DIPLOMA GUIDE

Access to Higher Education

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gateway qualifications

Access to HE Diploma (Digital Animation)

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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/

Contents

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 2020.

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

The diploma allows learners to undertake study related to animation and VFX. Learners will have the opportunity to develop skills which will enable progression to a range of degree level programmes within the sector. Many learners join these types of degrees after following A level study, so the diploma will place the Access to HE learners on a level with those who have followed A level studies.
Learners will complete mandatory units which cover the fundamentals of 2D and 3D animation which provide an important introduction to the programme. They will be able to research an area of interest to them in more depth. Optional units include: 3D Environments, 3D Sculpting, Advanced 3D Modelling, Anatomy for Character Creation, Concept Art and Digital Graphics, Game Engines for Animation, Introduction to 3D Modelling, Motion Capture, Post Production, Sound for Animation, Stop Motion Animation, The Animation Industry and VFX.

Ungraded units include units which will support access to higher education whilst supporting study and personal skills.

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

6.1 ICT Practitioners.

1.7 Target groups

a) Adults who, because of social, educational or individual circumstances may have achieved few, if any, prior qualifications and wish to progress to HE
b) 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 (Digital Animation) can include: Face to face, Online and Blended learning.

Work placements would also be beneficial and visits to animation/film companies would widen opportunities. In addition, visiting speakers to introduce key topics would help to engage the learners effectively.

Assessment Methods should include: Report, production diary/log, render of final 2D animation, presentation, self-evaluation, storyboard, action plan, 3D animation sequence, progress evaluation, Q&A, creation of 3D sculpture, final render of 3D environment, anatomy documentation, portfolio of evidence.

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 (Digital Animation) learners may progress to the following:

BA Animation Production
BA Animation
BA Animation and Illustration
BA Animation and VFX
BA Animation and Games Art
BA Computer Animation Technical Arts
BA Computer Animation
BA Visual Effects
BA Graphic Design and Animation
FdA Game Art and Design
FdA Computer Games Design and Production
FdSc Games Technologies
FdA Games and Interactive Design
FdA Creative Digital Practice (Games Development)
BA (Hons)Computer Games Design: Story Development
BSc (Hons) Computer Games Enterprise
BSc Computer Games Design
BSc (Hons) Computer Games Design and Development
BA (Hons) Computer Games Art

BSc Computer Games Programming
BSc (Hons) Computer Games Technology

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 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.

Learners will probably require a pass in maths and English at GCSE level or a Functional Skills qualification in English and Maths to progress onto a degree course.

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 complete at 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 take 18 credits from the Mandatory group and the remaining 27 credits from the Optional Graded group. 3 credits must be taken from the Mandatory ungraded group and 12 credits from the Optional ungraded group.

Mandatory Units: Graded Academic Subject Content

Learners must achieve 18 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU032295	2D Animation Fundamentals	3	6	A	1, 2, 4, 5, 7	Report Pre-production Documentation Render of final 2D Animation Production Log & Self Evaluation Presentation	750 words 500 words 2D animation up to 1 minute in length 750 words 5 minutes with 5 minutes Q&A
QU032293	3D Animation Fundamentals	3	6	A	1, 2, 3, 5, 7	Report Storyboard Action plan 3D animation Animation Presentation plus Q&A Progress Evaluation	750 words plus sketches A visual storyboard 250 words e.g. calendar or Gantt Chart 3D animation up to 1 minute in length 5 minutes plus 5 minutes Q&A 750 words
QU032297	Research Project for Animation	3	6	A	1, 3, 4, 5, 7	Report Presentation plus Q&A	2000 words 10 minutes with 5 minutes Q&A

