

DIPLOMA GUIDE



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Access to HE Diploma (Fashion Business Management)

Access to HE

Apprenticeships

Digital

Employability &
Enterprise

English & Maths

ESOL

Personal & Social
Development

Professional
Development

Vocational

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About this Access to HE Diploma guide

This Access to HE Diploma specification is intended for Tutors, Assessors, Internal Quality Assurers, 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 Access to HE Provider 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 a Gateway Qualifications recognised centre and approved to offer Access to HE Diplomas.

If your centre is not yet recognised, or diploma approved, please contact our Development Team to discuss

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

Website: <https://www.gatewayqualifications.org.uk/advice-guidance/delivering-our-qualifications/become-recognised-centre/>

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1. Diploma Information

1.1 Overview of the Access to Higher Education Diploma

The Access to Higher Education (HE) Diploma is a nationally recognised qualification with common requirements relating to the description of student achievement. The Diploma is:

- a level 3 qualification, regulated by the Quality Assurance Agency (QAA) for Higher Education
- a unitised qualification, based on units of assessment which are structured in accordance with the Access to HE unit specification
- a credit-based qualification, operated in accordance with the terms of the Access to HE credit specification
- a graded qualification, as determined by the Access to HE Grading Scheme

Details of the credit framework and requirements relating to the award of credit are provided within the Quality Assurance Agency Recognition Scheme for Access to Higher Education: The Access to Higher Education Diploma specification 2013.

Individual named Diplomas are identified by separate titles and are validated at by Gateway Qualifications as an Access Validating Agency (AVA) recognised by the Quality Assurance Agency for Higher Education (QAA). 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.

1.2 About this Diploma

1.3 Purpose

The primary purpose of Access to HE Diplomas is to provide higher education progression opportunities for adults who, because of social, education or individual circumstances, may have achieved few, if any, prior qualifications.

1.4 Aims

The qualification aims to:

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

1.5 Objectives

The objective of the Diploma is to enable learners to:

- satisfy the general academic requirements for entry to Higher Education
- prepare learners 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 academic 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.

1.6 Sector Subject Area

15.3 Business Management

1.7 Target groups

Adults who, because of social, educational or individual circumstances may have achieved few, if any, prior qualifications and wish to progress to HE. Adults who have gone straight into industry (perhaps following apprenticeship routes) who wish to progress to HE

1.8 Delivery methods

Delivery methods for the Access to HE Diploma (Fashion Business Management) can include:

Face to face, blended learning or online delivery. Suggested visits to fashion companies to allow learners to widen their understanding of the industry. Work related experience would also be beneficial and could be used to produce the evidence for some of the more practical based units

1.9 Achievement methodology

The Diploma will be awarded to learners who successfully achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process.

The qualification is therefore determined by successful achievement of all required unit assessments with no further requirement for additional/terminal assessment.

1.10 Geographical Coverage

This qualification has been approved by for delivery in England.

1.11 Progression Opportunities

Following successful completion of the Access to HE Diploma (Fashion Business Management) learners may progress to the following:

HE programmes in: - Business - Fashion Business - Business Management - Fashion Management - Fashion Business and Promotion

The qualification does not provide guaranteed entry to UK higher education.

1.12 Equality, Diversity and Inclusion

It is Gateway Qualifications' aim that there shall be equal opportunities and so meet the organisation's legal responsibilities to prevent discrimination.

In accordance it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

2. Student Entry Requirements

2.1 Age

The course is designed to meet the needs of adults who have been out of full time education for a significant period of time and who have not achieved some or any formal qualifications. This generally would apply to learners over the age of 19.

2.2 Prior Qualifications

There is no requirement for learners to have achieved prior qualifications or units prior to undertaking this qualification.

Providers may ask learners for GCSEs as a mark of ability at Level 2 as an appropriate entry requirement to a Level 3 course. This also establishes HEI destination qualifications for Nursing, teaching etc. where these are required as part of the HEI application.

2.3 Prior Skills/Knowledge/Understanding

There is no requirement for learners to have prior skills, knowledge or understanding. However, learners would be expected to be able to demonstrate the skills and ability to study at Level 3.

2.4 Access to qualifications for learners with disabilities or specific needs

Gateway Qualifications and recognised providers have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the rigour of the assessment used to evidence the criteria.

Gateway Qualification has a duty to permit a reasonable adjustment where an assessment arrangement would disadvantage a student with a disability, medical condition or learning need.

The following adaptations are examples of what may be considered for the purposes of facilitating access, as long as they do not impact on any competence standards being tested:

- adapting assessment materials
- adaptation of the physical environment for access purposes
- adaptation to equipment
- assessment material in an enlarged format or Braille
- permitting readers, signers, scribe, prompter, practical assistant
- changing or adapting the assessment method
- extra time, e.g. assignment extensions
- transcript

- use of assistive software where the software does not influence the learners' ability to demonstrate the skills, knowledge or understanding eg use of spellchecker in an English assessment
- using assistive technology
- use of CCTV, coloured overlays, low vision aids
- use of a different assessment location
- use of ICT/responses using electronic devices.

It is important to note that not all of the adjustments (as above) will be reasonable, permissible or practical in particular situations. The learner may not need, nor be allowed the same adjustment for all assessments.

Learners should be fully involved in any decisions about adjustments/adaptations. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria for a particular qualification.

A reasonable adjustment for a particular learner may be unique to that individual and may not be included in the list of available access arrangements specified above.

Details on how to make adjustments for learners is set out in the Reasonable Adjustment and Special Considerations Policy and Procedures.

2.5 Additional Requirements/Guidance

Learners must have a UK address (including BFO) to be registered on an Access to HE Diploma.

2.6 Recruiting Learners with Integrity

It is vital that providers recruit with integrity. Providers must ensure that learners have the correct information and advice on their selected qualification(s) and that the qualification(s) will meet their needs.

