



Access to HE Diploma Specification

Access to HE Diploma (Computing)

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 (Computing)

Learning aim code: 4000594X

Validation start date: 1st August 2015

Validation end date: 31st July 2021

SSA sector code:

- Tier 1 – 6. Information and Communication Technology
- Tier 2 – 6.1 ICT Practitioners

DIPLOMA AIMS

The Access to HE Diploma (Computing) 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 Computing. 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 profession within Computing.

POTENTIAL PROGRESSION ROUTES

Learners primarily progress to Higher Education study in areas related to Computing. These may include some of the following areas of Degree level study: Computer Science, IT and Business, IT and Management, Computing and Systems Development, Computer Networking, Computer Systems and Networking, Business Computing, Web Science, Software Engineering, Gaming 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.

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
- Class discussions/debate
- Time constrained assessments

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 (Computing) 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	3 @ L3	12 @ L2 or L3	15
Subject Specific Computing	Graded	6 @ L3	39 @ 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
CBA786	Extended Project (Graded)	L3	6

Study Skills (ungraded)

Unit ID	Unit Name	Level	Credits
BPM036	Algebra and Graphs	L2	3
BPM041	Basic Arithmetic Skills	L2	3
CBA847	Essay Writing	L3	3
CBA785	Examination Skills: Preparing for and Succeeding in an Examination	L3	3
BPM044	Further Statistics and Probability	L2	3
BPM045	Mathematical Investigation	L2	3
BPM051	Measures	L2	3
CBA878	Multimedia Presentation	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
CBA784	Report Writing	L3	3
BPM057	Shape	L2	3
BPM059	Statistics and Probability	L2	3
CBA787	Word Processing	L3	3
CBA855	Writing and Delivering Seminar Papers	L3	3
CBA856	Writing Standard English	L3	3

Subject Specific Units (graded)

Computing			
Unit ID	Unit Name	Level	Credits
BZS913	Communications Networks	L3	3
CBA872	Computer Architecture	L3	3
ABB498	Computer Architecture and Operation	L3	3
CBA791	Computer Hardware	L3	3
ABA968	Data Representation	L3	3
BUG117	Developing Data Flow Diagrams	L3	3
BUG115	Developing Logical Data Structures	L3	3
ABE712	Hardware & Software	L3	3
CAI427	Installing, Configuring and Administering a Server	L3	3

BZS926	Logic and Sets	L3	3
BZB590	Number Systems and Computer Processing	L3	3
AAAY714	Operating Systems	L3	3
AAD262	Operating Systems and System Management	L3	3
CBB304	Social, Legal and Health Implications of ICT	L3	3
CBA790	Spreadsheets*	L3	3
BZS893	Spreadsheets and Charts*	L3	3
CAI426	Switching Basics	L3	3
BZS895	System Analysis	L3	3
CAA530	The Computing Environment	L3	3

Databases			
Unit ID	Unit Name	Level	Credits
CBA891	Creating Database Driven Web Pages	L3	6
BUG109	Creating Database Driven Web Pages using ASP	L3	6
BRW705	Database Design*	L3	3
CBA874	Database Implementation*	L3	3
CBA875	Database Project Development*	L3	6
CBA772	Introduction to XML and XSL	L3	3
CBA889	Database Theory and Normalisation	L3	3
BZB601	Practical Relational Database Development*	L3	6
CBA890	Using Structured Query Language (SQL)	L3	6

Mathematics			
Unit ID	Unit Name	Level	Credits
CBB005	Algebra	L3	3
BRV691	Algebraic Methods	L3	3
CAB646	Application of Number	L3	6
CBB012	Calculus	L3	3
AAS625	Data Analysis & Probability	L3	3
BZS848	Data Analysis and Descriptive Statistics	L3	3
CBB081	Handling Scientific Data	L3	3
BRV697	Mathematics for Computing	L3	3
BUG107	Matrices	L3	3
BZS928	Matrices and Transformations	L3	3
AAU848	Number	L3	6
CBB039	Numerical Methods	L3	3
CBB068	Trigonometry	L3	3
BZT049	Vectors and Matrices	L3	3

Networking			
Unit ID	Unit Name	Level	Credits
CBA873	Computer Networks	L3	3
CAI424	Introduction to Routers and TCP IP	L3	3
CAI148	Networking Fundamentals	L3	3
CAI425	WAN and Wireless Networking	L3	3

Programming			
Unit ID	Unit Name	Level	Credits
CBA871	Arrays and Data Types	L3	3
CBA665	Object Oriented Programming	L3	3
CBA666	Program Control, Structures and Procedures	L3	6
CBA879	Programming Fundamentals	L3	6
BOV934	Programming - User Interface Design	L3	3
CBA882	Programming Methods	L3	3
CBA667	Sequential Programming Concepts	L3	3
CBA668	Visual Programming	L3	3

Web Design			
Unit ID	Unit Name	Level	Credits
CAA354	Advanced CSS Technique	L3	3
CBA876	Further Website Development*	L3	6
CBA877	HTML and CSS Basics*	L3	3
CAA345	Image Manipulation Fundamentals	L3	3
AHH515	Making Video for the Internet	L3	3
BLD093	Server-Side Programming	L3	3
CBA880	Web Authoring Software	L3	3
CBA881	Website Design and Creation	L3	6

BARRED COMBINATIONS

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

Computing

Spreadsheets ([CBA790](#)) is barred with **Spreadsheets and Charts** ([BZS893](#))

Databases

Practical Relational Database Development ([BZB601](#)) is barred with the following units:

- Database Design ([BRW705](#))
- Database Implementation ([CBA874](#))
- Database Project Development ([CBA875](#))

Web Design

Further Website Development ([CBA876](#)) is barred with **HTML and CSS basics** ([CBA877](#))

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
Multimedia Presentation
Note-taking and Note-making
Reading and Comprehension of Texts
Report Writing
Writing and Delivering Seminar Papers
Writing Standard English

Subject Specific Units

Algebra
Computer Hardware
Extended Project
Handling Scientific Data
Image Manipulation Fundamentals
Program Control, Structure and Procedures
Programming Fundamentals
Social, Legal and Health Implications of ICT
Spreadsheets
Website Design and Creation

Online Study Skills Resources

The following set of on-line courses are available to support learners' development:

Punctuation and Grammar
Writing for Purpose and Improving Accuracy
Essay Writing
Research

If you are interested in using the materials as part of your teaching or induction, 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.