

DIPLOMA GUIDE



Qualification No: QAAQ003028
Aim Code: 40010582
Validation: 1 August 2019 –
31 July 2024
Version: 3.0



Access to HE Diploma (Law and Business)

Access to HE

Apprenticeships

Digital

Employability &
Enterprise

English & Maths

ESOL

Personal & Social
Development

Professional
Development

Vocational

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About this Access to HE Diploma guide

This qualification specification is intended for tutors, assessors, internal quality assurers, centre quality managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

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

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

In order to offer the qualification/s within this specification you must be a Gateway Qualifications recognised centre and be approved to deliver the qualification/s.

If your centre is not yet recognised and/or not yet approved to deliver the qualification, please contact our Development Team:

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

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

Contents

About this Access to HE Diploma guide	3
1. Diploma Information.....	7
1.1 Overview of the Access to Higher Education Diploma	7
1.2 About this Diploma.....	7
1.3 Purpose	8
1.4 Aims	8
1.5 Objectives.....	8
1.6 Sector Subject Area.....	8
1.7 Target groups	8
1.8 Delivery methods.....	9
1.9 Achievement methodology.....	9
1.10 Geographical coverage.....	9
1.11 Progression opportunities	9
1.12 Equality, Diversity and Inclusion	10
2. Student Entry Requirements.....	11
2.1 Age.....	11
2.2 Prior qualifications	11
2.3 Prior skills/knowledge/understanding.....	11
2.4 Access to qualifications for learners with disabilities or specific needs.....	11
2.5 Additional requirements/guidance.....	12
2.6 Recruiting Learners with Integrity.....	12
3. Achieving the Access to HE Diploma	13
3.1 Qualification specification	13
3.2 Rules of Combination	13
3.3 Additional completion requirements	20
3.4 Recognition of Prior Learning	20
4. Access to HE Units of Assessment.....	21
4.1 Unit specification	21
4.2 Academic subject content.....	21
4.3 Graded and ungraded units	21
4.4 Revisions to Access to HE Units of Assessment.....	22
5. Assessment and Quality Assurance	23
5.1 Provider requirements	23
5.2 Staffing requirements.....	23
5.3 Facilities and resources	23
5.4 Quality Assurance requirements.....	24

5.5 Additional requirements/guidance.....	24
6. Unit Details	25
Mandatory Units: Graded Academic Subject Content.....	25
Graded Research Units	33
Optional Units: Graded Academic Subject Content (Law).....	37
Optional Units: Graded Academic Subject Content (Business)	49
Mandatory Units: Ungraded	61
Optional Units: Ungraded.....	67
7. What to do next	83
8. Gateway Qualifications	83

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1. Diploma Information

1.1 Overview of the Access to Higher Education Diploma

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

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

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

Individual named Diplomas are identified by separate titles and are validated at by Gateway Qualifications as an Access Validating Agency (AVA) recognised by the Quality Assurance Agency for Higher Education (QAA). Each Diploma has its own approved set of units of assessment, governed by rules of combination, which are appropriate to the subject of the particular Diploma. The common grading requirements apply to all individual Diplomas.

1.2 About this Diploma

The Diploma provides learners with a wide choice of units to support progression into law and business management degree programmes. The mandatory group ensures that learners have a good understanding of themes relevant to business management and law.

Learners can select from a range of optional units linked to business and law, with some variety of choice to include units which may be of specific interest if the learner has an interest in policing, criminology or human rights within the legal sector or marketing and finance, for example, within the business sector. Learners have the opportunity to research an aspect of business management which is of particular interest.

Learners must choose from a selection of mandatory and optional ungraded units to support underpinning skills, including a mandatory communication unit, linked to speaking and listening which is a vital skill for any management professional. A unit related to computer data protection and one on understanding referencing is available as optional ungraded units.

1.3 Purpose

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

1.4 Aims

The qualification aims to:

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

1.5 Objectives

The objective of the Diploma is to enable learners to:

- satisfy the general academic requirements for entry to Higher Education
- prepare learners for HE level study generally and in subject areas appropriate to an intended HE course destination
- demonstrate appropriate levels of competence in subject specific skills and knowledge
- demonstrate practical, transferable and academic skills
- develop their confidence and ability to cope with a return to education at an advanced level
- enhance personal and career opportunities
- develop as independent and lifelong learners.

1.6 Sector Subject Area

15.5 Law and Legal 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.

Learners who have followed these routes may not have studied law in the past, so they may need to develop their skills in specific areas as well as learning more about subjects in which they have an interest. If the learner has gone straight into employment, they may

not have studied at Level 3 and so this Access Diploma will help them to build on existing skills and provide a good grounding for further academic study.

