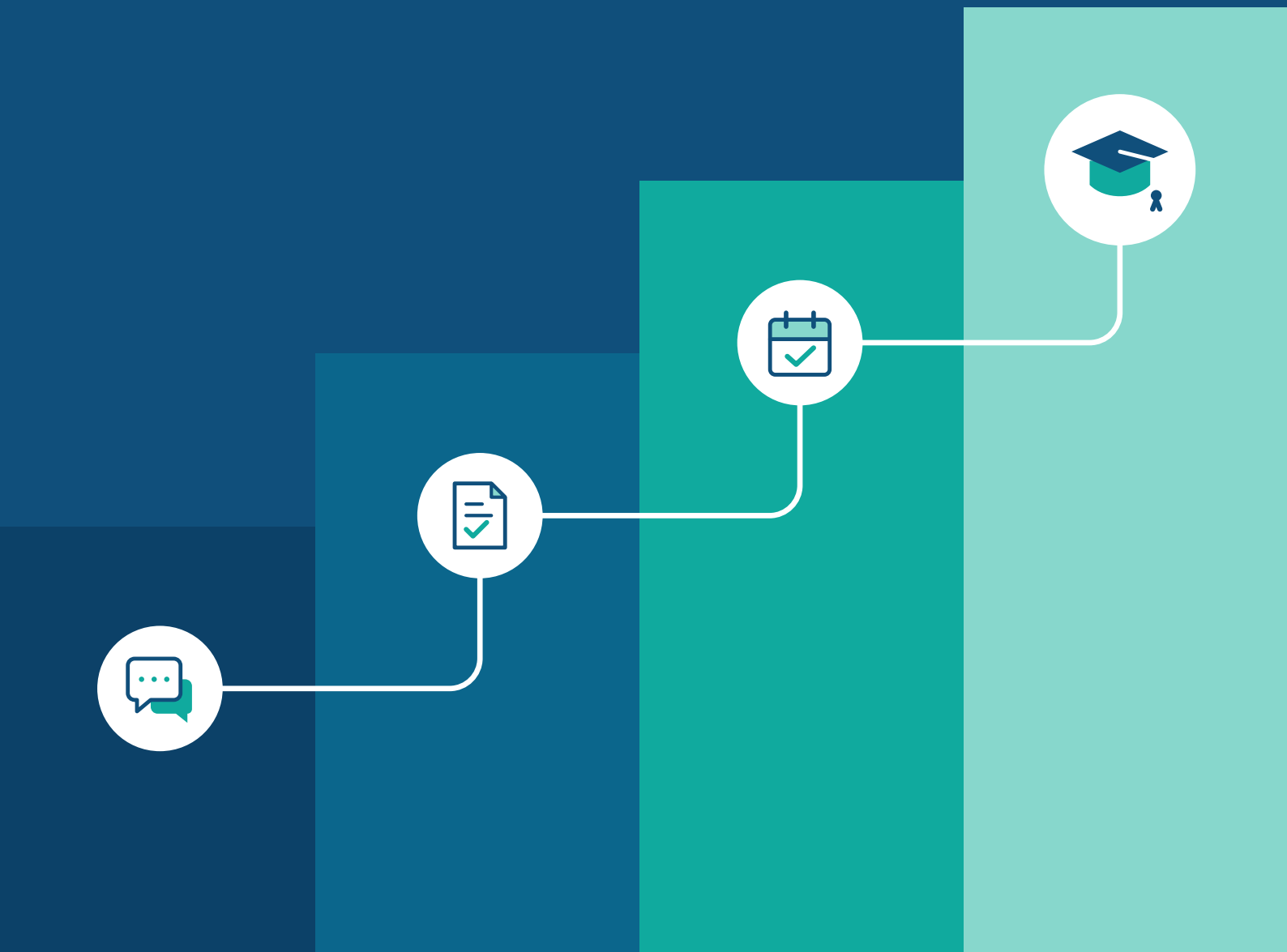
OMEGA PARTNERS

Consultant Playbook



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First Contact with Student

1. Establishing Rapport

The first time you speak to a student is essential for establishing the relationship and understanding what they need from your consultation. It is very important to have a specific set of questions written down, to ensure you do not miss any of the key information. It is also important to keep notes throughout the consultation, remembering to confirm anything you are unsure of.

2. Key Questions to Ask

- ☐ How old are you? (students must be 18+)
- ☐ Where do you live?
- ☐ How long have you lived in the UK, and what is your residency status?

  (Usually UK national, settled status, ILR or refugee status with 3+ years in the UK, to qualify for Student Finance)
- ☐ What are your academic qualifications?
- ☐ What work experience do you have?
- ☐ What are you interested in studying?