Optional Graded Units

Learners must achieve 27 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU032372	3D Environments	3	6	A	1, 2, 4, 5, 7	Report Production log Final render of 3D environment Video evaluation	1000 words 500 words 3D environment 500 words
QU032382	3D Sculpting	3	3	A	1, 3, 7	Report 3D Sculpture with plan Evaluation documentation	500 words 250 words and portfolio piece 500 words
QU032301	Advanced 3D Modelling	3	6	A	1, 3, 4, 5, 7	Report Asset portfolio Critical assessment	750 words Portfolio of evidence - three assets to be developed 750 words
QU032380	Anatomy for Character Creation	3	6	A	1, 2, 3, 5, 7	Report Presentation plus Q&A Reflection Anatomy documentation	750 words 10 minutes plus 5 minutes Q&A 500 words Portfolio with 750 words annotation
QU032303	Concept Art and Digital Graphics	3	6	A	1, 2, 3, 5, 7	Report Portfolio of Concept Art & Digital Graphics Portfolio Presentation plus Q&A	750 words Portfolio - 2 of each minimum 10 minutes plus 5 minutes Q&A

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU032370	Game Engines for Animation	3	6	A	1, 3, 5, 6, 7	Report Digital Schedule/Plan of Action Short portfolio piece	1500 words 500 words Portfolio piece up to 1 minute
QU032299	Introduction to 3D Modelling	3	6	A	1, 3, 4, 5, 7	Report Asset portfolio Critical assessment	750 words Portfolio of evidence 750 words
QU032366	Motion Capture	3	6	A	1, 3, 4, 5, 7	Report Action plan Storyboard Showreel Presentation with Q&A Evaluation	1000 words 300 words Storyboard Showreel 10 minutes plus 5 minutes Q&A 300 words
QU032376	Post Production	3	6	A	2, 3, 4, 5, 7	Report Digital Schedule/Plan of Action Video Annotated portfolio post production log	750 words 500 words Short portfolio piece between 30 seconds and 1 minute 750 words
QU032374	Sound for Animation	3	6	A	1, 3, 4, 5, 7	Report Presentation with Q&A Re-audioed piece of animation	1500 words 10 minutes plus 5 minutes Q&A Piece of animation with new audio

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU032364	Stop Motion Animation	3	6	A	1, 2, 3, 5, 6, 7	Report Production diary 30 second stop motion animation Evaluation Presentation	750 words 500 words 30 second animation 500 words 5 minute including Q&A
QU032378	The Animation Industry	3	3	A	1, 4, 7	Report Annotated Production Pipeline	1000 words 500 words
QU032358	VFX	3	6	A	1, 2, 3, 5, 7	Report Digital Schedule/Plan of Action Portfolio of evidence Portfolio presentation plus Q&A	1000 words 300 words Portfolio of evidence 10 minutes plus 5 minutes Q&A

Mandatory Units: Ungraded

Learners must achieve 3 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Suggested Assessment methods	Assessment Volume
QU025532	Preparation for Higher Education	3	3	O	Research Application form Personal Statement Prepared Q&A	Review of research, course and decision 500 words Application form 750 words 250 words

Optional Units: Ungraded

Learners must achieve 12 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Suggested Assessment methods	Assessment Volume
QU018346	Academic Reading Skills	3	3	O	Exam	1.5 hours closed book
QU025276	Academic Writing Skills	3	3	O	Notes from a range of sources Essay plan Essay	300 words 200 words 1000 words
QU007560	Communication - Speaking and Listening	3	3	O	Oral presentation Group discussion Self-evaluation	15 minutes 15-20 minutes and supporting materials 500 words 200 words
QU025278	Developing Professional Attributes	3	3	O	SWOT Analysis Professional development plan Essay	200 words 300 words 1000 words
QU027084	Presenting Information Using ICT	3	3	O	Notes from a range of sources Presentation Presentation lecture notes and handouts	300 words Presentation 200 words
QU018630	Problem Solving in the Workplace	3	3	O	Project - Analyse and propose solutions to at least two workplace problems including justification for selected solution	1500 words

Unit Code	Unit Title	Level	Credits	Content	Suggested Assessment methods	Assessment Volume
QU028487	Promoting Wellbeing and Resilience	3	3	O	Report	1500 words
QU026344	References and Reliability of Sources	3	3	O	Literature review	1500 words including recognised form of referencing and bibliography
QU031633	Study Skills for Higher Education	3	3	O	Study Plan Worksheets Reflective account Assignment planning	200 words 500 words 500 words 250 words
QU033854	Sustainability Project	3	3	Academic	Report, including project plan and reflection	1000 words
QU033880	The Fundamentals of Environmental Sustainability	3	3	Academic	Report	1500 words

3.3   Additional completion requirements

Learners will probably require a pass in maths and English at GCSE level or a Functional Skills qualification in English and Maths to progress onto a degree course.