The recruitment process must include the provider undertaking the assessment of each potential student and making justifiable and professional judgements about the student's potential to successfully complete the assessment and achieve the qualification. Such an assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to the qualification.

3. Achieving the Access to HE Diploma

3.1 Qualification Specification

The generic requirements for the Access to HE Diploma are that learners must achieve a total of 60 credits of which 45 credits must be achieved at level 3 from graded units that are concerned with academic subject and the remaining 15 credits can be achieved at level 2 or level 3 from units which are ungraded. It is recommended you include no more than 6 ungraded 'academic subject content' credits. The ungraded credits can be mandatory or optional within the Diploma. The approved Rules of Combination for this qualification are detailed below.

Where there is a selection of optional units within the permitted rules of combination, the selection of units to be used to form the Diploma course must be made before the learners are registered. Learners must be registered with Gateway Qualifications within 12 weeks of the start of the course or before application to UCAS, whichever is soonest.

3.2 Rules of Combination

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.

Learners must achieve a total of 60 credits and meet unit group requirements.

Learners must complete a total of 60 credits of which 45 credits must be achieved at level 3 from graded units which are concerned with academic subject content and the remaining 15 credits must be achieved at level 3 from units which are ungraded.

Mandatory Units: Graded Academic Subject Content

Learners must achieve 33 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment Methods	Assessment Volume
QU018251	Applied Business Marketing	3	3	Academic	1, 5, 7	SWOT and POWER SWOT analysis, Short answer questions - analysing business environments, research, case study essay - marketing approaches,	SWOT and POWER SWOT analysis 250 words, short answer questions 250 words, research review 250 words, case study 750 words
QU017364	Event Management	3	6	Academic	1, 2, 7	Project: Project plan, Project report, Self evaluation	250 words, 1000 words, 250 words and project delivery
QU017368	Fashion Brand Communication	3	3	Academic	1, 2, 3, 5, 7	Visual Storyboard, individual presentation	Visual Storyboard, 10 minute presentation to include strategy proposal
QU017366	Fashion Buying and Merchandising	3	3	Academic	1, 3, 7	Project	1000 word report, data analysis charts, tables and graphs, 250 word reflection
QU017346	Fashion Culture and Context	3	3	Academic	1, 4, 5, 7	Essay, Individual presentation	1000 words 15 mins
QU017370	Fashion Markets	3	3	Academic	1, 7	Exam	2 hour exam – closed book

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment Methods	Assessment Volume
QU017356	Fashion Media	3	3	Academic	1, 7	Exam - short answer questions	2 hour exam - closed book
QU017348	Introduction to Production Processes within the Fashion Industry	3	3	Academic	1, 7	Open book exam - short answer questions	1.5 hour exam – open book
QU017354	Introduction to the Fashion Industry	3	3	Academic	1, 2, 7	Case studies. SWOT analysis, analysis of development process of a fashion product	2 x 750 word case studies, one of which must include a SWOT analysis
QU017358	Leadership and Management in the Fashion Industry	3	3	Academic	1, 2, 4, 5, 7	Presentation, handout	15 minutes presentation plus 5 minutes verbal question and answer, 500 word handout to accompany presentation

Optional Graded Units

Learners must/may achieve 12 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment Methods	Assessment Volume
QU014861	3D Design	3	3	Academic	3, 7	Practical Project and reflection	Create both traditional and digital illustrations, create test pieces and 3D maquettes, 300 word reflection
QU016671	Business Planning and Budgets	3	6	Academic	1, 2, 4, 5, 7	Case Study analysis, research, report, worksheets	Case study 750 words, research review 500 words, report 1500 words, worksheets 250 words
QU016681	Effective Business Processes	3	6	Academic	1, 2, 4, 5, 7	Research and Project proposal, project report, worksheets, support materials	Research and project proposal, 500 words, Report 1500 words, Worksheets 500 words, support materials 500 words
QU017350	Fashion Design: Development	3	3	Academic	1, 3, 7	Project	1000 word evaluation of design brief, comparison of design ideas and reflection on finished design, initial designs, completed designs
QU017352	Fashion Design: Illustration Techniques	3	3	Academic	1, 3, 5, 7	Project - Illustration storyboard	range of figure templates for different gender views, create

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment Methods	Assessment Volume
							illustrations using different media and techniques including traditional and digital, draft and final storyboards
QU017360	Garment Construction: Theory	3	3	Academic	1, 7	Written questions and answers	1500 words
QU006763	Project Management	3	3	Academic	1, 3, 7	Project	500 word report, project plan, project schedule, risk assessment, 500 word analysis of methods of reviewing projects
QU017374	Problem Solving within Fashion Production Processes	3	3	Academic	1, 3, 4, 5, 7	Project	750 word analysis of processes and technology, 10 minute presentation, 250 word evaluation of solution
QU011467	Spreadsheets	3	3	Academic	3, 7	Case study analysis and creation of spreadsheets to meet customer needs, manipulation of data within spreadsheets, create graphs, charts and pivot tables, report	Case study analysis 500 words, report including data from spreadsheets, graphs and charts 1000, pivot table
QU018549	Visual Merchandising Displays	3	6	Academic	3, 7	Project	750 word plan and justification for

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment Methods	Assessment Volume
							selection of merchandise, creation of display, 750 word reflection and evaluation of display

Units: Ungraded

Learners must/may achieve 15 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Suggested Assessment Methods	Assessment Volume
QU018346	Academic Reading Skills	3	3	Other	Examination	1.5 hour - closed book
QU025276	Academic Writing Skills	3	3	Other	Notes from a range of sources, Essay Plan, Essay	300 words 200 words 1000 words
QU007486	Application of Number – Interpreting and Presenting Information	3	3	Other	2x Controlled Assessments	2x 60 minutes
QU007560	Communication: Speaking and Listening	3	3	Other	Presentation, Preparation, Group Discussion	Presentation: 5 minutes 250 word notes Discussion: 15-20 minutes
QU025278	Developing Professional Attributes	3	3	Other	Essay, SWOT Analysis	1000 words 300 words
QU025532	Preparation for Higher Education	3	3	Other	Analysis,	1500 words in total

