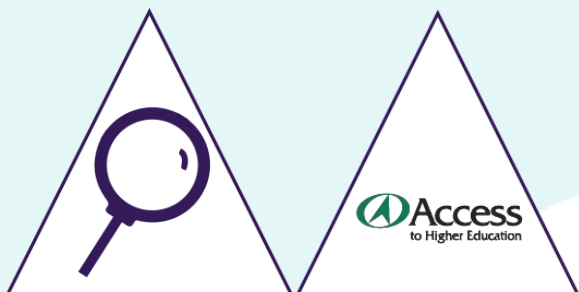


Access to HE Diploma Guide Humanities

Version 2.0
(August 2017)

QAA Diploma: QAA150122
Learning Aim: 40004120
Validation to: 31st July 2020



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1. About this Access to HE Diploma guide

This Access to Diploma specification is intended for Tutors, Assessors, Internal Quality Assurers, Centre Quality Managers and other staff within Gateway Qualifications Access to HE approved providers/or prospective providers.

It sets out what is required of the student in order to achieve the Access to HE Diploma. It also contains information specific to managing and delivering the Access to HE Diploma (s) including specific quality assurance requirements.

The guide should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this Access to HE Diploma you must be Gateway Qualifications recognised centre and approved to offer Access to HE Diplomas.

If your centre is not yet recognised, please contact our Development Team to discuss becoming Gateway Qualifications Recognised Centre:

Telephone: 01206 911211
Email: enquiries@gatewayqualifications.org.uk
Website: www.gatewayqualifications.org.uk/recognition

2. Access to HE Diploma

The Access to HE Diploma is a nationally recognised qualification with common requirements relating to the description of student achievement. The Diploma is a credit-based, graded qualification, and requirements relate to both the award of credit and to the award of grades. Details of the credit framework and requirements relating to the award of credit are provided, with the general specifications for the qualification, in *The Access to Higher Education Diploma and credit specifications*.

Individual named Diplomas are identified by separate titles and are validated at local level by Access Validating Agencies (AVAs). Each Diploma has its own approved set of units of assessment, governed by rules of combination, which are appropriate to the subject of the particular Diploma. The common grading requirements apply to all individual Diplomas.

2.1 Aims of the Access to HE Diplomas

The primary aim of the Access to HE Diploma is to provide an appropriate preparation and recognised qualification to enable students to progress to Higher Education (HE). It aims in particular to provide an opportunity for those who wish to progress to study in HE and have the ability to do so but who left school with few, or any, of the usual qualifications for entry. The programme aims to:

- reintroduce students to education recognising prior skills and experience and the particular needs of those returning to learn
- offer students a responsive, supportive and user friendly return to learn experience at a level appropriate for entry to HE
- develop the study and interpersonal skills necessary to enable students to succeed in their HE career
- address issues of widening participation and social inclusion
- provide appropriate support and guidance according to individual needs
- raise student awareness of the opportunities that a return to study and lifelong learning can bring.

2.2 Objectives

The purpose of the Diploma is to enable students to:

- satisfy the general academic requirements for entry to HE and provide evidence to admissions tutors that they are capable of succeeding at higher education level
- prepare students for HE level study generally and in subject areas appropriate to an intended HE course destination
- demonstrate appropriate levels of competence in subject specific skills and knowledge
- demonstrate practical, transferable and intellectual skills
- develop their confidence and ability to cope with a return to education at an advanced level
- enhance personal and career opportunities
- develop as independent and lifelong learners.

2.3 Access to HE Diploma structure

The Access to HE Diploma structure for Humanities is set out in table 1. The structure sets out the units required to be achieved the Access to Diploma, comprising of:

- Graded Academic mandatory units – Level 3.
- Graded Academic optional units-Level 3.
- Graded Research units-Level 3.
- Ungraded units –Level 2/3.

3. Access to HE Diploma (Humanities) Rules of Combination and Assessment Grid

Graded Academic Mandatory

Learners must achieve 39 credits from this group.

