



Access to HE Diploma Specification

Access to HE Diploma (Art and Design)

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 (Art and Design)

Learning aim code: 40012499

Validation start date: 1st August 2021

Validation end date: 31st July 2026

SSA sector code:

- 9 - Arts, Media and Publishing
- 9.2 - Crafts, Creative Arts and Design

DIPLOMA AIMS

The Access to HE Diploma (Art and Design) 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 Art and/or Design. 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 Art and/or Design.

POTENTIAL PROGRESSION ROUTES

Learners primarily progress to Higher Education study in areas related to Art and Design. These may include some of the following areas of Degree level study: Fine Art, Photography, Digital Media, Animation, Graphics, Design 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)
- St Mary's University, Twickenham (Progression agreement)
- The Institute of Banking and Finance (Progression agreement)
- University of East London (Partnership agreement)

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 an Art and Design Studio.
- 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.

- Case studies
- Oral presentation
- Practical tasks/demonstrations
- Question and answer (written and oral)
- Tutor observation
- Worksheets
- Written assignments
- Written essays/reports
- Artefacts/outcomes
- Class discussions/debate
- Blogs
- Exhibitions
- Portfolio Presentation
- Reflective Writing
- Sketchbook
- Student and formal crits

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 (Art and Design) 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 Units	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 7.

APPROVED UNITS

Mandatory Units

Unit ID	Unit Name	Level	Credits
CBB803	Sourcing and Reading Information (ungraded)	L3	3
CBA847	Essay Writing (ungraded)	L3	3
CBB450	Portfolio Development and Presentation (graded)	L3	6

Study Skills (ungraded)

Unit ID	Unit Name	Level	Credits
CBA793	Creating Presentations	L2	3
CBA845	Discursive Writing	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
BPM057	Shape	L2	3
CBB805	Speaking and Listening Skills	L3	3
CBA787	Word Processing	L3	3
CBA855	Writing and Delivering Seminar Papers	L3	3
CBA856	Writing Standard English	L3	3

Subject Specific Units (graded)

Art and Design			
Unit ID	Unit Name	Level	Credits
CBB455	3D Construction – Assemblage	L3	6
CBB456	3D Construction – Function & Site	L3	6
CBB457	Colour Practice and Application	L3	3
CBB461	Constructed Textiles	L3	3
CAI287	Design Development	L3	6
CBB434	Drawing - Core Concepts and Materials	L3	3
CBB297	Drawing for Design	L3	3
CBB462	Embroidered Textiles	L3	3
CBB435	Exhibition	L3	3
CAA291	Fashion Design	L3	6
CBB285	Fashion Design - Development and Presentation	L3	6
CBB436	Individual Project - Process and Realisation	L3	9
CBB467	Mark Making & Materials Exploration	L3	6
CBB468	Model Making	L3	6
CBB469	Painting Techniques & Processes	L3	3
CBB471	Printmaking	L3	3
CBB472	Professional Practice for Art and Design	L3	6
CBB473	Relief Printing	L3	3

CBB474	Spatial Design for Interior Environments	L3	3
CBB475	Specialised Practical Project	L3	9
CBB502	Storyboarding for Photography and Moving Image	L3	3
CBB476	The Design Process	L3	3
CBB451	Typography	L3	6
CBB442	Visual Language	L3	3
CBB452	Using a Sketchbook to Record Information and Develop Ideas	L3	6
CBA961	Visual Research	L3	6
CBB483	Working to a Brief	L3	3

Contextual Studies			
Unit ID	Unit Name	Level	Credits
CBB447	Design Style	L3	3
CBB433	Discovering Arts, Design and Cultural Movements	L3	3
CBB465	Global Art and Influence	L3	3
CBB439	Propaganda in Art and Design	L3	3
CBB477	Understanding Contemporary Art and Design	L3	3

Creative and Digital Media			
Unit ID	Unit Name	Level	Credits
CBB445	3D Computer Graphics	L3	3
CBB429	Digital Animation	L3	6
CBB503	Digital Design	L3	6
CBB466	Image Manipulation Fundamentals	L3	3
CBB449	Introduction to Drawn Animation	L3	3
CBB443	Web Authoring Software	L3	3

Photography			
Unit ID	Unit Name	Level	Credits
CBB430	Digital Image Making	L3	3
CBB431	Digital Images - Manipulation and Output	L3	3
CBA977	Fashion Photography	L3	3
CBA899	Landscape Photographic Practice	L3	3
CBB454	Photography Development	L3	3
CBB438	Photography Practice Project	L3	3
CBB470	Principles of Studio Photography	L3	3
CBB440	Reportage Photography Practice	L3	3
CBB527	Understanding the Reportage Genre	L3	3
CBB453	Using a Digital SLR Camera	L3	3

Digital Media Processes			
Unit ID	Unit Name	Level	Credits
CBB448	Digital Editing for Moving Image	L3	6
CBB432	Digital Special Effects	L3	3
CBB478	Video Making	L3	3

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

BARRED COMBINATIONS

There are no barred combinations of units within this Diploma.

GUIDANCE AND SUPPORT MATERIALS:

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

Study Skills

Essay Writing
Sourcing and Reading Information
Note-taking and Note-making
Preparation for Higher Education
Reading and Comprehension of Texts
Speaking and Listening Skills
Writing and Delivering Seminar Papers
Writing Standard English

Subject Specific Units

Extended Project
Image Manipulation Fundamentals
Portfolio Development and Presentation

Online Learning Materials

The following online support materials are available:

Essay Writing
Extended Project
Sourcing and Reading Information
Note-taking and Note-making
Preparation for Higher Education
Reading and Comprehension of Texts
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 (sarah@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 michelle@ocnlondon.org.uk.