Unit Code	Unit Title	Level	Credits	Content	Suggested Assessment Methods	Assessment Volume
					UCAS Statement, Preparing for interview questions, Chart	
QU018352	Presentation Skills	3	3	Other	Presentation, Answer Questions, Self Evaluation	5 minute presentation 5 minutes answering questions N/A
QU028487	Promoting Wellbeing and Building Resilience	3	3	Other	Report	1500 words
QU018318	Study Skills	3	3	Other	Study Plan, Worksheets, Assignment Plan	200 words 250 words 500 words
QU025980	Study Skills for Creative Arts	3	3	Other	Research Review, Sketch Book	1,000 words Sketch book
QU025609	Work Placement	3	3	Other	Evaluation of Work Placement, Evaluation of Structure, Evaluation of Work Experience	1500 words in total
QU007696	Working with Others	3	3	Other	Project: Plan Report including evaluation Conduct activity	250 words 750 words

3.3 Additional completion requirements

Learners will probably require a pass in maths and English at Level 2 / GCSE to progress onto a degree course. Delivery providers should make learners aware of HEI course entry requirements.

3.4 Recognition of Prior Learning

Recognition of prior learning is a process that considers if a learner can meet the specified assessment requirements through knowledge, understanding or skills that they already possess and that can contribute towards the attainment of a qualification for which they are undertaking.

For further information please refer Annex C, Access to HE Diploma Specification, <https://www.accesstohe.ac.uk/AboutUs/Publications/Documents/Access-Diploma-Specification.pdf>

4. Access to HE Units of Assessment

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 this Access to HE Diploma 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.

The seven grade descriptors are not subject specific. They can, however, through careful selection and in appropriate combinations, be used on all courses, with all units and for all

assignments. The descriptors to be used with a particular unit are selected with reference to the main aspects of student performance that need to be taken into account when grading decisions are made for that unit. They are formally assigned to the unit when it is validated.

Each of the seven grade descriptors comprises two sets of components, one which describes characteristics or qualities typical of performance at merit, and a parallel set of components which describes typical performance in the same areas at distinction. (There are no components for pass, because a pass grade is gained when a student meets the learning outcomes, but does not achieve the standard required for merit.) Some of these components are more relevant to certain subjects than others and some particular terms are also more relevant for use with particular types of assessment than others. In order to ensure the grade descriptors are relevant for specific assignments, tutors identify the components of the descriptors being used that are most relevant for the particular assignment. The selected components of the descriptors (at merit and distinction) are then included in the assignment brief(s).

The grading scheme is not based on an assumed one-to-one relationship between the grade descriptors and learning outcomes (although it is possible that in some units, because of the way the learning outcomes have been structured, something close to a one-to-one relationship may emerge). In general, however, judgements about student work in relation to grading apply across the work for a unit, whether that unit is assessed through one, or more than one, assignment.

The full Grade Descriptors can be accessed by the following link, which also provides detailed information on grading:

<http://www.accesstohe.ac.uk/AboutUs/Publications/Documents/Access-Grading-Scheme-Section-B.pdf>

4.4 Revisions to Access to HE Units of Assessment

Gateway Qualifications reserves the right to review and amend units of assessment and will issue providers notification of the changes to the units of assessment. Gateway Qualifications undertakes regular unit reviews to ensure currency of units, providers are required to use updated versions where units are replaced.

5. Assessment and Quality Assurance

5.1 Provider Requirements

Providers must be approved by Gateway Qualifications as a centre and are required to ensure that:

- the main base is in the UK
- systems are in place to ensure that only learners with a UK address (including BFO) are registered for an Access to HE Diploma
- there are clear arrangements for the day-to-day operational management and coordination of Access to HE delivery.
- there are appropriate facilities and resources at each site, and for each mode of delivery
- staff have the professional competence and skills to teach and assess necessary to teach and assess the units available on the Diploma
- arrangements are in place to provide pre-course guidance to applicants and criteria for selection and admission to Access to HE Diplomas, and are consistent with QAA requirements with respect to admissions.
<https://www.accesstohe.ac.uk/AboutUs/Publications/Documents/Guidance-admission-of-learners-AHE-07.pdf>.
- expertise and resources to provide information, advice and guidance on HE applications and progression opportunities.
- Systems for maintaining secure records of individual learners' registration and achievement
- internal moderation arrangements that meet Gateway Qualification requirements.
- arrangements for internal course monitoring and self-evaluation and feedback
- procedures and criteria for the recognition of prior learning that meet Gateway Qualifications requirements.
- quality assurance procedures relating to the delivery of provision, including transparent processes for handling appeals and complaints.

Providers should refer to the Gateway Qualifications' Access to HE Provider Handbook for further information on centre requirements.

5.2 Staffing Requirements

Providers are required to ensure that:

- staff have the professional competence and skills to teach and assess necessary to teach and assess the units available on the Diploma
- staff have expertise to provide information, advice and guidance on HE applications and progression opportunities.

5.3 Facilities and Resources

Computers Access to creative media e.g. fabrics, art materials Creative drawing software

5.4 Assessment

Recommended assessment methods for each unit within a diploma are identified in section 3.2 [Rules of Combination](#). To provide greater flexibility for Centres to develop an assessment strategy that meets the needs of their individual learners, Centres can select an alternative assessment method for the units(s) within the diploma using the equivalence guidance published on the website.

The guidance includes the expected assessment volume for different assessment methods and should enable Centres to choose alternatives whilst ensuring that the same rigor of assessment is maintained in comparison to any other three or six credit unit.

5.5 Quality Assurance Requirements

Gateway Qualifications applies a quality assurance model to the Access to HE Diploma of:

- internal assessment and internal verification by the provider
- moderation by Gateway Qualifications comprising of centre moderation and subject moderation.

