

DIPLOMA GUIDE



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Access to HE Diploma (Logistics and Business Management)

Access to HE

Apprenticeships

Digital

Employability &
Enterprise

English & Maths

ESOL

Personal & Social
Development

Professional
Development

Vocational

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About this Access to HE Diploma guide

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

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

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

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

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

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

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

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1. Diploma Information

1.1 Overview of the Access to Higher Education Diploma

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

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

Details of the credit framework and requirements relating to the award of credit are provided within the Quality Assurance Agency Recognition Scheme for Access to Higher Education: The Access to Higher Education Diploma specification 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 logistics and business topics. Learners will have the opportunity to develop skills which will enable progression to a range of degree level programmes including a focus on transportation, supply chains and the impact on the environment and economy with a range of optional units.

1.3 Purpose

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

1.4 Aims

The qualification aims to:

- reintroduce learners to education recognising prior skills and experience and the particular needs of those returning to learn
- offer learners a responsive, supportive return to learn experience at a level appropriate for entry to HE
- develop the appropriate skills such as study skills that are necessary to enable learners to succeed in their HE career

- address issues of widening participation and social inclusion
- raise student awareness of the opportunities that a return to study and lifelong learning can bring.

1.5 Objectives

The objective of the Diploma is to enable learners to:

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

1.6 Sector Subject Area

4.3 Transportation Operations and Maintenance

1.7 Target groups

- a) Adults who, because of social, educational or individual circumstances may have achieved few, if any, prior qualifications and wish to progress to HE
- b) Adults who have gone straight into industry (perhaps following apprenticeship routes) who wish to progress to HE.
- c) To provide preparation for study in UK HEIs.

1.8 Delivery methods

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

- Face to face
- Blended learning Online
- Work placements would also be beneficial to widen opportunities.

Assessment Methods should include:

Case studies, presentations, SWOT, short answer questions, essay, business plan, report, exam, literature review, process mapping, portfolio, controlled assessment.

1.9 Achievement methodology

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

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

1.10 Geographical Coverage

This qualification has been approved by for delivery in England.

1.11 Progression Opportunities

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

- BSc (Hons) Accountancy and Finance
- BA (Hons) Business Management
- BSc (Hons) Digital Business
- BA (Hons) Esports Management
- BSc (Hons) Finance and Investment
- BA (Hons) Marketing with Consumer Psychology
- BSc (Hons) Logistics Management
- BSc (Hons) Logistics and Supply Chain Management
- BA (Hons) Logistics and Supply Chain Management
- BA (Hons) Business Logistics and Transport Management

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

Mandatory Units: Graded Academic Subject Content

Learners must achieve 12 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU031792	Economics for Management	3	6	A	1, 2, 7	Essay Presentation	1500 words 10 minutes and 5 min Q&A
QU031599	Sustainable logistics	3	6	A	1, 2, 7	Report Controlled assessment (Closed Book)	1500 words 2 hours

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
QU026098	Research Skills for Business Management	3	6	A	2, 3, 4, 6, 7	Research diary Research proposal Report Evaluation	500 words 500 words 1500 words 250 words
QU031604	Research Skills for Logistics	3	6	A	2, 3, 4, 6, 7	Research diary Research proposal Report Evaluation	500 words 500 words 1500 words 250 words

Optional Graded Units:

Learners must achieve 27 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Grade Descriptors	Suggested Assessment methods	Assessment Volume
QU018383	Analysing Business Data	3	3	A	1, 3, 4, 5, 7	Case Study Analysis Presentation Supporting materials	750 words 15 minutes 250 words
QU025865	Applied Business Marketing	3	6	A	1, 2, 4, 5, 7	SWOT and POWER SWOT analysis Short answer questions - analysing business environments Research Case study essay - marketing approaches	SWOT and POWER SWOT analysis 500 words Short answer questions 500 words Research review 500 words Case study 1000 words
QU016671	Business Planning and Budgets	3	6	A	1, 2, 4, 5, 7	Business Plan with research and pitch	2000 words 10 minutes
QU007294	Contract Law and Business Transactions	3	3	A	2, 5, 7	Exam Open Book	1.5 hours
QU031602	Digital Technologies within Business	3	6	A	1, 4, 7	Report x 2	1500 words x 2
QU018202	E-commerce	3	3	A	2, 7	Report	1500 words
QU016681	Effective Business Processes	3	6	A	1, 2, 4, 5, 7	Response to business consultancy briefs (2 case studies): report and presentation	2000 words 10 minutes
QU029924	Finance and Accounts	3	6	A	2, 3, 7	Scenario based accounts portfolio and	250 words / 3 types of financial documents

