

DIPLOMA GUIDE



Access to Higher Education Diploma (Business Management)

Access to HE

Apprenticeships

Digital

English & Maths

ESOL

Personal & Social Development

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This qualification guide covers the following qualification:

Qualification Number	Learning Aim Code	Diploma Title	Validation Period
QAAQ004748	40014782	Access to Higher Education Diploma (Business Management)	1 August 2024 – 31 July 2029

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1.2 January 2025	Amendment of column heading of assessment tables (removal of “Suggested” from assessment method column)	Pg13-19

About this Access to HE Diploma Guide

This Access to HE Diploma Guide is intended for Tutors, Assessors, Internal Quality Assurers, Quality Managers and other staff working at or affiliated with Gateway Qualifications' Access to HE approved providers or prospective providers.

It sets out what is required of the learner in order to achieve the Access to HE Diploma. It also contains information specific to managing and delivering the Access to HE Diploma 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 Gateway Qualifications website, which contain more detailed guidance on assessment and verification practice.

In order to deliver this Access to HE Diploma, your organisation must be a Gateway Qualifications recognised provider and approved to offer this Access to HE Diploma.

If your organisation is not yet recognised, or approved for this, 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 HE Diploma

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

- a level 3 qualification, regulated by the Quality Assurance Agency for Higher Education (QAA)
- a unitised qualification, based on units of assessment which are structured in accordance with the Access to Higher Education unit specification
- a credit-based qualification, operated in accordance with the terms of the Access to Higher Education Diploma Specification
- a graded qualification, as determined by the Access to Higher Education 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 2024. The specification for the achievement of the Access to HE Diploma states that:

- the total credit achievement is 60 credits
- of these 60 credits, 45 must be achieved at level 3 from graded units containing academic subject content
- the remaining 15 credits may be achieved at level 2 or 3 from ungraded units.

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

1.2 About this Diploma

The Diploma provides learners with a wide choice of units to support progression into Business Management degree programmes. The mandatory group of units ensures that learners have a good understanding of themes relevant to Business Management including key topics in Business Planning and Budgeting, The Role of Marketing in Business and Digital Technologies within Business.

In addition to the graded units, learners must choose from a selection of mandatory and optional ungraded units to support underpinning skills for work within the sector and for further academic study.

1.3 Purpose

The primary purpose of Access to HE Diploma is to provide Higher Education progression opportunities for adults who, because of social, educational 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 learning
- offer learners a responsive, supportive return to learning at a level appropriate for entry to Higher Education
- develop the appropriate skills, such as study skills, necessary to enable learners to succeed in their Higher Education career
- address issues of widening participation and social inclusion
- raise learner awareness of the opportunities that a return to study and lifelong learning can bring.

1.5 Objectives

The objective of the Diploma is to enable learners to:

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

1.6 Sector Subject Area

15.3 Business Management.

1.7 Target Groups

The target groups of this Diploma are as follows:

- Adults who, because of social, educational or individual circumstances, may have achieved few, if any, prior qualifications and wish to progress to Higher Education.
- Adults who have gone straight into industry (perhaps following apprenticeship routes) who wish to progress to Higher Education.

These specified target groups are appropriate to the proposed Diploma because it offers the following:

- Strong academic study skills that are built into the design of the Diploma and provide a thorough grounding to support progression.
- A lean delivery model in terms of units so learners are not overwhelmed.
- Ability to study a range of subjects as A-level learners do prior to choosing a focus for Higher Education.

- The inclusion of a well-being unit in all Diplomas to support learners through their journey.

The Diploma will address the learning needs of these target groups with underpinning skills to support academic study and provide a level 3 qualification linked to their proposed Higher Education study. A broad range of knowledge will be acquired to support an understanding of Business Management including, a range of topics such as business planning, understanding the role of marketing in business, and developing the skills needed to manage budgets, ensuring that the learner is fully prepared for progression onto the relevant degrees.

1.8 Delivery Methods

Delivery methods for the Access to Higher Education Diploma (Business Management) can include:

- Face to face
- Blended learning
- Online learning.

A variety of teaching and learning strategies may be used to ensure that the Diploma meets the needs of all learners. This could include:

- Lectures, discussions, and practical sessions as appropriate for each unit
- Participation in a range of activities including visits, role-play, presentations and timed assessments
- Independent learning encouraged through guided and self-directed study.