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.gatewayqualifications.org.uk/access-diploma-specification-2020/

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:

https://www.qaa.ac.uk/en/access-to-he/access-to-he-resources#

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.gatewayqualifications.org.uk/principles-for-admission-to-access-to-he-diplomas/
- 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

Specific software will be required dependent on the choice of units.

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

Title:	2D Animation Fundamentals	
Unit Code:	QU032295	
Unit Level:	Level 3	**Unit Credit:** 6
Grading type:	Graded	
Grade Descriptors:	• 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 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1	Understand the fundamental principles of 2D animation.	1.1	Summarise the history of 2D animation.
		1.2	Explain the fundamentals of industry standards for 2D animation.
		1.3	Explain current industry standard practices for 2D animation within film.
2	Be able to develop a plan for a 2D animation project.	2.1	Produce pre-production documentation.
3	Be able to produce a 2D animation using industry standard software.	3.1	Create a 2D animation using a developed idea.
		3.2	Implement post-production techniques and effects to enhance and complete their animation.
		3.3	Render the animation following a specific guideline.
4	Know how to professionally present and evaluate the animation.	4.1	Present the finished animation.
		4.2	Review feedback.
		4.3	Self-evaluate the animation.

Access to HE Diploma Unit

Title:	3D Animation Fundamentals
Unit Code:	QU032293
Unit Level:	Level 3

		Unit Credit:	6

Grading type:	Graded
Grade Descriptors:	• GD1-Understanding the subject • GD2-Application of knowledge • 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 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1	Understand the 12 principles of animation.	1.1	Explain the 12 principles of animation.
		1.2	Undertake research into one principle, explaining the importance of its application in animation.
		1.3	Explain the use of camera shots and angles in animation.
2	Be able to generate ideas for a short 3D animation.	2.1	Create a storyboard for a short 3D animation sequence.
		2.2	Prepare a plan for a short 3D animation.
3	Be able to create a short 3D animation.	3.1	Use 3D animation software tools effectively.
		3.2	Create an effective 3D animation sequence utilising at least 3 principles of animation.
4	Be able to edit the 3D animation sequence.	4.1	Render the 3D animation.
		4.2	Effectively edit the animation sequence to prepare it for a presentation based on industry conventions and professional standards.
5	Be able to present the animation sequence and evaluate feedback.	5.1	Present the 3D animation sequence using appropriate methods.
		5.2	Evaluate the 3D animation sequence based on feedback.

Indicative Content: 3D Animation Fundamentals
Learning Outcome 1: N/A
Learning Outcome 2: N/A
Learning Outcome 3: *Use built-in 3D rigs from within software.*
Learning Outcome 4: N/A
Learning Outcome 5: N/A

Access to HE Diploma Unit

Title:	Research Project for Animation		
Unit Code:	QU032297		
Unit Level:	Level 3	**Unit Credit:**	6
Grading type:	Graded		
Grade Descriptors:	• GD1-Understanding the subject • GD3-Application of skills • 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	Be able to plan a research project.	1.1	Identify and agree on a research topic focused on a specific genre, director or animation style.
		1.2	Explain the aims of the research.
		1.3	Develop, test, evaluate and refine appropriate research methodology.
2	Be able to conduct research.	2.1	Use valid and appropriate methods of investigation to research the subject.
		2.2	Identify and collate information from a wide range of sources into a master document.
3	Be able to interpret research findings.	3.1	Annotate all research with appropriate commentary, drawing conclusions.
4	Be able to present research findings.	4.1	Produce a written research report which communicates information clearly.
		4.2	Present key findings to an audience using appropriate presentation software.
		4.3	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 Units: Graded Academic Subject Content

