

Qualification Guide

OCNLR Level 4 Diploma in Business Management

OCN London Qualification Guide

OCNLR Level 4 Diploma in Business Management
Qualification No: 610/7136/5

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness. We are proud of our long-term role and unique history in providing innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

At the heart of what OCN London offers is:

- a commitment to inclusive credit-based learning;
- the creative use of credit with responsive, demand-led qualification development;
- high quality service and support;
- respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- the development of people, capacity and resources that will ensure effective business partnerships.

To navigate within this Qualification Guide

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General Information

This qualification guide contains details of everything you need to know about the **OCNLR Level 4 Diploma in Business Management**. It makes reference to the curriculum areas covered and identifies the learners for whom the qualification has been developed. The guide also covers important aspects of assessment and moderation that are particular to the qualification. The guide should be used by all involved in the delivery and assessment of the qualification. The Account Manager for your Centre will provide support and advice on how to seek approval to offer the qualification.

If you are not yet an OCN London Approved Centre but wish to use this qualification, then please contact us on enquiries@ocnlondon.org.uk for details of the Centre Approval application process.

Qualification Overview

The **OCNLR Level 4 Diploma in Business Management** qualification has been developed to build learners' knowledge, understanding and practical skills across core business and management functions, enabling effective performance and career progression across a range of industries. It supports learners to analyse different business contexts, identify organisational and market challenges, and propose informed solutions that meet organisational, customer and wider market needs, with coverage of business management, human resource management, marketing, financial accounting, ethics and sustainability, the circular economy, and essential management skills.

The **OCNLR Level 4 Diploma in Business Management** qualification has been developed in partnership with UK Awards.

The **OCNLR Level 4 Diploma in Business Management** qualification is regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF). It is not a licence to practise.

Qualification details

This Qualification is also available at Level 5.

Level 4 Diploma

- Qualification Number: 610/7136/5
- Qualification credit value: 120
- Operational start date: 02/03/2026
- Review date: 02/03/2028
- Total Qualification Time (TQT): 1200
- Guided Learning Hours (GLH): 480
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualification

The purpose of the **OCNLR Level 4 Diploma in Business Management** qualification is to build knowledge and understanding in relevant core management functions that learners can use in any industry for career progression purposes.

The course will build learners' skills to aid them in understanding different business contexts, identifying issues that need addressing as well as putting forward solutions to address a company's needs, customer needs and the wider market environment in which they operate.

The relevant core areas are:

- Business Management
- Human Resource Management

- Marketing
- Financial Accounting
- Ethics, Sustainability and the Circular Economy
- Management Skills

Who the qualification is for

The **OCNLR Level 4 Diploma in Business Management** qualification is suitable for learners who have an interest in pursuing a career in business and management. Normally, learners will be aged 18 and above.

Entry guidance

Normally, to be eligible for entry onto the course, a prospective learner must have:

- An appropriate facility in the English language, and
- Demonstrable capability in basic mathematics, and
- Completed a level 3 course.

Progression and related qualifications

Learners who successfully complete this course will be eligible to progress to the **OCNLR Level 5 Diploma in Business Management**. They may also be eligible to progress to level 5 studies on other similar courses at colleges and universities. However, it should be noted that transfer of credit on application to other qualifications is determined by the receiving institution/awarding organisation.

Guidance on delivering this qualification

It is normally expected that they have a first degree in a related subject or an equivalent professional qualification. Please contact OCN London for decisions on particular qualifications if in doubt.

Structure of the qualification

Rules of combination for achievement

The **OCNLR Level 4 Diploma in Business Management qualification** comprises 6 mandatory units. Learners must achieve 120 credits in total.

- 120 credits must be taken from the mandatory units

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
R/651/9743	AB1/4/LQ/003	Business Management	4	20	80
T/651/9744	AB1/4/LQ/004	Human Resource Management	4	20	80
Y/651/9745	AB1/4/LQ/005	Marketing	4	20	80
A/651/9746	AB1/4/LQ/006	Financial Accounting	4	20	80
D/651/9747	AB1/4/LQ/007	Ethics, Sustainability & the Circular Economy	4	20	80
F/651/9748	AB1/4/LQ/008	Management Skills	4	20	80

Barred combinations

There are no barred combinations.

Assessment and Moderation

Assessment process

The assessment process for this qualification is as follows:

- The learners are assessed through activities that are internally set by tutor assessors;
- The activities must be designed to enable learners to meet the assessment criteria of the unit;
- Learners' portfolios of assessed evidence must be internally moderated at the Centre;
- The portfolios of assessed evidence will be externally moderated by an OCN London External Moderator.