Depending on the choice of units, assessment methods could include: academic poster, report, written questions and answers, open and closed book exams, worksheets, investigation, essay, project, presentation, case study, professional discussion, practical demonstration, reflective journal, professional development plan, literature review and SWOT analysis.

1.9 Achievement Methodology

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

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

Learners will complete a planned, balanced and coherent programme of study, through which they will be able to acquire subject knowledge and develop academic skills that are relevant to the intended progression route(s). The units include a balance of units that allow the learners to study a broad range of topics until they have fully decided on their preferred route at degree level. The ungraded units have been chosen to support both progression into Higher Education and also allow learners to develop skills relevant to the subject area.

1.10 Geographical Coverage

This qualification has been approved for delivery in England. If a provider based in Wales would like to offer this qualification, please contact Gateway Qualifications.

1.11 Progression Opportunities

The rules of combination include both mandatory and optional units. Stakeholders including Access to HE providers, subject experts and Higher Education Institute (HEI) representatives have reviewed and provided feedback on the appropriateness and coherency of the rules of combination, including the balance and mix of mandatory and optional units, for the intended progression route(s). All units are subject to the unit review process as part of the Diploma development process, this includes as a minimum a review by a subject expert in terms of the academic challenge of the level and content and a review to ensure the unit meets QAA format specifications. Monitoring of standards will be managed through the quality assurance and moderation process.

Following successful completion of the Access to Higher Education Diploma (Business Management) learners may progress to the following:

- BA (Hons) Business Management
- BSc (Hons) Business Information System
- BSc (Hons) Digital Innovation and Management
- BSc (Hons) Economics
- BSc (Hons) Economics and Management
- BSc (Hons) International Management
- BSc (Hons) Finance and Accounts
- BSc (Hons) Business and Marketing
- BSc (Hons) Finance

The qualification does not provide guaranteed entry to UK Higher Education.

1.12 Equity, Diversity and Inclusion

At Gateway Qualifications we aim to create an environment which celebrates differences and strives for equitable opportunities and outcomes for all. More than a mere commitment, this Equity, Diversity, and Inclusion Policy stands as a framework, informing every aspect of the work we do. It is our aim to support our staff and learners, including apprentices, of all abilities, ensuring the development, delivery, and awarding of qualifications in a fair and inclusive manner.

For full details please see the [Equity, Diversity and Inclusion Policy](#).

2. Learner Entry Requirements

2.1 Age

The course is designed to meet the needs of adults who have been out of full-time education for a significant period of time and who have not achieved some or any formal qualifications. Generally, this 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 before undertaking this qualification.

Providers may ask learners for a pass in GCSEs, normally Maths and English, 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 Qualifications has a duty to permit a reasonable adjustment where an assessment arrangement would disadvantage a learner with a disability, medical condition or learning need.

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

- adapting assessment materials
- adapting 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 learner's ability to demonstrate the skills, knowledge or understanding, e.g. use of spellchecker in an English assessment
- using assistive technology
- use of closed-circuit television (CCTV), coloured overlays, low vision aids
- use of a different assessment location
- use of information and communications technology (ICT)/responses using electronic devices.

It is important to note that not all 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 adjustments specified above.

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

2.5 Additional Requirements/Guidance

Learners must have a UK, including the Channel Islands and Isle of Man, address (including BFO) to be registered on an Access to HE Diploma.

2.6 Integrity in Learner Recruitment

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 an assessment of each potential learner and making justifiable and professional judgements about the learner's potential to successfully complete the course 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 content and the remaining 15 credits can be achieved at level 2 or level 3 from units which are ungraded.
- all learners must register for at least one 6-credit or one 9-credit unit as part of their programme of study; this can be a graded or ungraded unit.
- the maximum number of credits that can be made up from 6-credit or 9-credit units is 30 credits; this can be from graded and ungraded 6-credit and 9-credit units.

The approved rules of combination for this Diploma 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 6 weeks (42 days) of starting their course, and units must be selected within 12 weeks from starting their course.

3.2 Rules of Combination

The structure sets out the units required to achieve the Access to HE Diploma, consisting of:

- Graded Academic Subject Content mandatory units – level 3
- Graded Academic Subject Content optional units – level 3
- Research Graded Academic Subject Content units – level 3
- Ungraded units – level 2/3.

