

DIPLOMA GUIDE



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Access to HE Diploma (Creative Industries)

Access to HE

Apprenticeships

Digital

Employability &
Enterprise

English & Maths

ESOL

Personal & Social
Development

Professional
Development

Vocational

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About this Access to HE Diploma guide

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

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

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

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

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

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

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

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1. Diploma Information

1.1 Overview of the Access to Higher Education Diploma

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

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

Details of the credit framework and requirements relating to the award of credit are provided within the Quality Assurance Agency Recognition Scheme for Access to Higher Education: The Access to Higher Education Diploma specification 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 creative industries. Learners will have the opportunity to develop skills which will enable progression to a range of degree level programmes. The mandatory unit is an introduction to the creative media industry to allow learners to have a good understanding of what the sector covers. Learners will have the opportunity to select a range of optional units which will allow them some breadth to their interests.

Many learners join degrees related to creative industries 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.

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

9.2 Crafts, Creative Arts and Design

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 b) Adults who have gone straight into industry (perhaps following apprenticeship routes) who wish to progress to HE. c) To provide preparation for study in UK HEIs.

1.8 Delivery methods

Face to face Blended learning Online

Work placements would also be beneficial to widen opportunities.

Throughout the diploma, learners should research the work of other artists/ /specialists in the medium as a way of underpinning knowledge and to use as a means of developing own style.

Assessment Methods Essays, projects, presentations, self-evaluation, sketchbooks, artefacts, portfolio of evidence, report, creation of scripts, articles, production diary, worksheets, promotional campaign, recording campaign

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 Gateway Qualifications for delivery in England.

1.11 Progression Opportunities

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

- BA (Hons) Animation
- BSc (Hons) Creative Computing
- BSc (Hons) Digital Television Technology
- BA (Hons) Digital Photography
- BA (Hons) Graphic Design
- BA (Hons) Acting
- BA (Hons) Dance and Professional Practice
- BA (Hons) Film and Television Production
- BA (Hons) Media Performance for Film, TV and Theatre
- BA (Hons) Music Technology
- BA (Hons) Filmmaking
- BA (Hons) Photography, Video and Digital Imaging
- BA (Hons) Business of the Creative Industries
- BA (Hons) Journalism and Media Production

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

1.12 Equality, Diversity and Inclusion

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

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

2. Student Entry Requirements

2.1 Age

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

2.2 Prior Qualifications

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

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

2.3 Prior Skills/Knowledge/Understanding

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

2.4 Access to qualifications for learners with disabilities or specific needs

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

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

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

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

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

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

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

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

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

2.5 Additional Requirements/Guidance

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

2.6 Recruiting Learners with Integrity

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

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

3. Achieving the Access to HE Diploma

3.1 Qualification Specification

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

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

3.2 Rules of Combination

The structure sets out the units required to be achieved the Access to Diploma, comprising of:

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

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

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

Mandatory Units: Graded Academic Subject Content

Learners must achieve 3 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU030648	The Creative Media Industry	3	3	A	1, 7	Report	1500 Words

Graded Units: Research

Learners must achieve 6 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU030650	Final Major Project for Performing Arts	3	6	A	1, 3, 4, 6, 7	Plan, Rehearse, Perform, Reflect Self-promotion showreel	Rehearsal Log/Diary Live Performance 10 minutes Report with evaluation 1000 words Self-promotion showreel 5 minutes
QU025822	Research and Creative Development	3	6	A	3, 4, 7	Follow a brief and demonstrate in-depth research and creative development. Portfolio evidence/sketchbook will be accompanied by a formal research	Sketchbook, 1000 words, a series of storyboards/portfolio presentation pages documenting the creative process.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
						project and evaluation.	
QU031774	Visual Research for Creative Industries	3	6	A	1, 3, 6, 7	Collated and annotated visual research Written evaluation	The students will collect and interpret a body of visual research in order to realise their own piece of work. They will work towards an extended project and understand the work of others and its relation to their own practice.

Optional Graded Units:

Learners must achieve 36 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU014861	3D Design	3	3	A	3, 7	Practical Project and reflection	Create illustrations, create test pieces and 3D maquettes, 300 word reflection
QU031581	Choreograph Dance	3	6	A	3, 5, 7	Video diary / Report	Video diary with voiceover / 750 words
QU030654	Costume Design: Development	3	3	A	3, 7	Project including evaluation of design brief, comparison of design ideas and reflection on finished design, initial designs, completed designs. Portfolio presentation pages (concept, fabric/colour page, line up, progress of ideas) documenting the creative process).	Design portfolio with annotations Evaluation ~ 500 words
QU030676	Developing Contemporary Dance Techniques	3	3	A	2, 3, 5, 7	Video diary / Reflective writing	Video diary with voiceover / 500 words
QU029508	Digital Sound and Video Capture	3	6	A	2, 3, 7	Storyboard with shooting plan Recording Production diary Reflection	300 words 10 minutes 1000 words 500 words

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU017364	Event Management	3	6	A	1, 3, 7	Project	Project Plan 250 words Report 1000 words Reflection 250 words and project delivery
QU026246	Exploring Different Journalistic Genres	3	3	A	3,4,5,6,7	Research and planning notes Journalistic articles x2 Essay	300 words up to 500 words total 800 words
QU030680	Film Editing	3	6	A	3, 7	Academic poster Post-production diary Reflective writing	500 words Annotated post production portfolio - 1000 words 500 words
QU011416	Graphics and Animation	3	3	A	3, 7	Controlled Assessment	2 hours open book
QU030683	Interpret Designs for Sets and Props	3	6	A	2, 3, 5, 7	Controlled assessment Design specification portfolio of evidence Production of set and props	1.5 hours closed book Annotated portfolio of evidence 500 words Set and props produced
QU026232	Introduction to News Journalism	3	3	A	3,5,4,7	Portfolio of evidence including: News story Essay	250 words 800-1,000 words
QU026223	Local News Journalism	3	6	A	3,4,5,6,7	Essay Research and development notes News story Photograph/s	1000 words 500 words 300 words