These processes are set out within Quality Assurance section of the Gateway Qualifications' Access to HE Provider Handbook.

5.6 Additional Requirements/Guidance

There are no additional requirements that Learners must satisfy in order for assessment to be undertaken and the unit/qualification to be awarded.

6. Unit Details

Mandatory Units: Graded Academic Subject Content

Access to HE Diploma Unit

Unit Code:	QU018251		
Title:	Applied Business Marketing		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD2-Application of knowledge • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Know the role of the marketing environment and the tools and methods used to analyse it.	1.1 Analyse the differences between micro and macro environmental factors and apply to business situations. 1.2 Distinguish between Primary and Secondary research methods illustrating their advantages and limitations.
2 Know the significance of marketing strategy.	2.1 Analyse the use of the Boston and Ansoff Matrix applying it to business situations. 2.2 Analyse the use of Porter's Generic strategies in business situations.
3 Know the use of marketing tactics	3.1 Analyse consumer buying behaviour and the adoption process. 3.2 Analyse the role of the marketing mix. 3.3 Analyse the product life cycle. 3.4 Critically compare different pricing strategies.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	3.5 Analyse the significance of place and different distribution techniques.
4 Know the role of marketing in the service sector.	4.1 Explain how marketing has changed with growth of the service sector. 4.2 Demonstrate the importance of people in service marketing. 4.3 Draw conclusions about the significance of physical evidence for the buying public. 4.4 Analyse the range of processes in the service sector.

Access to HE Diploma Unit

Unit Code:	QU017364		
Title:	Event Management		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD3-Application of skills • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Know how to plan an event for a given target audience.	1.1 Justify the choice of an event for a given target audience. 1.2 Devise an action plan for the event that identifies <ol style="list-style-type: none"> a. resources required b. SMART targets c. deadlines. 1.3 Evaluate the effectiveness of the action plan.
2 Understand the team qualities needed to effectively deliver the event.	2.1 Analyse the personal skills and qualities needed within a team to effectively plan, promote and deliver the event.
3 Understand the impact of effective promotion on the success of an event.	3.1 Evaluate methods that could be used to promote the event. 3.2 Select a method of promotion and justify the choice.
4 Be able to manage an event.	4.1 Promote an event using chosen method(s). 4.2 Prepare to manage an event. 4.3 Manage an event.
5 Be able to evaluate the management of an event.	5.1 Reflect on the approaches used: <ol style="list-style-type: none"> a. to plan the event b. to promote the event

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	c. to manage the event.

Access to HE Diploma Unit

Unit Code:	QU017368		
Title:	Fashion Brand Communication		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1 Understand how fashion brands communicate brand values to customers.</p>	<p>1.1 Analyse the range of brand communication methods used within the fashion industry.</p> <p>1.2 Assess how fashion brands make use of social media for promotion.</p> <p>1.3 Analyse the significance of celebrity endorsement within fashion.</p>
<p>2 Be able to plan and present a multi-channel communication strategy for a fashion brand.</p>	<p>2.1 Evaluate communication channels for reaching a specified market segment.</p> <p>2.2 Visually communicate a new promotional campaign for a fashion brand.</p> <p>2.3 Present a communication strategy proposal to meet the requirements of the sector and audience.</p>

Access to HE Diploma Unit

Unit Code:	QU017366		
Title:	Fashion Buying and Merchandising		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD2-Application of knowledge • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand contexts in which buying and merchandising for fashion retail operates.	1.1 Critically compare buying strategies used in the fashion retail industry. 1.2 Use knowledge of trend information and forecasting to support own practice.
2 Be able to interpret data to solve a buying and merchandising problem.	2.1 Interpret data to inform buying and merchandising decisions. 2.2 Use market analysis techniques to inform buying and merchandising decisions. 2.3 Analyse costs and constraints for a specified fashion retail market.
3 Be able to plan a fashion range in response to a buying and merchandising problem.	3.1 Plan a fashion range as a response to a buying and merchandising problem. 3.2 Analyse the effectiveness of the plan.

Access to HE Diploma Unit

Unit Code:	QU017346		
Title:	Fashion Culture and Context		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD4-Use of information • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the key influences on the development of fashion.	1.1 Explain the relevance of a range of key historical influences on the development of fashion over a specified period of time. 1.2 Evaluate the significance to the development of fashion trends of: a. the wider environment b. cultural context.
2 Understand the process of fashion adoption.	2.1 Evaluate key theories relating to the direction of fashion change. 2.2 Use trend-forecasting techniques to explain why and how a named trend has emerged.

Access to HE Diploma Unit

Unit Code:	QU017370		
Title:	Fashion Markets		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the different market sectors for fashion products.	1.1 Summarise key market sectors for fashion and clothing. 1.2 Evaluate different fashion and clothing brands.
2 Understand the seasonal nature of the fashion industry.	2.1 Explain the fashion calendar and its significance within the industry. 2.2 Analyse the role of trend prediction in the development of a new collection. 2.3 Summarise the process and timescale for the development and launch of a fashion collection.
3 Understand the retail environment in which the fashion industry operates.	3.1 Critically compare examples of fashion retailers trading: <ul style="list-style-type: none"> a) in high volume mass market fashion b) in high quality boutique fashion c) by mail order or internet d) exclusively in specialised clothing e) exclusively in workwear.

Access to HE Diploma Unit

Unit Code:	QU017356		
Title:	Fashion Media		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the broad range of roles within fashion media.	1.1 Explain the functions of a range of roles within a fashion publishing organisation. 1.2 Assess key roles in digital fashion media.
2 Understand key factors that influence the design and production of a fashion magazine.	2.1 Evaluate stages in the creation of an issue of a fashion magazine. 2.2 Analyse how fashion magazines communicate their brand.
3 Understand recent business developments within fashion media.	3.1 Evaluate the impact of new technologies and digital culture on the fashion magazine industry. 3.2 Analyse how magazine brands are diversifying business activities into other sectors. 3.3 Identify key sources of revenue for print and digital fashion media companies.

