Diploma | Year 1 of a three-year UK Bachelor's degree |
| Level 4 Diploma | Year 2 of a UK Bachelor's degree |
| Level 5 Diploma or Extended Diploma | Final-year top-up of a UK Bachelor's degree |
| Level 7 Diploma | Master's degree with advanced standing |

Final entry decisions rest with each university. OTHM publishes current progression agreements at othm.org.uk/university-progression, and our counsellors help you choose a university, prepare documents and meet English requirements.

# Admissions and fees

A fair, transparent process that places you on a programme you can complete.

## Six steps to joining PIC

1. **Enquiry** — Counselling session with an admissions adviser
2. **Apply** — Submit the form and documents
3. **Assessment** — Eligibility check, interview or placement test
4. **Offer** — Letter with programme, fees and start date
5. **Enrol** — Pay fees and confirm your place
6. **Register** — OTHM registration and induction

## Entry requirements

| Level | Typical entry | Min. age |
|---|---|---|
| **3** | Matric / O Levels or equivalent | 16 |
| **4 / 5 Ext.** | Intermediate / A Levels, or OTHM Level 3 | 18 |
| **5** | Relevant Level 4 diploma | 18 |
| **6** | Relevant Level 5 diploma | 18 |
| **7** | Bachelor's degree or Level 6 diploma; or management experience | 21 |

English: IELTS 5.5 (Levels 3–5) or 6.0 (Levels 6–7), or a PIC placement test, for learners whose prior study was not in English.

## Documents to bring

- Completed application form
- CNIC / B-Form or passport
- Attested transcripts and certificates
- Two passport-size photographs
- CV and employer letter (Level 7)
- English language evidence, if needed

## Fees

Tuition and OTHM registration fees are stated in your offer letter and may be paid in full or in agreed instalments. Official receipts are issued for every payment. Credit for prior learning may be applied for at enrolment.

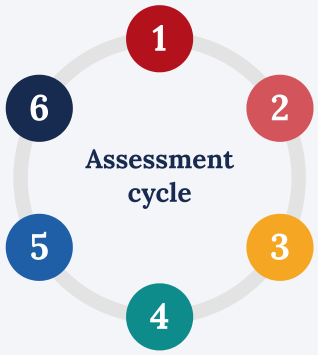
## Refunds

| | |
|---|---|
| Before the start date | **Full refund** less admission fee |
| Within 14 days of start | **50%** |
| After 14 days | **No refund** |

OTHM registration fees are non-refundable once you are registered.

# Teaching and assessment

OTHM qualifications are assessed entirely by assignments set by OTHM and marked by PIC assessors. There are no written exams.




1. **Brief issued**
   Your tutor gives you the OTHM assignment brief and deadline
2. **Draft and feedback**
   One draft receives formative feedback
3. **Submit**
   Final work with a signed authenticity declaration
4. **Assess**
   Marked against OTHM criteria with written feedback
5. **Internal verification**
   A second tutor checks marking is accurate and fair
6. **OTHM sampling**
   External quality assurer reviews before results are claimed

## How you will learn

- Face-to-face lectures and seminars
- Blended learning with online materials
- Tutorials, case studies and moots
- IT practicals in the computer lab
- Guided independent research
- Industry visits and guest lectures

### Grading

Units are graded Pass or Fail. To pass, your work must meet every assessment criterion. You may resubmit once within the time the centre sets.

### Deadlines and extensions

Submit by the published deadline. Extensions are granted only for documented reasons such as illness or bereavement, requested in writing beforehand.

### Quality you can trust

PIC runs a documented internal verification process covering assignment briefs, assessment decisions and feedback, sampling every assessor, unit and cohort. OTHM's external quality assurer reviews our systems and learner work, and the centre acts on every action point raised.

# Learner support

A named personal tutor and help at every stage, from enrolment to certificate.

### Induction

Orientation to the centre, OTHM, your programme and this handbook

### Personal tutor

Regular one-to-one reviews of progress, targets and wellbeing

### Study skills

Workshops on writing, research, referencing and time management

### Library and lab

Books, law reports, journals and computers during opening hours

### Careers and progression

University applications, CV writing and interview practice

### Wellbeing

Confidential pastoral support and referral when needed

**Reasonable adjustments**

Learners with a disability or learning difficulty may request extra time, alternative formats or assistive technology. Adjustments never change the standard being assessed.

**Special consideration**

If illness, bereavement or other circumstances affect you at assessment time, you may apply with evidence under OTHM's policy.

## Attendance and responsibilities

You are expected to attend at least **80%** of scheduled sessions. Lower attendance triggers a review with your personal tutor.