Learners must achieve 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. All learners must register for at least one 6-credit or one 9-credit unit as part of their programme of study; this can be a graded or ungraded unit. The

maximum number of credits that can be made up from 6-credit or 9-credit units is 30 credits; this can be from graded and ungraded 6-credit and 9-credit units.

Mandatory Units: Graded Academic Subject Content

Learners must complete 15 credits from the mandatory graded units.

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU034566	Business Planning and Budgeting	3	6	Academic	Project	Case study analysis - 750 words Financial statements, preparation of budget and forecast, business plan
QU034588	Digital Technology in Business	3	3	Academic	Report Case study	750 words 750 words
QU034676	The Role of Marketing in Business	3	3	Academic	Report	1500 words
QU034680	Understand Human Resource Management	3	3	Academic	Report x 2	750 words x 2

Mandatory Unit: Research Graded Academic Subject Content

Learners must achieve 6 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU034640	Research Skills for Business Management	3	6	Academic	Research diary Research proposal Report Evaluation	500 words 500 words 1500 words 250 words

Optional Units: Graded Academic Subject Content

Learners must achieve 24 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU034554	Analysing and Presenting Business Data	3	3	Academic	Case study analysis Presentation Supporting materials	750 words 15 minutes 250 words
QU034590	E-Commerce	3	3	Academic	Report	1500 words
QU034594	Economics	3	6	Academic	Essay Presentation with supporting materials	1500 words 10 minutes and 5 min Q&A, approx. 750 words
QU034600	Entrepreneurship	3	3	Academic	Report	1500 words
QU034602	External Factors Affecting Business	3	3	Academic	Report	1500 words
QU034604	Finance and Accounts	3	6	Academic	Exam Case study analysis and preparation of financial statements	1.5 hours open book 500 words with financial statements x 3
QU034606	Finance in the Global Economy	3	3	Academic	Report	1500 words
QU034622	Introduction to Management Accounting	3	3	Academic	Closed book exam	2 hours
QU034626	Leadership	3	6	Academic	Controlled assessment x 2	1.5 hours open book x 2
QU034634	Principles of Effective Business Processes	3	3	Academic	Report Case study	750 words 750 words
QU034636	Project Management	3	3	Academic	Project plan and report	1500 words

Mandatory Units: Ungraded

Learners must achieve 3 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU034710	Preparation for Higher Education	3	3	Other	Research Application form and personal statement Prepared Q&A	Review of research, course and decision 500 words Application form and personal statement 750 words* Prepared Q&A 250 words (*4000 characters or roughly 450 word UCAS limit for personal statement)

Optional Units: Ungraded

Learners must achieve 12 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU034692	Academic Writing Skills	3	3	Other	Notes from a range of sources Essay plan Essay	300 words 200 words 1000 words
QU034694	Application of Number - Interpreting and Presenting Information	3	3	Other	Exam	2 hours closed book

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU034696	Communication - Speaking and Listening	3	3	Other	Oral presentation Group discussion Self evaluation	15 minutes 15-20 minutes and supporting materials 500 words 200 words
QU034700	Computer Data Protection	3	3	Other	Structured questions Case study analysis	750 words 750 words
QU034702	Developing Professional Attributes	3	3	Other	SWOT analysis Professional development plan Essay	200 words 300 words 1000 words
QU034704	Inclusivity and Disability	3	3	Other	Exam Presentation with supporting notes	1 hour closed book 10 minutes
QU034706	Mathematics - Calculations	3	3	Other	Exam	2 hours closed book
QU034708	Optimising Examination Performance	3	3	Other	Examination preparation plan Examination paper from another unit Reflective journal	500 words 1-2 hours 800 words
QU034712	Presentation Skills	3	3	Other	Notes from a range of sources Presentation Presentation lecture notes and handouts	300 words 200 words 1000 words
QU034714	Presenting Information Using ICT	3	3	Other	Notes from a range of sources Presentation Presentation lecture notes and handouts	300 words Presentation 200 words