							presentation of financial documents	
QU010436	Introduction to Management Accounting	3	3	A	2, 3, 7	Exam Closed Book	2 hours	
QU018224	Leadership	3	6	A	2, 4, 5	Literature review 2 x case studies	1000 words 750 words each	
QU031606	Principles of Warehouse Operations	3	3	A	1, 2, 4, 7	Report	1500 words	
QU031608	Procurement	3	6	A	1, 2, 4, 7	Process mapping Worksheets Group discussion with preparation notes Case study	Process map 250 words, Worksheets 1000 10 minutes and notes 1000 words	
QU016763	Project Management	3	3	A	1, 3, 7	Project plan and report	1000 words	
QU007442	Quantitative Methods - Statistics	3	3	A	3, 4, 5, 7	Data analysis short answer questions Create charts and graphs Worksheets Case study analysis of data Tree diagrams	Short answers questions 500 words Worksheets 500 words Case study 250 words Tree diagrams 250 words	
QU031610	Supply Chain Management	3	6	A	1, 2, 4, 5, 7	Report Case study Presentation with handout	1500 words 750 words 10 minutes, 250 words	
QU031612	Technology and Automation in Logistics	3	6	A	1, 2, 7	Report x 2	1500 words x 2	
QU031794	Transportation within Logistics	3	3	A	1, 2, 7	Report	1500 words	
QU016673	Understand Human Resource Management	3	3	A	1, 2, 7	Report x 2	750 words x 2	

Mandatory Units: Ungraded

Learners must achieve 9 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
QU011467	Spreadsheets	3	3	O	Portfolio of Evidence	Spreadsheet and 500 words supporting notes
QU018318	Study Skills	3	3	O	Study Plan Worksheets Reflective account Assignment planning	300 words 500 words 500 words 250 words

Optional Units: Ungraded

Learners must achieve 6 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Suggested Assessment methods	Assessment Volume
QU018346	Academic Reading Skills	3	3	O	Exam Closed Book	2 hours

QU025276	Academic Writing Skills	3	3	O	Notes from a range of sources Essay plan Essay	300 words 200 words 1000 words
QU007560	Communication - Speaking and Listening	3	3	O	Oral presentation Group discussion Self evaluation	15 minutes 15-20 minutes and supporting materials 500 words 200 words
QU026150	Computer Data Protection	3	3	O	Structured questions Case study analysis	750 words 750 words
QU025278	Developing Professional Attributes	3	3	O	SWOT analysis Professional development plan Essay	200 words 300 words 1000 words
QU027084	Presenting Information Using ICT	3	3	O	Notes from a range of sources Presentation Presentation lecture notes and handouts	300 words Presentation 200 words
QU018352	Presentation Skills	3	3	O	Notes from a range of sources Presentation Presentation lecture notes and handouts	300 words 200 words 1000 words
QU018630	Problem Solving in the Workplace	3	3	O	Project	1500 words - Analyse and propose solutions to at least two workplace problems including justification for selected solution

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
QU033854	Sustainability Project	3	3	A	Report, including project plan and reflection	1000 words
QU033880	The Fundamentals of Environmental Sustainability	3	3	A	Report	1500 words
QU025609	Work Placement	3	3	O	Report	1500 words
QU026155	Writing reports	3	3	O	Report plan Presentation of report plan Report	Plan 2-3 minutes 1000 words

3.3 Additional completion requirements

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

3.4 Recognition of Prior Learning

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

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

4. Access to HE Units of Assessment

4.1 Unit specification

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

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

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

4.2 Academic subject content

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

4.3 Graded and ungraded units

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

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

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

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

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

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

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

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

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

4.4 Revisions to Access to HE Units of Assessment

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

5. Assessment and Quality Assurance

5.1 Provider Requirements

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

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

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

5.2 Staffing Requirements

Providers are required to ensure that:

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

5.3 Facilities and Resources

Depending on the choice of unit, centres will require access to relevant software, hardware and technical equipment.