Access to HE Diploma Unit

Unit Code:	QU017348		
Title:	Introduction to Production Processes within the Fashion Industry		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1 Understand the technological characteristics of materials used in fashion/garment production.</p>	<p>1.1 Critically compare the costs and characteristics of different:</p> <ul style="list-style-type: none"> a. man-made fibres, fabrics and materials b. fabrics that combine natural and man-made fibres. <p>1.2 Summarise recent technological advances in the performance of:</p> <ul style="list-style-type: none"> a. textiles used in fashion/garment production b. haberdashery components.
<p>2 Understand key fashion/garment production processes.</p>	<p>2.1 Explain the purpose of sample production.</p> <p>2.2 Critically compare fashion/garment production processes including:</p> <ul style="list-style-type: none"> a. cut, make and trim b. lean production c. bespoke.
<p>3 Understand the costing model of fashion/garment production.</p>	<p>3.1 Explain how fashion garments are costed including:</p> <ul style="list-style-type: none"> a. make-up cost b. sourcing c. supply chain management d. mark-up.

Access to HE Diploma Unit

Unit Code:	QU017354		
Title:	Introduction to the Fashion Industry		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD2-Application of knowledge • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the key characteristics of the fashion industry.	1.1 Evaluate the importance of the fashion industry to a specified country and its regional economy. 1.2 Evaluate strengths, weaknesses, opportunities and threats for the fashion industry of a specified country.
2 Understand the development process of a fashion product.	2.1 Analyse the development process of a fashion product from inception to sale. 2.1 Explain key legislation relevant to design copyright.
3 Understand major fashion and clothing companies.	3.1 Analyse major fashion/clothing companies trading: <ul style="list-style-type: none"> a) in high volume mass market fashion b) in high quality boutique fashion c) by mail order or over the internet d) exclusively in specialised clothing.
4 Understand the impact of technology on the fashion and clothing industries.	4.1 Evaluate recent technological developments in textiles and clothing products.

Access to HE Diploma Unit

Unit Code:	QU017358		
Title:	Leadership and Management Skills in the Fashion Industry		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the difference between leadership and management.	1.1 Analyse the difference between leadership and management. 1.2 Assess the function of each in the fashion industry.
2 Understand leadership styles.	2.1 Compare three different leadership styles. 2.2 Evaluate the possible impact of each style in the fashion industry.
3 Understand the impact of motivation in the fashion industry.	3.1 Evaluate the application of theories of motivation in the fashion workplace: a) Maslow's Hierarchy of Needs b) Herzberg's Theory c) McGregor's Theory. 3.2 Discuss the ways in which employee motivation can be affected by: a) remuneration b) training c) job satisfaction d) communication e) job description.

Optional Units: Graded Academic Subject Content

Access to HE Diploma Unit

Unit Code:	QU014861		
Title:	3D Design		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to use a wide variety of 2D visual research as a source and starting point for a 3D outcome.	1.1 Develop a range of drawings demonstrating observational skills which analyse the source and employ a range of media and techniques.
2. Be able to translate 2D ideas into 3D using a range of media, materials and techniques which reflects their inherent qualities and properties.	2.1 Develop a range of test pieces in 3D using a range of media, materials and techniques which reflects their inherent qualities and properties.
3. Be able to select and use appropriate construction and fabricating techniques in 3D.	3.1 Demonstrate use of media and processes exploring construction and fabrication techniques in maquette form.
4. Understand how to evaluate 3D processes and outcomes.	4.1 Evaluate the translation of 2D ideas into 3D including the selection and use of materials and processes.

Access to HE Diploma Unit

Unit Code:	QU016671		
Title:	Business Planning and Budgets		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD2-Application of knowledge • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Know about business plans.	1.1 Explain the purpose of a business plan. 1.2 Outline the relationship between the business plan and business objectives. 1.3 Identify key elements of an effective business plan.
2 Know how to use data to meet business objectives.	2.1 Evaluate methods to determine a business' current market position. 2.2 Analyse how market research data can determine a business' ability to meet current and new market opportunities, including those in the global market place. 2.3 Analyse potential business constraints that could impact on business performance.
3 Understand business strategy and tactics.	3.1 Explain the differences between strategy and tactics. 3.2 Analyse strategies and tactics used in a business. 3.3 Explain the need to continually analyse and compare business strategies and tactics against business objectives.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>4 Understand financial forecasting.</p>	<p>4.2 Explain the role of budgets within a business.</p> <p>4.3 Outline the impact of external funding on strategic financial forecasts and business plans.</p> <p>4.4 Analyse areas of financial risk to a business.</p> <p>4.5 Explain methods of improving financial forecasts and plans</p> <p>4.6 Evaluate different sources of business finance.</p>
<p>5 Know how a business can expand internationally.</p>	<p>5.1 Explain the international business environment in which a selected business operates.</p> <p>5.2 Describe factors that impact on UK businesses operating overseas.</p> <p>5.3 Explain the process of international expansion for a selected aspect of a business.</p> <p>5.4 Propose ways for a UK business to expand internationally.</p>

Access to HE Diploma Unit

Unit Code:	QU016681		
Title:	Effective Business Processes		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD2-Application of knowledge • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1 Understand the principles of effective business process design.</p>	<p>1.1 Explain the principles of effective process management that relate to managing business processes.</p> <p>1.2 Evaluate business process measures that relate to managing business processes in a specific type of business environment.</p> <p>1.3 Analyse the importance of ensuring that processes and resources are sustainable and cost effective when managing business processes.</p> <p>1.4 Explain the difference between outputs and outcomes that relate to managing business processes in at least two types of business environments.</p>
<p>2 Understand how to implement new business processes.</p>	<p>2.1 Explain the importance of designing business processes that support an organisation's vision, purpose and values.</p> <p>2.2 Analyse the importance of communicating business processes effectively to stakeholders and colleagues.</p>