Access to HE Diploma Unit

Title:	3D Environments
Unit Code:	QU032372
Unit Level:	Level 3	**Unit Credit:**	6
Grading type:	Graded
Grade Descriptors:	• 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 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1	Understand the 3D animation environment.	1.1	Explain what a 3D animation environment is.
		1.2	Research into the workflows of a 3D environment artist.
		1.3	Evaluate industry standard workflows and techniques that 3D environment artists follow.
2	Be able to generate ideas to plan and create a 3D environment.	2.1	Develop ideas for a 3D environment.
		2.2	Use appropriate hardware and software to plan and create a 3D environment.
3	Be able to present the 3D environment using professional techniques and processes.	3.1	Present the 3D environment using appropriate techniques and processes.
4	Be able to analyse successes and weaknesses in the creation of a 3D environment.	4.1	Reflect on the 3D environment created, identifying successes and areas for improvement.

Access to HE Diploma Unit

Title:	3D Sculpting		
Unit Code:	QU032382		
Unit Level:	Level 3	**Unit Credit:**	3
Grading type:	Graded		
Grade Descriptors:	• 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	Know the fundamentals of 3D sculpting.	1.1	Explain fundamental principles of classical sculpting.
		1.2	Analyse differences between 3D sculpting and classical sculpture.
		1.3	Evaluate 3D sculpting techniques.
		1.4	Evaluate the application of sculpting techniques in 3D sculpting.
2	Be able to plan and create a 3D sculpture.	2.1	Generate a plan to create a 3D sculpture. *This plan should include:* • t*he style* • *planned pipeline* • *techniques to be used.*
		2.2	Create a 3D sculpture using appropriate techniques.
3	Be able to present and evaluate a 3D sculpture	3.1	Present a 3D sculpture using appropriate techniques.
		3.2	Evaluate the creative processes applied when producing a 3D sculpture.

Access to HE Diploma Unit

Title:	Advanced 3D Modelling		
Unit Code:	QU032301		
Unit Level:	Level 3	**Unit Credit:**	6
Grading type:	Graded		
Grade Descriptors:	• GD1-Understanding the subject • GD3-Application of skills • 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 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA	
The learner will:	**The learner can:**	
1 Know about advanced principles of 3D modelling.	1.1	Explain principles of advanced 3D modelling techniques and workflows.
	1.2	Explain practical applications of advanced 3D modelling techniques.
	1.3	Explain how advanced 3D modelling can be used in animation.
2 Be able to plan and develop assets.	2.1	Generate ideas for a hard-surface or organic 3D models.
	2.2	Design a hard-surface or organic 3D model using a basic 3D pipeline.
3 Be able to present 3D models as a portfolio.	3.1	Create a portfolio to support advanced 3D modelling assets.
	3.2	Create high quality renders to enhance the 3D models.
	3.3	Create a detailed summary of assets created.
4 Be able to analyse successes and weaknesses in the creation of 3D models.	4.1	Reflect on strengths and weaknesses in the creation of 3D models.

Access to HE Diploma Unit

Title:	Anatomy for Character Creation		
Unit Code:	QU032380		
Unit Level:	Level 3	**Unit Credit:**	6
Grading type:	Graded		
Grade Descriptors:	• GD1-Understanding the subject • GD2-Application of knowledge • 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	Know the principles of anatomy within character creation in animation.	1.1	Explain the fundamentals of human and animal distribution of: • bones • muscles.
		1.2	Describe similarities of human vs animal skeleton.
		1.3	Explain different muscle groups and their function in movement.
		1.4	Explain the importance of correct anatomy in character animation.
2	Be able to generate ideas for an animated character with anatomy design.	2.1	Develop an idea for an original animated character.
		2.2	Create high concept ideas for an animated character's anatomy.
3	Be able to present ideas for an animated character.	3.1	Deliver a character anatomy concept pitch.
		3.2	Evaluate the character design reflecting on audience feedback.
		3.3	Expand the character idea based on feedback. *Including:* *exploration sketches* *anatomy tests.*

