

DIPLOMA GUIDE



Qualification No: QAAQ02544
Aim Code: 40008745
Validation: 1 August 2018 – 31 July 2023
Version: 2.0



Access to HE Diploma (Journalism)

Access to HE

Apprenticeships

Digital

English & Maths

ESOL

Personal & Social Development

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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 learner 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 learner 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

This Diploma prepares students for entry to HEI undergraduate courses in Journalism and/or Media and related disciplines. It provides an introduction to and development of multi-media practices and skills, as well as journalistic planning, research and writing skills and an understanding of news selection, news writing and target audience.

The qualification also develops a knowledge and experience of sourcing stories and features. Units where a knowledge and understanding of government and politics, both national and local, and how to use statistics and data responsibly and with skill, are designed to widen students' view of the world and so help develop some of the interests and understanding a journalist requires. Just as importantly, the diploma contextualises the study of journalism and the media industry in terms of its role and place in wider society and establishes an understanding of legal and ethical considerations for those wanting to pursue careers in journalism and related fields.

Ungraded units have been selected to help provide students with skills to support the study of journalism and media, as well as preparing them well for their HEI career.

Optional units allow the Diploma to be tailored to the interests of individual students in this diverse field of study, which offers a wide variety of specialist options.

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 learner 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

9.4 Publishing and Information Services

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.
- Adults who, for whatever reason, need or want to study at a higher level in a subject area that is new to them, for either purely educational or career-related aims.

1.8 Delivery methods

Delivery methods for the Access to HE Diploma (Sociology and Criminology) can include:

- Classroom and/or online delivery methods are appropriate to the proposed Diploma.

It is recommended that the **References and Reliability of Sources** is delivered as a prerequisite to **The Use of Statistics in Journalism**.

Assessment methods should include:

News reports, news features, essays, exams (open book), presentations, portfolios of evidence, research notes, interview notes, self-evaluation, photographs and short videos, SWOT analysis.

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

Progression routes are into a range of degrees including:

BSc (H) Criminological Psychology
BSc (H) Psychology and Criminology
BSc (H) Police Studies with Criminological Psychology
Psychology BSc (Hons)
BA (Hons) Social Psychology
BA (Honours) Social Sciences
BA (Honours) Social Sciences (Sociology)
BA (Honours) Social Sciences (Psychology)
BSc (Hons) Sociology
BA (Honours) Criminology
BA (Honours) Social Sciences (Criminology)

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. Learner 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.

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 learner 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 e.g. 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 learner and making justifiable and professional judgements about the learner'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 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.

Learners must complete 27 credits from the Mandatory Graded group, a maximum of 6 credits from the Research optional group and the remaining 12 credits must be taken from the Journalism optional group. Learners must complete 15 credits of ungraded units with 9 credits from the Mandatory ungraded group and 6 credits from the optional group.

Mandatory Units: Graded Academic Subject Content

Learners must achieve 27 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment Methods	Assessment Volume
QU026196	Ethical Considerations for Journalists	3	3	Academic	1, 2, 7	Essay	1,500 words
QU026232	Introduction to News Journalism	3	3	Academic	3, 4, 5, 7	Portfolio of evidence including: News story Essay	250 words 800-1,000 words
QU026206	Legal Considerations for Journalists	3	3	Academic	1, 2, 7	Exam (open book)	Exam (open book) 2 hours
QU026225	Multimedia Practice	3	6	Academic	2,3,5,7	Portfolio of evidence consisting: - Journalistic reports - Video or audio report - Photographs - Essay	1 x 500 words / 2 totalling 500 words 5 minutes Photographs 1000 words
QU026236	The Use of Statistics in Journalism	3	6	Academic	3,4,5,7	News report (audio, video, hard copy) News feature Self-evaluation Essay	250 words 500 words 300 words 1,000 words
QU026234	Writing for Magazines	3	6	Academic	3,4,5,7	Interview research and planning notes Interview transcript Magazine article created using interview Essay including evaluation of own article	300 words 800 words 1,000 words

Graded Units: Research

Learners must achieve 6 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment Methods	Assessment Volume
QU026398	Journalism - Research Skills	3	6	Academic	1, 2, 3, 4, 7	Research diary Research proposal Report Evaluation	500 words 500 words 1500 words 250 words
QU026162	Research Project for Journalism - Methodology	3	6	Academic	2, 3, 4, 6, 7	Research plan Research report Evidence of research carried out	200 words 2500 words 300 words