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
						Evaluation of own story including follow-up suggestions	500 words
QU026225	Multimedia Practice	3	6	A	2,3,5,7	Portfolio of evidence consisting of: Journalistic reports Video or audio report Photographs Essay	1 x 500 words / 2 totalling 500 words 5 minutes Photographs 1000 words"
QU031583	Music Performance Skills	3	6	A	1, 2, 3, 7	Report Score analysis Video diary Reflective writing	750 words Annotation of score Video diary with voiceover 2 x 250 words
QU030685	Operating Lighting for a Live Performance	3	6	A	2, 3, 7	Project including video diary and recording of performance Report	Project with video diary and recording 750 words
QU030658	Performing Arts in the Community	3	6	A	2, 3, 7	Report Participation in a community arts project Reflective diary	1000 words Work and reflective diary
QU026353	Produce copy for digital media communication	3	6	A	3, 5, 7	Portfolio of copy for three types of digital media communications	Digital portfolio for three different digital media communications including annotation to show accuracy checking and

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
							commentary on development
QU030664	Radio Journalism	3	6	A	3, 5, 7	Production diary Scripted news bulletin Recording	Annotated production diary Draft and final script showing source for stories 10 minute recording
QU030662	Radio Production	3	6	A	3, 5, 7	Production diary Recording Report with reflective evaluation	Annotated production diary 15 minutes recording 750 words
QU030689	Remixing and Reworking Music	3	3	A	1, 2, 3, 7	Presentation Creation of remix	10 minutes Annotated production diary 500 words
QU030660	Script Writing	3	3	A	3, 5, 7	Original script Presentation	750 words 10 minutes + supporting evidence
QU030656	Self Promotion and Contracts	3	3	A	1, 2, 7	Report Promotional material	750 words Promotional materials – digital or paper based.
QU030674	Sound Effect Techniques	3	3	A	2, 3, 7	Presentation Creation of sound effects	10 minutes Annotated production diary 500 words
QU030652	Source Costumes, Materials and Equipment for a Performance	3	3	A	2, 3, 7	Report	1500 words
QU031579	Stage Management	3	6	A	1, 2, 3, 7	Report Timeline Observation of practice	1500 words 500 words Observation of practice

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU030687	Studio Recording Techniques	3	6	A	2, 3, 7	Controlled assessment A detailed recording plan, including microphone choice and placement, room layout and cabling, which feeds into the set-up and implementation of an audio multitrack recording Reflection	1 hour closed book Recording plan and recording (minimum 3 tracks) 750 words 500 words
QU029554	The Design Process	3	6	A	1, 2, 7	Portfolio of evidence developing design concepts to design solution Report	Portfolio of evidence 1500 words
QU030646	Using Context to Adapt Performance	3	3	A	1, 2, 3, 7	Report Presentation with supporting evidence	750 words 10 minutes + supporting evidence
QU030678	Video Pre-Production	3	6	A	2, 3, 7	Programme brief Portfolio of evidence showing evidence of research of pre-planning production Presentation with Q&A	500 words Annotated pre-planning production portfolio - 500 words 10 minutes plus 5 minutes Q&A
QU025820	Visual Studies 2D	3	6	A	3, 7	Demonstrate understanding of 2D design through portfolio evidence to	Annotated portfolio of evidence

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
						showing creative inspiration, process, and chronology Storyboard Report	Series of storyboards, 1000 words including self-evaluation
QU026234	Writing for Magazines	3	3	A	3, 4, 5, 7	Interview research and planning notes Interview transcript Magazine article created using interview Essay including evaluation of own article	300 words 800 words 1000 words

Mandatory Units: Ungraded

Learners must achieve 6 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 and Personal Statement, Prepared Q&A	Review of research, course and decision 500 words, application form, Personal Statement 750 words, prepared Q&A 250 words
QU025980	Study Skills for the Creative Arts	3	3	O	Research review	1000 words

Unit Code	Unit Title	Level	Credits	Content	Suggested Assessment methods	Assessment Volume
					Sketch book	Sketch book with range of ideas

Optional Units: Ungraded

Learners must achieve 9 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
QU031585	Craft Tools, Equipment, Materials and Techniques	3	3	O	Portfolio of evidence	Portfolio of evidence with 500 words
QU025278	Developing Professional Attributes	3	3	O	SWOT analysis Professional development plan Essay	200 words 300 words 1000 words
QU008279	Introduction to 3D	3	3	O	Storyboard/portfolio presentation pages	Portfolio presentation pages (concept, fabric/colour page, line up, progress of ideas) documenting the creative process.
QU007516	Mathematics - Calculations	2	3	O	Exam (closed book)	2 hours

QU025450	Presenting Information Using ICT	2	3	O	Notes from a range of sources Presentation Presentation lecture notes and handouts	300 words Presentation 200 words
QU018352	Presentation Skills	3	3	O	Notes from a range of sources Presentation Presentation lecture notes and handouts	300 words 200 words 1000 words
QU025796	Professional Interpersonal Skills	3	3	O	SWOT analysis Case study Reflective account	250 words 750 words 500 words
QU028487	Promoting Wellbeing and Building 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
QU029632	Speaking and Listening Skills	3	3	O	Individual presentation Supporting notes Self-reflection	15 minutes 500 words 200 words
QU018318	Study Skills	3	3	O	Study Plan Worksheets Reflective account Assignment planning	300 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

QU026155	Writing reports	3	3	0	Report plan Presentation of report plan Report	Plan 2-3 minutes 1000 words
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3.3 Additional completion requirements

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

3.4 Recognition of Prior Learning

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

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

4. Access to HE Units of Assessment

4.1 Unit specification

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

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

The units of assessment for this Access to HE Diploma are contained within this Access to HE Diploma Guide.

4.2 Academic subject content

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

4.3 Graded and ungraded units

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

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

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

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

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

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

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

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

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

4.4 Revisions to Access to HE Units of Assessment

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

5. Assessment and Quality Assurance

5.1 Provider Requirements

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

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

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

5.2 Staffing Requirements

Providers are required to ensure that:

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

5.3 Facilities and Resources

Depending on the choice of unit, centres will require access to relevant software, hardware and technical equipment as well as facilities for productions of films and performance.