Access to HE Diploma Unit

Title:	Concept Art and Digital Graphics		
Unit Code:	QU032303		
Unit Level:	Level 3	**Unit Credit:**	6
Grading type:	Graded		
Grade Descriptors:	• GD1-Understanding the subject • GD2-Application of knowledge • 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 concept art, types of digital graphic images and graphical file formats.	1.1	Explain the purpose of concept art.
		1.2	Describe drawing styles and drawing media used for concept art.
		1.3	Explain vector and bitmap graphics.
		1.4	Clarify how different types of graphical images relate to file formats.
		1.5	Analyse the impact that file formats, compression techniques, image resolution and colour depth have on file size and image quality.
2	Be able to draw concept art.	2.1	Research ideas to meet a client brief.
		2.2	Draw preliminary designs for a client brief using an appropriate drawing technique and style.
		2.3	Apply shading and colour to the preliminary designs for a client brief.
3	Be able to digitise concept art.	3.1	Create digitised versions of concept art using appropriate technologies.
		3.2	Develop digital variance of concept art using tools and techniques of industry standard software. *Includes both bitmap and vector.*
		3.3	Export finalised digital graphics that are fit for purpose.

4	Be able to evaluate and modify digital graphics.	4.1	Present digital graphics to a defined audience.
		4.2	Modify digital graphics as a result of feedback.
		4.3	Explain potential legal implications of using, creating and editing digital graphics.

Access to HE Diploma Unit

Title:	Game Engines for Animation
Unit Code:	QU032370
Unit Level:	Level 3	**Unit Credit:**	6
Grading type:	Graded
Grade Descriptors:	• GD1-Understanding the subject • GD3-Application of skills • GD5-Communication and presentation • GD6-Autonomy/Independence • 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 understand how and why game engines are used for animation.	1.1	Explain why game engines are used for animation.
		1.2	Explain how game engines are used within animation.
		1.3	Analyse the benefits and drawbacks of using a game engine for animation.
2	Be able to analyse the use of game engines within the industry.	2.1	Compare the use of game engines versus other methods of animation.
		2.2	Discuss current practices used by studios within the animation industry.
3	Be able to plan for an individual animation project using a game engine.	3.1	Develop a plan for an individual animation project using a game engine.
4	Be able to create a short piece of animation within a game engine.	4.1	Create a short piece of animation using industry standard software within a game engine.
		4.2	Improve the animation sequence based on feedback.

Access to HE Diploma Unit

Title:	Introduction to 3D Modelling		
Unit Code:	QU032299		
Unit Level:	Level 3	**Unit Credit:**	6
Grading type:	Graded		
Grade Descriptors:	• GD1-Understanding the subject • GD3-Application of skills • 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 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	**The learner can:**
1 Know the fundamentals of 3D terminology and workflows.	1.1 Develop an understanding of the fundamental hard surface and organic 3D workflows. 1.2 Explain the basics of 3D workflow. 1.3 Analyse two 3D workflows, identifying similarities and differences, using examples.
2 Be able to generate ideas for 3D assets with understanding of the necessary workflow.	2.1 Create hard-surface or organic assets using primitive objects. 2.2 Evolve the created assets with extrude, chamfer and bevel modifiers. 2.3 Develop created assets with high quality textures.
3 Be able to present created assets.	3.1 Assemble a number of high quality renders. 3.2 Compile renders for presentation. 3.3 Create a detailed summary of the assets.
4 Be able to analyse and identify successes and weaknesses in assets creation and portfolio.	4.1 Reflect on successes and weaknesses in portfolio and assets creation.

	4.2	Reflect on successes and weaknesses in workflow using technical terminology.
	4.3	Evaluate weaknesses which may be barriers to further progression.

Access to HE Diploma Unit

Title:	Motion Capture		
Unit Code:	QU032366		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	• GD1-Understanding the subject • GD3-Application of skills • 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 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1	Be able to analyse the fundamentals of motion capture.	1.1	Explain the fundamentals of motion capture, including: • a comparison of marker-based and markerless systems • acquired data processing.
		1.2	Conduct research into the application of motion capture in media products.
		1.3	Evaluate the effectiveness of motion capture in character animation.
		1.4	Review current technological advancements in motion capture.
2	Be able to generate ideas for a motion capture based short animation.	2.1	Develop a storyboard for a character animation.
		2.2	Create a motion capture schedule.
3	Be able to prepare and transfer the captured animation onto a 3D character.	3.1	Extract the motion capture data.
		3.2	Apply motion capture information onto an appropriate 3D character rig.
4	Be able to present and review the final outcome.	4.1	Present the final outcome to an audience.
		4.2	Reflect on feedback.