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU034716	Problem Solving in the Workplace	3	3	Other	Project - analyse and propose solutions to at least two workplace problems including justification for selected solution	1500 words
QU034718	Professional Interpersonal Behaviours	3	3	Other	SWOT analysis Case study Reflective account	250 words 750 words 500 words
QU034720	Promoting Wellbeing and Building Resilience	3	3	Other	Report	1500 words
QU034722	References and Reliability of Sources	3	3	Other	Literature review	1500 words including recognised form of referencing and bibliography
QU034726	Spreadsheets	3	3	Other	Portfolio of evidence	Spreadsheet and 500 words supporting notes
QU034728	Statistics	3	3	Other	Exam	2 hour closed book
QU034730	Study Skills for Higher Education	3	3	Other	Report Summary Samples of notes Study timetable Revision timetable Essay in controlled conditions Presentation	500 words Approx. 150 words Samples of notes x 2 To cover 2 weeks To cover 2 weeks 1.5.hrs 10 minutes including visual aids and appropriate resources

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU034732	Sustainability Project	3	3	Other	Project plan Report Reflection	250 words 1000 words 250 words
QU034734	The Fundamentals of Environmental Sustainability	3	3	Other	Report	1500 words
QU034736	Writing Reports	3	3	Other	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 GCSE level or Functional Skills at level 2 to progress onto a degree course. Providers should guide learners to ensure they are aware of Higher Education 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 the qualification they wish to undertake.

For further information, please refer to Annex C, Access to Higher Education Diploma Specification:

[The Access to Higher Education Diploma Specification, July 2023 \(qaa.ac.uk\) - Applicable to new students registering from 1 August 2024](https://www.qaa.ac.uk/quality-improvement/assessing-prior-learning/recognising-prior-learning)

3.5 Credit Accumulation and Transfer

A maximum of 30 credits will be permitted to be exempted from this Diploma on the basis of relevant prior certificated achievement; a maximum of 30 credits at level 2 (where applicable) or level 3 may be awarded through the accreditation of prior experiential learning.

3.6 Credit Values and Notional Learning Hours

The credit value of a unit indicates the number of credits that may be awarded to a student for the successful achievement of all the learning outcomes of that unit. The determination of the credit value of a unit is a matter of professional judgement for AVAs, exercised within their validation processes. These judgements are made on the basis of 'notional learning hours', where one credit represents those learning achievements that can be demonstrated in 10 notional learning hours. The concept of 'notional learning hours' therefore takes into account all learning which may be relevant to the achievement of the learning outcomes, including directed and private study, practical and project work, assignments and assessment time.

4. Access to HE Units of Assessment

4.1 Unit Specification

A common unit specification applies to all units within 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
- 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 knowledge and skills covered within the unit 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 maths, or study skills.

4.3 Graded and Ungraded Units

Graded Academic Subject Content units

Grading operates at unit level and only applies to units that have been approved by Gateway Qualifications within a named Access to HE Diploma. Learner achievement for graded units is recorded as pass, merit or distinction for each unit, as set out in the QAA Access to Higher Education Grading Scheme, 2024 (available via the link below) - Applicable to new learners registering from 1 August 2024. Graded units will also satisfy the criteria of academic subject content.

There is a common set of broad, generic grading standards which are used as the basis for all grading judgements on all courses. The three grading standards relate to different aspects of performance that are relevant to the assessment of a learner's readiness for higher education:

1. Knowledge and Understanding
2. Subject Specific Skills
3. Transferable Skills

All three grading standards are used with every graded unit and across every assignment within a graded unit.

Each of the three grading standards includes a set of more detailed component items which describe types of performance associated with the standard. For each component item there are parallel statements at merit and distinction, which describe increasingly demanding standards of achievement. (The distinction grade does not introduce new or 'higher level' capabilities or skills compared with merit.) When tutors use the standards for the grading of a particular unit, they select the most appropriate sub-components of the standards. In the case of Grading Standard 3 (Transferable Skills), tutors also choose at least two out of the three components, before selecting the relevant sub-components. All three sub-components must be used across the Diploma, and component b (see The Access to HE Grading Scheme Section B: The Grading Standards) must be used for all research project units. This allows the generic framework to be tailored to the specific nature of different subjects.