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:	The Creative Media Industry		
Unit Code:	QU030648		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the creative media industry.	1.1 Analyse different types of jobs available in different creative media sectors, using examples. 1.2 Explain the education and training requirements and experience needed for chosen career path.
2 Understand different types of organisations in a creative media sector.	2.1 Explain the services provided by different types of organisations in the chosen creative media sector. 2.2 Analyse how creative media supports non-creative industry sectors.
3 Understand how the chosen creative media sector is financed and funded.	3.1 Explain different private and public methods of funding and financing available for creative and/or performing arts events.

	3.2 Explain key costs and expenditure for a creative or performing arts event.
Indicative Content: The Creative Media Industry	
<p>Learning Outcome 1:</p> <p><i>Learners should focus on up to three sectors for this learning outcome.</i></p>	
<p>Learning Outcome 2:</p>	
<p>Learning Outcome 3:</p>	

Mandatory Units: Graded Research Units

Access to HE Diploma Unit

Title:	Final Major Project for Performing Arts		
Unit Code:	QU030650		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD3-Application of skills • GD4-Use of information • GD6-Autonomy/Independence • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 6 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to plan a final major performing arts project.	1.1 Identify and agree a final major performing arts project. 1.2 Explain the aims of the project. 1.3 Develop a project brief. 1.4 Identify any ethical, practical or safety issues and how these will be managed/overcome. 1.5 Maintain a record of project progress through all stages of research, development and completion.
2. Be able to conduct research.	2.1 Carry out research from a wide range of sources to support the project. 2.2 Analyse and evaluate research findings.

<p>3. Be able to develop ideas.</p>	<p>3.1 Develop and record own ideas. 3.2 Reference key sources using a recommended style of referencing.</p>
<p>4. Be able to develop an individual performance to meet the project brief.</p>	<p>4.1 Develop ideas for an individual performance which meets the brief. 4.2 Work safely with regard to the environment, equipment and hazardous materials.</p>
<p>5. Be able to present an individual live performance.</p>	<p>5.1 Present a live individual performance.</p>
<p>6. Be able to evaluate the performing arts project.</p>	<p>6.1 Reflect on the design and methodology of the project. 6.2 Evaluate the performance in relation to aims and research. 6.3 Identify recommendations for the future.</p>

Access to HE Diploma Unit

Title:	Research and Creative Development		
Unit Code:	QU025822		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD4-Use of information • 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 use primary and secondary sources to initiate ideas.	1.1 Use different methods to research ideas including: <ul style="list-style-type: none"> • paper based sources • lens based means • electronic means. 1.2 Use a personal sketch book/journal to record research.
2. Be able to use lateral research to develop creative ideas.	2.1 Demonstrate the ability to develop a range of ideas. 2.2 Develop the less familiar characteristics of the subject matter using lateral research.
3. Know how to use historical and contextual references to expand aesthetic understanding.	3.1 Interpret the work of other artists and designers, appropriate to the topic. 3.2 Extend range of own ideas using historical and contextual references.
4. Know how to expand research into creative visual ideas with materials and processes.	4.1 Develop visual ideas, using a variety of materials and processes innovatively. 4.2 Critically evaluate results to further expand creative outcomes.

<p>5, Be able to critically evaluate creative work.</p>	<p>5.1 Critically evaluate own work through the stages of development, showing aesthetic and practical considerations. 5.2 Critically analyse the work of the peer group.</p>

Access to HE Diploma Unit

Title:	Visual Research for Creative Industries		
Unit Code:	QU031774		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD3-Application of skills • GD6-Autonomy/Independence • 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 how to research and collate visual information on specific themes.	1.1. Record and analyse information through a variety of media around identified themes. 1.2. Analyse material from primary and secondary sources and their use in extending and developing own work.
2. Be able to identify ideas and subjects for development.	2.1. Analyse personal responses to ideas and subjects and define how they could be developed. 2.2. Use a relevant medium to develop ideas in response to a variety of research.
3. Know how to review relevance of researched material in own work.	3.1. Evaluate researched material, interpret ideas and synthesis in own work.

Optional Units: Graded Academic Subject Content

Access to HE Diploma Unit

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

This unit has 4 learning outcomes.

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

Access to HE Diploma Unit

Title:	Choreograph Dance		
Unit Code:	QU031581		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Video diary with voiceover Report 750 words		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the principles of choreography.	1.1 Explain how dances are created through choreography for different purposes. 1.2 Evaluate a range of devices used when developing choreography.
2 Be able to create dance for a specific event.	2.1 Choreograph two different styles of dance to meet specific requirements. 2.2 Evaluate how available space can be used to maximised when choreographing dance.
3 Be able to make dance for performance.	3.1 Adapt and develop choreography to make dance for self and/or others. 3.2 Make dance, showing development of the performance.

Access to HE Diploma Unit

Title:	Costume Design: Development		
Unit Code:	QU030654		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Know the requirements of a costume design brief.	1.1 Analyse the requirements of a costume design brief. 1.2 Select appropriate fabric to meet design brief.
2 Be able to develop initial costume design ideas.	2.1 Research and develop costume design ideas using traditional and digital methods. 2.2 Select some ideas for further development identifying style variations.
3 Be able to propose a finished costume design using traditional and digital methods.	3.1 Evaluate and select a costume design for production, justifying choices. 3.2 Produce a costume design technical proposal using traditional and digital methods, showing style, fabrics and costings. 3.3 Review own work in response to the brief, identifying strengths and areas for development.

Access to HE Diploma Unit

Title:	Developing Contemporary Dance Techniques		
Unit Code:	QU030676		
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 • 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 contemporary dance techniques.	1.1 Describe a range of movements used in contemporary dance routines. 1.2 Explain dance elements used in contemporary dance classes.
2 Be able to demonstrate physical and interpretative in a contemporary dance routine.	2.1 Demonstrate a wide range of movements when performing dance routines. 2.2 Apply interpretative skills when performing dance routines.
3 Be able to absorb and reproduce sequences of movement in a contemporary dance routine.	3.1 Reproduce sequences of movement when performing dance routines. 3.2 Demonstrate movement memory in longer dance phrases when performing dance routine.
4 Be able to evaluate technical progress in a contemporary dance routine.	4.1 Evaluate own and others' dance performance. 4.2 Identify areas to develop following self and peer review. 4.3 Set SMART targets for improvement.