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:	Economics for Management		
Unit Code:	QU031792		
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 factors that impact on businesses making commercial decisions.	1.1 Describe internal factors impacting on businesses making commercial decisions. 1.2 Describe external factors impacting on businesses making commercial decisions. 1.3 Analyse how understanding consumer preference and choice can support a manager to make suitable business decisions.
2 Understand forces of supply and demand on businesses.	2.1 Describe forces of supply and demand on businesses. 2.2 Evaluate forces of supply and demand on a specific business. 2.3 Evaluate the impact of elasticity on supply and demand.

<p>3 Understand the impact of changes in government policy on the behaviour of businesses and consumers.</p>	<p>3.1 Explain how a change to government policy has impacted on a business's behaviour.</p> <p>3.2 Explain how consumers' behaviour has been impacted by that same policy change.</p> <p>3.3 Analyse the role of a manager in managing the impact of the change to government policy within a specific business.</p>
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Access to HE Diploma Unit

Title:	Sustainable Logistics		
Unit Code:	QU031599		
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 the concept of sustainability within the logistics sector.	1.1 Explain the concept of sustainability within the logistics sector. 1.2 Analyse how initiatives and standards for supply chains can support the growth of sustainability within the sector. <i>This should include the Lean and Green initiative.</i> 1.3 Evaluate the application of environmental protection, economic growth and social justice principles on business operations.
2 Understand the effects of globalised supply chain processes on diverse societies, economies and ecosystems.	2.1 Identify international and domestic environmental legislation which has an impact on the promotion of sustainable logistics practices for a specific business. 2.2 Explain the importance of legal compliance with environmental legislation for a specific business. 2.3 Explain the concept of corporate social responsibility in terms of ethical sourcing of materials and suppliers.

<p>3 Understand the environmental impact of transporting goods.</p>	<p>3.1 Explain the impact of different modes of transport on the environment.</p> <p>3.2 Explain how a business might reduce the environmental impact of transporting goods. <i>This may include vehicle routing and reduction of carbon emissions.</i></p>
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Graded Research Units

Access to HE Diploma Unit

Title:	Research Skills for Business Management		
Unit Code:	QU026098		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD3-Application of skills • GD4-Use of information • GD6-Autonomy/Independence • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Research diary 500 words, research proposal 500 words, report 1500 words, evaluation 250 words		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand research methods and their uses.	1.1 Evaluate the use of different research methods for a specific research purpose.
2 Be able to plan a research project.	2.1 Establish research aims related to the research topic. 2.2 Produce a detailed research proposal with specific timescales and milestones for completion of the research. 2.3 Justify its relevance for the subject area.
3 Be able to carry out a research project.	3.1 Carry out research that adheres to: <ol style="list-style-type: none"> a) the research proposal b) ethical guidelines c) agreed timescales.

<p>4 Be able to produce a report on research using a standard format.</p>	<p>4.1 Report on research using a standard format. 4.2 Evaluate findings in relation to the research aims. 4.3 Use an accepted method of referencing source material.</p>
<p>5 Be able to evaluate a research project.</p>	<p>5.1 Evaluate a research proposal and its procedures. 5.2 Evaluate methods used to research the subject area.</p>

Access to HE Diploma Unit

Title:	Research Skills for Logistics		
Unit Code:	QU031604		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD3-Application of skills • GD4-Use of information • GD6-Autonomy/Independence • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Research diary 500 words, research proposal 500 words, report 1500 words, evaluation 250 words		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand research methods and their uses.	1.1 Evaluate the use of different research methods for a specific research purpose.
2 Be able to plan a research project.	2.1 Establish research aims related to the research topic. 2.2 Produce a detailed research proposal with specific timescales and milestones for completion of the research. 2.3 Justify its relevance for the subject area.
3 Be able to carry out a research project.	3.1 Carry out research that adheres to: a) the research proposal b) ethical guidelines c) agreed timescales.
4 Be able to produce a report on research using a standard format.	4.1 Report on research using a standard format.