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>3 Understand how to deal with problems when managing business processes.</p>	<p>3.1 Analyse the importance of contingency planning when managing business processes.</p> <p>3.2 Compare analytical and problem solving tools that relate to managing business processes in different business environments.</p> <p>3.3 Evaluate problem solving approaches to issues that can arise when managing business processes in at least two different business environments.</p>

Access to HE Diploma Unit

Unit Code:	QU017350		
Title:	Fashion Design: Development		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD3-Application of skills • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the requirements of a fashion design brief.	1.1 Evaluate the constituent parts of a specified design brief. 1.2 Analyse the requirements of a specified design brief.
2 Be able to develop initial design ideas.	2.1 Develop creative design ideas from original research using traditional and digital methods. 2.2 Select some ideas for further development identifying style variations.
3 Be able to produce a finished design using traditional and digital methods.	3.1 Critically compare design ideas produced before selecting one to develop. 3.2 Develop a finished design using traditional and digital methods including <ol style="list-style-type: none"> a. front and back views showing all technical details b. style variations c. sample fabrics with alternative colourways d. a costing sheet. 3.3 Review own work in the context of the design brief, identifying areas of success and areas requiring further development.

Access to HE Diploma Unit

Unit Code:	QU017352		
Title:	Fashion Design: Illustration Techniques		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to create original figure templates for fashion illustration purposes.	1.1 Create a range of front, back and three-quarter view male and female figure templates from observational drawings and illustrations.
2 Be able to create illustrations for fashion designs using traditional and digital methods.	2.1 Use different media and techniques, including both traditional and digital methods, to illustrate the surface appearance and drape of a variety of textured or patterned materials including <ol style="list-style-type: none"> a. heavy woven cloth b. fur/fake fur c. striped fabrics d. decorative or embroidered fabrics. 2.2 Use templates to illustrate a range of fashion designs that combine different fabrics/materials.
3 Be able to present fashion illustrations on a storyboard using traditional and digital methods.	3.1 Use traditionally and digitally produced illustrations to design a range of draft storyboards to chosen formats. 3.2 Develop a final presentation storyboard using both traditional and digital methods.

Access to HE Diploma Unit

Unit Code:	QU017360		
Title:	Garment Construction: Theory		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the process of garment construction.	1.1 Explain the key stages of making up specified garments, using correct garment construction terminology, including the skills and equipment required at each stage. 1.2 Analyse the purpose of sample production in the fashion/garment industry. 1.3 Summarise fashion/clothing sectors where specialised garment construction techniques are required.
2 Understand the characteristics and use of fabrics in garment construction.	2.1 Evaluate the performance properties of a wide range of fabrics including a. different weight cottons b. different weight woollens c. silk d. polyesters e. stretch fabrics f. specialised fabrics. 2.2 Evaluate the cost, availability and use of each fabric in garment construction.
3 Understand the haberdashery used in garment construction.	3.1 Evaluate different haberdashery items used in garment

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	construction, including their use, cost and availability.

Access to HE Diploma Unit

Unit Code:	QU016373		
Title:	Project Management		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD3-Application of skills • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand why organisations use project management.	1.1 Analyse differences between routine and project work. 1.2 Analyse key elements of project work. 1.3 Evaluate the benefits of project management to an organisation.
2 Be able to plan projects.	2.1 Define clear goals for a project. 2.2 Justify project resource requirements. 2.3 Use project planning tools effectively. 2.4 Create a project schedule. 2.5 Evaluate project communication needs. 2.6 Assess potential risks to the successful completion of a project. 2.7 Explain actions to minimise risk.
3 Understand the importance of reviewing projects at all stages.	3.1 Analyse different methods used for monitoring projects. 3.2 Justify reasons for reviewing projects during and after completion.

Access to HE Diploma Unit

Unit Code:	QU017374		
Title:	Problem Solving within Fashion Production Processes		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1	Understand supply chain contexts for the fashion industry.	1.1	Critically compare supply chain contexts for the fashion industry.
2	Be able to evaluate garment production processes and technology.	2.1	Evaluate garment production processes and technology.
3	Be able to present solutions to problems in fashion production processes and technology.	3.1	Analyse problems which may occur in fashion production and technology.
		3.2	Present solutions to a fashion production or technology problem.
4	Be able to evaluate solutions to a fashion production or technology problem.	4.1	Analyse the effectiveness of solutions to a fashion production or technology problem.

Access to HE Diploma Unit

Unit Code:	QU011726		
Title:	Spreadsheets		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 7 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Know how to design and store a spreadsheet.	1.1 Design a spreadsheet appropriate to a user's requirements. 1.2 Create and store the spreadsheet. 1.3 Evaluate the spreadsheet in terms of meeting the user's needs.
2 Be able to retrieve and modify an existing spreadsheet.	2.1 Modify the spreadsheet design/content in response to user feedback.
3 Know how to print a spreadsheet.	3.1 Print or display whole or part spreadsheets/formulae with a variety of print layout options.
4 Be able to enhance user readability.	4.1 Use suitable formatting options for displaying text and numeric values. 4.2 Define and use conditional formatting to limit input error and give suitable messages to users.
5 Understand spreadsheet functions.	5.1 Develop a spreadsheet solution using a range of mathematical functions.
6 Understand graphical facilities.	6.1 Use an appropriate graph type.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	6.2 Draw pie, bar, line graphs with appropriate labels attached.
7 Know how to use additional features within the spreadsheet environment.	7.1 Use advanced sorting, protecting and filtering facilities on a spreadsheet.

Access to HE Diploma Unit

Unit Code:	QU018549		
Title:	Visual Merchandising Displays		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the purpose of featuring merchandise within visual merchandising displays.	1.1 Explain the role of featuring merchandise in visual merchandising displays. 1.2 Analyse the need for a creative approach when selecting merchandise for displays.
2 Be able to select merchandise for a visual merchandising display.	2.1 Select merchandise to feature in a display. 2.2 Justify choices of merchandise made for the display.
3 Be able to create a visual merchandising display.	3.1 Plan a visual merchandising display featuring selected merchandise. 3.2 Create a visual merchandise display featuring chosen merchandise.
4 Be able to evaluate a visual merchandising display.	4.1 Evaluate the visual merchandising display taking feedback into account.