Optional Graded Units: Journalism

Learners must achieve a minimum of 12 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment Methods	Assessment Volume
QU026246	Exploring Different Journalistic Genres	3	3	Academic	3,4,5,6,7	Research and planning notes Journalistic articles x 2 Essay	300 words up to 500 words total 800 words
QU026220	Government and Politics for Journalists	3	3	Academic	2,3,4,7	Presentation Research notes News article	10 minutes Research notes for news article 300 words

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment Methods	Assessment Volume
QU026244	Journalism and Society	3	6	Academic	1,2,4,7	Essay ~ 1500 words Published blog(s)	1,500 words 1-3 totalling 1500 words
QU026223	Local News Journalism	3	6		3,4,5,6,7	Essay Research and development notes News story Photograph/s Evaluation of own story including follow-up suggestions	1,000 words 500 words 300 words 500 words
QU026240	Media and Society	3	3	Academic	1,2,7	Essay	1,500 words

Mandatory Units: Ungraded

Learners must achieve 12 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Suggested Assessment Methods	Assessment Volume
QU025276	Academic Writing Skills	3	3	Other	Notes from a range of sources Essay plan Essay	300 words 200 words 1,000 words
QU025280	Optimising Examination Performance	3	3	Other	Examination preparation plan Examination paper from another unit Reflective journal	500 words 1-2 hours 800 words
QU025532	Preparation for Higher Education	3	3	Other	Research Application form and personal statement Prepared Q&A	Review of research Course and decision 500 words, application form, personal statement 750 words 250 words

Unit Code	Unit Title	Level	Credits	Content	Suggested Assessment Methods	Assessment Volume
QU026344	References and Reliability of Sources	3	3	Other	Literature review	1500 words including recognised form of referencing and bibliography

Optional Units: Ungraded

Learners must achieve 6 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Suggested Assessment Methods	Assessment Volume
QU018346	Academic Reading Skills	3	3	Other	Exam	1.5 hour closed book
QU007560	Communication - Speaking and Listening	3	3	Other	Oral presentation Group discussion Self evaluation	15 minutes 15-20 minutes, supporting materials 500 words 200 words
QU025278	Developing Professional Attributes	3	3	Other	SWOT analysis Professional development plan Essay	200 words 300 words 1,000 words
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
QU025609	Work Placement	3	3	Other	Evaluation of Work Placement, Evaluation of Structure, Evaluation of Work Placement	1500 words in total

3.3 Additional completion requirements

Learners will probably require a pass in biology/science subject alongside maths and English at GCSE level 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. Learner 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 learner 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 learner 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 learner 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 Qualifications as 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

Staff will be required to have qualifications in journalism and/or media or media-related fields to at least level 3 and/or relevant industry experience.

Students of this Access to HE Diploma will require access to IT equipment and facilities, including computers and internet access. It is suggested that cheap software solutions for audio/video recordings, such as Audacity, are explored/provided. A selection of recent newspapers and magazines will also need to be available to students.

There are no other requirements for specialist resources for the delivery or provider approval of the Access to HE Diploma, though students will be required to have access to mobile phones with the capacity to take photographs and record videos.

5.4 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.

5.5 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:	QU026196		
Title:	Ethical Considerations for Journalism		
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:	Essay ~ 1,500 words		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand why journalism is regulated.	1.1 Explain why journalism is regulated by the law and regulators.
2. Understand the roles and powers of regulatory and standards setting organisations.	2.1 Explain the roles and powers of regulatory and standards setting organisations. To include Ofcom, IPSO and NUJ.
4. Understand the reasons for the remit of and the impact of the Leveson Inquiry.	4.1 Summarise the reasons for the Leveson Inquiry. 4.2 Summarise the remit of the Leveson Inquiry. 4.3 Discuss the impact of the Leveson Inquiry.
5. Understand that not all ethical considerations are covered by regulation.	5.1 Discuss the development of the journalists' moral compass.