Access to HE Diploma Unit

Title:	Post Production		
Unit Code:	QU032376		
Unit Level:	Level 3	**Unit Credit:**	6
Grading type:	Graded		
Grade Descriptors:	• GD2-Application of knowledge • GD3-Application of skills • 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 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1	Understand the process of post-production and its importance.	1.1	Explain current industry standard post-production software and techniques.
		1.2	Explain why post-production is important.
2	Be able to plan for an individual post-production project.	2.1	Create a post-production schedule.
3	Be able to create a short portfolio piece using industry standard post-production techniques and software.	3.1	Develop a short portfolio piece using industry standard software and techniques.
		3.2	Document the approach used.
4	Be able to present and further improve a short portfolio piece.	4.1	Demonstrate professionalism through the presentation of a short portfolio piece.
		4.2	Consider feedback in order to improve the final portfolio piece.

Access to HE Diploma Unit

Title:	Sound for Animation
Unit Code:	QU032374
Unit Level:	Level 3	**Unit Credit:**	6
Grading type:	Graded
Grade Descriptors:	• GD1-Understanding the subject • GD3-Application of skills • 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 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1	Understand how sound is used in animation.	1.1	Describe types of sound used in animation.
		1.2	Explain the role of music in animated films.
		1.3	Research the way sound is created and implemented in animations. *Including the use of foley sound.*
2	Be able to analyse sound and music and their function in a piece of animated film.	2.1	Analyse how sound and music has an effect on mood in a piece of animated film.
		2.2	Evaluate the effectiveness of sound and music in a piece of animated film.
3	Be able to re-audio a piece of animated film.	3.1	Create sounds to be used in a piece of animation.
		3.2	Edit sounds to be used in a piece of animation.
		3.3	Implement sounds into a short animated scene.
4	Be able to present the animation, commenting on the use of sound.	4.1	Present the animated scene.
		4.2	Evaluate the use of sound in the animation based on feedback.

Access to HE Diploma Unit

Title:	Stop Motion Animation
Unit Code:	QU032364
Unit Level:	Level 3	**Unit Credit:**	6
Grading type:	Graded
Grade Descriptors:	• GD1-Understanding the subject • GD2-Application of knowledge • GD3-Application of skills • GD5-Communication and presentation • GD6-Autonomy/Independence • 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 fundamentals of stop motion animation.	1.1	Conduct research into the use of stop motion animation.
		1.2	Evaluate the use of stop motion as a technique.
2	Be able to generate ideas for a stop motion animation.	2.1	Plan a short stop motion animation.
		2.2	Create pre-production documentation.
3	Be able to create a 30 second stop motion piece of animation.	3.1	Create a short animation with a clear message.
		3.2	Implement post-production to finalise the animation.
		3.3	Render the final piece to the specified format and aspect ratio.
4	Be able to professionally present and review own work.	4.1	Present own work.
		4.2	Evaluate the production.
		4.3	Reflect on feedback from the presentation.

Access to HE Diploma Unit

Title:	The Animation Industry
Unit Code:	QU032378
Unit Level:	Level 3	**Unit Credit:**	3
Grading type:	Graded
Grade Descriptors:	• 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 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1	Understand how an animation studio works.	1.1	Outline the staffing and technology requirements of an animation studio.
		1.2	Describe the day to day functioning of an animation studio, using examples from real life.
2	Understand roles and responsibilities of those holding key job roles in an animation studio.	2.1	Outline the roles and responsibilities of those holding key roles in an animation studio.
		2.2	Identify the academic and vocational requirements of job roles in the animation sector.
3	Know about the production pipeline for an animated film.	3.1	Analyse the timescales, budgets and resource needs of an animated movie.
		3.2	Create a production pipeline for an animated film in a clear visual format.