1.8 Delivery methods

Delivery methods for the Access to HE Diploma (Law and Business) can include:

Face to face
Blended learning
Online delivery
Work placements would also be beneficial.

The mandatory units should be delivered before the optional units as the mandatory units form a good basis on which to build knowledge to underpin the optional unit choices.

Assessment Methods should include:

Written questions and answer, reports, exam, literature review, SWOT analysis, projects, worksheets, case studies, presentation, poster, self-reflection

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 business and business management degrees:

BA (Honours) Business Management
BA (Honours) Business Management (Leadership Practice)
BA (Honours) Business Management (Innovation and Enterprise)
BA (Honours) Business Management (Accounting)
BA (Honours) Business Management (Marketing)
Bachelor of Laws (Honours) (LLB)
BA (Hons) Criminology and Law
BSc (Hons) Psychology and Law
Foundation Degree in Law/Law and Social Science

There are also a number of trailblazer apprenticeships which can be studied at higher levels. This access diploma could lead onto one of these apprenticeships, for example:
Project Manager Integrated Degree Apprenticeship (Degree)
Chartered manager degree apprenticeship

Level 7 Solicitor
Level 6 Chartered Legal Executive

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. Learners will also require maths and English at GCSE level or equivalent to progress onto a degree 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.

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 complete 18 Credits from the Mandatory group, a maximum of 6 Credits from the Research Optional group and the remaining 21 Credits must be taken from the Law and/or Business Optional unit groups. Learners must complete 9 credits from the Mandatory Ungraded group and the remaining 6 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
QU030547	Business Organisations and Strategy	3	3	Academic	1, 7	Report with SWOT Analysis	1500 words
QU018241	Business Planning	3	3	Academic	2, 3,7	Report with Business Plan	1500 words
QU018222	External Factors Affecting Business	3	3	Academic	2, 4, 7	Exam (open book)	2 hours
QU007316	Introduction to Law	3	3	Academic	2, 5, 7	Essay Chart (structured diagram)	1000 words 500 words
QU025872	The Law of Tort	3	6	Academic	2, 4, 5, 7	Scenario essay including at least two case studies	2500-3000 words

Graded Units: Research

Learners must achieve a maximum of 6 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU029666	Research Skills for Business Studies	3	6	Academic	1, 2, 3, 4, 7	Research diary Research proposal Report Evaluation	500 words 500 words 1500 words 250 words
QU026040	Research Skills for Law	3	6	Academic	1, 2, 3, 4, 7	Research diary Research proposal Report Evaluation	500 words 500 words 1500 words 250 words

Optional Units: Graded Academic Subject Content (Law)

Learners may achieve up to 21 credits from the group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU010466	Basic Principles of Criminal Law	3	3	Academic	1, 2, 7	Exam	1.5 hour open book
QU025611	Contract Law	3	3	Academic	1, 2, 7	Exam with case studies	2 hours
QU007294	Contract Law and Business Transactions	3	3	Academic	2, 5, 7	Exam	1.5 hour open book
QU025473	Courts of Law	3	3	Academic	1, 5, 7	Essay 2 x Academic Posters	1000 words 2 x 300 words
QU006467	Crime and Deviance	3	3	Academic	2, 7	Essay x 2	750 words x 2
QU025876	Criminal Law	3	6	Academic	2,4,5,7	Case studies Individual presentation Literature review	2 x 1000 words 10 minutes 500 words
QU029669	Human Rights for the Twenty-First Century	3	3	Academic	1, 2, 7	Essay	1500 words
QU025462	The Legal System in England	3	6	Academic	1, 2, 4, 7	Academic Poster (LO1) Presentation Essay (LO2)	500 words 10 minutes 1500 words
QU019963	The Psychology of Criminal Investigation	3	3	Academic	1, 2, 7	Report	1500 words
QU006321	Theories of Criminal Behaviour	3	3	Academic	2, 5, 7	Literature Review	1500 words

Optional Units: Graded Academic Subject Content (Business)