Unit Code	Unit name	Level	Credit	Academic content (A)	Grade Descriptors	Assessment methods	Volume (word count, time etc.)
QU007092	Poetry	3	3	A	2,5,7	Examination	2 hours
QU006947	Thinking Philosophically	3	3	A	2,6,7	Argument Deconstruction task Questions Essay	300 words 500 words 700 words
QU006915	Philosophical Ethics	3	3	A	2,4,7	Poster presentation Seminar Paper Essay Presentation	200 words 400 words 600 words 10 minutes, 300 words
QU006987	Introduction to Religious Thought	3	3	A	1,7	Tutor-student focussed discussion via academic poster and notes Written questions, Essay	10 minutes, 300 words 300 words 800 words
QU007106	Theorising Institutions and Issues	3	3	A	2,7	Exam	2 hours
QU011215	Social Change & Reform in 19th Century Britain	3	3	A	2,7	Controlled Assessment	1.5 hours
QU011243	Origins of the First World War	3	3	A	2,4,7	Essay Workbook	1000 words 500 words
QU011418	Developing Creative Writing Skills	3	3	A	3,5,7	Portfolio of writing skills	1500 words

Unit Code	Unit name	Level	Credit	Academic content (A)	Grade Descriptors	Assessment methods	Volume (word count, time etc.)
QU014292	The Colonisation of Africa and Resistance	3	3	A	2,4,7	Short answer workbook	1500 words
QU014145	History Skills	3	3	A	2,4,7	Analysis of primary and secondary sources	1500 words
QU014319	Introduction to the Study of a Novel	3	3	A	2,5,7	Formal presentation with supporting notes	1500 words
QU018316	The Study of Literary and Non-Literary Texts	3	3	A	2,5,7	poem with justified inspiration; article; written analysis of article, & poem, verbal analysis of story	300; 300; 600; 15 mins
QU018313	Research Planning Relating to a Professional Body	3	3	A	4,5,6,7	presentation with notes , source summaries, proposal	15mins. 400; 200;300;500

Graded Research

Learners must achieve 6 credits from this group.

Unit Code	Unit name	Level	Credit	Academic content (A)	Grade Descriptors	Assessment methods	Volume (word count, time etc.)
QU007912	Research: Extended Writing Project	3	6	A	2,3,4,6,7	Research Essay, Academic Interview	3000 words 15 minutes
QU018336	Research: Extended Research Project	3	6	A	2,3,4,6,7	Research Report, proposal	3000,300-500

Ungraded Units

Learners must achieve 15 credits from this group.

Unit Code	Unit name	Level	Credit	Academic content (A) or other content (O)	Grade Descriptors	Assessment methods	Volume (word count, time etc.)
QU007802	Study Skills - Academic Skills	3	3	A	U	Portfolio of evidence	1500 words
QU007532	Application of Number - Interpreting and Presenting Information	2	3	O	U	2 timed assessments (closed book)	1.5 hours each
QU007528	Academic Writing Skills	3	3	O	U	Essay Plan for report Reflective journal	700 words 500 words 300 words
QU018253	English - Oral Communication	3	3	A	U	Individual presentation; supporting notes; self reflection; assessed group discussion;	15 mins, 500 words, 15 mins, 200 words
QU018409	Application of Number - Calculations	2	3	O	U	2 timed assessments (closed book)	1.5 hrs each

This report show the rules of combination for the above Access to HE Diploma. Where there is more credit available in the group than required to complete the qualification, unit selection will have to be made within the QAA dictated.

4. Access to HE Units of Assessment

Access to HE Diplomas are a unitised qualification based on units of assessment which are structured in accordance with the Access to HE unit specification set out by QAA.

4.1 Unit specification

A common unit specification applies to all units with Access to HE Diplomas the unit specification follows a standard template covering the following elements:

- title
- level
- credit value
- unit code
- learning outcomes
- assessment criteria
- grade descriptors
- type of unit (academic subject content or not).

The units of assessment for the Access to HE Diploma (Humanities) are contained within this Access to HE Diploma Guide.