Access to HE Diploma Unit

Unit Code:	QU026232		
Title:	Introduction to News Journalism		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Portfolio of evidence including: <ul style="list-style-type: none"> • News story ~ 250 words • Essay ~ 800-1000 words 		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the importance of layout in news journalism.	1.1 Critically compare layout across news multi-platforms.
2. Be able to use the essential formula for new writing.	2.1 Apply the essential formula effectively in researching and writing news stories To cover how the essential formula is used to construct bias. Essential formula: who, where, why, what, when and how.
3. Know how to distinguish between fact, opinion and agenda.	3.1 Analyse opinion and agenda in specific articles. 3.2 Analyse the balance of fact and opinion in specific articles. 3.3 Express facts and opinions appropriately in the production of a news article.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>4. Understand the different approaches in tabloid-style and broadsheet-style text found in different platforms.</p>	<p>4.1 Explain some of the major differences between tabloid-style and broadsheet-style text on any platform, such as language, headlines or audience appeal in terms of layout, ongoing identity and agenda.</p> <p>Explore demographics in relation to audience, ongoing agenda and identity.</p>

Access to HE Diploma Unit

Unit Code:	QU026206		
Title:	Legal Considerations for Journalists		
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:	Exam ~ 2 hours (open book) Additional Guidance: In delivery and assessment of this unit, it should be remembered that this is a very wide subject field and that delivery and assessment should be limited to a breadth and depth appropriate to a 3-credit unit at level 3.		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the principles of contempt of court in relation to journalism.	1.1 Explain the principles of contempt of court. 1.2 Explain the circumstances in which contempt of court is likely to arise for a journalist. 1.3 Illustrate the application of contempt of court with reference to specific court cases.
2. Understand the principles of defamation, libel and slander in relation to journalism.	2.1 Explain the principles of defamation. 2.2 Evaluate the difference between libel and slander and how this affects a journalist. 2.3 Explain the circumstances when defamation is likely to be an issue for a journalist. 2.4 Illustrate these circumstances with reference to specific cases.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
3. Understand the principles of copyright law in the UK in relation to journalism.	3.1 Explain principles of copyright in respect of the written word and photographs. 3.2 Explain the circumstances in which copyright is likely to be an issue for a journalist.
4. Understand what to do to avoid legal action.	4.1 Explain the steps to take to avoid legal action.

Access to HE Diploma Unit

Unit Code:	QU026225		
Title:	Multimedia Practice		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Portfolio of evidence consisting: Journalistic reports 1 x 500 words / 2 totalling 500 words Video or audio report 5 minutes Photographs Photographs Essay 1000 words		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to produce a news article suitable for newspaper print.	1.1 Construct a news article for a newspaper from facts, using news writing conventions applicable in print.
2. Be able to produce own photograph/s to accompany own news article.	2.1 Produce own photographs for own newspaper news story. 2.2 Analyse and select own photographs to accompany own news story for newspaper use.
3. Understand how to adapt own news article for online publication.	3.1 Adapt own news story for online publication, using online news conventions.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
4. Understand how to produce a mobile phone video or audio recording/radio report to accompany own news story online.	4.1 Produce short mobile phone video or audio recording/radio report for online publication with own news story.
5. Understand how news and materials are adapted for use across different multimedia platforms.	5.1 Analyse the differences in news writing conventions across print and online platforms. 5.2 Summarise how different materials, such as photographs, videos and audio reports, are used to accompany news stories across different multimedia platforms. 5.3 Identify specific examples of the use of high quality and mobile phone quality photographs and videos in both newspaper and online news platforms. 5.4 Critically examine, using specific examples, where and how different types of photographs, videos and audio reports are used across different multimedia platforms.

Access to HE Diploma Unit

Unit Code:	QU026236		
Title:	The Use of Statistics in Journalism		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	<p>News report (audio, video, hard copy) ~ 250 words</p> <p>News feature ~ 500 words</p> <p>Self-evaluation ~ 300 words</p> <p>Essay ~ 1,000 words</p>		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand how reliable statistics are used to create and reinforce journalistic articles.	<p>1.1 Identify and source statistics, using specific examples, the use of reliable statistics in different ways in different types of journalistic articles.</p> <p>1.2 Analyse how reliable statistics are used to create and to reinforce journalistic examples.</p>
2. Understand the importance of using reliable statistics in journalism.	<p>2.1 Identify, using specific examples, how statistics can be misused in journalism to create 'fake news'.</p> <p>2.2 Analyse the issues in producing 'fake news' from the misuse of statistics.</p>
3. Be able to use reliable statistics to create a news story.	<p>3.1 Identify reliable statistics suitable for creating a news story.</p> <p>3.2 Analyse reliable statistics to produce a news story, using news writing conventions.</p>

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	3.3 Evaluate own use of statistics in creating a news story.
4. Be able to use reliable statistics to create a news feature.	4.1 Identify reliable statistics suitable for use in a news feature. 4.2 Analyse reliable statistics to produce a news feature, using feature writing conventions. 4.3 Evaluate own presentation of statistics in creating a news story.