Access to HE Diploma Unit

Title:	VFX		
Unit Code:	QU032358		
Unit Level:	Level 3	**Unit Credit:**	6
Grading type:	Graded		
Grade Descriptors:	• GD1-Understanding the subject • GD2-Application of knowledge • 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	Be able to analyse the fundamentals of visual effects.	1.1	Explain the history and current state of VFX within the industry.
		1.2	Explain current industry standard practises for VFX within games and/or film.
		1.3	Evaluate the fundamentals of VFX and current industry standards.
2	Be able to plan for an individual VFX project.	2.1	Develop a plan and pre-production documentation for a VFX project.
3	Be able to demonstrate VFX knowledge and skills.	3.1	Create a VFX project using industry standard software.
4	Be able to present and review the VFX project in an appropriate format.	4.1	Present the VFX project.
		4.2	Improve the VFX project based on feedback.

Mandatory Units: Ungraded

Access to HE Diploma Unit

Title:	Preparation for Higher Education	
Unit Code:	QU025532	
Unit Level:	Level 3	**Unit Credit:** 3
Grading type:	Ungraded	
Grade Descriptors:	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.
		4.2	Explain likely practical problems and barriers in moving to higher education and seek strategies for overcoming these.
		4.3	Analyse the nature of study in Higher Education.

Indicative Content: Preparation for Higher Education
Learning Outcome 1: This can also include Higher and Degree Apprenticeships.
Learning Outcome 2: N/A
Learning Outcome 3: N/A
Learning Outcome 4: N/A

Optional Units: Ungraded

Access to HE Diploma Unit

Title:	Academic Reading Skills		
Unit Code:	QU018346		
Unit Level:	Level 3	**Unit Credit:**	3
Grading type:	Ungraded		
Grade Descriptors:	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.

gateway
qualifications

Access to HE Diploma Unit

Title:	Academic Writing Skills		
Unit Code:	QU025276		
Unit Level:	Level 3	**Unit Credit:**	3
Grading type:	Ungraded		
Grade Descriptors:	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.
		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

Title:	Communication - Speaking and Listening	
Unit Code:	QU007560	
Unit Level:	Level 3	**Unit Credit:** 3
Grading type:	Ungraded	
Grade Descriptors:	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 straightforward 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 sensitively or inviting others to contribute their views. |
| | 2.4   Respond appropriately to questions. |

Access to HE Diploma Unit

Title:	Developing Professional Attributes		
Unit Code:	QU025278		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	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.
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

Title:	Presenting Information Using ICT		
Unit Code:	QU027084		
Unit Level:	Level 3	**Unit Credit:**	3
Grading type:	Ungraded		
Grade Descriptors:	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	Understand ways of using ICT to present information.	1.1	Find and analyse examples of information presented through ICT.
		1.2	Explain which forms of presentation suit different types of information.
		1.3	Analyse examples of information presented with clear layout and style.
		1.4	Explain the importance of copyright when presenting information.
2	Be able to use a range of ICT software applications to present information.	2.1	Present text information for a given purpose using a variety of features in word processing software.
		2.2	Present information for a given purpose using a variety of features in spreadsheet software.
		2.3	Present information for a given purpose using a variety of features in presentation software.
3	Be able to integrate ICT software to present information.	3.1	Plan how to present integrated information using a range of ICT formats. Range should include presentation, spreadsheet and word processing software.
		3.2	Present information to meet a specific brief.

		Save information in a structured format so it can be found easily and justify choice.
	3.3	

Indicative Content: Presenting Information Using ICT
Learning Outcome 1: N/A
Learning Outcome 2: N/A
Learning Outcome 3: E.g. embedding a chart produced in a spreadsheet into a document or presentation.

Access to HE Diploma Unit

Title:	Problem Solving in the Workplace
Unit Code:	QU018630
Unit Level:	Level 3

Unit Level:	Level 3	**Unit Credit:**	3
Grading type:	Ungraded		
Grade Descriptors:	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	Understand factors that may influence problem solving in the workplace.	1.1	Analyse factors which influence the choice of solution for problems.
2	Know how to solve problems in the workplace.	2.1	Analyse the nature of specific workplace problems.
		2.2	Explain the actions that need to be taken to solve the workplace problems.
		2.3	Analyse the potential consequences and impact of proposed actions.
3	Be able to apply solutions to workplace problems.	3.1	Select preferred solution to workplace problems.
		3.2	Justify the choice of solution.