	<p>4.2 Evaluate findings in relation to the research aims.</p> <p>4.3 Use an accepted method of referencing source material.</p>
<p>5 Be able to evaluate a research project.</p>	<p>5.1 Evaluate a research proposal and its procedures.</p> <p>5.2 Evaluate methods used to research the subject area.</p>

Optional Units: Graded Academic Subject Content

Access to HE Diploma Unit

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

This unit has 3 learning outcomes.

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

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

Title:	Applied Business Marketing		
Unit Code:	QU025865		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD2-Application of knowledge • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid.		

This unit has 4 learning outcomes.

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

	<p>3.5 Analyse the significance of place and different distribution techniques.</p>
<p>4 Know the role of marketing in the service sector.</p>	<p>4.1 Explain how marketing has changed with growth of the service sector. 4.2 Analyse the importance of people in service marketing. 4.3 Draw conclusions about the significance of physical evidence for the buying public.</p>

Access to HE Diploma Unit

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

This unit has 5 learning outcomes.

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

	<p>3.2 Analyse strategies and tactics used in a business.</p> <p>3.3 Explain the need to continually analyse and compare business strategies and tactics against business objectives.</p>
<p>4 Understand financial forecasting.</p>	<p>4.1 Define financial forecasting.</p> <p>4.2 Explain the role of budgets within a business.</p> <p>4.3 Outline the impact of external funding on strategic financial forecasts and business plans.</p> <p>4.4 Analyse areas of financial risk to a business.</p> <p>4.5 Explain methods of improving financial forecasts and plans</p> <p>4.6 Evaluate different sources of business finance.</p>
<p>5 Know how a business can expand internationally.</p>	<p>5.1 Explain the international business environment in which a selected business operates.</p> <p>5.2 Describe factors that impact on UK businesses operating overseas.</p> <p>5.3 Explain the process of international expansion for a selected aspect of a business.</p> <p>5.4 Propose ways for a UK business to expand internationally.</p>

Access to HE Diploma Unit

Title:	Contract Law and Business Transactions		
Unit Code:	QU007294		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
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 business contracting; including the nature of a contract, the types of contract and the essentials of a valid contract.	1.1	Describe in detail a business contract.
		1.2	Evaluate the different types of contracts.
		1.3	Explain the essentials of a valid contract with case examples.
2	Understand contracts for the supply of goods and services.	2.1	Explain the formation of a contract of the supply of goods and services.
		2.2	Evaluate express and implied terms of a contract.
		2.3	Explain the performance of a contract.
		2.4	Evaluate remedies of a contract for the supply of goods and services.

Access to HE Diploma Unit

Title:	Digital Technologies within Business		
Unit Code:	QU031602		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD4-Use of information • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand how digital technologies are being deployed by organisations.	1.1 Explain how current digital technologies are being deployed by organisations. 1.2 Assess the risk and benefits to organisations of investing in digital technologies.
2 Understand how the deployment of digital technologies is controlled.	2.1 Explain legislation which relates to the deployment of digital technologies. 2.2 Explain an organisation's policies and procedures relating to the deployment of digital technologies.
3 Know about threats associated with the deployment of digital technologies.	3.1 Describe internal and external threats associated with deploying digital technologies within a specific organisation 3.2 Evaluate ways in which the chosen organisation can protect itself from threats associated with the deployment of digital technologies.