Access to HE Diploma Unit

Unit Code:	QU026234		
Title:	Writing for Magazines		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	<p>Interview research and planning notes ~ 300 words</p> <p>Interview transcript, magazine article created using interview ~ 800 words</p> <p>Essay including evaluation of own work ~ 1,000 words</p>		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the variety of audiences targeted, genres and styles used in magazines.	1.1 Critically compare the contents, illustrations and adverts in a range of magazines to determine their target audience, genre and style.
2. Be able to use research skills to plan and prepare for an interview for a magazine article.	2.1 Use appropriate resources to research a given subject effectively. 2.2 Plan and prepare for an interview for a magazine article. 2.3 Apply interview and research techniques effectively.
3. Know how to write an article for a magazine.	3.1 Plan an article which is suitable for a specific magazine, using material from an interview. 3.2 Develop, write and evaluate an article for a specific magazine.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	Magazine must be a real publication.

Graded Research Units

Access to HE Diploma Unit

Unit Code:	QU026398		
Title:	Journalism - Research Skills		
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 • GD3-Application of skills • GD4-Use of information • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Research diary ~ 500 words Research proposal ~ 500 words Report ~ 1500 words Evaluation ~ 250 words		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand research methods and their uses.	1.1 Evaluate the use of different research methods for a specific research purpose.
2 Be able to plan a research project.	2.1 Establish research aims related to the research topic. 2.2 Produce a detailed research proposal with specific timescales and milestones for completion of the research. 2.3 Justify its relevance for the subject area.
3 Be able to carry out a research project.	3.1 Carry out research that adheres to: a) the research proposal b) ethical guidelines c) agreed timescales.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
4 Be able to produce a report on research using a standard format.	4.1 Report on research using a standard format. 4.2 Evaluate findings in relation to the research aims. 4.3 Use an accepted method of referencing source material.
5 Be able to evaluate a research project.	5.1 Evaluate a research proposal and its procedures. 5.2 Evaluate methods used to research the subject area.

Access to HE Diploma Unit

Unit Code:	QU026162		
Title:	Research Project for Journalism - Methodology		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
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		
Suggested assessment details:	Research plan ~ 200 words Research report ~ 2,500 words Evidence of research carried out ~ 300 words		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to plan a research project.	1.1 Identify and agree a research topic located within a knowledge domain relevant to the named diploma. 1.2 Produce and explain the aims of the research. 1.3 Develop, test, evaluate and refine appropriate research methodology. 1.4 Identify any ethical, practical or safety issues and how these will be managed/overcome.
2. Be able to plan a research project.	2.1 Identify and agree a research topic located within a knowledge domain relevant to the named diploma. 2.2 Produce and explain the aims of the research. 2.3 Develop, test, evaluate and refine appropriate research methodology. 2.4 Identify any ethical, practical or safety issues and how these will be managed/overcome.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
3. Be able to interpret research findings.	3.1 Interpret findings and draw appropriate conclusions.
4. Know how to present research findings.	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 findings using a recommended style of referencing.
5. Be able to evaluate own research project.	5.1 Reflect on the project design and methodologies. 5.2 Evaluate findings in relation to aims, previous research and relevant theory. 5.3 Identify recommendations for the future.