Access to HE Diploma Unit

Title:	Digital Sound and Video Capture		
Unit Code:	QU029508		
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		
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 plan a production.	1.1. Create a storyboard detailing frame content and narrative. 1.2. Create a plan for shooting footage including equipment, locations, props, actors, contingency and risk assessment.
2. Be able to capture video footage.	2.1. Control exposure, aperture, and focus to create specific photographic effects. 2.2. Maintain and create adequate lighting in a range of situations. 2.3. Utilise different angles in order to achieve specific effects.
3. Know how to edit footage and include sound.	3.1. Edit raw footage to include sound to enhance meaning and fluency. 3.2. Explain how sound and images create meaning in moving image sequences.
4. Be able to review success of own work.	4.1. Evaluate own work.

Access to HE Diploma Unit

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

This unit has 5 learning outcomes.

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

	4.3 Manage an event.
5 Be able to evaluate the management of an event.	5.1 Reflect on the approaches used: a. to plan the event b. to promote the event c. to manage the event.

Access to HE Diploma Unit

Title:	Exploring Different Journalistic Genres		
Unit Code:	QU026246		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD4-Use of information • GD5-Communication and presentation • GD6-Autonomy/Independence • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to plan and draft a selection of journalistic articles.	1.1 Plan and draft pieces of journalistic writing chosen from two of the following categories: a) reviews b) sport c) opinion. Range could include for example music/theatre, travel, business/finance, lifestyle.
2 Understand the importance of writing within set parameters.	2.1 Explain the importance of writing to a deadline and set word count. 2.2 Explain the importance of writing in a style appropriate for a publication.
3 Be able to carry out research and extract quotations from relevant subjects to produce a short article.	3.1 Select and re-present relevant material from at least two acknowledged sources. 3.2 Identify the main points and arguments from the source material. 3.3 Write an article, using quotations to illustrate the piece, citing sources, in a given style.

Access to HE Diploma Unit

Title:	Film Editing		
Unit Code:	QU030680		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand techniques and applications used in editing for film and television.	1.1 Explain types and purposes of editing for film and television. 1.2 Explain the functions of editing for film and television. 1.3 Explain the stages of editing.
2 Be able to create a digitally edited sequence for a specific purpose.	2.1 Explain the intended effect of the application of editing on the narrative, audience or meaning. 2.2 Share ideas with others, take initiative and offer and receive feedback. 2.3 Use digital editing software and tools to create video sequences. 2.4 Apply editing techniques and conventions to create continuity, meaning, narrative and audience response. 2.5 Produce an edit decision list. 2.6 Produce a technically and creatively accomplished final edited sequence that fully meets the intended purpose, justifying the choices made throughout.
3 Be able to review own work.	3.1 Evaluate the appropriateness of the tools, techniques and conventions used.

	3.2 Analyse how effectively the final edited sequence meets the intended purpose.
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Access to HE Diploma Unit

Title:	Graphics and Animation		
Unit Code:	QU011416		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the nature of a graphics package and its use in a variety of contexts.	1.1 Discuss the differences between bit-map and vector images 1.2 Contrast the typical characteristics of a simple graphics package and a powerful graphics package. 1.3 Describe appropriate uses of a range of graphics packages and discriminate contexts where their use may be limited. 1.4 Discuss a range of graphics file formats used to optimise file characteristics.
2 Be able to use the main features of graphics packages to create graphics objects of different file formats.	2.1 Construct an appropriate folder tree structure to load, save and restore graphics files in different formats. 2.2 Select suitable dimensions and backgrounds for graphical solutions. 2.3 Use a range of toolbox components and menu options to create, amend and group complex graphics objects. 2.4 Use the editing facilities to cut, copy, paste and insert in a variety of situations. 2.5 Create a sequence of at least six frames to form a movie and adjust

	timelines to produce a smooth animation.
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Access to HE Diploma Unit

Title:	Interpret Designs for Sets and Props		
Unit Code:	QU030683		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1	Understand how to plan for the provision of sets and props.	1.1	Explain the stages involved in the production of sets and props.
		1.2	Describe technical requirements of different realisation methods.
		1.3	Evaluate benefits and limitations of different realisation methods, equipment and technology.
		1.4	Explain the importance of having clear and complete information in relation to production requirements.
2	Understand factors that impact on the provision of sets and props.	2.1	Explain factors that need to be considered on the provision of sets and props and how to minimise their impact. This includes the legal, financial, time and environmental factors.
3	Be able to produce set and prop requirements to meet production requirements.	3.1	Develop design specifications for scenic components and props in line with requirements.
		3.2	Produce set and prop designs in line with requirements.

	3.3 Apply special effects to enhance the provision of sets and props.
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Access to HE Diploma Unit

Title:	Introduction to News Journalism		
Unit Code:	QU026232		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the importance of layout in news journalism.	1.1 Critically compare layout across news multi-platforms.
2. Be able to use the essential formula for new writing.	2.1 Apply the essential formula effectively in researching and writing news stories To cover how the essential formula is used to construct bias.
3. Know how to distinguish between fact, opinion and agenda.	3.1 Analyse opinion and agenda in specific articles. 3.2 Analyse the balance of fact and opinion in specific articles. 3.3 Express facts and opinions appropriately in the production of a news article.
4. Understand the different approaches in tabloid-style and broadsheet-style text found in different platforms.	4.1 Explain some of the major differences between tabloid-style and broadsheet-style text on any platform, such as language, headlines or audience appeal in terms of layout, ongoing identity and agenda.

	Explore demographics in relation to audience, ongoing agenda and identity.
Indicative Content: Introduction to News Journalism	
Learning Outcome 1:	
Learning Outcome 2: Essential formula: who, where, why, what, when and how.	
Learning Outcome 3:	
Learning Outcome 4:	

Access to HE Diploma Unit

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

This unit has 5 learning outcomes.