4.2 Academic subject content

A unit is classified as having academic subject content, if the unit's knowledge and skills are directly related to the subject of the name of the Access to HE Diploma. Units will not meet the academic subject content requirement if they are principally concerned with personal development, generic English or mathematics, or study skills.

4.3 Graded and ungraded units

Graded units – grading operates at unit level and only applies to units which have been approved by Gateway Qualifications within a named Access to HE Diploma. Student achievement for graded units is recorded as Pass, Merit or Distinction for each unit, as set out in the QAA Access to HE Grading Scheme, 2012. Graded units will also satisfy the criteria of academic subject content.

There is a common set of broad generic grade descriptors which are used as the basis for all grading judgements on all courses:

- 1 Understanding the subject
- 2 Application of knowledge
- 3 Application of skills
- 4 Use of knowledge
- 5 Communication and presentation
- 6 Autonomy / Independence
- 7 Quality.

Further guidance is available as set out in the QAA Access to HE Grading Scheme, 2012 at component level and details requirements for Merit and Distinction.

Not all grade descriptors are used with every unit. A selection of grade descriptors is assigned when the unit is validated, on the basis of a judgement on which descriptors are relevant in assessing how well a student has performed on the unit.

The grade descriptors are a formal part of the specification of that unit and changes can only be made through the Gateway Qualifications formal process for amendments to units.

Ungraded units – within the Access to HE Diploma specification a total of 15 credits must be achieved from units achieved at level 2 or level 3 which are ungraded. The ungraded units will have the same format as the ungraded units.

4.4 Revisions to Access to HE Units of Assessment

Gateway Qualifications reserves the right to review and amend units of assessment and will provide centres notification of the changes to the units of assessment.

5. Unit Details

Graded Academic Content

Access to HE Diploma Unit

Unit Code:	QU007092		
Title:	Poetry		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2020		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2 • GD5 • GD7 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will: 1. Understanding how poets use form and structure to express meaning.	The learner can: 1.1 Evaluate the significance of the form of a selected poem or poems. 1.2 Evaluate the use of rhyme, rhythm and tone in a selected poem or poems.
2. Understand the importance of language and imagery in conveying meaning.	2.1 Analyse specific poetic devices used in a selected poem or poems. 2.2 Analyse the use of imagery in a selected poem or poems.
3. Understand that there are different levels of meaning within a poem.	3.1 Explain different levels of meaning and evaluate the impact this has on understanding.
4. Understand the historical and social contexts of a poem.	4.1 Analyse the effect of historical and social context.

Access to HE Diploma Unit

Unit Code:	QU006947		
Title:	Thinking Philosophically		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2019		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2 • GD6 • GD7 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand how philosophical arguments are constructed.	1.1 Analyse the structure of arguments. 1.2 Identify and evaluate weak and strong arguments.
2 Understand philosophical vocabulary.	2.1 Apply philosophical terminology appropriately.
3 Understand the main concepts in moral, political and epistemological philosophy.	3.1 Explain moral philosophical concerns. 3.2 Evaluate different ideas of 'freedom'. 3.3 Investigate the 'problems' of knowledge.

Access to HE Diploma Unit

Unit Code:	QU006915		
Title:	Philosophical Ethics		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2019		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2 • GD4 • GD7 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the arguments surrounding the euthanasia debate.	1.1 Analyse the historical development of euthanasia. 1.2 Analyse the development and historical context of debate surrounding euthanasia.
2 Understand the arguments surrounding the stem cell debate.	2.1 Analyse the historical development of stem cell research. 2.2 Analyse the development and historical context of debates surrounding stem cell research.
3 Understand the arguments surrounding the genetic engineering debate.	3.1 Analyse the historical development of genetic engineering. 3.2 Analyse the development and historical context of debates surrounding genetic engineering.

Access to HE Diploma Unit

Unit Code:	QU006987		
Title:	Introduction to Religious Thought		
Unit Level:	Level 3	Unit Credit:	3
Unit type:	Academic Subject Content	Graded	
Review Date:	31/07/2019		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1 • GD7 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand key features of the major religions.	1.1 Differentiate between key features of major belief systems.
2 Understand the definitions and functions of religion.	2.1 Critically assess definitions and functions of religion for the individual and society.
3 Understand the concept and implications of fundamentalism.	3.1 Critically assess the concept of fundamentalism with reference to two religions.
4 Understand the development of New Age beliefs and the rise of the occult genre.	4.1 Critically evaluate the relationship between the decline of formal religion and the rise of new spirituality.