Access to HE Diploma Unit

Title:	Promoting Wellbeing and Building Resilience		
Unit Code:	QU028487		
Unit Level:	Level 3	**Unit Credit:**	3
Grading type:	Ungraded		
Grade Descriptors:	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

Title:	References and Reliability of Sources
Unit Code:	QU026344
Unit Level:	Level 3	**Unit Credit:**	3
Grading type:	Ungraded
Grade Descriptors:	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	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.

Indicative Content: References and Reliability of Sources
Learning Outcome 1:   Taking into account referencing systems/software (both free and paid for software - Word, Mendeley).
Learning Outcome 2:   N/A
Learning Outcome 3:   N/A

Access to HE Diploma Unit

Title:	Study Skills for Higher Education		
Unit Code:	QU031633		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	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	Be able to manage and organise own study time.	1.1	Produce a personal schedule of study to accommodate own time constraints.
		1.2	Devise a strategy for prioritising and organising coursework to meet deadlines.
2	Know how to prepare for exams effectively	2.1	Prepare a revision timetable for exams
		2.2	Evaluate strategies to support effective revision based on own learning preferences.
3	Be able to retrieve information from reliable sources.	3.1	Retrieve information from a range of reliable written sources using a range of reading skills.
		3.2	Scan source material, evaluating information to create accurate and detailed notes to suit purpose.
		3.3	Demonstrate the use of a recognised referencing system for retrieved information.
4	Present information using a range of approaches.	4.1	Present information using different formats for academic purposes. *This must include academic speaking.*

Access to HE Diploma Unit

Title:	Sustainability Project
Unit Code:	QU033854
Unit Level:	Level 3 **Unit Credit:** 3
Grading type:	Ungraded
Grade Descriptors:	Ungraded
Academic subject content/other:	Academic subject content
Suggested Assessment details:	Report, including project plan and reflection – 1,000 words

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	**The learner can:**
1. Be able to plan a project to promote sustainability within a specific sector.	1.1 Identify a project to promote sustainability within a chosen sector, justifying your choice. Produce a project plan for own project including: 1.2 • Aims and objectives • Time scales • Methods • Resources required • Any health and safety considerations.
2. Be able to carry out a sustainability project.	2.1 Carry out a sustainability project. 2.2 Produce a report on the findings of the sustainability project.
3. Be able to review the success of a sustainability project.	3.1 Evaluate the extent to which the project has met the aim and objectives.

	3.2	Evaluate the extent to which the project has met the aim and objectives.

Access to HE Diploma Unit

Title:	The Fundamentals of Environmental Sustainability
Unit Code:	QU033880
Unit Level:	Level 3 **Unit Credit:** 3
Grading type:	Ungraded
Grade Descriptors:	Ungraded
Academic subject content/other:	Academic subject content
Suggested Assessment details:	Report – 1500 words

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	**The learner can:**
1. Know the importance of sustainability within a specific sector.	1.1 Explain what is meant by sustainability. 1.2 Explain the importance of supporting environmental sustainability within a chosen sector.
2. Know how environmental sustainability can be supported within the chosen sector.	2.1 Describe environmental issues relevant to a chosen sector. 2.2 Describe the impact of the chosen sector on the environment. 2.3 Explain how these environmental issues could be minimised within a chosen sector. 2.4 Analyse factors to consider when working towards environmental sustainability in a chosen sector.

		3.1	Explain the 3 Rs of sustainability.
3.	Know how the 3 Rs of sustainability can be applied within the chosen sector.	3.2	Analyse ways that a chosen sector can implement the 3 Rs of sustainability.
4.	Understand the importance of waste management within the chosen sector.	4.1	Explain the importance of having a waste management strategy within a chosen sector.
		4.2	Explain environmental hazards or risks that could be caused by poor waste management within a chosen sector.

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:

Website: www.gatewayqualifications.org.uk

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.