Access to HE Diploma Unit

Title:	E-Commerce		
Unit Code:	QU018202		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD2-Application of knowledge • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
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 business use of the internet.	1.1	Explain the impact on an organisation changing from physical trading to electronic trading.
		1.2	Critically evaluate the uses of the internet to businesses.
2	Understand the relationship of customers and e-business.	2.1	Evaluate the differing factors affecting customers for e-businesses.
3	Understand opportunities and problems of e-business.	3.1	Evaluate opportunities afforded to business in developing internet systems for trading.
		3.2	Make recommendations on how to deal with some of the problems relating to e-commerce.

Access to HE Diploma Unit

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

This unit has 3 learning outcomes.

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

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

Access to HE Diploma Unit

Title:	Finance and Accounts		
Unit Code:	QU029924		
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:	Please refer to assessment grid.		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand the various sources of finance available to businesses.	1.1 Analyse the suitability of various forms of finance in different situations.
2 Understand the need for financial control in a business and from source material produce a cash flow forecast.	2.1 Complete a cash flow forecast and use it to analyse the financial situation of the organisation. 2.2 Set up a spreadsheet in the form of a cash flow forecast and perform simple calculations with correct formulae.
3 Be able to prepare financial statements.	3.1 Accurately draw up an income statement, and justify the function of each part. NB Profit and Loss Accounts are now more commonly referred to as Income Statements 3.2 Produce an accurate Statement of Financial Position including figures from the Income Statement. NB Profit and Loss Accounts are now more commonly referred to as Income Statements. Balance sheets

	are now more commonly referred to as Statements of Financial Position.
4 Understand how businesses interpret final accounts.	4.1 Use ratios to analyse the final accounts of a case study organisation, employing profitability and liquidity and gearing ratios.

Indicative Content: Finance and Accounts

Learning Outcome 1:

Learning Outcome 2:

Learning Outcome 3:

Include Statement of Financial Position and Income Statements

Learning Outcome 4:

Access to HE Diploma Unit

Title:	Introduction to Management Accounting		
Unit Code:	QU010436		
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 the difference between financial and management accounting.	1.1	Analyse the difference between financial and management accounting.
2	Understand the fundamentals of management accounting.	2.1	Analyse the purpose of management accounting.
		2.2	Analyse how costs are classified giving examples of how costs are classified according to element, function and behaviour.
3	Understand how to calculate production cost.	3.1	Analyse costs by allocation and apportionment.
		3.2	Determine overhead absorption rates using at least two methods to absorb production overhead. Calculate overhead absorption rates from given information.
		3.3	Calculate production cost and assess its usefulness for management.

Access to HE Diploma Unit

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

This unit has 3 learning outcomes.

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

Access to HE Diploma Unit

Title:	Principles of Warehouse Operations		
Unit Code:	QU031606		
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 • GD4-Use of information • 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 principles and operations of warehousing	1.1 Describe the purpose and types of warehouses in the United Kingdom. 1.2 Analyse factors which influence the location of a warehouse.
2 Understand factors that affect the safe operations of a warehouse.	2.1 Describe the health and safety factors a business should be aware of in its warehousing environment, including the use of equipment. 2.2 Explain the importance of maintenance and housekeeping on the safe operation of a warehouse.
3 Understand logistics activities related to warehousing.	3.1 Describe activities involved in receiving goods. 3.2 Explain factors a warehousing business needs to consider for an effective dispatch operation.
4 Understand planning for the receipt and storage of goods in a warehouse.	4.1 Explain why the relative quantities of goods vary during the receipt and storage of goods.

	<p>4.2 Explain the purpose of a contingency plan for the receipt and storage of goods.</p> <p>4.3 Explain the importance of correct positioning and storage of goods in a warehouse.</p>
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Access to HE Diploma Unit

Title:	Procurement		
Unit Code:	QU031608		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD2-Application of knowledge • GD4-Use of information • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand what is meant by procurement.	1.1 Explain the purpose of procurement within a specific business environment. 1.2 Explain the stages involved in the procurement process.
2 Know internal and external relationships essential to the procurement process.	2.1 Explain which internal customers of procurement may be involved at different stages of the procurement process. 2.2 Compare advantages and disadvantages of three different types of supplier relationship within procurement. 2.3 Evaluate how globalisation impacts on external procurement relationships.
3 Understand types of sourcing for procurement requirements.	3.1 Summarise the advantages and disadvantages of three different types of sourcing strategies for procurement requirements.