Access to HE Diploma Unit

Unit Code:	QU007106		
Title:	Theorising Institutions and Issues		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2020		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2 • GD7 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand theoretical approaches to the role of institutions in society.	1.1 Critically assess different theoretical approaches to understanding the role of two institutions in society.
2 Understand sociological explanations of social issues.	2.1 Critically discuss the usefulness of different forms of sociological knowledge to an understanding of one social issue.

Access to HE Diploma Unit

Unit Code:	QU011215		
Title:	Social Change & Reform in 19th Century Britain		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2019		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2 • GD7 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the main developments in provision for the poor.	1.1 Analyse the developments of the Poor Law. 1.2 Assess the impact of Poor Law Reform.
2. Understand the major developments in social reform in the 19th Century.	2.1 Analyse three main areas within social reform. 2.2 Assess potential reasons for change in the three areas identified for 2.1

Access to HE Diploma Unit

Unit Code:	QU011243		
Title:	Origins of the First World War		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2019		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2 • GD4 • GD7 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand historical sources relating to the origins of the First World War.	1.1 Critically assess appropriate primary sources relating to the origins of the First World War. 1.2 Critically assess appropriate secondary sources relating to the origins of the First World War.
2. Understand the impact and importance of events leading up to the First World War.	2.1 Analyse the significance of events leading up to the outbreak of the First World War.
3. Be able to demonstrate an awareness of the historiography of the First World War.	3.1 Critically evaluate different historical interpretations of the origins of the First World War.

Access to HE Diploma Unit

Unit Code:	QU011418		
Title:	Developing Creative Writing Skills		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2019		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3 • GD5 • GD7 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to respond to different writing activities.	1.1 Develop own writing techniques to respond to different writing activities. 1.2 Apply creative writing techniques to include five of the following: flashback, different viewpoints, character building, dialogue, narrative, poetic forms, rhyme, rhythm, concrete writing, mixed media.
2 Be able to use different written forms and techniques within creative writing.	2.1 Apply creative writing techniques to a range of written forms to include poetry, prose, dialogue and experimental writing.
3 Know the process to develop own writing.	3.1 Critically discuss aspects of own and others' writing. 3.2 Evaluate and revise own writing.

Access to HE Diploma Unit

Unit Code:	QU014292		
Title:	The Colonisation of Africa and Resistance		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2020		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2 • GD4 • GD7 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the concepts of imperialism and resistance.	1.1 Assess the concepts of imperialism and resistance in context of the 'Scramble for Africa.'
2 Understand the main factors towards the 'Scramble for Africa.'	2.1 Analyse the main factors which lead to the partitioning of the African continent. 2.2 Assess historical interpretations of the different factors.
3 Understand African resistance to colonial rule.	3.1 Assess strategies of resistance against colonial rule. 3.2 Analyse the impact of these strategies on long term change.

Access to HE Diploma Unit

Unit Code:	QU014145		
Title:	History Skills		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2020		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2 • GD4 • GD7 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand how to select relevant historical source material.	1.1 Identify and select different types of historical source material. 1.2 Distinguish between primary and secondary sources and assess their respective value
2. Understand how to use historical knowledge which demonstrates an understanding of the period.	2.1 Analyse the similarities and differences between a range of sources in the explanation of an historical event or period. 2.2 Apply source material evidence appropriately to historical writing 2.3 Apply appropriate referencing methods to historical sources
3. Understand how to differentiate and evaluate source material.	3.1 Evaluate the quality of the sources using knowledge of the historical context