Learners may achieve up to 21 credits from the group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU018383	Analysing and Presenting Business Data	3	3	Academic	1, 3, 4, 5, 7	Case study analysis Individual presentation Supporting materials	750 words 15 minutes 250 words
QU007216	Finance and Accounts	3	6	Academic	2, 3, 7	5 x Task Based Assessment based on Case Study	2500 words
QU018389	Finance in the Global Economy	3	3	Academic	1, 7	Report	1500 words
QU018224	Leadership	3	6	Academic	2, 4, 7	Literature review (Essay) 2 x case studies	1500 words 2 x 750 words
QU016763	Project Management	3	3	Academic	1, 3, 7	Short answer questions Project Evaluation	250 words 500 words, project activities 250 words
QU029515	Supply Chains	3	3	Academic	1, 2, 7	Case study analysis and report	1500 words
QU016759	Understanding digital marketing and research	3	6	Academic	1, 7	Q&A Worksheets Report	1500 words 1500 words
QU016673	Understand Human Resource Management	3	3	Academic	1, 2, 7	Exam	1.5 hour closed book

Mandatory Units: Ungraded

Learners must achieve 9 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 1000 words
QU007560	Communication - Speaking and Listening	3	3	Other	Oral presentation Group discussion Self evaluation	15 minutes 15-20 minutes and supporting materials 500 words 200 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

Optional Units: Ungraded

Learners must achieve 3 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 hours closed book
QU028888	Academic Study Skills	3	3	Other	Report Summary Samples of notes Study timetable Essay in controlled conditions	500 words Approx. 150 words 2 x samples of notes To cover 2 weeks 1.5.hrs
QU007486	Application of Number - Interpreting and Presenting Information	3	3	Academic	2 x controlled assessments	2 x 1 hour assessments
QU017819	Being a Reflective Learner	3	3	Other	Reflective journal	1500 words
QU026150	Computer Data Protection	3	3	Academic	Structured questions Case study analysis	750 words 750 words
QU018352	Presentation Skills	3	3	Other	Research diary Presentation with Q&A Self reflection	500 words 10 minutes plus 5 minutes Q&A 500 words
QU027084	Presenting Information Using ICT	3	3	Other	Notes from a range of sources Presentation (word processed, spreadsheet, presentation) Presentation lecture notes and handouts	300 words Presentation 200 words
QU028487	Promoting Wellbeing and Building Resilience	3	3	Other	Report	1500
QU026344	References and Reliability of Sources	3	3	Other	Literature review	1500 words including recognised form of referencing and bibliography
QU011467	Spreadsheets	3	3	Academic	Case study analysis and creation of spreadsheets to meet customer needs, manipulation of data within	Case study analysis 500 words, report including data from spreadsheets, graphs and charts 1500, pivot table

Unit Code	Unit Title	Level	Credits	Content	Suggested Assessment methods	Assessment Volume
					spreadsheets, create graphs, charts and pivot tables, report	
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.

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 the Access to HE Diploma (Law and Business) are contained within this Access to HE Diploma Guide.

4.2 Academic subject content

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

4.3 Graded and ungraded units

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

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

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

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

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

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

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

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

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

4.4 Revisions to Access to HE Units of Assessment

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

5. Assessment and Quality Assurance

5.1 Provider requirements

Providers must be approved by 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

There are no specific resources/special requirements applicable for the delivery or provider approval of the Access to HE Diploma.

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:	QU030547		
Title:	Business Organisations and Strategy		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to Assessment Grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the nature of business.	1.1 Explain the nature of business including different types of business (private, public, not for profit). Use examples to illustrate your answers. 1.2 Critically compare the benefits and drawbacks of the major forms of business ownership and explain how the size of a business is measured.
2 Understand business strategy.	2.1 Analyse what is meant by a business strategy.

	<p>To include mission and vision statements and corporate aims and objectives.</p> <p>2.2 Analyse what is meant by a stakeholder and why a business strategy must take into account the interests of its stakeholders.</p> <p>2.3 Explain the purpose and features of a SWOT analysis.</p> <p>2.4 Create a SWOT analysis for a proposed new business.</p>
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Access to HE Diploma Unit

Unit Code:	QU018241		
Title:	Business Planning		
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 • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to Assessment Grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the purpose of a business plan.	1.1 Identify the stages and analyse the function of a business plan. 1.2 Research information needed to complete a business plan. 1.3 Distinguish between start-up and expansion business planning.
2 Know how to prepare a business plan.	2.1 Present and justify a business plan. 2.2 Analyse reasons for business plan.

Access to HE Diploma Unit

Unit Code:	QU018222		
Title:	External Factors Affecting Business		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD4-Use of information • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Exam (open book) – 2 hours		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand in what ways a range of external factors can affect business.	1.1 Analyse several ways in which a business can be affected by external factors such as government policy, pressure groups, competition and recession.
2 Understand the social and ethical responsibilities of a business.	2.1 Analyse in detail the social and ethical responsibilities of a business including the objective of Corporate Social Responsibility.