<p>4 Understand effective procurement processes.</p>	<p>4.1 Explain key elements of the procurement systems and procedures required to implement an effective procurement process.</p> <p>4.2 Analyse how elements of procurement systems and procedures can be streamlined by applying electronic processes.</p>
<p>5 Understand supplier performance measurement in order to match supplier performance indicators with different types of purchases.</p>	<p>5.1 Explain key components of a framework for monitoring supplier performance.</p> <p>5.2 Explain key supplier performance indicators to manage supplier performance.</p> <p>5.3 Analyse the role of ethics and sustainability in improving procurement performance.</p>

Access to HE Diploma Unit

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

This unit has 3 learning outcomes.

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

Access to HE Diploma Unit

Title:	Quantitative Methods - Statistics		
Unit Code:	QU007442		
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:	See assessment grid		

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Be able to organise and present data.	1.1 Identify data as qualitative, quantitative, discrete or continuous. 1.2 Select the dominant features of data and suggest plausible interpretations. 1.3 Construct suitable charts and diagrams including histograms and line graphs with suitable scales, state the advantages and disadvantages of a wide range of diagrams.
2 Know how to calculate and use averages.	2.1 Calculate the mean, median and mode of grouped data. 2.2 Choose an appropriate average and justify the choice (e.g. Exam marks - mean; Exam grades - median; qualitative data - mode.
3 Know how to calculate and use measures of spread.	3.1 Calculate standard deviation of raw data and grouped data. 3.2 Use mean and standard deviation to compare different data sets.

4 Be able to use bivariate data.	<p>4.1 Calculate a coefficient of correlation (e.g. Spearman or Product moment).</p> <p>4.2 Make statements about the possible causal relationship between variables with strong correlation.</p>
5 Be able to calculate probability.	<p>5.1 Calculate the probability of combined events.</p> <p>5.2 Construct tree diagrams and use them to solve problems involving combined events.</p> <p>5.3 Identify events which are independent or mutually exclusive.</p>

Access to HE Diploma Unit

Title:	Supply Chain Management		
Unit Code:	QU031610		
Unit Level:	Level 3	Unit Credit:	6
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD2-Application of knowledge • GD4-Use of information • GD5-Communication and presentation • GD7-Quality 		
Academic subject content/other:	Academic Subject Content		
Suggested Assessment details:	Refer to assessment grid		

This unit has 6 learning outcomes.

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

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

Access to HE Diploma Unit

Title:	Technology and Automation in Logistics		
Unit Code:	QU031612		
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 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1	Understand technology and automation in logistics	1.1	Explain different types of technology and automation used in logistics.
		1.2	Explain how technology and automation supports the supply chain.
2	Understand how technology and automation are used in transportation systems.	2.1	Explain how technology and automation are used to handle and transport goods.
		2.2	Assess the benefits of using technology and automation to handle and transport goods.
3	Understand how technology and automation are used in warehouse systems.	3.1	Explain how technology and automation are used in warehouse operations.
		3.2	Assess the benefits of using technology and automation in warehouse operations.
4	Understand how disruptive technologies and automation will impact on global supply chains in the future.	4.1	Explain how disruptive technologies and automation will impact on global supply chains in the future.

5 Understand how digital technology can impact the management of inventory within supply chains.	5.1 Analyse the impact of digital technology on inventory within supply chains.
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Access to HE Diploma Unit

Title:	Transportation within Logistics		
Unit Code:	QU031794		
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 Understand methods of transporting goods.	1.1 Explain how transportation of goods operates by sea, air, road and rail. 1.2 Evaluate different methods of transporting goods within the United Kingdom and internationally. 1.3 Describe the role of freight forwarders in the transportation of goods both in the UK and internationally.
2 Understand the costs involved in the use of different forms of transportation.	2.1 Explain factors that impact on the cost of transporting goods within the United Kingdom and internationally. 2.2 Explain costs that apply when exporting goods. 2.3 Analyse potential constraints that could impact on transporting goods in a global market place.