Access to HE Diploma Unit

Unit Code:	QU014319		
Title:	Introduction to the Study Of The Novel		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2020		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2 • GD5 • GD7 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand how the novel is structured.	1.1 Discuss the plot and story of at least one novel. 1.2 Analyse the narrative techniques used.
2. Understand character and themes.	2.1 Evaluate the presentation and development of character/s in the novel. 2.2 Discuss the themes in the novel.
3. Understand the language of the novel.	3.1 Analyse how the choice of language contributes to the meanings and effects of the novel. 3.2 Evaluate literary techniques in prose writing, e.g. narrative viewpoint, dialogue and description.
4. Be able to respond critically to the novel.	4.1 Analyse own responses, and interpretations, and those of others, to different aspects of the novel. 4.2 Develop personal responses with appropriate use of textual reference. 4.3 Evaluate selected secondary criticism.

Access to HE Diploma Unit

Unit Code:	QU018316		
Title:	The Study of Literary and Non Literary Texts		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2021		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand and apply the language and style of literary texts.	1.1 Describe the language features typically used in literary texts and critically analyse them for their effectiveness. 1.2 Apply appropriate linguistic, structural and presentational devices from a variety of original literary texts to own creative and imaginative writing.
2. Understand and apply the language and style of non-literary texts.	2.1 Describe the language features used in non-literary texts and critically analyse them for their effectiveness. 2.2 Apply appropriate linguistic and stylistic features found in a variety of non-literary texts to own writing.
3. Understand structures and techniques used in literary texts, including those from other cultures and traditions.	3.1 Summarise the main structural features (e.g. plot, setting, characters, narrative) as they are used in a variety of texts and explain how they are used to create mood and meaning. 3.2 Analyse the ways in which authors use literary techniques to convey meaning and ideas.

<p>4. Understand and apply the structure of and the techniques used in non-literary texts.</p>	<p>4.1 Apply structural techniques found in a variety of non-literary texts to own writing.</p> <p>4.2 Analyse the ways in which authors use non-literary techniques to convey meaning and ideas.</p> <p>4.3 Critically analyse the effectiveness of an argument in a non-literary text, identifying the strengths and weaknesses.</p>
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Access to HE Diploma Unit

Unit Code:	QU018313		
Title:	Research Planning Relating to a Professional Body		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2018		
Grade Descriptors:	<ul style="list-style-type: none"> • GD4-Use of information • GD5-Communication and presentation • GD6-Autonomy/Independence • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand academic/professional expectations for research.	1.1 Summarise the requirements of an applicable research unit used to assess your final "project". 1.2 Identify, and describe the aims of, one professional body which regulates research located within a knowledge domain relevant to the named Diploma. 1.3 Describe the research standards established by the professional body, including those in relation to ethics. 1.4 Consider and summarise how the research unit requirements and the professional body's standards regarding research influence what you research and how you do so.
2 Be able to consider academic research area.	2.1 Identify one possible theme or issue located within a knowledge domain relevant to the named Diploma which you might consider conducting research into. 2.2 Explain and justify the choice.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
3 Understand broad subject specific secondary resources.	3.1 Identify a broad selection of subject specific secondary resources. 3.2 Evidence these using a reference style appropriate to the academic subject. 3.3 Summarise the content of three examples of sources from the list identified. 3.4 Explain the significance of the three examples of sources summarised to your proposed research theme or issue.
4 Know how to plan for research proposals.	4.1 Identify and explain the main aspects of a research proposal located within a knowledge domain relevant to the named Diploma.

Graded Research

Access to HE Diploma Unit

Unit Code:	QU007912		
Title:	Research: Extended Writing Project		
Unit Level:	Level 3	Unit Credit:	6
Review Date:	31/07/2018		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD3-Application of skills • GD4-Use of information • GD6-Autonomy/Independence • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to plan an extended writing project.	1.1 Identify and agree an extended writing project located within a knowledge domain relevant to the named Diploma. 1.2 Develop a project brief. 1.3 Identify any ethical, practical or safety issues and how these will be managed/overcome. 1.4 Maintain a record of project progress through all stages of research, development and completion.
2 Be able to conduct research.	2.1 Identify and conduct in-depth research from a wide range of sources.
3 Be able to develop ideas.	3.1 Select appropriate information and/or evidence. 3.2 Analyse findings and develop ideas. 3.3 Produce a body of work which meets the brief and includes complex ideas.
4 Be able to present the project.	4.1 Write coherently in a conventional style, appropriate to the knowledge domain.