### Your responsibilities

- Attend on time and report absence in advance
- Submit original work by deadlines
- Treat everyone with courtesy and respect
- Use facilities responsibly and carry your ID
- Keep your contact details up to date

### Our commitments to you

- Qualified, trained teaching staff
- Marked work with feedback within 15 working days
- Prompt OTHM registration and certification
- Fair, timely handling of appeals and complaints

# Your rights and our policies

## Academic integrity

Every piece of work you submit must be your own. Confirmed malpractice is reported to OTHM, which may withhold or withdraw certificates.

### Malpractice includes

- Plagiarism or missing references
- Collusion on individual work
- Submitting AI-generated or purchased work as your own
- Copying, or letting others copy you
- Falsifying data, sources or signatures

Cases are investigated by the Quality Nominee. You will be told in writing, invited to respond, and may appeal.

## Appealing an assessment decision

1. **Talk to your assessor**
   within 5 working days of feedback
2. **Written appeal**
   to the Programme Leader within 10 working days
3. **Independent review**
   by an internal verifier; outcome within 10 working days
4. **Head of Centre**
   final centre-level decision
5. **OTHM**
   appeal under OTHM's policy once the centre process ends

### Making a complaint

Write to the Head of Centre at info@plcg.edu.pk. We acknowledge within 5 working days and reply within 20. You may then raise it with OTHM.

## Centre policies

Equality, diversity and inclusion · Safeguarding · Data protection · Health and safety · Assessment · Internal verification · Malpractice and maladministration · Appeals and complaints · Reasonable adjustments · Recognition of prior learning · Conflict of interest

Full copies of every policy are available on the College LMS and website. Appealing or complaining will never disadvantage you.

# Key centre contacts

Who to contact at Premier International College, and for what.

**Head of Centre**

**Mr. M. Saleem Shaheen**

int@plcg.edu.pk

**Admissions Team**

055-2061407

0300-9244199

admin@plcg.edu.pk

**Programme Coordinator**

0326-5102349

picucgemail@gmail.com

**Exams Officer**

0304-2543919

international@plcg.edu.pk

**Learning Support Coordinator**

0321-5507809

bilal@plcg.edu.pk

**Who to ask**

- Fees, enrolment and documents: Admissions Team
- Timetables and programme queries: Programme Coordinator
- OTHM registration, results and certificates: Exams Officer
- Study support and adjustments: Learning Support Coordinator

## Registration and certification

### OTHM registration

- Every learner is registered with OTHM within the period OTHM sets after enrolment
- No assessment is accepted from an unregistered learner
- You receive your OTHM learner registration number at induction
- Check that your name and date of birth match your CNIC or passport exactly, as they appear on your certificate

### Results and certificates

- Unit results are shared after internal verification
- Certificates are claimed from OTHM once all units are achieved and fees are clear
- Learners who leave early may receive a unit certificate
- Replacement certificates are requested through the Exams Officer
- Universities and employers can verify certificates with OTHM

# Start your journey today.

Your journey starts here. Your future goes global.

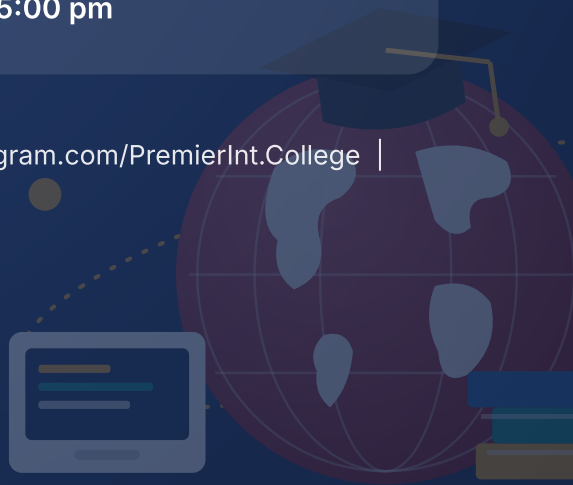
Call or WhatsApp
**0300 9244199**

Email
**info@plcg.edu.pk**

Visit us
**G Magnolia Park, G.T. Road,**
**Gujranwala, Pakistan**

Opening hours
**Monday to Saturday**
**8:00 am – 5:00 pm**

pic.premiergroup.edu.pk | facebook.com/PremierInt.College | instagram.com/PremierInt.College | linkedin.com/company/premierintcollege



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Information correct at the time of publication, November 2026. Programmes, fees and policies may change; please confirm with Admissions.