Grading standards and units

- In units with more than one assignment it is not permissible to award a grade to each assignment; grading takes place at the level of the unit only.
- In units with more than one assignment, it is not permissible to use individual assignments to grade individual grading standards (for example, assignment one cannot be used to grade only Knowledge and Understanding with assignment two used to grade both Subject skills and Transferable skills).
- The choice of sub-components at unit level is normally made during the construction of the unit assessment plan and should be appropriate to cover the range of individual assignments. Therefore, the sub-components are not assigned when a unit is validated.
- Only when all assignments for an individual unit are assessed and the tutor has determined that the learner has met all the Learning Outcomes and Assessment Criteria for all unit assignments (and therefore has passed the unit) will grading of the unit take place. Grades for individual assignments must not be awarded.
- A grade indicator for each grading standard is awarded at pass, merit or distinction. The tutor will review all assignments associated with the individual unit and determine if the learner has demonstrated the standard for the grades of merit or distinction or whether the outcome remains as a pass.
- The tutor must record in writing their justification for the grade indicator awarded for each grading standard.
- The tutor reviews the three grade indicators that have been awarded for the unit and determines the overall grade for the unit. The overall grade is a recommendation to the awards board, where it will be considered and confirmed by the Board.

The full grading standards specification can be accessed via the following link, which also provides detailed information on grading:

[Access to Higher Education Diploma Specification and Grading Scheme 2024 \(qaa.ac.uk\)](https://qaa.ac.uk/Access-to-Higher-Education-Diploma-Specification-and-Grading-Scheme-2024)

Ungraded Units

Ungraded units are either achieved or not achieved. Ungraded units will satisfy the criteria of study skills or academic subject content and will be level 2 or level 3 units.

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 and are required to ensure that:

- the main base is in the UK, including the Channel Islands and Isle of Man,
- 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 Diploma delivery
- there are appropriate facilities and resources at each site, and for each mode of delivery
- staff have the professional competence and skills necessary to teach and assess the units available on the Diploma
- arrangements for providing pre-course guidance to applicants and criteria for selection and admission to Access to HE courses, which are consistent with QAA's requirements with respect to admissions
- the expertise and resources to provide information, advice and guidance on higher education applications and progression opportunities are available
- systems are in place for maintaining secure records of individual learners' registration and achievement
- internal moderation arrangements meet Gateway Qualifications' requirements
- arrangements are in place for internal course monitoring and self-evaluation and feedback
- procedures and criteria for the recognition of prior learning meet Gateway Qualifications' requirements
- quality assurance procedures are in place relating to the delivery of provision, including transparent processes for handling appeals and complaints.

Providers should refer to the Gateway Qualifications Access to Higher Education Provider Handbook for further information on providers requirements.

5.2 Staffing Requirements

Providers are required to ensure that:

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

5.3 Facilities and Resources

No specific resources are required to deliver this Diploma although it is expected that learners will need access to computers for research and to complete some of the activities.

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 providers to develop an assessment strategy that meets the needs of their individual learners, providers can select an alternative assessment method for the unit(s) within the Diploma using the equivalence guidance published on the Gateway Qualifications website.

The guidance includes the expected assessment volume for different assessment methods and should enable providers to choose alternatives whilst ensuring that the same rigour of assessment is maintained in comparison to any other three-credit or six-credit unit.

Through the Diploma guides, standardisation activities and moderation, Gateway Qualifications will provide information about unit content, delivery and assessment methods to ensure the required standards of achievement are fulfilled, whenever and wherever the Diploma is delivered.

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 consisting of provider moderation and sampling.

These processes are set out within the Quality Assurance section of the Gateway Qualifications Access to Higher Education 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:	Business Planning and Budgeting		
Unit Code:	QU034566		
Unit Level:	Level 3	Credit Value:	6
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
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. Summarise the relationship between the business plan and business objectives.
	1.3. Recognise 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's ability to meet current and new market opportunities, including those in the global marketplace.
	2.3. Analyse potential business constraints that could impact on business performance.
3. Understand business strategy and tactics.	3.1. Explain differences between strategy and tactics.
	3.2. Analyse strategies and tactics used in a business.
	3.3. Explain the need to continually analyse and compare business strategies and tactics against business objectives.
4. Understand financial forecasting.	4.1. Describe financial forecasting.

	4.2. Explain the role of budgets within a business.
	4.3. Summarise the impact of external funding on strategic financial forecasts and business plans.
	4.4. Analyse areas of financial risk to a business.
	4.5. Explain methods of improving financial forecasts and plans.
	4.6. Evaluate different sources of business finance.
5. Be able to analyse how a business can expand internationally.	5.1. Explain the international business environment in which a selected business operates.
	5.2. Describe factors that impact on UK businesses operating overseas.
	5.3. Explain the process of international expansion for a selected aspect of a business.
	5.4. Demonstrate different ways a UK business could expand internationally.