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

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

Access to HE Diploma Unit

Title:	Multimedia Practice		
Unit Code:	QU026225		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to produce a news article suitable for newspaper print.	1.1 Construct a news article for a newspaper from facts, using news writing conventions applicable in print.
2. Be able to produce own photograph/s to accompany own news article.	2.1 Produce own photographs for own newspaper news story. 2.2 Analyse and select own photographs to accompany own news story for newspaper use.
3. Understand how to adapt own news article for online publication.	3.1 Adapt own news story for online publication, using online news conventions.
4. Understand how to produce a mobile phone video or audio recording/radio report to accompany own news story online.	4.1 Produce short mobile phone video or audio recording/radio report for online publication with own news story.

<p>5. Understand how news and materials are adapted for use across different multimedia platforms.</p>	<p>5.1 Analyse the differences in news writing conventions across print and online platforms.</p> <p>5.2 Summarise how different materials, such as photographs, videos and audio reports, are used to accompany news stories across different multimedia platforms.</p> <p>5.3 Identify specific examples of the use of high quality and mobile phone quality photographs and videos in both newspaper and online news platforms.</p> <p>5.4 Critically examine, using specific examples, where and how different types of photographs, videos and audio reports are used across different multimedia platforms.</p>
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Access to HE Diploma Unit

Title:	Music Performance Skills		
Unit Code:	QU031583		
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 • 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 to prepare for musical performance.	1.1 Explain the importance of warming up before a musical performance. 1.2 Explain how the instrument is constructed. E.g if the instrument is the human voice, what is the anatomy? 1.3 Explain the function of parts of the instrument. 1.4 Describe the components of a score in preparation for a performance.
2 Know how to rehearse for a performance.	2.1 Conduct warm-up techniques and technical exercises to prepare for a solo and ensemble performance. 2.2 Describe the components of a score in preparation for performance. 2.3 Devise a practice routine for a solo and ensemble performance.
3 Be able to perform music in front of an audience.	3.1 Perform music to an audience as a solo artist and as part of an ensemble. 3.2 Reflect and review on own performance, making suggestions for improvement.

Indicative Content: Music Performance Skills

Learning Outcome 1:

Musical performance can be vocal or instrumental

Learning Outcome 2:

Learning Outcome 3:

Must include evidence of a solo and ensemble performance.

Access to HE Diploma Unit

Title:	Operating Lighting for a Live Performance		
Unit Code:	QU030685		
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		
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 lighting requirements for a live performance.	1.1 Explain the regulations and requirements when working with electrical equipment and operating lighting for a live performance. 1.2 Select the equipment needed to produce, record and amend plot and cue lists, justifying choices.
2 Be able to prepare equipment and carry out all pre-show checks following industry practices.	2.1 Prepare selected equipment for a live performance. 2.2 Carry out pre-show checks to ensure equipment is safe and working correctly. 2.3 Communicate with others to ensure lighting equipment is connected and focused.
3 Be able to operate equipment during a live performance following industry practices.	3.1 Operate equipment to prompt and cue to ensure the agreed position, effect or state is achieved. 3.2 Communicate with others during the performance and respond promptly to any changes.

	<p>3.3 Check and monitor equipment throughout a live performance to ensure safety.</p>
<p>4 Understand how to report or resolve issues or problems during a live performance.</p>	<p>4.1 Identify problems that may occur during a live performance and suggest how to minimise any impact.</p> <p>4.2 Explain the reporting procedures for faults during a live performance.</p> <p>4.3 Explain emergency procedures for lighting during a live performance.</p>

Access to HE Diploma Unit

Title:	Performing Arts in the Community		
Unit Code:	QU030658		
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		
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 range and nature of arts in the community.	1,2 Explain the purpose of a range of community arts projects. 1.1 Analyse the range and nature of community arts projects with examples.
2 Understand the skills needed to run a community arts project.	2.1 Analyse the skills required to run a community arts project. 2.2 Analyse constraints on running a community arts project.
3 Understand the roles and responsibilities within a community arts project.	3.1 Explain the role of stakeholders and external organisations when running a community arts project. 3.2 Analyse different administrative and creative roles and responsibilities within a community arts project.
4 Be able to undertake and review own role when setting up or running a community arts project.	4.1 Undertake a creative or administrative role for a community based arts project. 4.2 Review and reflect on own performance, making suggestions for improvement.

Access to HE Diploma Unit

Title:	Produce copy for digital media communication		
Unit Code:	QU026353		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand how digital media channels affect how copy is produced.	1.1 Explain considerations for a selection of media channels. 1.2 Explain how online content management systems affects copy production.
2 Be able to produce copy for different types of digital communication.	2.1 Write copy to meet the requirements of a brief using a style that is fit for purpose. 2.2 Produce copy to accompany non-text media content, including optimised hyperlinks. 2.3 Create metadata for copy. 2.4 Embed metadata for different types of digital media communication.
3 Be able to review copy for digital media communication.	3.1 Check the accuracy of content. 3.2 Review copy against any legal and ethical considerations.

Access to HE Diploma Unit

Title:	Radio Journalism		
Unit Code:	QU030664		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand characteristics of radio news programmes and bulletins.	1.1 Identify a range of news sources. 1.2 Describe the structure of radio news programmes and bulletins. 1.3 Analyse the language, sentence structure and tone of radio news bulletins used for different audiences.
2 Be able to plan a news bulletin.	2.1 Source and gather newsworthy material. 2.2 Select and edit material for a target audience, justifying choices. 2.3 Organise and order news items according to accepted news structures, justifying choices.
3 Be able to produce a news bulletin.	3.1 Script a news bulletin for a specific audience. 3.2 Record a news bulletin that accurately reflects the script. 3.3 Apply post-production editing techniques to enhance a news bulletin.