There is no additional external assessment for this qualification.

Devising assessments

Each unit has a supplementary page with information on the types of assessment activities that can (indicated as 'Optional' or 'O') and/or must (indicated as 'Prescribed' or 'P') be used to assess learners against the unit. Tutor assessors must always refer to this page before devising assessment tasks.

Centre devised assessments should be scrutinised by the Internal Moderator before use to ensure that they are fit for purpose. Centre devised assessments will be scrutinised by the External Moderator to ensure reliability and validity of assessment.

Marking assessment activities

Each activity must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved.

Assessors need to ensure that the work in a learner's portfolio is:

- Authentic – it is the result of the learner's own performance or activity;
- Sufficient – enabling the assessor to make a consistent and reliable judgement;
- Adequate – appropriate to the level.

Where a series of activities are set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all activities. All of the assessment criteria in a unit must be met before the unit is deemed achieved.

The unit achievement is not graded. Units are either achieved or not achieved.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards in relation to assessment. It:

- compares assessment judgements from different tutor/assessors;
- promotes consistent judgements by different tutor/assessors;
- identifies good practice in assessment;
- promotes the sharing of good practice in assessment between centre staff.

Standardisation events should be held periodically within centres to ensure consistent and effective assessment practice. Standardisation events may also be held by OCN London and it is a requirement that each Centre offering units from this qualification must contribute assessment materials and learners' evidence for standardisation, if requested.

OCN London will notify Centres of the required sample for standardisation purposes and assessment materials, learners' evidence and tutor feedback may be collected by External Moderators.

Learners with particular requirements

If learners have particular requirements the Centre should refer to the 'Access to Fair Assessment Policy and Procedure' which can be found on our website at: [Access to Fair Assessment Policy and Procedure](#) and gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty, without compromising the achievement of the assessment criteria.

Requirements for tutor/assessors

Assessors of this qualification are expected to have, as a minimum, a degree in in a related subject or an equivalent professional qualification. (Contact OCN London for decisions on particular qualifications if in doubt.)

To be sufficiently competent

In addition to being qualified to make assessment decisions, each assessor must be capable of carrying out the full requirements within the competency of the units they are assessing. This competence should be maintained annually through clearly demonstrable continuing learning and professional development.

Expert witnesses can be used where they have suitable expertise for specialist areas. The use of expert witnesses should be determined and agreed by the assessor.

To be sufficiently knowledgeable

Each assessor should possess relevant knowledge and understanding of the subject and so be able to make robust and reliable assessment decisions in relation to the subject.

Assessment and grading system

The curriculum is set up to support a portfolio approach to continuous assessment. Learners will study units and develop a portfolio of evidence. Each unit will have milestones where

formative assessment is provided, and learners can then continue to work on their portfolios before a final submission at the end of the unit.

For each unit, an assessment grid is provided that sets out the context/scenario for the assessment, indicates the learning outcomes to be achieved, and identifies the evidence required to support their attainment. This grid contains evidence requirements for grading at pass, merit, and distinction. The criteria are cumulative, so to achieve a merit grade a learner must satisfy the criteria for both a pass and for a merit. Similarly, to achieve a distinction grade a learner must satisfy, pass, merit, and distinction criteria.

The grade outcome for a unit will be determined as follows:

- To achieve a **pass** grade in a unit, a pass must be attained for all learning outcomes.
- To achieve a **merit** grade in a unit, a merit must be attained for all learning outcomes.
- To achieve a **distinction** grade in a unit, a distinction must be attained for all learning outcomes.

Learners who either fail to make a final submission of their portfolio, or whose submission does not meet the criteria for a pass, will be counselled and allowed rectification as follows:

- Repeating the whole unit
- Reworking an element of their portfolio

For the diploma to be awarded, a pass grade must be achieved in all units. The grade outcome for the diploma will be based on the predominant outcome for each of the units.

For courses with six units, the grade outcome for the diploma will be determined as follows:

- To achieve a **pass** grade in the diploma, a pass must be attained for units.
- To achieve a **merit** grade in the diploma, a merit must be attained in at least three units.
- To achieve a **distinction** grade in the diploma, a distinction must be attained in at least three units, with all other units being graded merit.

For courses with three units, the grade outcome for the diploma will be determined as follows:

- To achieve a **pass** grade in the diploma, a pass must be attained for units.
- To achieve a **merit** grade in the diploma, a merit must be attained in at least two units.
- To achieve a **distinction** grade in the diploma, a distinction must be attained in at least two units, with all other units being graded merit.

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