Access to HE Diploma Unit

Title:	Digital Technology in Business		
Unit Code:	QU034588		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1. Understand 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 how legislation and an organisation's policies impact on 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 organisation can protect itself from threats associated with the deployment of digital technologies.

Access to HE Diploma Unit

Title:	The Role of Marketing in Business		
Unit Code:	QU034676		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA
The learner will:	The learner can:	
1. Understand the role of the marketing environment and the tools and methods used to analyse it.	1.1.	Explain 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. Understand the role of marketing in business.	2.1.	Explain why marketing is being used within business.
	2.2.	Explain how marketing has changed with the growth of the business sector.
3. Be able to analyse the role of marketing in business.	3.1.	Analyse the importance of people in business marketing.
	3.2.	Draw conclusions about the significance of physical evidence for the buying public.

Access to HE Diploma Unit

Title:	Understand Human Resource Management		
Unit Code:	QU034680		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1. Understand the differences between the traditional view of personnel management and the new approach of human resource management.		1.1.	Compare and contrast "personnel management" and "human resource management".
		1.2.	Explain the role, tasks and activities of the human resource practitioner within a business.
		1.3.	Discuss the role and responsibilities of line managers in human resource practices.
2. Know 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.
		2.4.	Summarise key points of employment law relevant to recruiting staff.
3. Be able to analyse approaches used to monitor and reward employees.		3.1.	Analyse the link between motivational theory and reward.
		3.2.	Evaluate different organisational approaches to monitoring staff performance.

Mandatory Unit: Research Graded Academic Subject Content

Access to HE Diploma Unit

Title:	Research Skills for Business Management		
Unit Code:	QU034640		
Unit Level:	Level 3	Credit Value:	6
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

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. Explain 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: <ul style="list-style-type: none"> a) the research proposal b) ethical guidelines c) agreed timescales.
4. Be able to produce a report on research using a standard format.	4.1. Report on research using a standard format.
	4.2. Evaluate findings in relation to the research aims.
	4.3. Use an accepted method of referencing source material.
5. Be able to evaluate a research project.	5.1. Evaluate a research proposal and its procedures.
	5.2. Evaluate methods used to research the subject area.

Optional Units: Graded Academic Subject Content

Access to HE Diploma Unit

Title:	Analysing and Presenting Business Data		
Unit Code:	QU034554		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the requirement to present management information.	1.1. Explain situations where management data is required.
	1.2. Evaluate the range of software available to present business data.
2. Be able to use a range of presentational tools.	2.1. Use a range of relevant computer packages to present data in different formats.
	2.2. Justify methods of presenting the data.
3. Be able to apply analysis techniques to predict trends in the marketplace.	3.1. Use a suitable programme to analyse trends in the marketplace.
	3.2. Use computer software to predict future trends for a specific business.

Indicative Content:

AC 2.1: For example, spreadsheets, charts and graphs, presentation slides or in textual form such as handout, flier or leaflet.

AC 3.1 & 3.2: Spreadsheet software may be used to achieve this criterion.

Access to HE Diploma Unit

Title:	E-Commerce		
Unit Code:	QU034590		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand business use of the internet.	1.1. Explain the impact on an organisation changing from physical trading to electronic trading.
	1.2. Evaluate the uses of the internet for businesses.
2. Be able to evaluate the relationship between customers and e-business.	2.1. Evaluate the differing factors affecting customers for e-businesses.
3. Be able to evaluate opportunities and problems of e-business.	3.1. Evaluate opportunities afforded to business in developing internet systems for trading.
	3.2. Discuss recommendations on how to deal with some of the problems relating to e-commerce.

Access to HE Diploma Unit

Title:	Economics		
Unit Code:	QU034594		
Unit Level:	Level 3	Credit Value:	6
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 6 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know forces of supply and demand on businesses.	1.1. Describe forces of supply and demand on businesses.
	1.2. Analyse specific forces of supply and demand on businesses.
2. Understand Production Costs and Sales.	2.1. Explain Production Costs and Sales.
3. Be able to produce a production and sales analysis for a specific purpose.	3.1. Produce a Production Costs and Sales analysis for a specific purpose.
4. Understand how Governments control the economy.	4.1. Explain national budgetary measures.
5. Be able to investigate commerce and trade.	5.1. Explain the terms commerce and trade for a specific business.
	5.2. Analyse a business to identify trends, and opportunities for improvement.
	5.3. Prepare a national or local business budget for a two-year trend.
6. Understand trading patterns and trading trends.	6.1. Explain a range of different trading patterns.
	6.2. Explain different trading trends.
	6.3. Analyse the effects of external factors on trading patterns and trading trends.