	4.2 Reference all sources using a recommended style of referencing.
5 Be able to evaluate own writing project.	5.1 Evaluate own writing in relation to project brief. 5.2 Identify recommendations for the future.

Access to HE Diploma Unit

Unit Code:	QU018336		
Title:	Research: Extended Research Project		
Unit Level:	Level 3	Unit Credit:	6
Review Date:	31/07/2021		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD3-Application of skills • GD4-Use of information • GD6-Autonomy/Independence • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to plan an extended research project	1.1 Identify and agree an extended research project located within a knowledge domain relevant to the named Diploma. 1.2 Produce and explain the aims of the research. 1.3 Develop a project brief 1.4 Identify any ethical, practical or safety issues and how these will be managed/overcome. 1.5 Maintain a record of project progress through all stages of research, development and completion.
2 Be able to conduct research.	2.1 Identify and conduct in-depth research from a wide range of sources.
3 Be able to develop ideas.	3.1 Select appropriate information and/or evidence. 3.2 Analyse the findings and develop ideas. 3.3 Evaluate key research findings and draw appropriate conclusions. 3.4 Produce a body of work which meets the brief outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
4 Be able to present the project.	4.1 Produce a research report. 4.2 Select and use the most appropriate format to present results. 4.3 Summarise information coherently in a conventional style, appropriate to the knowledge domain. 4.4 Reference all sources using a recommended style of referencing.
5 Be able to evaluate own writing project.	5.1 Reflect on the design and methodology of the project 5.2 Evaluate findings in relation to aims, previous research and relevant theories. 5.3 Identify recommendations for the future.

Ungraded Units

Access to HE Diploma Unit

Unit Code:	QU007802		
Title:	Study Skills - Academic Skills		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2021		
Grade Descriptors:	Ungraded		
Academic subject content/other:	Other		
Assessment details:	Refer to the assessment grid.		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will	The learner can:
1 Be able to identify importance of time management and organisation and recognise the need to prioritise tasks.	1.1 Demonstrate and discuss time management in coursework and its wider ranging application. 1.2 Prepare a detailed study timetable.
2 Be able to identify sources and retrieve information and materials according to the task.	2.1 Use library search techniques to identify, locate and retrieve five sources of appropriate textual and visual information from a range of paper and electronic media.
3 Produce effective notes.	3.1 From a variety of presentations and written sources make useful linear notes. 3.2 Evaluate the effectiveness and limitations of different styles of note making. 3.3 Extract the key points from a presentation. 3.4 Make an accurate and well organised summary of ideas and opinions on a complex subject.
4 Use academic style and conventions.	4.1 Consistently write in a formal register, avoiding slang, abbreviations and inappropriate expression and repetition.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will	The learner can: <ul style="list-style-type: none">4.2 Structure a persuasive answer with a logical conclusion.4.3 Analyse a point of view concisely and persuasively, using good communication skills.4.4 Produce a bibliography from a broad range of sources using the Harvard convention.4.5 Accurately and consistently reference all sources, including direct quotes and where paraphrasing, using the Harvard convention.

Access to HE Diploma Unit

Unit Code:	QU007532		
Title:	Application of Number - Interpreting and Presenting Information		
Unit Level:	Level 2	Unit Credit:	3
Review Date:	31/07/2018		
Grade Descriptors:	Ungraded		
Academic subject content/other:	Other		
Assessment details:	Refer to the assessment grid.		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand how to obtain and interpret mathematical and statistical information.	1.1 Identify the main characteristics of information from at least two various sources including material containing a graph. 1.2 Choose and use suitable techniques for obtaining and recording data including estimation of amounts and proportions, measurements and scales, observations. 1.3 Read and understand numbers used in different ways including negative numbers.
2 Understand how to present mathematical and statistical information.	2.1 Choose and use effective and suitable ways of presenting data to a reasonable level of accuracy. 2.2 Follow accepted conventions for labelling these. 2.3 Highlight the main points of your findings. 2.4 Explain how the data relates to the task and how the presentation of data makes this clear.