Access to HE Diploma Unit

Title:	Understand Human Resource Management		
Unit Code:	QU016673		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Graded		
Grade Descriptors:	<ul style="list-style-type: none"> • GD1-Understanding the subject • GD2-Application of knowledge • GD7-Quality 		
Academic subject content/other:	Academic subject content.		
Suggested Assessment details:	Refer to assessment grid.		

This unit has 3 learning outcomes.

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

Mandatory Units: Ungraded

Access to HE Diploma Unit

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:	Spreadsheets		
Unit Code:	QU011467		
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 7 learning outcomes.

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

	6.2 Draw pie, bar, line graphs with appropriate labels attached.
7 Know how to use additional features within the spreadsheet environment.	7.1 Use advanced sorting, protecting and filtering facilities on a spreadsheet. 7.2 Analyse data using pivot tables.

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>

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:	Communication - Speaking and Listening		
Unit Code:	QU007560		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
Suggested Assessment details:	Refer to assessment grid.		

This unit has 2 learning outcomes.

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

	<p>questions, listening to and interpreting other points of view sensitively or inviting others to contribute their views.</p> <p>2.4 Respond appropriately to questions.</p>
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Access to HE Diploma Unit

Title:	Computer Data Protection		
Unit Code:	QU026150		
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:	Structured questions 750 words, case study analysis 750 words		

This unit has 2 learning outcomes.

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

Access to HE Diploma Unit

Title:	Developing Professional Attributes		
Unit Code:	QU025278		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
Suggested Assessment details:	SWOT analysis (200 words), professional development plan (300 words), essay (1,000 words)		

This unit has 4 learning outcomes.

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

Access to HE Diploma Unit

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

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand ways of using ICT to present information.	1.1 Find and analyse examples of information presented through ICT. 1.2 Explain which forms of presentation suit different types of information. 1.3 Analyse examples of information presented with clear layout and style. 1.4 Explain the importance of copyright when presenting information.
2 Be able to use a range of ICT software applications to present information.	2.1 Present text information for a given purpose using a variety of features in word processing software. 2.2 Present information for a given purpose using a variety of features in spreadsheet software. 2.3 Present information for a given purpose using a variety of features in presentation software.

<p>3 Be able to integrate ICT software to present information.</p>	<p>3.1 Plan how to present integrated information using a range of ICT formats. Range should include presentation, spreadsheet and word processing software.</p> <p>3.2 Present information to meet a specific brief.</p> <p>3.3 Save information in a structured format so it can be found easily and justify choice.</p>
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Indicative Content: Presenting Information Using ICT

Learning Outcome 1:

Learning Outcome 2:

Learning Outcome 3:

E.g. embedding a chart produced in a spreadsheet into a document or presentation.

Access to HE Diploma Unit

Title:	Presentation Skills		
Unit Code:	QU018352		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	<ul style="list-style-type: none"> 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.

Access to HE Diploma Unit

Title:	Problem Solving in the Workplace		
Unit Code:	QU018630		
Unit Level:	Level 3	Unit Credit:	3
Grading type:	Ungraded		
Grade Descriptors:	• Ungraded		
Academic subject content/other:	Other		
Suggested Assessment details:	Refer to assessment grid.		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Understand factors that may influence problem solving in the workplace.	1.1 Analyse factors which influence the choice of solution for problems.
2 Know how to solve problems in the workplace.	2.1 Analyse the nature of specific workplace problems. 2.2 Explain the actions that need to be taken to solve the workplace problems. 2.3 Analyse the potential consequences and impact of proposed actions.
3 Be able to apply solutions to workplace problems.	3.1 Select preferred solution to workplace problems. 3.2 Justify the choice of solution.

Access to HE Diploma Unit

Title:	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:	<ul style="list-style-type: none"> 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.

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:	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		
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:	Work Placement		
Unit Code:	QU025609		
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 3 learning outcomes.

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

Access to HE Diploma Unit

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.

	<p>4.2 Write formal English avoiding emotive language and colloquialisms.</p>
<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.