Access to HE Diploma Unit

Title:	Entrepreneurship		
Unit Code:	QU034600		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the characteristics of a successful entrepreneur.	1.1. Explain what is meant by the term entrepreneur.
	1.2. Identify the skills, attitudes and qualities that are needed to be a successful entrepreneur.
2. Understand the competing demands, pressures and motivations that face an entrepreneur.	2.1. Identify the major functions needed in a small business and how they link to and support each other.
	2.2. Explain what is involved to successfully start and run a small business enterprise.
	2.3. Identify the competing demands and pressures of running a small business enterprise.
	2.4. Identify the need for entrepreneurs to take risks.
3. Be able to select an enterprise project for a particular target market.	3.1. Justify the choice of selected product or service for the enterprise project.
	3.2. Analyse the market to determine the viability of a product or service for the enterprise project.

Indicative Content:

AC 3.2: For example: using layers, classes, sheets.

Access to HE Diploma Unit

Title:	External Factors Affecting Business		
Unit Code:	QU034602		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know how a range of external factors can affect business.	1.1. Analyse several ways in which a business can be affected by external factors such as government policy, pressure groups, competition and recession.
2. Understand the social and ethical responsibilities of a business.	2.1. Explain in detail the social and ethical responsibilities of a business including the objective of Corporate Social Responsibility.
3. Be able to analyse how a business must respond to changes in the environment.	3.1. Analyse an environmental issue relating to business and any issues arising from it, using specific examples.

Access to HE Diploma Unit

Title:	Finance and Accounts		
Unit Code:	QU034604		
Unit Level:	Level 3	Credit Value:	6
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to analyse the various sources of finance available to businesses.	1.1. Analyse the suitability of various forms of finance in different situations.
2. Be able to produce a cash flow forecast to analyse the financial situation of a business.	2.1. Produce a cashflow forecast for an organisation.
	2.2. Use the cashflow forecasts to analyse the financial situation of the business.
3. Understand the purpose of various accountancy forms.	3.1. Explain the functions of each part of an Income Statement.
	3.2. Accurately draw up an Income Statement for a business.
	3.3. Produce an accurate Statement of Financial Position including figures from the Income Statement.
4. Be able to interpret final accounts.	4.1. Use ratios to analyse the final accounts of a case study organisation, to include profitability, liquidity and gearing ratios.

Indicative Content:

AC 3.3: Include Statement of Financial Position and Income Statements.

Access to HE Diploma Unit

Title:	Finance in the Global Economy		
Unit Code:	QU034606		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to demonstrate an understanding of changes in the global economy.	1.1. Explain changes in the global economy.
2. Understand relationships in the UK economy.	2.1. Explain the relationships between the UK economy and the European Union.
3. Be able to analyse the impact of global influences on the UK economy.	3.1. Evaluate the impact of emerging economies on the UK economy.
	3.2. Analyse the impact of the global economy on the UK economy.
	3.3. Analyse potential issues relating to the use of trade barriers in a global marketplace.

Access to HE Diploma Unit

Title:	Introduction to Management Accounting		
Unit Code:	QU034622		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the difference between financial and management accounting.	1.1. Explain the difference between financial and management accounting.
2. Know the fundamentals of management accounting.	2.1. Explain the purpose of management accounting.
	2.2. Explain how costs are classified giving examples of how costs are classified according to element, function and behaviour.
3. Be able to calculate production costs.	3.1. Analyse costs by allocation and apportionment.
	3.2. Calculate overhead absorption rates using at least two methods to absorb production overheads.
	3.3. Calculate production costs.
	3.4. Assess the usefulness of calculating production costs for management purposes.

Indicative Content:

AC 3.2: Calculate overhead absorption rates using given information.

Access to HE Diploma Unit

Title:	Leadership		
Unit Code:	QU034626		
Unit Level:	Level 3	Credit Value:	6
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the 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. Be able to evaluate 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. Explain methods to develop leadership skills that meet the specific requirements of an organisation.