Access to HE Diploma Unit

Unit Code:	QU007528		
Title:	Academic Writing Skills		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2021		
Grade Descriptors:	Ungraded		
Academic subject content/other:	Other		
Assessment details:	Refer to the assessment grid.		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to record information from a range of sources.	1.1 Use note taking skills to prioritise key points from a range of sources.
2 Be able to plan and develop a structured framework for extended writing.	2.1 Develop a detailed plan to organise the content of extended writing. 2.2 Produce a draft which shows evidence of appropriate editing. 2.3 Develop a coherent and structured framework for extended writing which conveys ideas and meaning effectively.
3 Be able to present information and opinion in a written format.	3.1 Communicate with clarity and detail to convey meaning. 3.2 Write with accuracy following conventions of sentence structure, punctuation, paragraphing, spelling and grammar. 3.3 Present assignments in an appropriate format.
4 Be able to use language, style and conventions appropriate to academic writing.	4.1 Use appropriate style and register which shows an awareness of audience. 4.2 Use first, second and third person as appropriate and consistently.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
5 Understand a standard form of referencing.	5.1 Use accurately a standard form of referencing that reflects a range of sources.

Access to HE Diploma Unit

Unit Code:	QU018253		
Title:	English - Oral Communication		
Unit Level:	Level 3	Unit Credit:	3
Review Date:	31/07/2021		
Grade Descriptors:	Ungraded		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to the assessment grid		

This unit has 6 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand order and present with a degree of clarity and accuracy, facts, ideas and opinions.	1.1 Plan and present the material clearly and logically, ordering facts, ideas and opinions cohesively and coherently.
2. Be able to speak clearly and audibly using appropriate body language.	2.1 Make clear and audible contributions to discussion or during a presentation, making effective use of tone, expression, register and body language.
3. Know how to select relevant information from a range of sources.	3.1 Identify and evaluate a range of source material. 3.2 Extract relevant information and ideas from available material. 3.3 Summarise the main points of information.
4. Be able to formulate and discuss own opinions independently or collectively and come to informed decisions.	4.1 Develop and argue effectively for own responses to ideas and arguments. 4.2 Justify the evidence selected.
5. Be able to use audio visual aids as appropriate.	5.1 Produce and make effective use of support materials, which may include audio or visual aids, that are adequate and appropriate.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
6. Be able to respond to questions in an appropriate and informed way.	6.1 Listen, respond sensitively and show respect for opinions expressed. 6.2 Answer questions in detail, both literal and inferential.

Access to HE Diploma Unit

Unit Code:	QU018409		
Title:	Application of Number - Calculations		
Unit Level:	Level 2	Unit Credit:	3
Review Date:	31/07/2021		
Grade Descriptors:	Ungraded		
Academic subject content/other:	Other		
Assessment details:	Refer to the assessment grid.		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to tackle problems involving number.	1.1 Apply the four rules of number to solve problems involving whole numbers, fractions and decimals. 1.2 Solve problems involving percentages. 1.3 Convert between fractions, decimals and percentages. 1.4 Solve problems involving proportion and the use of ratios. 1.5 Carry out calculations in the proper order and give the level of accuracy of results.
2 Be able to solve problems involving shape and units of measurement.	2.1 Use common units of measurements. 2.2 Convert between units of measure within one system and between systems. 2.3 Use appropriate techniques to solve problems involving perimeters, areas and volumes. 2.4 Solve problems involving the use of given formulae.
3 Understand how to estimate and check results.	3.1 Use estimation in different settings with a range of numbers to predict results. 3.2 Check results making corrections where necessary.

6. Assessment guidance


The method of assessment used for Access to HE Diplomas is portfolio of evidence. As part of the Access to HE Diploma development process the assessment types to be used are specified.

This is set out for each Access to HE Diploma in the format of an assessment grid.

Diploma Number:
Diploma Name:

QAA150122
Access to HE Diploma (Humanities)

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