Optional Graded Units: Journalism

Access to HE Diploma Unit

Unit Code:	QU026246		
Title:	Exploring Different Journalistic Genres		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD4-Use of information • GD5-Communication and presentation • GD6-Autonomy/Independence • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Research and planning notes ~ 300 words 2 journalistic articles ~ up to 500 words total Essay ~ 800 words		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to plan and draft a selection of journalistic articles.	1.1 Plan and draft pieces of journalistic writing chosen from two of the following categories: a) reviews b) sport c) opinion. Range could include for example music/theatre, travel, business/finance, lifestyle.
2 Understand the importance of writing within set parameters.	2.1 Explain the importance of writing to a deadline and set word count. 2.2 Explain the importance of writing in a style appropriate for a publication.
3 Be able to carry out research and extract quotations from relevant subjects to produce a short article.	3.1 Select and re-present relevant material from at least two acknowledged sources.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	<p>3.2 Identify the main points and arguments from the source material.</p> <p>3.3 Write an article, using quotations to illustrate the piece, citing sources, in a given style.</p>

Access to HE Diploma Unit

Unit Code:	QU026220		
Title:	Government and Politics for Journalists		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD3-Application of skills • GD4-Use of information • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Presentation ~ 10 minutes Research notes for news article News article ~ 300 words		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know the basic structures of the UK constitution, including the separation of powers.	1.1 Explain the basic structures of the UK constitution, including the separation of powers.
2. Understand the importance to journalists of a working knowledge of national government and politics.	2.1 Evaluate the importance of an understanding of government and politics for news journalists, using news stories featured in a variety of national newspapers and websites on one particular day.
3. Understand the importance to local newspaper journalists of a working knowledge of local government and politics.	3.1 Identify a variety of news stories associated with local government and politics in local newspapers. 3.2 Analyse the importance of news stories associated with local government and politics for local people and communities.
4. Write a news story based on local government meetings, decisions and politics.	4.1 Research and produce notes on a local government and/or politics issue suitable for creating a news

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	<p>story for inclusion in a local newspaper or news website.</p> <p>4.2 Write a local government and/or politics-based news story for inclusion in a local newspaper, publication or news website, writing to length and using news writing conventions.</p>

Access to HE Diploma Unit

Unit Code:	QU026244		
Title:	Journalism and Society		
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 • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Essay ~ 1500 words Published blog(s) ~ 1-3 totalling 1500 words		

This unit has 6 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand concepts and competing theories of culture, subculture and mass culture.	1.1 Analyse the concepts of: <ul style="list-style-type: none"> a) culture b) subculture c) mass culture d) publish sphere.
2 Understand the influences of journalism in our society.	2.1 Evaluate the power, reach and influence of the media and journalism, using a range of specific examples. 2.2 Critically evaluate the impact of journalism on society.
3 Understand the significance of class and protected characteristics in relation to the acquisition of cultural norms and values.	3.1 Analyse the inter-relationship between self, identity, socialisation and culture with reference to class and protected characteristics.
4 Understand a wide range of issues in cultural and social analysis.	4.1 Analyse the concepts of norms, values, status and roles in sociological explanations of culture and issues in journalism.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
5 Understand the production and consumption of cultural products and the values attached to them.	5.1 Analyse the link between cultural consumption and identity in a modern society.
6 Understand the political, historical, economic and cultural context of journalism.	6.1 Analyse the ways in which the power of the media and the leisure industries can determine the range and variety of products and developments in a modern society and media events.

Access to HE Diploma Unit

Unit Code:	QU026223		
Title:	Local News Journalism		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD4-Use of information • GD5-Communication and presentation • GD6-Autonomy/Independence • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Suggested assessment details:	Essay ~ 1,000 words Research and development notes ~ 500 words, News story ~ 300 words Photograph/s Evaluation of own story, including follow-up suggestions, 500 words.		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand how to source stories and pictures for a local newspaper, news website or broadcast.	1.1 Explain a range of ways in which new stories can be sources for a local newspaper, news website or broadcast.
2. Understand how to develop a network of contacts and the importance of establishing professional working relationships with a range of key contacts.	2.1 Explain how a network of contacts can be developed. 2.2 Suggest a range of useful contacts. 2.3 Analyse the potential usefulness of these contacts to a local news journalist, with reference to a variety of specific published news articles. 2.4 Explain and evaluate the importance to a new journalist of professional working relationship with a range of key contacts.
3. Source and write an original, 'new' news story and accompanying	3.1 Source an original news story for a local newspaper or news website,

