



## Access to HE Diploma Specification

### Access to HE Diploma (Creative and Digital Media)

## 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 (Creative and Digital Media)

Learning aim code: 40012505

Validation start date: 1<sup>st</sup> August 2021

Validation end date: 31<sup>st</sup> July 2026

SSA sector code:

- Tier 1 – 9. Arts, Media and Publishing
- Tier 2 – 9.3 Media and Communication

## DIPLOMA AIMS

The Access to HE Diploma (Creative and Digital Media) 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 Creative and Digital Media. 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 Creative and Digital Media.

## POTENTIAL PROGRESSION ROUTES

Learners primarily progress to Higher Education study in areas related to Creative and Digital Media. These may include some of the following areas of Degree level study: Animation, Digital Film, Digital Photography, Editing and Post Production, Film and Broadcast Production, Film Studies, Games Design, Magazine Publishing, Media Studies, Media, Publishing and Cultural Studies, Media: Broadcast Media, Moving Image, Photographic Arts, Photography, Photography and Digital Imaging, Photomedia, Post-Production, Time based media, TV/Broadcasting 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.

## DIPLOMA RESOURCES

The minimum required resources for this Diploma include:

- Specialist hardware and software as appropriate to units being delivered.
- 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 etc.
- 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
- Class discussions/debate
- Project
- Blogs
- Digital representation

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 (Creative and Digital Media) 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 6.

## APPROVED UNITS

### Mandatory Units

Unit ID	Unit Name	Level	Credits
<a href="#">CBB803</a>	Sourcing and Reading Information (Ungraded)	L3	3
<a href="#">CBA847</a>	Essay Writing (Ungraded)	L3	3
<a href="#">CBB450</a>	Portfolio Development and Presentation (Graded)	L3	6

### Study Skills (ungraded)

Unit ID	Unit Name	Level	Credits
<a href="#">CBA848</a>	Learning in a Group	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="#">CBA856</a>	Writing Standard English	L3	3

### Subject Specific Units (graded)

Animation			
Unit ID	Unit Name	Level	Credits
<a href="#">CBB445</a>	3D Computer Graphics	L3	3
<a href="#">CBB446</a>	2D Animation	L3	6
<a href="#">CBB429</a>	Digital Animation	L3	6
<a href="#">CBB449</a>	Introduction to Drawn Animation	L3	3

Contextual Studies			
Unit ID	Unit Name	Level	Credits
<a href="#">CBB447</a>	Design Style	L3	3
<a href="#">CBB433</a>	Discovering Arts, Design and Cultural Movements	L3	3
<a href="#">CBB437</a>	Media and Popular Culture	L3	3
<a href="#">CBB439</a>	Propaganda in Art and Design	L3	3

Creative and Digital Media			
Unit ID	Unit Name	Level	Credits
<a href="#">CBB503</a>	Digital Design	L3	6
<a href="#">CBB430</a>	Digital Image Making	L3	3

<a href="#">CBB431</a>	Digital Images - Manipulation and Output	L3	3
<a href="#">CBB434</a>	Drawing - Core Concepts and Materials	L3	3
<a href="#">CBB435</a>	Exhibition	L3	3
<a href="#">CBB436</a>	Individual Project - Process and Realisation	L3	9
<a href="#">CBB502</a>	Storyboarding for Photography and Moving Image	L3	3
<a href="#">CBB451</a>	Typography	L3	6
<a href="#">CBB452</a>	Using a Sketchbook to Record Information and Develop Ideas	L3	6
<a href="#">BZB985</a>	Vector Motion Graphics	L3	3
<a href="#">CBB442</a>	Visual Language	L3	3
<a href="#">CBB480</a>	Visual Programming	L3	3
<a href="#">CBA961</a>	Visual Research	L3	6
<a href="#">CBB443</a>	Web Authoring Software	L3	3
<a href="#">CBB444</a>	Website Design and Creation	L3	6

### Digital Media Processes

Unit ID	Unit Name	Level	Credits
<a href="#">CBB448</a>	Digital Editing for Moving Image	L3	6
<a href="#">CBA956</a>	Digital Sound and Image Capture	L3	6
<a href="#">CBB432</a>	Digital Special Effects	L3	3
<a href="#">CBB534</a>	Sound for Film and Video Production	L3	3
<a href="#">CBB478</a>	Video Making	L3	3

### Photography

Unit ID	Unit Name	Level	Credits
<a href="#">CBA977</a>	Fashion Photography	L3	3
<a href="#">CBB899</a>	Landscape Photographic Practice	L3	3
<a href="#">CBB454</a>	Photography Development	L3	3
<a href="#">CBB438</a>	Photography Practice Project	L3	3
<a href="#">CBB440</a>	Reportage Photography Practice	L3	3
<a href="#">CBB527</a>	Understanding the Reportage Genre	L3	3
<a href="#">CBB453</a>	Using a Digital SLR Camera	L3	3

### Extended Project

Unit ID	Unit Name	Level	Credits
<a href="#">CBA786</a>	Extended Project	L3	6

## BARRED COMBINATIONS

There are no barred combinations of units set in 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 Standard English

### Subject Specific Units

Extended Project  
Portfolio Development and Presentation  
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).