



Access to HE Diploma Specification

Access to HE Diploma (Business Studies)

DIPLOMA OVERVIEW

The Level 3 Access to HE Diploma is a nationally recognised qualification regulated by the Quality Assurance Agency for Higher Education (QAA) which is designed to provide preparation for study in higher education (HE) in the UK for adults returning to education.

In order to gain the Access to HE Diploma, learners must achieve a total of 60 credits. Of these 60 credits, 45 credits must be achieved at Level 3 from graded subject specific units. Graded units can be awarded at Pass, Merit or Distinction. The remaining 15 credits must be achieved at Level 2 or Level 3 from study skills units which are ungraded.

Diploma details:

Diploma title: Access to HE Diploma (Business Studies)

Learning aim code: 40011914

Validation start date: 1st August 2020

Validation end date: 31st July 2025

SSA sector code:

- 15 Business, Administration and Law
- 15.3 Business Management

DIPLOMA AIMS

The Access to HE Diploma (Business Studies) offers adult returners a coherent, integrated and supported year of study through which they will gain the knowledge, awareness, skills and confidence necessary for successful undergraduate studying in the intended progression routes for this Diploma. The course aims to provide a balance of essential study skills with specialist subject knowledge to enable the students to be prepared for the academic and practical rigours of undergraduate study in Business Studies. It must however be noted that the Access to HE Diploma does not provide guaranteed entry to UK Higher Education Institutions.

Its primary aims are:

- To provide HE progression opportunities for adults who, because of social, educational or individual circumstances, do not have the necessary qualifications;
- To give learners a general introduction to the basic concepts, methods, and key areas of knowledge within the core disciplines taken and offer a coherent and stimulating framework within which they can broaden their intellectual outlook and make connections between subject areas;
- To help learners to develop and consolidate the various skills required to enable them to cope successfully with the demands of undergraduate study and to become independent, self-directed learners;
- To establish a positive and supportive learning environment within which learners can build their confidence through successful learning and the sharing of their experience;
- To provide the personal and educational support needed if learners are to pursue their aims within the framework of the course.

TARGET LEARNERS

- Adults who, because of social, educational or individual circumstances, were unable to participate in or benefit from initial education.
- Adults from groups under-represented in higher education.

- Adults seeking a change of direction because of unemployment or lack of career opportunities in their previous field and who have a demonstrable interest in entering a business-related profession.

POTENTIAL PROGRESSION ROUTES

Learners primarily progress to Higher Education study in areas related to Business Studies. These may include some of the following areas of Degree level study: Business Studies, Business Management, Accountancy, Banking and Finance, Economics, Marketing, Business and Law and a wide range of combined and related degrees.

PROGRESSION AGREEMENTS

OCN London works with local universities to develop progression agreements that benefit all its providers and learners. The following agreements are in place:

- London South Bank University (Partnership agreement)
- Goldsmiths, University of London (Progression agreement)
- The Institute of Banking and Finance (Progression agreement)

Further information about each agreement can be found [here](#) on the OCN London website.

ENTRY GUIDANCE

There are no centrally specified formal requirements for qualifications on entry; however there is usually the expectation that the learner will have literacy, communication skills and numeracy at Level 2 or above.

GUIDED LEARNING HOURS

The Access to HE Diploma represents 600 notional Guided Learning Hours (GLH) with courses generally delivered in 450 GLH. This may vary between centres and may depend on whether the course is being delivered through blended learning. It is expected a centre delivering the course will clearly outline the intended delivery in terms of total hours and how this is broken down weekly over the period of study.

COHERENT PROGRAMME OF STUDY

It is strongly recommended that the unit 'Business Mathematics: Arithmetic' is taught if learners intend to progress into Banking and Finance related degree courses at HE.

DIPLOMA RESOURCES

The minimum required resources for this Diploma include:

- Access to IT facilities with specialist software as appropriate.
- Access to learning resources and online facilities.
- Access to VLE or other system, such as Microsoft Teams, Google Classroom.
- Access to resources for specialist learner support and reasonable adjustments.
- The same level of facilities and resources should be available at each site where the Diploma is delivered.

STAFFING REQUIREMENTS

- Staff delivering, assessing or internally moderating on the Access to HE course must have the professional competence and level of subject expertise necessary to deliver and assess the units available on the Diploma. They should be qualified at Level 4 or above in the named subject, or in a discipline that includes the subject.

For example, a tutor with a Social Science degree may be able to teach both Psychology and Sociology.

- Staff should have or be working towards a teaching qualification.
- Staff should have knowledge and understanding of the Access to HE Diploma, including QAA regulations, AVA assessment regulations, the QAA Grading Scheme and the Rules of Combination.
- New staff should be inducted to ensure that they have sufficient information to deliver, assess or internally moderate on the Diploma competently.
- It is desirable that teachers have personal practice experience.