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>pictures for a local newspaper or news website.</p>	<p>outlining the ideas and process followed.</p> <p>3.2 Source appropriate accompanying pictures for own story.</p> <p>3.3 Write an original news story for a local newspaper or website, following news writing conventions and writing to length.</p>
<p>4. Understand the newsworthiness of own news story and its likely readership/audience.</p>	<p>4.1 Explain and evaluate the newsworthiness of own news story.</p> <p>4.2 Analyse own news story to identify its likely readership/audience.</p>
<p>5. Understand how to 'follow up' news story with possible further reports and/or features for a local newspaper or news website.</p>	<p>5.1 Produce a list of potential follow-up suggestions for own news story.</p> <p>5.2 Explain how these could be approached to produce further reports and/or features for a local newspaper or news website</p>

Access to HE Diploma Unit

Unit Code:	QU026240		
Title:	Media and Society		
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 • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested assessment details:	Essay ~ 1,500 words		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the structure of the media, aspects of ownership and control.	1.1 Discuss the structure of the media including aspects of ownership and control. 1.2 Analyse the consequences of ownership and control of the media.
2 Understand theoretical approaches to the media.	2.1 Evaluate two theoretical approaches to the media.
3 Understand issues of impartiality and bias.	3.1 Evaluate current issues of impartiality and bias, including the concept of 'fake news' and its agenda.
4 Understand the debate about the power of the media.	4.1 Discuss the debate about the power of the media.

Mandatory Units: Ungraded

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:	Notes from a range of sources ~ 300 words Essay plan ~ 200 words Essay ~ 1,000 words		

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.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	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:	QU025280		
Title:	Optimising Examination Performance		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Examination preparation plan ~500 words Examination paper from another unit ~ 1-2 hours Reflective journal ~ 800 words		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to effectively prepare for an examination.	1.1 Produce an effective and realistic preparation plan. 1.2 Identify priorities in the preparation plan. 1.3 Reflect on the plan's effectiveness to identify future improvements.
2 Be able to complete competent answers, which demonstrate subject knowledge.	2.1 Follow all instructions accurately to complete the correct number and combination of questions. 2.2 Include the salient aspects in answers, with the accuracy and detail required by the subject. 2.3 Show in answers an in-depth understanding of the issues / arguments/problems, as required by the subject. 2.4 Apply knowledge or learning coherently in support of arguments and/or to resolve problems.
3 Understand how to minimise common examination pitfalls.	3.1 Identify common pitfalls in examination performance. 3.2 Evaluate potential strategies to avoid examination pitfalls.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
4 Know how to minimise stress to enhance examination performance.	4.1 Recognise own stressors. 4.2 Develop strategies to minimise own stressors.

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.
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:	QU026344		
Title:	References and Reliability of Sources		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Literature review 1500 words including recognised form of referencing and bibliography		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the difference between primary and secondary sources.	1.1 Evaluate the difference between primary and secondary sources.
2 Understand the value of a variety of primary source materials as evidence.	2.1 Analyse primary sources for a specific context. 2.2 Evaluate the primary sources, taking into account: authorship, purpose, audience, and underlying values and beliefs.
3 Understand the uses and limitations of secondary sources.	3.1 Compare and evaluate secondary sources considering the following: use of sources, 'facts', background material, interpretation.

Optional Units: Ungraded

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:	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:
1 Give a short presentation about a straight forward subject.	1.1 Speak clearly using language, tone and style appropriately to the purpose, subject, audience and situation. 1.2 Present information in a structured sequence so that ideas and concepts are easily followed by the audience. 1.3 Use appropriate supporting material to illustrate presentation. 1.4 Respond appropriately and sensitively to questions from the audience.
2 Take part in discussions.	2.1 Give and obtain information and exchange ideas in discussion on both familiar and unfamiliar subjects. 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. 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

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	<p>sensitively or inviting others to contribute their views.</p> <p>2.4 Respond appropriately to questions.</p>

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:	SWOT analysis~ 200 words Professional development plan~ 300 words Essay ~ 1,000 words		

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.
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.
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:	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:	Report ~ 1500 words		

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:	QU025609		
Title:	Work Placement		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Academic subject content/other:	Other		
Suggested assessment details:	Evaluation of Work Placement, Evaluation of Structure, Evaluation of Work Experience ~ 1500 words in total		

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.

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.

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

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

We are recognised by Ofqual, to design, develop and submit qualifications to the Regulated Qualifications Framework (RQF) and by the Quality Assurance Agency for the development and approval of Access to Higher Education Diplomas.



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