Access to HE Diploma Unit

Title:	Radio Production		
Unit Code:	QU030662		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand key concepts relating to radio production within radio studio operations.	1.1 Explain roles, responsibilities and hierarchies of studio production teams. 1.2 Explain the importance of good studio discipline.
2 Be able to work in radio as part of a team following industry practices.	2.1 Work responsibly and collaboratively with others to share feedback and ideas. 2.2 Operate industry standard equipment and software competently and safely.
3 Know how to edit and process audio material.	3.1 Identify the purpose and editorial intent, artistic effect and target audience for audio material. 3.2 Carry out timeline-based editing operations to create either a vox pop, magazine, documentary, or discussion programme.
4 Be able to reflect on own work.	4.1 Evaluate the technical and aesthetic effectiveness of own work, suggesting areas for further development.

Access to HE Diploma Unit

Title:	Remixing and Reworking Music		
Unit Code:	QU030689		
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		
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 a variety of remixing techniques.	1.1 Explain audio and MIDI sequencing techniques used for remixing and reworking music. 1.2 Analyse the characteristics of a successful remix.
2 Be able to develop remixing styles and production techniques to rework music.	2.1 Create different remixing styles. 2.2 Use production techniques to remix and rework music.
3 Be able to produce a remix using audio and MIDI sequencing techniques.	3.1 Plan and prepare for a remix to meet requirements. 3.2 Use sequencing techniques to rework music and produce a remix. 3.3 Review remix making suggestions for further development.

Access to HE Diploma Unit

Title:	Script Writing		
Unit Code:	QU030660		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the conventions, techniques and formats in scriptwriting.	1.1 Explain the use of conventions, techniques and formats to create an original script. 1.2 Analyse the use of drama techniques within a script. <i>For example character construction, dialogue, narrative structure, pace and rhythm.</i>
2 Be able to use conventions, techniques and formats to create an original script.	2.1 Apply conventions, techniques and formats to create an original script. 2.2 Analyse the effectiveness of own work in relation to the techniques and conventions used.
3 Understand the creative process of script writing.	3.1 Discuss the creative process of script writing.

Access to HE Diploma Unit

Title:	Self Promotion and Contracts		
Unit Code:	QU030656		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD2-Application of knowledge • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Know how to promote own skills and services.	1.1 Identify relevant business contacts within the industry. 1.2 Identify relevant networks and organisations to support own freelance activity. 1.3 Use a range of strategies and tools to enhance own professional reputation and promote own services.
2 Understand how to manage own contracts.	2.1 Explain key features of contracts and how they meet legal and industry requirements. 2.2 Explain the process for agreeing own fee rates, schedule and other expenses. 2.3 Explain how to negotiate contracts to meet legal and industry requirements.

Access to HE Diploma Unit

Title:	Sound Effect Techniques		
Unit Code:	QU030674		
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		
Suggested Assessment details:	Refer to assessment grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the key features of sound effects production.	1.1 Describe different types of sound effects. 1.2 Explain how sound effects can be used to enhance a music or sound production, using examples. 1.3 Explain methods available to produce a range of sound effects.
2 Know how to produce sound effects.	2.1 Analyse sounds required for a music or sound production. 2.2 Evaluate methods available to obtain the required effects. 2.3 Create sound effects using a range of methods. 2.4 Evaluate the sounds to ensure they meet the requirements of the music or sound production. 2.5 Evaluate the final effects.

Access to HE Diploma Unit

Title:	Source Costumes, Materials and Equipment for a Performance		
Unit Code:	QU030652		
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		
Suggested Assessment details:	Refer to assessment grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand production requirements and constraints for sourcing a range of costumes, materials and equipment for a production.	1. Analyse the range and types of costumes, materials and equipment for a production, taking into account the quantity and quality required. 1.2 Evaluate constraints when sourcing costumes, materials and equipment for a production.
2 Be able to plan how to source and acquire costumes, materials and equipment for a production.	2.1 Produce a detailed costume specification breakdown to agreed timescales and in line with requirements. 2.2 Source suppliers taking into account sourcing constraints, justifying choices. 2.3 Source costumes, materials and equipment for a production, justifying choices.

Access to HE Diploma Unit

Title:	Stage Management		
Unit Code:	QU031579		
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 • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the role and responsibilities of a stage manager during the production process.	1.1 Explain the role and responsibilities of a stage manager when planning a production. 1.2 Explain how key processes in the production process are managed by a stage manager.
2 Understand how to implement safe working practices throughout the production process.	2.1 Explain key legislation that is relevant to managing a production. 2.2 Evaluate methods of implementing health and safety before, during and after a performance.
3 Be able to undertake the responsibilities of a stage manager during a performance.	3.1 Demonstrate stage management skills for either a) a minimum of two productions or b) two parts of a larger production. 3.2 Monitor health and safety during productions, acting on the identification of any concerns.

Access to HE Diploma Unit

Title:	Studio Recording Techniques		
Unit Code:	QU030687		
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		
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 equipment and processes used in a multi-track studio recording.	1.1 Explain the concept of multi-track recording. 1.2 Explain the purpose of a monitoring mix. 1.3 Explain the general parameters of a sound studio. 1.4 Evaluate studio recording equipment.
2 Be able to prepare for a multitrack recording session.	2.1 Plan a multi-track recording session, taking into account the resources required. 2.2 Plan and manage the setup of a recording studio in line with industry and safe working practices.
3 Be able to carry out recording techniques and processes for a multitrack recording.	3.1 Set up equipment to produce a multitrack recording, showing a clear understanding of the techniques and processes involved. 3.2 Use a monitoring mix to meet the needs of artists.

<p>4 Be able to review the planning and processes for a multi-track recording.</p>	<p>4.1 Analyse how the planning and recording process has impacted on the multi-track recording, identifying solutions to problems.</p>
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Access to HE Diploma Unit

Title:	The Design Process		
Unit Code:	QU029554		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD2-Application of knowledge • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand and apply the stages of the design process.	1.1. Explain, and illustrate through examples, the stages of the design process. This includes analysis, research, development, evaluation, communication.
2. Understand the techniques employed in conceptualising and problem solving in design.	2.1. Illustrate a variety of techniques used in conceptual development and design problem solving. 2.2. Evaluate their usefulness in solving problems in a variety of design situations.
3. Know how to apply design techniques to solve a design related problem	3.1. Apply design techniques in the development of a design project. 3.2. Produce a range of design concepts. 3.3. Develop one concept to design solution. 3.4. Evaluate the solution and the selection in relation to the project brief.