Ungraded Units

Access to HE Diploma Unit

Unit Code:	QU018346		
Title:	Academic Reading Skills		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Refer to assessment grid.		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to demonstrate the use of different reading techniques.	1.1 Annotate text after using skimming, scanning and active reading techniques. 1.2 Summarise text after using skimming, scanning and active reading techniques.
2 Explain, with examples, how language used in texts can reveal assumptions and prejudice.	2.1 Identify and explain instances of opinion and bias in text. 2.2 Analyse the use of objective and emotive language in a text.
3 Demonstrate how to apply critical reading techniques to texts.	3.1 Analyse the strengths and weaknesses of an argument from at least two texts. 3.2 Critically evaluate an argument.

Access to HE Diploma Unit

Unit Code:	QU025276		
Title:	Academic Writing Skills		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Refer to 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, including an introduction, main body and conclusion.	2.1 Develop a detailed essay plan for an extended piece of writing, which organises meaning and ideas coherently and effectively. 2.2 Include detailed planning for an introduction, main body and conclusion to the essay.
3 Be able to proofread and edit own writing effectively.	3.1 Produce an essay draft which shows evidence of proofreading and editing.
4 Be able to present information and opinion in a written format, using language, style and conventions appropriate to academic writing.	4.1 Communicate with clarity and detail to convey meaning and ideas effectively. 4.2 Write following conventions of sentence structure, punctuation, paragraphing, spelling and grammar. 4.3 Use appropriate style and register which shows an awareness of audience.
5 Be able to understand and use 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:	QU007486		
Title:	Application of Number – Interpreting and Presenting Information		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Refer to assessment grid.		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1 Know how to obtain and interpret mathematical and statistical information.</p>	<p>1.1 Within a complex task, identify and evaluate possible sources of data, e.g. rate of change, trends, probabilities.</p> <p>1.2 Justify the choice of data collection procedures giving reasons for choosing a particular sample and methods used.</p> <p>1.3 Evaluate actual or possible sources of error in collecting and recording data.</p> <p>1.4 Choose and justify the chosen methods of recording data.</p> <p>1.5 Interpret the main characteristics of the data in relation to the task.</p>
<p>2 Be able to present mathematical and statistical data.</p>	<p>2.1 Choose and use a range of appropriate and effective techniques to present accurately, e.g. the use of probability to describe situations, the presentation and interpretation of upper and lower boundaries of results; statistical diagrams.</p> <p>2.2 Use correct axes, scales and conversions.</p> <p>2.3 Justify choice and use of presentation techniques and methods for the original purpose of the task.</p>

Access to HE Diploma Unit

Unit Code:	QU007560		
Title:	Communication – Speaking and Listening		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Refer to assessment grid.		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1 Give a short presentation about a straight forward subject.</p>	<p>1.1 Speak clearly using language, tone and style appropriately to the purpose, subject, audience and situation.</p> <p>1.2 Present information in a structured sequence so that ideas and concepts are easily followed by the audience.</p> <p>1.3 Use appropriate supporting material to illustrate presentation.</p> <p>1.4 Respond appropriately and sensitively to questions from the audience.</p>
<p>2 Take part in discussions.</p>	<p>2.1 Give and obtain information and exchange ideas in discussion on both familiar and unfamiliar subjects.</p> <p>2.2 Organise contributions to match the demands of the discussion, use vocabulary precisely, deal with sensitive issues appropriately and take account of the audience, subject, situation and purpose of the discussion and own role in it.</p> <p>2.3 Take forward the discussion and create opportunities for others to contribute by asking follow up questions, listening to and interpreting other points of view sensitively or inviting others to contribute their views.</p>

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	2.4 Respond appropriately to questions.

Access to HE Diploma Unit

Unit Code:	QU025278		
Title:	Developing Professional Attributes		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Refer to assessment grid.		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the difference between positive and negative professional attributes.	1.1 Evaluate both positive and negative professional attributes. 1.2 Link positive attributes to the role of a professional.
2 Be able to reflect on own professional attributes and areas for development.	2.1 Produce SWOT analysis of own professional attributes. 2.2 Evaluate SWOT analysis. 2.3 Produce an individual professional development plan linked to the SWOT analysis.
3 Understand which attributes are considered important by employers in a specific sector and are valued in the workplace.	3.1 Analyse which professional attributes are valued highly by employers within a specific sector. 3.2 Analyse why these professional attributes are important in a sector specific workplace.
4 Understand the link between professional attributes and emotional intelligence.	4.1 Analyse the links between professional attributes and emotional intelligence.

Access to HE Diploma Unit

Unit Code:	QU025532		
Title:	Preparation for Higher Education		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Refer to assessment grid.		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand how to identify opportunities for Higher Education.	1.1 Use information sources to research Higher Education courses. 1.2 Analyse processes and procedures necessary to gain entry to Higher Education. 1.3 Analyse information on Higher Education courses and make appropriate realistic choices. This can also include Higher and Degree Apprenticeships.
2 Understand the process of completing a Higher Education application form.	2.1 Complete an application form with excellent attention to detail, meeting a given deadline. 2.2 Summarise and evaluate personal experiences, achievement and goals, communicating these clearly in a personal statement.
3 Understand preparation required for the interview process.	3.1 Conduct further personal research into courses at relevant institutions in preparation for an interview. 3.2 Prepare provisional answers to anticipated questions, making excellent use of previous experience and recent study.
4 Understand the need to prepare for the transition to Higher Education.	4.1 Analyse the personal and academic qualities needed for successful study in Higher Education.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	<p>4.2 Explain likely practical problems and barriers in moving to higher education and seek strategies for overcoming these.</p> <p>4.3 Analyse the nature of study in Higher Education.</p>