ASSESSMENT

Assessment Mechanisms

The Access to HE Diploma assessment mechanism incorporates:

- Assessment tasks which are designed and set by the Centre
- Internal assessment of learner work
- Internal and external moderation of assessment.

There are no additional external assessments for this Diploma.

Recommended Methods of Assessment

The recommended assessment methods for this Diploma should include a variety of methods which take into consideration the target learners for this Diploma and the appropriateness for the units being assessed. Assessment methods should be valid, reliable, and inclusive and assure equity.

The following assessment methods could be used to assess the units within this Diploma. Please note, it is expected that at least part of one unit is assessed by formal examination taken under timed conditions.

- Case studies
- Oral presentation
- Practical tasks/demonstrations
- Question and answer (written and oral)
- Tests/exams with seen or unseen papers
- Tutor observation
- Worksheets
- Written assignments
- Written essays/reports

This is not an exhaustive list and other methods could be selected with agreement from either OCN London or the Centre Moderator.

RULES OF COMBINATION

To be awarded the Access to Higher Education Diploma (Business Studies) learners must achieve a total of 60 credits comprising of:				
Credits required from graded academic subject content units at Level 3				45
Credits required from ungraded units at Level 3 or Level 2				15
Total Credits required				60
Learners must also meet the following Rules of Combination:				
Rule: Units in	Status	Mandatory Credits (see below)	From Optional Credits	Total Credits
Study Skills	Ungraded	6 @ L3	9 @ L2 or L3	15
Subject Specific Business Studies	Graded	3 @ L3	42 @ L3	45

ADDITIONAL INFORMATION

Recognition of Prior Learning (RPL)

Overall, the total proportion of credits awarded or exempted through either credit transfer and/or recognition of prior learning must not exceed 30 credits (that is 50 per cent of the credits required for the achievement of the Diploma).

Barred Combinations of Units

Where unit content between units overlaps by more than 25% of the learning outcomes this would represent an excluded combination of units.

Information on barred combinations for this Diploma can be found on page 8.

APPROVED UNITS

Mandatory Units

Unit ID	Unit Name	Level	Credits
CBA783	Finding and Reading Information (ungraded)	L3	3
CBA784	Report Writing (ungraded)	L3	3
CBB390	Business Mathematics: Statistics and Probability (graded)	L3	3

Study Skills (ungraded)

Unit ID	Unit Name	Level	Credits
BPM041	Basic Arithmetic Skills	L2	3
CBA847	Essay Writing	L3	3
CBA785	Examination Skills: Preparing for and Succeeding in an Examination	L3	3
CBA851	Note-taking and Note-making	L3	3
CBB392	Preparation for Higher Education	L3	3
CBA782	Reading and Comprehension of Texts	L3	3
CBA853	Speaking and Listening Skills	L3	3
CBA788	Using Information Technology	L3	3
CBA855	Writing and Delivering Seminar Papers	L3	3
CBA856	Writing Standard English	L3	3

Subject Specific Units (graded)

Accounting			
Unit ID	Unit Name	Level	Credits
AAR095	Accounts - Limited Company Accounts	L3	3
AFY749	Accounts – Limited Company Final Accounts	L3	3
BRU517	Book Keeping	L3	3
CBB328	Computerised Accounting	L3	3
AFY740	Double Entry Accounts	L3	3
BYD658	Final Accounts	L3	3
CBB090	Interpretation of Accounts*	L3	3
AAZ661	Interpreting the Final Accounts*	L3	3
CBB354	Introduction to Management Accounting	L3	3
CBA820	Management Accounting and Decision Making	L3	3
CBB355	Partnership Accounts	L3	3
AFY752	Sole Trader Final Accounts	L3	3

Business Management and Human Resources			
Unit ID	Unit Name	Level	Credits
CBB385	Equality and Diversity in Employment	L3	3
CBA948	HR Planning - Interviewing	L3	3
CBB341	HR Planning - Recruitment and Selection	L3	3
CBB342	Human Resources	L3	6
CBB339	Management and Leadership	L3	3
BUG263	Managing Diversity	L3	3
BRW228	Managing Information in an Organisation	L3	3
CBB340	Motivation in the Working Environment	L3	3
CBB384	The Employment Contract	L3	3

Business Studies			
Unit ID	Unit Name	Level	Credits
CBB253	Business Communication and Information Management	L3	6
CBB336	Business Organisations and Structure	L3	3
CBB337	Business Planning	L3	3
CBB338	Ethics and Corporate Social Responsibility	L3	3
CBA902	Media Institutions	L3	3
BYD668	Origins of the EU	L3	3
BRY330	The Business External Environment	L3	3

Economics			
Unit ID	Unit Name	Level	Credits
CBB329	Aggregate Demand and Supply	L3	3
CBB333	Introduction to Economics	L3	3
CBB334	Introduction to Macroeconomics	L3	3
CBB335	Introduction to Microeconomics	L3	3
CBB330	Introduction to Supply and Demand	L3	3
CBB331	Market Intervention	L3	3
CBB332	The Basic Economic Problem	L3	3

