OCN London

Access to HE Diploma Specification

Access to HE Diploma (Computing)

2023-2024

Access to Higher Education

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 the 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: 4001258X
Validation start date: 1st August 2021
Validation end date: 31st July 2026
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 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
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
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
CBB804	Report Writing	L3	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**
CBB484	Communications Networks	L3	3
CBB458	Computer Architecture*	L3	3
CBB485	Computer Architecture and Operation*	L3	3
CBB459	Computer Hardware	L3	3
CBB491	Installing, Configuring and Administering a Server	L3	3
CBB494	Number Systems and Computer Processing	L3	3
CBB495	Operating Systems and System Management	L3	3
CBB304	Social, Legal and Health Implications of ICT	L3	3
CBB479	Spreadsheets	L3	3
CBB497	Switching Basics	L3	3
CBB498	System Analysis	L3	3

Databases			
Unit ID	Unit Name	Level	Credits
BRW705	Database Design	L3	3
CBB486	Database Implementation	L3	3
CBB487	Database Project Development	L3	6
CBA889	Database Theory and Normalisation	L3	3
CBB536	Using Structured Query Language (SQL)	L3	6

Mathematics			
Unit ID	Unit Name	Level	Credits
CBB594	Algebra	L3	3
CBB600	Data Analysis and Descriptive Statistics*	L3	3
CBB601	Data Analysis and Probability*	L3	3
CBB597	Differentiation and Integration	L3	3
CBB602	Handling Scientific Data	L3	3
CBB500	Mathematics for Computing	L3	3
CBB603	Numerical Methods	L3	3
CBB605	Trigonometry	L3	3
CBB606	Vectors and Matrices	L3	3

Networking			
Unit ID	Unit Name	Level	Credits
CBB460	Computer Networks	L3	3
CBB492	Introduction to Routers and TCP IP	L3	3
CBB493	Networking Fundamentals	L3	3
CBB499	WAN and Wireless Networking	L3	3

Programming			
Unit ID	Unit Name	Level	Credits
CBA871	Arrays and Data Types	L3	3
CBB496	Program Control, Structures and Procedures	L3	6
CBB505	Programming Fundamentals	L3	6
BOV934	Programming - User Interface Design	L3	3
CBB501	Programming Methods	L3	3
CBB480	Visual Programming	L3	3

Web Design			
Unit ID	Unit Name	Level	Credits
CAA354	Advanced CSS Technique	L3	3

CBB504	Creating Database Driven Web Pages	L3	6
CBB489	HTML and CSS Basics*	L3	3
CBB466	Image Manipulation Fundamentals	L3	3
CBB443	Web Authoring Software	L3	3
CBB490	Website Design*	L3	6
CBB444	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
Computer Architecture is barred with **Computer Architecture and Operation**
Mathematics
Data Analysis and Descriptive Statistics is barred with **Data Analysis and Probability**
Web Design
Website Design is barred with **HTML and CSS basics**

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
Multimedia Presentation
Note-taking and Note-making
Preparation for Higher Education
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
Multimedia Presentation
Program Control, Structures and Procedures
Programming Fundamentals
Social, Legal and Health Implications of ICT
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)

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.