<p>3 Understand how business must respond to changes in the environment.</p>	<p>3.1 Analyse an environmental issue relating to business and any issues arising from it, using specific examples.</p>
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Access to HE Diploma Unit

Unit Code:	QU007316		
Title:	Introduction to Law		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to Assessment Grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the use and nature of law in society.	1.1 Explain the meaning of law. 1.2 Discuss the necessity for a reliable system of law. 1.3 Analyse the difference between law and morals.
2 Understand the classification of law.	2.1 Explain and analyse the function of civil law within the legal system. 2.2 Explain and analyse the function of criminal law within the legal system.

Access to HE Diploma Unit

Unit Code:	QU025872		
Title:	The Law of Tort		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Scenario essay including at least two case studies - 2500 - 3000 words		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1 Understand the duty of care and general principles in the English law of tort and how a defendant breaches a duty of care owed to the claimant.</p>	<p>1.1 Define the main elements of duty of care under the law of tort, including an explanation of</p> <ul style="list-style-type: none"> • the neighbour principle • the current test for duty of care. <p>1.2 Explain factors relevant to establishing whether there has been a breach of duty of care, illustrating with examples from case law.</p> <p>1.3 Explain tests used for establishing a breach of duty of care, using leading case law to explain.</p> <p>1.4 Explain the test for causation and damages available in the English law of tort.</p>

<p>2 Be able to demonstrate skills in presenting cogent arguments.</p>	<p>2.1 Construct logical arguments based on established legal principles to critically assess the opinions of others in relation to the law of tort.</p>
<p>3 Be able to research, find and use appropriate sources of information to present arguments and opinions in essays and case studies related to the law of tort.</p>	<p>3.1 Quote a range of appropriate legal sources in order to provide supporting evidence for arguments and opinions presented in essays and case studies relating to the law of tort.</p>

Graded Research Units

Access to HE Diploma Unit

Unit Code:	QU029666		
Title:	Research Skills for Business Studies		
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		
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.
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:	QU026040		
Title:	Research Skills for Law		
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		
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 for law.	1.1 Analyse 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.

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.

Optional Units: Graded Academic Subject Content (Law)

Access to HE Diploma Unit

Unit Code:	QU010466		
Title:	Basic Principles of Criminal Law		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> GD1-Understanding the subject GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
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 concepts of mens rea and actus reus.	1.1 Define mens rea and actus reus. 1.2 Explain how actions and omissions can constitute the actus reus of a crime and illustrate with relevant examples from case law.
2 Understand the various states of mind required to commit a crime.	2.1 Explain in detail the states of mind required by a defendant to constitute the mens rea of an offence citing legal authority and illustrate with relevant examples from case law.
3 Understand the general principles relating to multiple causes of crime.	3.1 Explain in detail the principles relating to novus actus interveniens and the 'egg shell skull' rule citing legal authority in support of the explanations and illustrate with relevant examples from case law.

Access to HE Diploma Unit

Unit Code:	QU007294		
Title:	Contract Law and Business Transactions		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Refer to assessment grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand business contracting; including the nature of a contract, the types of contract and the essentials of a valid contract.	1.1 Describe in detail a business contract. 1.2 Evaluate the different types of contracts. 1.3 Explain the essentials of a valid contract with case examples.
2 Understand contracts for the supply of goods and services.	2.1 Explain the formation of a contract of the supply of goods and services. 2.2 Evaluate express and implied terms of a contract. 2.3 Explain the performance of a contract. 2.4 Evaluate remedies of a contract for the supply of goods and services.

Access to HE Diploma Unit

Unit Code:	QU025611		
Title:	Contract Law		
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		
Assessment details:	Exam with case studies - 2 hours		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand fundamental principles of contract law.	1.1 Explain requirements for contract formation, giving examples to illustrate. 1.2 Explain terms of a contract. 1.3 Analyse consequences of any breach of contract, including appropriate remedies.
2 Be able to apply legal principles of contract law to determine liability.	2.1 Apply relevant legal principles of contract law in order to determine liability in a given situation.

Access to HE Diploma Unit

Unit Code:	QU025473		
Title:	Courts of Law		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Essay - 1000 words 2 x Academic Posters - 2 x 300 words		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the role of civil and criminal law courts.	1.1 Identify the differences between civil and criminal law. 1.2 Explain the structure of the courts in the English legal system including: <ul style="list-style-type: none"> • their composition • their jurisdiction including original and appellate jurisdiction and procedure.
2 Understand the role of tribunals.	2.1 Explain how tribunals operate in the English legal system. 2.2 Analyse the benefits of tribunals for settling disputes. 2.3 Identify the weaknesses of tribunals for settling disputes, justifying reasons for identifying these. 2.4 Justify whether or not there should be greater control of tribunals.