Finance			
Unit ID	Unit Name	Level	Credits
CBB367	Business Financing	L3	3
CBB362	Costing and Pricing	L3	3
CBB363	Exchange Rates	L3	3
CBB365	Financial Budgeting and Analysis	L3	3
CBB366	Financial Accounts	L3	6
CBB361	International Trade and the Balance of	L3	3

	Payments		
CBB388	Money and Banking	L3	3
CBB368	Personal Savings and Investment	L3	3
CBB364	Raising Capital	L3	3

Hospitality, Leisure and Tourism			
Unit ID	Unit Name	Level	Credits
CBB357	Background of Travel and Tourism	L3	6
CBB358	Consumer Protection in the UK Travel Industry	L3	3
CBB356	Event Management	L3	3
CBB359	The Role of International Organisations in Global Tourism Policy	L3	3
CBB360	Tourism Development	L3	3

Information Technology			
Unit ID	Unit Name	Level	Credits
BZB595	Computer Programming Concepts using C++	L3	6
CBB389	Effects of Technology in the Workplace	L3	3
CBA882	Programming Methods	L3	3
CBA790	Spreadsheets	L3	3
BZS893	Spreadsheets and Charts	L3	3
CBA668	Visual Programming	L3	3
CBA881	Website Design and Creation	L3	6

Law			
Unit ID	Unit Name	Level	Credits
CBB380	Constitutional Principles	L3	3
CBB382	Consumer Law	L3	3
CBB383	Contract Law	L3	3
CBB386	Formation of Contract	L3	3
CBA813	Introduction to Company Law	L3	3
CBB387	Introduction to Employment Law	L3	6
CBB377	Introduction to the Law	L3	3
CBB379	Legislation and Statutory Interpretation	L3	3
CBB374	The Protection of Human Rights	L3	3
BRY286	The Tort of Negligence	L3	3

Marketing			
Unit ID	Unit Name	Level	Credits
CAA156	Advertising and Society	L3	3
BUW580	Audience	L3	3
CBA994	Digital Marketing	L3	3
CBA995	Digital Marketing Metrics and Analytics	L3	6
CBB345	Introduction to Market Research	L3	3
CBB343	Introduction to Marketing	L3	3
CBB344	Market Analysis	L3	3
CBB346	Marketing Strategy	L3	3
CBA996	Principles of Social Media Advertising and Promotion	L3	3

Mathematics			
Unit ID	Unit Name	Level	Credits
AFY782	Business Mathematics - Algebra	L3	3
CBB412	Business Mathematics - Arithmetic	L3	3
BZS900	Business Mathematics - Graphical Methods	L3	3
AFY788	Business Mathematics - Graphical Techniques	L3	3
BZS848	Data Analysis and Descriptive Statistics	L3	3
CBB039	Numerical Methods	L3	3
AAU828	Statistics: Operations	L3	3

Extended Project			
Unit ID	Unit Name	Level	Credits
CBA786	Extended Project	L3	6

BARRED COMBINATIONS

* The following units constitute barred combinations within this Diploma title and must not be delivered together on the same course.

Finance and Accounting

Interpreting the Final Accounts is barred with Interpretation of Accounts

GUIDANCE AND SUPPORT MATERIALS:

OCN London devised assignment briefs are available for the following units:

Study Skills

Essay Writing
Examination Skills – Preparing for and Succeeding in an Examination
Finding and Reading Information
Note-taking and Note-making
Preparation for Higher Education
Reading and Comprehension of Texts
Report Writing
Speaking and Listening Skills
Writing and Delivering Seminar Papers
Writing Standard English

Subject Specific Units

Business Communication and Information Management
Business Mathematics - Statistics and Probability
Business Organisations and Structure
Extended Project
Final Accounts
Formation of Contract
Human Resources
Introduction to Economics
Sole Trader Final Accounts
Spreadsheets
Website Design and Creation

Online Study Skills Resources

The following set of online courses are available to support learners' development:

Essay Writing
Finding and Reading Information
Note-taking and Note-making
Preparation for Higher Education
Writing Standard English

These online learning materials can be used as part of your teaching or an induction to the course. It is expected that the learners will still receive teaching on these topics and assignments must be set for them by their tutor and assessed by the centre.

The courses can be accessed via the OCN London website or incorporated into your own VLE or online delivery systems. If you have any queries, please contact Sarah Francis (s.francis@ocnlondon.org.uk)

All OCN London devised assignment briefs can be found in the [Access Centre Area](#) on the OCN London website (login required).

Further resources and guidance including tutor guidance documents, marketing materials, forms, templates and checklists can be found in the above area of the website (login may be required).

If you are interested in delivering this Diploma, please contact Michelle Wood (Access to HE Development Co-ordinator) at m.wood@ocnlondon.org.uk.