Who We Work With

We work with a very specific type of student. As a consultant, your success depends on referring students who broadly meet the profile below.

Ideal Student Profile

Our ideal student typically:

- ✓ Is 18+ and currently living in the UK
- ✓ Has the right residency status (usually UK national, settled status, ILR or refugee status)
- ✓ Has lived in the UK for at least 3 years, so is eligible for Student Finance
- ✓ Is genuinely motivated to study and complete a degree
- ✓ Is looking to upskill, change career, or progress professionally
- ✓ Can commit to attending in-person classes and engaging consistently

Common Backgrounds

- Career switchers
- Parents returning to education
- Individuals in retail, care, construction, hospitality, logistics, or office roles
- Learners who previously felt university was “not for them”

Important Note

We do not support applications driven by financial motives alone. All referrals must be academically motivated and compliant with university and Student Finance rules.

Benefits for Students

Workplace-relevant skills

The courses are specifically designed to equip students with skills needed in today’s job market.

Flexible Entry Requirements

There are a lot of courses from our offering which do not require prior academic qualifications.

Flexible Schedules and Locations

Most of our partners teach just 2 days a week, 4 hours per session, and some now offer one day a week. Campuses are spread across London, Birmingham, Manchester, Leeds and the North of England. See Partner Institutions for the full list.

Multiple Intakes Availability

Most partners run three intakes a year: autumn, new year and Easter.

If the student is eligible for Student Finance England and has the relevant academic qualifications or work experience, you can move to the next stage, requesting the relevant documentation.

Partner Institutions

Global Banking School (GBS)

Degrees awarded by GBS's university partners

Courses All courses available with a Foundation Year

- Business Management
- Global Business & Entrepreneurship
- Health, Wellbeing & Social Care
- Business Psychology
- Psychology with Counselling
- Construction Management
- Project Management
- Computing
- Digital Technologies
- Business & Tourism Management
- Accounting & Finance

London	Birmingham	Manchester	Leeds
Canary Wharf Stratford Bow Greenford	Norfolk House Brindleyplace	Universal Square	St George House Wellington Place

London School of Commerce (LSC)

Degrees awarded by Canterbury Christ Church University and the University of Suffolk

Courses Foundation-entry routes for learners without formal qualifications

- BA (Hons) Business Studies with Foundation Year
- CertHE Business Studies with Foundation
- CertHE Health & Social Care with Foundation

London	Manchester	Birmingham
London Bridge (Chaucer House, SE1)	Manchester campus	Birmingham campus

Course and campus availability varies by intake. Always confirm with the Admissions team before advising a student.

Partner Institutions

ARU London

London campus of Anglia Ruskin University

Courses All courses available with a Foundation Year

- Business & Human Resource Management
- Business & Financial Management
- Finance & Accounting
- International Business Management
- Digital Marketing & Management
- Business & Tourism
- Business, Hospitality & Events Management
- Business & Healthcare Management
- Health & Social Care
- Healthcare Leadership
- Business & Law
- Law (LLB)
- Law with International Relations (LLB)

London

Docklands, Poplar (E14)

Commonwealth College of Excellence

Pearson BTEC Higher National Diplomas (HND)

Courses Level 5 HNDs, a stepping stone to a top-up degree

- HND Business
- HND Computing
- HND Leadership & Management

London

Finchley (N12)

Course and campus availability varies by intake. Always confirm with the Admissions team before advising a student.

Partner Institutions

UK Management College (UKMC)

Degrees delivered with UKMC's university partners

Courses All courses available with a Foundation Year (plus a Business Management top-up)

- Business Management
- Digital Marketing Management
- Health & Social Care
- Psychology
- Fashion Management & Strategy
- Event Management
- Business Management (Top-Up)

Manchester	Salford	Derby	Newcastle	Sunderland
College House Abarna Campus			North Shields	

Regent College London

London campus of the University of Greater Manchester (formerly University of Bolton)

Courses All courses available with a Foundation Year

- Business Management
- Health & Social Care
- Computer Science
- Software Engineering (BEng)
- Electrical & Electronic Engineering (BEng)
- Law (LLB)

London		
Holborn Kingsbury	Fitzrovia Southall	Wembley Harrow

Course and campus availability varies by intake. Always confirm with the Admissions team before advising a student.