Access to HE Diploma Unit

Unit Code:	QU006467		
Title:	Crime and Deviance		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Essay x 2 - 750 words each		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the social construction and relativity of crime and deviance.	1.1 Differentiate between crime and deviance. 1.2 Analyse the social construction of crime and deviance.
2 Understand the measurement, extent and distribution of crime.	2.1 Evaluate the reliability and validity of official statistics, self report and victim surveys.
3 Understand sociological theories of crime and deviance.	3.1 Evaluate a major sociological theory of crime.

Access to HE Diploma Unit

Unit Code:	QU025876		
Title:	Criminal Law		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	2 x case studies - 2 x 1000 words Individual presentation - 10 minutes Literature review - 500 words		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the main principles of criminal liability.	1.1 Apply general principles of criminal liability across a range of common law and statutory offences, evaluating the success of possible defences. 1.2 Explain legal rules and principles established in criminal law. 1.3 Apply relevant legal principles in criminal law in order to determine liability in given situations, using supporting evidence.
2 Be able to research, find and use appropriate sources of information.	2.1 Use a range of appropriate legal sources to provide supporting evidence for arguments and opinions presented in written work or presentations relating to criminal law.
For example: Law Reports, statutes, text books and law journals, etc.	

Access to HE Diploma Unit

Unit Code:	QU029669		
Title:	Human Rights for the Twenty-First Century		
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		
Assessment details:	Essay - 1500 words		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the modern history of the concept of universal human rights in the West.	1.1 Analyse the historical and political context which led to the development of the idea of universal human rights throughout the twentieth century in the West.
2 Understand contemporary human rights issues.	2.1 Explain how the concept of universal human rights may be applied to contemporary contested social issues.
3 Understand arguments for and against the existence and protection of universal human rights.	3.1 Evaluate arguments for and against the existence and protection of universal human rights.

Access to HE Diploma Unit

Unit Code:	QU025462		
Title:	The Legal System in England		
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		
Assessment details:	Academic Poster (LO1) - 500 words Presentation - 10 minutes Essay (LO2) - 1500 words		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand careers within the legal profession.	1.1 Explain the roles of three different legal professionals. For example, this could include barristers, solicitors, legal executives, judges 1.2 Analyse the training required to enter one of these professions.
2 Understand how English law is developed through the system of judicial precedent.	2.1 Explain how English law is developed through the system of judicial precedent. 2.2 Evaluate the powers of the criminal and civil courts to create law through precedent.
3 Understand how judicial precedent can lead to controversial decisions.	3.1 Analyse an area of controversy in relation to a recent case decided by precedent.

	<p>3.2 Evaluate how members of society may be affected by this area of controversy.</p>
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Access to HE Diploma Unit

Unit Code:	QU019963		
Title:	The Psychology of Criminal Investigation		
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		
Assessment details:	Report - 1500 words		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the contribution of psychology to areas of criminal investigation.	1.1 Evaluate research into the following areas of criminal investigation: <ul style="list-style-type: none"> • Eye witness testimony • Identity parades • Police questioning • Offender profiling. 1.2 Assess the implications of the findings in these areas.
2 Understand psychological influences on jury behaviour.	2.1 With reference to relevant psychological research, discuss how the characteristics of the defendant may influence jury behaviour. 2.2 Analyse psychological influences, other than the defendant, on the decision making process of a jury. For example: age of victim, type of crime, whether jury resonates with situation

Access to HE Diploma Unit

Unit Code:	QU006321		
Title:	Theories of Criminal Behaviour		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Literature Review - 1500 words		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand genetic and biological theories of criminal behaviour.	1.1 Explain the main features of biological and genetic theories including the work of Sheldon Lombroso and work in genetic transmission. 1.2 Evaluate the usefulness of biological and genetic theories.
2 Show awareness of social theories of criminal behaviour.	2.1 Explain the main features of social theories including Bandura's social learning theory and the work on social construction of criminal behaviour. 2.2 Evaluate the usefulness of social theories of criminal behaviour.
3 Show awareness of personality theories of criminal behaviour.	3.1 Explain the main features of personality theories such as work of Eysenck. 3.2 Evaluate the usefulness of personality theories of criminal behaviour.

