



## 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: 1<sup>st</sup> August 2020

Validation end date: 31<sup>st</sup> 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)
- St Mary's University, Twickenham (Progression agreement)
- The Institute of Banking and Finance (Progression agreement)
- University of East London (Partnership 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 Units	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 9.

## APPROVED UNITS

### Mandatory Units

Unit ID	Unit Name	Level	Credits
<a href="#">CBB803</a>	Sourcing and Reading Information (ungraded)	L3	3
<a href="#">CBB804</a>	Report Writing (ungraded)	L3	3
<a href="#">CBB390</a>	Business Mathematics: Statistics and Probability (graded)	L3	3

### Study Skills (ungraded)

Unit ID	Unit Name	Level	Credits
<a href="#">BPM041</a>	Basic Arithmetic Skills	L2	3
<a href="#">CBA847</a>	Essay Writing	L3	3
<a href="#">CBA785</a>	Examination Skills: Preparing for and Succeeding in an Examination	L3	3
<a href="#">CBA851</a>	Note-taking and Note-making	L3	3
<a href="#">CBB392</a>	Preparation for Higher Education	L3	3
<a href="#">CBA782</a>	Reading and Comprehension of Texts	L3	3
<a href="#">CBB805</a>	Speaking and Listening Skills	L3	3
<a href="#">CBA788</a>	Using Information Technology	L3	3
<a href="#">CBA855</a>	Writing and Delivering Seminar Papers	L3	3
<a href="#">CBA856</a>	Writing Standard English	L3	3

### Subject Specific Units (graded)

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

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

Business Studies			
Unit ID	Unit Name	Level	Credits
<a href="#">CBB253</a>	Business Communication and Information Management	L3	6
<a href="#">CBB336</a>	Business Organisations and Structure	L3	3
<a href="#">CBB337</a>	Business Planning	L3	3
<a href="#">CBB338</a>	Ethics and Corporate Social Responsibility	L3	3
<a href="#">CBB520</a>	Media Institutions	L3	3
<a href="#">BYD668</a>	Origins of the EU	L3	3
<a href="#">BRY330</a>	The Business External Environment	L3	3

Economics			
Unit ID	Unit Name	Level	Credits
<a href="#">CBB329</a>	Aggregate Demand and Supply	L3	3
<a href="#">CBB333</a>	Introduction to Economics	L3	3
<a href="#">CBB334</a>	Introduction to Macroeconomics	L3	3
<a href="#">CBB335</a>	Introduction to Microeconomics	L3	3
<a href="#">CBB330</a>	Introduction to Supply and Demand	L3	3
<a href="#">CBB331</a>	Market Intervention	L3	3
<a href="#">CBB332</a>	The Basic Economic Problem	L3	3

Finance			
Unit ID	Unit Name	Level	Credits
<a href="#">CBB367</a>	Business Financing	L3	3
<a href="#">CBB362</a>	Costing and Pricing	L3	3
<a href="#">CBB363</a>	Exchange Rates	L3	3
<a href="#">CBB365</a>	Financial Budgeting and Analysis	L3	3
<a href="#">CBB366</a>	Financial Accounts	L3	6

<a href="#">CBB361</a>	International Trade and the Balance of Payments	L3	3
<a href="#">CBB388</a>	Money and Banking	L3	3
<a href="#">CBB368</a>	Personal Savings and Investment	L3	3
<a href="#">CBB364</a>	Raising Capital	L3	3

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

Information Technology			
Unit ID	Unit Name	Level	Credits
<a href="#">BZB595</a>	Computer Programming Concepts using C++	L3	6
<a href="#">CBB389</a>	Effects of Technology in the Workplace	L3	3
<a href="#">CBB501</a>	Programming Methods	L3	3
<a href="#">CBB479</a>	Spreadsheets	L3	3
<a href="#">CBB480</a>	Visual Programming	L3	3
<a href="#">CBB444</a>	Website Design and Creation	L3	6

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



Marketing			
Unit ID	Unit Name	Level	Credits
<a href="#">CAA156</a>	Advertising and Society	L3	3
<a href="#">BUW580</a>	Audience	L3	3
<a href="#">CBB464</a>	Digital Marketing	L3	3
<a href="#">CBA995</a>	Digital Marketing Metrics and Analytics	L3	6
<a href="#">CBB345</a>	Introduction to Market Research	L3	3
<a href="#">CBB343</a>	Introduction to Marketing	L3	3
<a href="#">CBB344</a>	Market Analysis	L3	3
<a href="#">CBB346</a>	Marketing Strategy	L3	3
<a href="#">CBA996</a>	Principles of Social Media Advertising and Promotion	L3	3

Mathematics			
Unit ID	Unit Name	Level	Credits
<a href="#">CBB594</a>	Algebra*	L3	3
<a href="#">CBB637</a>	Application and Interpretation of Inferential Statistics	L3	3
<a href="#">AFY782</a>	Business Mathematics - Algebra*	L3	3
<a href="#">CBB412</a>	Business Mathematics - Arithmetic	L3	3
<a href="#">BZS900</a>	Business Mathematics - Graphical Methods	L3	3
<a href="#">AFY788</a>	Business Mathematics - Graphical Techniques	L3	3
<a href="#">CBB600</a>	Data Analysis and Descriptive Statistics	L3	3
<a href="#">CBB597</a>	Differentiation and Integration	L3	3
<a href="#">CBB638</a>	Mathematical Foundation Skills for Inferential Statistics	L3	6
<a href="#">CBB603</a>	Numerical Methods	L3	3

Psychology			
Unit ID	Unit Name	Level	Credits
<a href="#">CBB700</a>	Human Memory	L3	3
<a href="#">CBB701</a>	Introduction to Psychology	L3	3
<a href="#">CBB706</a>	Psychological Research: Sources and Ethics	L3	3
<a href="#">CBB707</a>	Stress and Health	L3	3
<a href="#">CBA945</a>	Trading Psychology	L3	3

Extended Project			
Unit ID	Unit Name	Level	Credits
<a href="#">CBA786</a>	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**

### **Law**

**Contract Law** is barred with **Formation of Contract**

### **Mathematics**

**Algebra** is barred with **Business Mathematics – Algebra**

## **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  
Sourcing 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  
Introduction to Psychology  
Sole Trader Final Accounts  
Spreadsheets  
Website Design and Creation

### **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](mailto: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](mailto:michelle@ocnlondon.org.uk).