



Access to HE Diploma Specification

Access to HE Diploma (Law)

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 (Law)

Learning aim code: 40011902

Validation start date: 1st August 2020

Validation end date: 31st July 2025

SSA sector code:

- 15 – Business Administration and Law
- 15.5 – Law and Legal Services

DIPLOMA AIMS

The Access to HE Diploma (Law) 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 Law. 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 the Law profession.

POTENTIAL PROGRESSION ROUTES

Learners primarily progress to Higher Education study in areas related to Law. These may include some of the following areas of Degree level study: LLB, Criminology and Law combined with a wide range of 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:

- 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 e.g. mock trials, moots and debates
- 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 (Law) 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
CBA782	Reading and Comprehension of Texts (ungraded)	L3	3
CBA786	Extended Project (graded)	L3	6

Study Skills (ungraded)

Unit ID	Unit Name	Level	Credits
CBA847	Essay Writing	L3	3
CBA785	Examination Skills: Preparing for and Succeeding in an Examination	L3	3
CBA848	Learning in a Group	L3	3
CBA851	Note-taking and Note-making	L3	3
CBB392	Preparation for Higher Education	L3	3
CBB804	Report Writing	L3	3
CBB803	Sourcing and Reading Information	L3	3
CBB805	Speaking and Listening Skills	L3	3
CBA788	Using Information Technology	L3	3
CBA855	Writing and Delivering Seminar Papers	L3	3
CBA856	Writing Standard English	L3	3

Subject Specific Units (graded)

Civil Law			
Unit ID	Unit Name	Level	Credits
CBB370	Discrimination and its Redress	L3	3
CBB371	Foundations of Freedom	L3	3
CBB372	Freedom of Movement	L3	3
CBB373	Privacy, Free Speech and Censorship	L3	3
CBB753	Safeguarding and Children's Welfare	L3	3
CBB374	The Protection of Human Rights	L3	3
BRY286	The Tort of Negligence	L3	3

Company and Consumer Law			
Unit ID	Unit Name	Level	Credits
CBB382	Consumer Law	L3	3
CBB383	Contract Law *	L3	3
CBB385	Equality and Diversity in Employment	L3	3
CBB386	Formation of Contract *	L3	3

CBA813	Introduction to Company Law	L3	3
CBB387	Introduction to Employment Law	L3	6
CBB384	The Employment Contract	L3	3
CBB381	Void Contracts and Termination of Contract	L3	3

Criminal Law			
Unit ID	Unit Name	Level	Credits
CBB347	Aims of Sentencing	L3	3
CBB348	Arrest, Remand & Bail Procedure	L3	3
CBB349	Essential Elements of a Crime	L3	3
CBB394	Introduction to Criminal Law - Manslaughter	L3	3
CBB393	Introduction to Criminal Law – Murder	L3	3
CBB350	Introduction to Criminal Law - Theft	L3	3
CBB351	Non-Fatal Offences Against the Person	L3	3
CBB353	The Trial Process	L3	3
CBB352	Youth Justice	L3	3

The Legal System			
Unit ID	Unit Name	Level	Credits
CBB375	Central Features of the English Legal System	L3	3
CBB380	Constitutional Principles	L3	3
CBB376	Defamation and Mooting Skills	L3	3
CBB377	Introduction to the Law	L3	3
CBB378	Law and Order in Civil Society	L3	3
CBB379	Legislation and Statutory Interpretation	L3	3

Politics			
Unit ID	Unit Name	Level	Credits
CBB535	British Government	L3	3
CBB789	International Politics	L3	3
CBB791	Introduction to Politics	L3	3
CBB790	Political Ideologies	L3	3
CBB798	Political Institutions in the UK	L3	3
CBB795	Politics of Globalisation	L3	3
CBB792	Politics of the Environment	L3	3
CBB793	Protest and Dissent	L3	3
CBB794	Race, Immigration and Asylum	L3	3
CBB797	United Kingdom and the European Union	L3	3

Psychology			
Unit ID	Unit Name	Level	Credits
CBB132	Prejudice and Discrimination	L3	3

Sociology / Social Policy			
Unit ID	Unit Name	Level	Credits
CBB274	Disability and Social Inclusion	L3	3
CBB728	Families in Society	L3	3
CBB729	Introduction to Sociology	L3	3
CBB279	Social Welfare: European Perspectives	L3	3
CBB727	Sociology of Crime and Deviance	L3	3
CBB736	Sociology of Poverty	L3	3
CBB733	Socialisation	L3	3

BARRED COMBINATIONS

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

Law

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

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

Extended Project
Families in Society
Formation of Contract
International Politics
Introduction to Sociology
Political Ideologies
Safeguarding and Children's Welfare
Sociology of Crime and Deviance

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.