<p>4 Understand the usefulness of genetic, biological, social and personality theories of criminal behaviour.</p>	<p>4.1 Compare and contrast the contributions made by three theories of criminal behaviour to our understanding of why people commit crime.</p>
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Optional Units: Graded Academic Subject Content (Business)

Access to HE Diploma Unit

Unit Code:	QU018383		
Title:	Analysing and Presenting Business Data		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD3-Application of skills • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Case study analysis - 750 words Presentation - 15 minutes Supporting materials - 250 words		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the requirement to present management information.	1.1 Analyse situations where management data is required.
2 Be able to use a range of presentational tools.	2.1 Evaluate the range of software available to present business data. 2.2 Use relevant computer packages to present data in different formats. For example, spreadsheets, charts and graphs, presentation slides or in textual form such as handout, flier or leaflet 2.3 Justify methods of presenting the data.

<p>3 Be able to apply analysis techniques to predict trends in the market place.</p>	<p>3.1 Use a suitable programme to analyse trends in the market place.</p> <p>Spreadsheet software may be used to achieve this criterion.</p> <p>3.2 Use computer software to predict future trends for a specific business.</p> <p>Spreadsheet software may be used to achieve this criterion.</p>
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Access to HE Diploma Unit

Unit Code:	QU007216		
Title:	Finance and Accounts		
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 • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Assessment details:	Please refer to assessment grid.		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the various sources of finance available to businesses.	1.1 Analyse the suitability of various forms of finance in different situations.
2 Understand the need for financial control in a business and from source material produce a cash flow forecast.	2.1 Complete a cash flow forecast and use it to analyse the financial situation of the organisation. 2.2 Set up a spreadsheet in the form of a cash flow forecast and perform simple calculations with correct formulae.
3 Understand the purpose of a various accountancy forms.	3.1 Accurately draw up a neat profit and loss account and justify the function of each part. 3.2 Produce an accurate balance sheet including figures from the P&L account.

<p>4 Understand how businesses interpret final accounts.</p>	<p>4.1 Use ratios to analyse the final accounts of a case study organisation, employing profitability and liquidity and gearing ratios.</p>
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Access to HE Diploma Unit

Unit Code:	QU018389		
Title:	Finance in the Global Economy		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Report - 1500 words		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Know about changes in the global economy.	1.1 Explain changes in the global economy.
2 Understand influences on the UK economy.	2.1 Explain the influences on the UK economy of the European Union. 2.2 Evaluate the impact of emerging economies on the UK economy. 2.3 Analyse the impact of the global economy on the UK economy. 2.4 Analyse the potential problems of trade exclusions.

Access to HE Diploma Unit

Unit Code:	QU018224		
Title:	Leadership		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD4-Use of information • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Literature review 1000 words 2 x 750 words case studies		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the impact of different leadership attributes and skills on work groups.	1.1 Explain the expected impact of a range of leadership skills and attributes on work groups.
2 Understand a range of current theories, models and principles of leadership and their applicability in a given organisational context.	2.1 Explain how different theories, models and principles of leadership can be used to gain insights into leadership requirements for a given organisational context. 2.2 Evaluate the usefulness of the theories, models and principles.
3 Understand the development of leadership skills appropriate to specific situations.	3.1 Define the leadership skills needed for a specific situation within an organisation. 3.2 Identify and explain methods to develop leadership skills that meet the specific requirements of an organisation.

Access to HE Diploma Unit

Unit Code:	QU016763		
Title:	Project Management		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD3-Application of skills • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Assessment details:	Refer to assessment grid.		

This unit has 3 learning outcomes.

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

Access to HE Diploma Unit

Unit Code:	QU029515		
Title:	Supply Chains		
Unit Level:	Level 3	Unit Credit:	9
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		
Assessment details:	Case study analysis and report – 1500 words		

This unit has 6 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the concept of a supply chain.	1.1 Analyse what is meant by a supply chain. 1.2 Evaluate the components of a supply chain. 1.3 Compare forward and reverse logistics within a supply chain.
2 Understand the importance of supply chain management.	2.1 Analyse the importance of supply chain management to a business. 2.2 Summarise criteria that can be optimised in a supply chain.
3 Understand how to identify risks encountered within a supply chain.	3.1 Analyse the risks to a supply chain based on: a) organisational factors b) environmental factors. 3.2 Analyse the impact globalisation has on risks within a supply chain. 3.3 Evaluate methods of reducing identified risks.