Access to HE Diploma Unit

Title:	Using Context to Adapt Performance		
Unit Code:	QU030646		
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 • GD3-Application of skills • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the context of performance material.	1.1 Explain the importance of the background context of performance material, in relation to historical, social, political and cultural contexts. 1.2 Explain how changing the context of performance material can affect the interpretation, using examples.
2 Be able to contextualise performance material for a contemporary audience.	2.1 Select performance material and analyse its contextual background. 2.2 Present ideas for how the selected performance material can be interpreted and contextualised for a contemporary audience.

Access to HE Diploma Unit

Title:	Video Pre-Production		
Unit Code:	QU030678		
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		
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 develop ideas for a video production.	1.1 Demonstrate conceptual and design ideas relevant to own video production. 1.2 Produce a programme brief for a video production. 1.3 Evaluate the pragmatics of the programme brief.
2 Be able to use visual and contextual research for video production.	2.1 Identify visual and contextual research materials to support own video production, justifying choices. 2.2 Carry out visual and contextual research for own video production.
3 Be able to present ideas, visuals and plan for a video production.	3.1 Present ideas for own video production using visual and aural presentation methods. 3.2 Produce a pre-planning portfolio for a video production taking into account legal and health and safety requirements.

Access to HE Diploma Unit

Title:	Visual Studies 2D		
Unit Code:	QU025820		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 7 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to apply the formal elements of visual language in a practical context.	1.1 Illustrate a range of work involving line, form, tone, surface, scale, composition, pattern and perspective. 1.2 Interpret a range of visual information through drawing and painting from observation.
2. Understand colour theory and the creative use of colour.	2.1 Demonstrate how to mix, match and grade colours to explore basic rules of colour and colour interaction. 2.2 Experiment with conventional and non-conventional colour combinations. 2.3 Analyse the results of the colour experimentation.
3. Know the potential of selected media to support design ideas.	3.1 Experiment with a wide range of media to produce design ideas. 3.2 Use analysis of results to produce innovative outcomes.
4. Know how to use visual studies techniques to develop creative ideas.	4.1 Develop a visually fluent body of work which shows development of ideas and use of 2D experimentation to achieve creative outcomes.

5. Be able to apply health and safety procedures relating to working in a studio environment.	5.1 Work safely in the studio environment, with regard to all health and safety procedures, including the handling of equipment and hazardous materials.
6. Be able to display work.	6.1 Select work for display, justifying choices. 6.2 Plan how to display work, justifying approaches to be used. 6.3 Display work.
7. Be able to critically evaluate own work.	7.1 Critically reflect on own work, using feedback from others. 7.2 Evaluate outcomes for 2D visual studies.

Access to HE Diploma Unit

Title:	Writing for Magazines		
Unit Code:	QU026234		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD3-Application of skills • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic subject content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

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

Indicative Content: Writing for Magazines

Learning Outcome 1:

This should include both physical and online magazines.

Learning Outcome 2:

Learning Outcome 3:

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.	<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>

Indicative Content: Preparation for Higher Education

Learning Outcome 1:

This can also include Higher and Degree Apprenticeships.

Learning Outcome 2:

Learning Outcome 3:

Learning Outcome 4:

Access to HE Diploma Unit

Title:	Study Skills for Creative Arts		
Unit Code:	QU025980		
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 Know how to research for a creative arts project.	1.1 Demonstrate understanding of the use of primary and secondary information. 1.2 Research a topic making use of primary and/or secondary data. 1.3 Select information for a specific topic, justifying choices.
2 Be able to develop a sketchbook of inspiration and ideas.	2.1 Develop an organised sketchbook. 2.2 Use a sketchbook to collate ideas on a specific topic. 2.3 Use a sketchbook to express personal and original ideas, as a basis for final outcomes.
3 Know how to identify influences on own work.	3.1 Research the work of other related artists. 3.2 Evaluate how this may impact on own work.

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:	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 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.
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Access to HE Diploma Unit

Title:	Craft Tools, Equipment, Materials and Techniques		
Unit Code:	QU031585		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand tools, equipment, materials and techniques for craft production.	1.1 Evaluate the visual qualities and physical properties of materials for a craft project 1.2 Assess the suitability and safety requirements of tools, equipment, materials and techniques for a craft project
2 Be able to select tools, equipment, materials and techniques for craft production.	2.1 Select tools, equipment, materials and techniques for a craft project, justifying choices. 2.2 Apply tools, equipment, materials and techniques in the development of a craft project

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:	Introduction to 3D		
Unit Code:	QU008279		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	<ul style="list-style-type: none"> Ungraded 		
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 develop ideas in 2D and 3D.	1.1 Evaluate a range of sources and apply a variety of materials and methods.
2. Be able to demonstrate competence in a range of media and techniques in 3D.	2.1 Use appropriate formats for investigations that provide evidence of problem solving.
3. Be able to explore a wide range of research and experimentation selecting appropriate sources and construction techniques.	3.1 Make use of 3D media and processes, explaining a choice of materials and construction techniques.
4. Be able to identify influences, historical and contemporary, on own practice.	4.1 Undertake sketchbook research using both primary and secondary resources, reflecting a critical understanding of media and materials and including a record of exhibitions.

Access to HE Diploma Unit

Title:	Mathematics - Calculations		
Unit Code:	QU007516		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand how to tackle problems involving numbers.	1.1 Apply the four number rules to numbers including decimals and fractions within multistage problems. 1.2 Use positive and negative numbers in a practical context. 1.3 Convert numbers within and across unit systems within multi-stage tasks. 1.4 Calculate answers using a) percentages and reverse percentages b) ratio, direct and inverse proportion c) given formulae d) perimeters, areas and volumes of complex shapes e) powers and roots f) common units of measurement. 1.5 Summarise the method of calculation and the processes used. 1.6 Carry out processes in a proper order to a degree of accuracy appropriate to the task, clearly showing methods.
2 Understand how to use estimation and check results.	2.1 Use procedures including estimation to check results and evaluate the effects of accumulating errors in calculations.