Partner Institutions

London College of Contemporary Arts (LCCA)

Degrees awarded by the University for the Creative Arts (UCA)

Courses Foundation-year and FdA routes available on most courses

- FdA Applied Business Management
- Business Management & Entrepreneurship
- FdA Hospitality & Event Management
- Hospitality Management & Leadership
- Fashion Management & Marketing
- Fashion
- Graphic Design
- Computer Games Design
- Computer Games Art

London

Tower Hill (Sceptre Court)

Aldgate (The Amp)

London College of Contemporary Music (LCCM)

Music degrees for performers, producers and the music business

Courses Foundation Year available as an entry route

- Foundation Year
- BA (Hons) Commercial Music
- BA (Hons) Music Business Management
- BMus (Hons) Music Performance & Production
- BMus (Hons) Music Production & Sound Engineering
- BMus (Hons) Composition for Film, Games & Other Media

London

Southwark (Union Street, SE1)

Course and campus availability varies by intake. Always confirm with the Admissions team before advising a student.

How to Refer a Student

How to refer and what happens next?

01

Refer your student using this link. It takes under a minute:

Your Name *

Consultant Name

Your Email *

Consultant's email address

Student's Full Name *

The person who wants to study at university

Student's Mobile *

07890145670

Your name & email

This is how we know the referral is yours, and how we pay you.

Student's name & mobile

That's it! They instantly get a WhatsApp to book a call, and our Admissions team handles the rest.

02

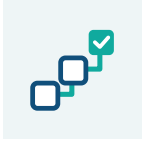
Our Admissions team will check eligibility and prepare your student for the university's admissions assessment

03

Your student enrols, attends class and submits assignments. You're then paid in three stages (see page 12)

What Happens After Booking a Call

Appointment with Admissions Expert



What happens after you book a call?

Our dedicated admissions team will guide your referral through every step of the university application process. They will support your referral through to enrolment and monitor attendance once classes begin.



Why is attendance monitored?

Your commission depends on your student attending. Student Finance England only pays the university while a student is studying, and the university then pays Omega.



How will I know admissions is speaking to my referral?

We will keep you updated at every stage, so you'll always know exactly where your referral is in their application journey.

How Your Commission Works

You earn a commission for every genuine student you refer who enrols on a full-fee course. Payments are released in stages across the academic year, so committed students are what build your income. Your rate depends on how many students you confirm in a single intake.

> The more genuine students you enrol in one intake, the more you earn on every one.

Students confirmed in one intake	You earn, per student
1-4 students	£600
5-9 students	£750
10+ students	£1,000

Reach a higher tier and the new rate applies to every confirmed student in that intake, across all partner institutions.

Students who start at any of our partner institutions in the same intake count towards your tier. Most partners run three intakes a year (autumn, new year and Easter). Your tier is confirmed once your students reach their first funded Student Finance payment point - only students who genuinely enrol and reach that point count towards your intake total. Any staged payments already made at the base rate are topped up to your confirmed tier once it is locked.

When you get paid

STAGE 1

End of Term 1

Your student is attending and has submitted their initial assignments.

STAGE 2

End of Term 2

Continued attendance and submissions, with no compliance or funding concerns.

STAGE 3

Re-enrolment / progression

The university confirms your student has re-enrolled or progressed.

Each stage pays one-third of your per-student rate (the £1,000 rate is paid as £333, £333 and £334), subject to university confirmation.

EXAMPLES

- You enrol 7 students in the autumn intake (4 at GBS and 3 at LSC), so you're in the 5-9 tier and earn £750 per student, paid as £250 at each of the three stages. That's £5,250 for the intake.
- Enrol 12 students and you move to the 10+ tier: £1,000 per student, paid as £333, £333 and £334. That's £12,000 for the intake.

When does the money arrive?

You are paid once the funding reaches us: Student Finance England pays the tuition fee to the university, and the university then pays Omega. Your first stage payment usually arrives 3-4 months after classes begin, and the later stages follow the same route.

Communication Standards

Our Expectations From You

No-Fee Policy	Omega Partners provides free consultation services. You may not charge students any fees. Doing so will stop your payments.
Data Protection	Students' data must not be shared other than with our Admissions Team, who will follow GDPR rules.
Honesty and Transparency	All marketing materials must be honest and truthful, avoiding misleading claims. There should be no suggestion of joining university for the wrong reasons.
Communication Guideline	Communicate promptly and professionally with potential students and respond promptly with progress updates when your manager requests them.
False Documentation	You are prohibited from creating or using fraudulent documents for any purpose. If this is found, you will be immediately terminated and not paid for any outstanding students.
No Inducements	You must never offer students cash, gifts or any other incentive to apply or enrol. Doing so will lead to immediate termination.

Thank you

Click here to submit your first referral →