<p>4 Understand the concept of 'lean' within a supply chain.</p>	<p>4.1 Explain the concept of 'lean thinking'. 4.2 Analyse how the 'lean' concept can be applied to supply chains. 4.3 Analyse how supply chain performance can be enhanced by using lean and agile systems.</p>
<p>5 Understand linkages within a supply chain.</p>	<p>5.1 Analyse upstream linkages within a supply chain. 5.2 Analyse downstream linkages within a supply chain.</p>
<p>6 Understand how globalisation impacts on supply chains.</p>	<p>6.1 Analyse the supply chain drivers for an international supply chain: <ul style="list-style-type: none"> • information • inventory • warehouse and transport. 6.2 Compare methods of obtaining information on competitors or similar organisations in a global market place. 6.3 Evaluate methods used to identify opportunities to expand into new markets. 6.4 Analyse the problems that can occur when establishing global relationships in the supply chain. 6.5 Evaluate methods used to minimise problems in establishing global relationships within the supply chain.</p>

Access to HE Diploma Unit

Unit Code:	QU016759		
Title:	Understanding digital marketing and research		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Assessment details:	Q&A Worksheets - 1500 words Report – 1500 words		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the role and requirements of digital marketing.	1.1 Evaluate the role of digital marketing within the overall marketing strategy. 1.2 Analyse the strengths and weaknesses of digital marketing for different marketing applications. 1.3 Explain the design requirements of data capture and reporting systems for digital marketing. 1.4 Analyse the importance of evaluating the impact of digital marketing activities.
2 Understand the principles of search engine optimisation (SEO).	2.1 Analyse the importance of search engine optimisation. 2.2 Explain how to calculate the cost-efficiency of SEO. 2.3 Analyse techniques used for effective SEO. 2.4 Evaluate advantages and disadvantages of creating links to other websites.

<p>3 Understand the principles of marketing research using the internet.</p>	<p>3.1 Analyse the advantages and disadvantages of different data mining techniques.</p> <p>3.2 Evaluate methods of ensuring the validity and reliability of information retrieved from the internet.</p>
<p>4 Understand the principles of digital marketing device and message design.</p>	<p>4.1 Explain Customer Relationship Management (CRM) systems'</p> <p>a) use</p> <p>b) design requirements.</p> <p>4.2 Explain the characteristics of:</p> <p>a) an effective digital marketing device</p> <p>b) an effective digital response system.</p> <p>4.3 Analyse requirements, advantages and disadvantages of different tracking systems.</p>

Access to HE Diploma Unit

Unit Code:	QU016673		
Title:	Understand Human Resource Management		
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.		
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 differences between the traditional view of personnel management and the new approach of human resource management.	1.1 Compare and contrast "personnel management" and "human resource management". 1.2 Assess the role, tasks and activities of the human resource practitioner within a business. 1.3 Evaluate the role and responsibilities of line managers in human resource practices.
2 Understand the procedures and practices used for recruiting and selecting suitable employees.	2.1 Explain the need for human resource planning within a business. 2.2 Analyse the stages involved in this process. 2.3 Evaluate a range of selection methods available when recruiting staff.
3 Understand the principles and procedures for monitoring and rewarding employees.	3.1 Analyse the link between motivational theory and reward. 3.2 Evaluate different organisational approaches to monitoring staff performance.

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		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
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.

	<p>4.2 Write following conventions of sentence structure, punctuation, paragraphing, spelling and grammar.</p> <p>4.3 Use appropriate style and register which shows an awareness of audience.</p>
<p>5 Be able to understand and use a standard form of referencing.</p>	<p>5.1 Use accurately a standard form of referencing that reflects a range of sources.</p>

Access to HE Diploma Unit

Unit Code:	QU007560		
Title:	Communication - Speaking and Listening		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
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.

	<p>2.3 Take forward the discussion and create opportunities for others to contribute by asking follow up questions, listening to and interpreting other points of view sensitively or inviting others to contribute their views.</p> <p>2.4 Respond appropriately to questions.</p>
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Access to HE Diploma Unit

Unit Code:	QU025532		
Title:	Preparation for Higher Education		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
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.

<p>4 Understand the need to prepare for the transition to Higher Education.</p>	<p>4.1 Analyse the personal and academic qualities needed for successful study in Higher Education.</p> <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>
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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		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
Assessment details:	Please 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

Title:	Academic Study Skills		
Unit Code:	QU028888		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
Suggested Assessment details:	Report	500 words	
	Summary	Approx. 150 words	
	Samples of notes	2 x samples of notes	
	Study timetable	To cover 2 weeks	
	Essay in controlled conditions	1.5.hrs	

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Know the importance of time management and organisation and recognise the need to prioritise tasks.	1.1 Discuss time management in coursework and its wider ranging application. 1.2 Prepare a detailed study timetable.
2 Be able to produce effective notes.	2.1 From a variety of presentations and written sources make useful notes. 2.2 Evaluate the effectiveness and limitations of different styles of note making. 2.3 Extract the key points from a presentation. 2.4 Make an accurate and well organised summary of ideas and opinions on a complex subject.
3 Be able to use academic style and conventions.	3.1 Consistently write in a formal register, avoiding slang, abbreviations and inappropriate expression and repetition. 3.2 Structure a persuasive answer with a logical conclusion.