	2.2 Explain the upper and lower bounds of accuracy for given results.
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Access to HE Diploma Unit

Title:	Presenting Information Using ICT		
Unit Code:	QU025450		
Unit Level:	Level 2	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) Presentation (200 words) Presentation lecture notes and handouts (1,000 words)		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know how to combine text and other types of information to create a presentation using presentation software.	1.1 Create a presentation using presentation software. 1.2 Use built-in slide layouts to present different information effectively. 1.3 Apply a design template to a presentation appropriate for the audience. 1.4 Combine text, images, charts to present information.
2. Know how to use tools within the presentation software to edit and enhance the presentation.	2.1 Present information in a way that is appropriate for the audience of the presentation by: <ul style="list-style-type: none"> • formatting text • creating and formatting tables • creating and editing charts. 2.2 Format images and drawn objects to enhance the presentation. 2.3 Use animation and transition effects appropriate for the audience.

<p>3. Understand factors that affect the effective communication of information whilst using presentation software.</p>	<p>3.1 Recognise copyright and constraints which may affect the presentation and its content.</p> <p>3.2 Describe how to deliver the presentation to meet the needs of the audience and communicate effectively.</p>
<p>4. Review the presentation.</p>	<p>4.1 Check timings, spelling, transitions and make any necessary corrections to ensure that the presentation is fit for purpose.</p>
<p>5. Be able to deliver a completed presentation to an audience.</p>	<p>5.1 Produce a commentary for the slide presentation.</p> <p>5.2 Produce handouts, lecture notes and prints of the slideshow as required.</p> <p>5.3 Deliver the presentation.</p> <p>5.4 Identify how to improve presentations for the future.</p>

Access to HE Diploma Unit

Title:	Presentation Skills		
Unit Code:	QU018352		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other (ungraded)		
Suggested Assessment details:	Timed presentation		

This unit has 4 learning outcomes.

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

	4.3 Identify strategies for improvement.
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Access to HE Diploma Unit

Title:	Professional Interpersonal Skills		
Unit Code:	QU025796		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Academic subject content		
Suggested Assessment details:	SWOT analysis - 250 words, case study - 750 words, reflective account - 500 words		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand how verbal and non-verbal communication is used in a professional interpersonal interaction.	1.1 Analyse the verbal and non-verbal skills used in a range of contexts within a given profession.
2. Understand the importance of an awareness of cultural diversity for a given profession.	2.1 Evaluate the importance of an awareness of cultural diversity across a range of contexts for a given profession.
3. Be able to evaluate own interpersonal skills, analysing strengths and areas to develop.	3.1 Evaluate own interpersonal skills, analysing strengths and areas to develop. 3.2 Evaluate ways of addressing areas to develop.

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:	1500 word report		

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.
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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:	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

Title:	Speaking and Listening Skills		
Unit Code:	QU029632		
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 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to speak to an audience	1.1 Speak clearly and confidently in a way which suits the situation 1.2 Vary tone and register appropriate to audience size and composition 1.3 Maintain eye contact to monitor response from audience 1.4 Use suitable audio-visual aids sensitively, giving time for audience to absorb audio-visual material before speaking again
2 Be able to listen with understanding	2.1 Listen for and analyse main points of information from presentations on a range of topics 2.2 Respond affirmatively to the contributions of others in discussion
3 Be able to respond to questions	3.1 Speak at some length in response to open or evaluate questions For example, this could be in a job interview, appraisal, tutorial, or following an oral presentation
4 Be able to engage in discussion	4.1 Participate actively in discussion

	<p>4.2 Challenge opposing views constructively</p> <p>4.3 Support own opinions with evidence</p>
<p>5 Be able to identify strengths and weaknesses of oral presentation</p>	<p>5.1 Assess the strengths and weaknesses of own oral presentation</p> <p>5.2 Analyse strategies for improvement</p>

Access to HE Diploma Unit

Title:	Study Skills		
Unit Code:	QU018318		
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 5 learning outcomes.

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

	<p>4.2 Analyse methods of identifying own learning preferences.</p>
<p>5 Be able to retrieve information from a range of sources.</p>	<p>5.1 Retrieve information from a range of written texts using a range of reading skills.</p> <p>5.2 Scan source material, critically evaluating information, selecting accurate and detailed notes to suit purpose.</p> <p>5.3 Demonstrate the use of a recognised referencing system for retrieved information.</p>

Access to HE Diploma Unit

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 <ul style="list-style-type: none"> • 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.
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Access to HE Diploma Unit

Title:	The Fundamentals of Environmental Sustainability		
Unit Code:	QU033880 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.

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

Access to HE Diploma Unit

Title:	Writing reports		
Unit Code:	QU026155		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
Suggested Assessment details:	Report plan - Plan Presentation of report plan - 2-3 minutes Report - 1000 words		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the significance of the report title in determining the content.	1.1 Analyse the requirements of the question or task. 1.2 Analyse the main points which must be covered, omitting irrelevant detail.
2 Be able to plan and present the plan for a report.	2.1 Produce a plan for a report. 2.2 Present the plan for the report.
3 Be able to structure a report.	3.1 Produce an introduction which sets out how the subject will be dealt with in the report. 3.2 Use evidence and examples to strengthen information provided in the report. 3.3 Use linking sentences in paragraphs to produce a cohesive report. 3.4 Provide a conclusion which sums up the main findings of the report.
4 Be able to write in an appropriate style.	4.1 Write in a detached, balanced, and objective manner. 4.2 Write formal English avoiding emotive language and colloquialisms.

<p>5 Know the conventions for acknowledging sources.</p>	<p>5.1 Acknowledge the work of other authors both during the report and in a list of references.</p> <p>5.2 Use recognised approaches for acknowledging sources.</p>

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.



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enquiries@gatewayqualifications.org.uk
www.gatewayqualifications.org.uk
Tel: 01206 911 211