Access to HE Diploma Unit

Unit Code:	QU018352		
Title:	Presentation Skills		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Refer to assessment grid.		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Develop and plan a structured presentation.	1.1 Demonstrate skills to plan a timed presentation. 1.2 Develop the structure for a presentation.
2 Conduct research for a presentation from a number of sources	2.1 Identify topic and aims of research. 2.2 Select appropriate resources from different sources. 2.3 Select appropriate information pertinent to the topic
3 Demonstrate ability to deliver a presentation on a complex subject	3.1 Convey information on a chosen topic in the form of a presentation to a group. 3.2 Demonstrate effective use of audio-visual aids appropriate to the topic. 3.3 Demonstrate appropriate eye contact and body language. 3.4 Respond effectively to questions and challenges.
4 Evaluate own skills and performance.	4.1 Critically evaluate own presentation. 4.2 Critically evaluate own delivery of the presentation. 4.3 Identify strategies for improvement.

Access to HE Diploma Unit

Unit Code:	QU028487		
Title:	Promoting Wellbeing and Building Resilience		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Refer to assessment grid.		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the physical and psychological impact of pressure and stress on mental wellbeing.	1.1 Explain the physical and psychological impact of pressure and stress on mental wellbeing.
2. Understand the connection between mental wellbeing and resilience.	2.1 Analyse the connection between mental wellbeing and resilience.
3. Understand the factors that can improve wellbeing and build resilience.	3.1 Explain factors that can improve wellbeing. 3.2 Explain factors that can negatively affect wellbeing and how to avoid them. 3.3 Explain the behaviours associated with resilience. 3.4 Explain ways to build resilience.
4. Understand how to manage an individual's mental wellbeing and the support available to them.	4.1 Evaluate the methods for managing and maintaining mental wellbeing and building resilience. To include practical and theoretical methods such as breathing exercises to reduce stress, mindfulness techniques. 4.2 Analyse the types of support available from different sources.

Access to HE Diploma Unit

Unit Code:	QU018318		
Title:	Study Skills		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Refer to assessment grid.		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Know how to manage and organise study time.	1.1 Produce, revise and evaluate a personal schedule of study that accommodates own time constraints. 1.2 Where necessary, prioritise and reschedule study plan explaining changes. 1.3 Prioritise and meet assignment deadlines, negotiating new deadlines if needed. 1.4 Devise a strategy for organising coursework.
2 Know how to participate in learning activities.	2.1 Prepare efficiently for tutorials and classroom activities. 2.2 Participate appropriately in classroom activities.
3 Understand assignment requirements.	3.1 Analyse assignment effectively identifying aims and objectives. 3.2 Determine suitable format for assignment, effectively explaining decisions made.
4 Understand learning preferences.	4.1 Analyse different methods of learning. 4.2 Analyse methods of identifying own learning preferences.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>5 Be able to retrieve information from a range of sources.</p>	<p>5.1 Retrieve information from a range of written texts using a range of reading skills.</p> <p>5.2 Scan source material, critically evaluating information, selecting accurate and detailed notes to suit purpose.</p> <p>5.3 Demonstrate the use of a recognised referencing system for retrieved information.</p>

Access to HE Diploma Unit

Unit Code:	QU025980		
Title:	Study Skills for Creative Arts		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Refer to assessment grid.		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Know how to research for a creative arts project.	1.1 Demonstrate understanding of the use of primary and secondary information 1.2 Research a topic making use of primary and/or secondary data. 1.3 Select information for a specific topic, justifying choices.
2 Be able to develop a sketchbook of inspiration and ideas.	2.1 Develop an organised sketchbook. 2.2 Use a sketchbook to collate ideas on a specific topic. 2.3 Use a sketchbook to express personal and original ideas, as a basis for final outcomes.
3 Know how to identify influences on own work.	3.1 Research the work of other related artists. 3.2 Evaluate how this may impact on own work.

Access to HE Diploma Unit

Unit Code:	QU025609		
Title:	Work Placement		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Refer to assessment grid.		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to analyse own work placement role within a work setting.	1.1 Evaluate own work placement role within the work setting.
2 Understand the structure of the wider organisation.	2.1 Analyse the structure of the wider organisation.
3 Be able to demonstrate how work experience relates to own course of study.	3.1 Evaluate how work experience relates to own course of study. 3.2 Reflect on self-development over the period of the placement.

Access to HE Diploma Unit

Unit Code:	QU007696		
Title:	Working with Others		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Refer to assessment grid.		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to contribute to the setting of groups and individual goals.	1.1 Negotiate with group members their own contribution to group goals and activities. 1.2 Analyse their role within the group and negotiate their strengths with other group members, identifying improvements which could be made to their working practice.
2 Understand responsibilities of members of the group in achieving goals.	2.1 Plan activities with group which meet the group goals. 2.2 Organise own activities in order to meet responsibilities.
3 Be able to plan group activities.	3.1 Evaluate their own and other group members contributions to planning group activities.
4 Be able to undertake group activities.	4.1 Carry out own responsibilities modifying them when appropriate. 4.2 Participate fully in the successful completion of the activities.
5 Be able to review activities.	5.1 Evaluate own contribution in relation to overall group aims. 5.2 Analyse and evaluate a range of changes and improvements which could be made to enable the group to work together effectively.

7. What to do next

For existing Centres please contact your named Development Manager or Development Officer.

For organisations, not yet registered as a Gateway Qualifications Centre please contact:

Gateway Qualifications
Gateway House
3 Tollgate Business Park
Colchester
CO3 8AB

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

8. Gateway Qualifications

Gateway Qualifications, a not for profit registered charity, is an Awarding Organisation and authorised Access Validating Agency based in Colchester.

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We support flexible, responsive and quality assured learning opportunities whether it's in the classroom, at work, in the community or through distance learning.

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