	<p>3.3 Produce a reference list from a broad range of sources using the Harvard convention.</p> <p>3.4 Accurately and consistently reference all sources, including direct quotes and where paraphrasing, using the Harvard convention.</p>
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Access to HE Diploma Unit

Unit Code:	QU007486		
Title:	Application of Number - Interpreting and Presenting Information		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Academic Subject Content		
Assessment details:	2 x controlled assessments - 2 x 1 hour assessments		

This unit has 2 learning outcomes.

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

	<p>2.3 Justify choice and use of presentation techniques and methods for the original purpose of the task.</p>
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Access to HE Diploma Unit

Title:	Being a Reflective Learner		
Unit Code:	QU017819		
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. Demonstrate the process of reflection to review personal learning from study.	1.1 Analyse and evaluate personal learning progress over a course of study. 1.2 List and order personal priorities related to study and learning.
2. Demonstrate the process of reflection to review participation in group learning.	2.1 Analyse own contribution to group learning situations over a course of study.
3. Demonstrate the process of reflection to review being an independent learner.	3.1 Evaluate personal ability to become an independent learner. 3.2 Analyse own optimum learning styles and conditions.

Access to HE Diploma Unit

Unit Code:	QU026150		
Title:	Computer Data Protection		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Academic subject content		
Assessment details:	Structured questions - 750 words Case study analysis - 750 words		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand current UK legislation relating to the use and protection of data.	1.1 Explain the purpose of legislation related to data protection. 1.2 Evaluate current legislation relating to the use and protection of data when using computers. 1.3 Analyse examples of the application of current data protection legislation.
2 Understand the need for control of data to ensure that it is accurate and secure.	2.1 Evaluate the need for control of data to ensure that it is accurate and secure. 2.2 Use examples to examine when data should or should not be controlled.

Access to HE Diploma Unit

Unit Code:	QU018352		
Title:	Presentation Skills		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other (ungraded)		
Assessment details:	Please refer to assessment grid.		

This unit has 4 learning outcomes.

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

<p>4 Evaluate own skills and performance.</p>	<p>4.1 Critically evaluate own presentation. 4.2 Critically evaluate own delivery of the presentation. 4.3 Identify strategies for improvement.</p>
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Access to HE Diploma Unit

Unit Code:	QU027084		
Title:	Presenting Information Using ICT		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
Assessment details:	Notes from a range of sources - 300 words Presentation - 200 words Presentation (word processed, spreadsheet, presentation) - Presentation lecture notes and handouts		

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.

<p>3 Be able to integrate ICT software to present information.</p>	<p>3.1 Plan how to present integrated information using a range of ICT formats.</p> <p>Range should include presentation, spreadsheet and word processing software.</p> <p>3.2 Present information to meet a specific brief.</p> <p>3.3 Save information in a structured format so it can be found easily and justify choice.</p>
<p>e.g. embedding a chart produced in a spreadsheet into a document or presentation.</p>	

Access to HE Diploma Unit

Unit Code:	QU028487		
Title:	Promoting Wellbeing and Building Resilience		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
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

	<p>exercises to reduce stress, mindfulness techniques.</p> <p>4.2 Analyse the types of support available from different sources.</p>
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Access to HE Diploma Unit

Unit Code:	QU026344		
Title:	References and Reliability of Sources		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
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.

Access to HE Diploma Unit

Unit Code:	QU011467		
Title:	Spreadsheets		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Academic Content		
Assessment details:	Please refer to assessment grid.		

This unit has 7 learning outcomes.

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

5 Understand spreadsheet functions.	5.1 Develop a spreadsheet solution using a range of mathematical functions.
6 Understand graphical facilities.	6.1 Use an appropriate graph type. 6.2 Draw pie, bar, line graphs with appropriate labels attached.
7 Know how to use additional features within the spreadsheet environment.	7.1 Use advanced sorting, protecting and filtering facilities on a spreadsheet. 7.2 Analyse data using pivot tables.

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:

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.