Access to HE Diploma Unit

Title:	Principles of Effective Business Processes		
Unit Code:	QU034634		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the principles of effective business process design.	1.1. Explain the principles of effective process management that relate to managing business processes.
	1.2. Explain the difference between outputs and outcomes that relate to managing business processes in at least two types of business environments.
2. Understand the importance of communicating business processes effectively.	2.1. Explain methods of communicating business processes.
	2.2. Evaluate consequences of poor communication of business processes.
3. Be able to evaluate business processes in a specific type of business environment.	3.1. Evaluate business process measures that relate to managing the processes used in a specific type of business environment.
	3.2. Analyse the importance of ensuring that processes and resources are sustainable and cost-effective when managing business processes.

Access to HE Diploma Unit

Title:	Project Management		
Unit Code:	QU034636		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Graded		
Academic Subject Content/Other:	Academic Subject Content		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to analyse the use of project management in organisations.	1.1. Explain 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.
3. Be able to analyse methods of monitoring and reviewing projects at all stages.	2.7. Explain actions to minimise risk.
	3.1. Analyse different methods used for monitoring projects.
	3.2. Justify reasons for reviewing projects during and after completion.

Mandatory Units: Ungraded

Access to HE Diploma Unit

Title:	Preparation for Higher Education		
Unit Code:	QU034710		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
Assessment Details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able 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. Be able to complete a Higher Education application form.	2.1. Complete an application form with attention to detail, meeting a given deadline.
	2.2. Summarise and evaluate personal experiences, achievements and goals, communicating these clearly in a personal statement.
3. Be able to prepare 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 use of previous experience and recent study.
4. Be able to plan and prepare for the transition to Higher Education.	4.1. Analyse the personal and academic qualities needed for successful study in Higher Education.

	4.2. Explain likely practical problems and barriers in moving to Higher Education and seek strategies for overcoming these.
	4.3. Analyse the nature of study in Higher Education.

Optional Units: Ungraded

Access to HE Diploma Unit

Title:	Academic Writing Skills		
Unit Code:	QU034692		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
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 analyse a specific question in the context of a particular subject area.	1.1. Interpret the meaning and implications of the specific question.
	1.2. Identify terms and concepts relevant to an understanding of the specific question.
2. Be able to produce a written response in an appropriate format.	2.1. Devise a detailed plan for a written response to the specific question.
	2.2. Use the plan to write a coherent and logical response to the specific question.
	2.3. Present the response in an appropriate format.
3. Be able to use language, style and conventions appropriate to academic writing.	3.1. Write accurately following accepted written language conventions.
	3.2. Use appropriate style and register showing an awareness of audience.
	3.3. Use accurately a standard form of referencing reflecting a range of sources.

Access to HE Diploma Unit

Title:	Application of Number - Interpreting and Presenting Information		
Unit Code:	QU034694		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
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 obtain and interpret mathematical and statistical information.	1.1.	Within a complex task, identify and evaluate possible sources of data.
	1.2.	Justify the choice of data collection procedures giving reasons for choosing a particular sample and methods used.
	1.3.	Justify the chosen methods of recording data.
	1.4.	Interpret the main characteristics of the data in relation to the task.
2. Be able to present mathematical and statistical data.	2.1.	Use a range of appropriate and effective techniques to present accurately.
	2.2.	Use correct axes, scales and conversions.
	2.3.	Justify choice and use of presentation techniques and methods for the original purpose of the task.
3. Be able to evaluate how errors can be made when collecting and recording data.	3.1.	Evaluate actual or possible sources of error in collecting and recording data.
	3.2.	Check answers using alternative methods of calculation.

Access to HE Diploma Unit

Title:	Communication - Speaking and Listening		
Unit Code:	QU034696		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
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 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 relevant supporting material to illustrate presentation.
	1.4. Respond sensitively to questions from the audience.
2. Be able to 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 and take account of the audience, subject, situation and purpose of the discussion and own role in it.
	2.3. Take forward the discussion and create opportunities for others to contribute by asking follow-up questions, listening to and interpreting other points of view sensitively or inviting others to contribute their views.
	2.4. Respond appropriately to questions.

<p>3. Be able to reflect on own performance in presentations and discussions.</p>	<p>3.1. Reflect on own performance: a) in the presentation b) in the discussion.</p>
	<p>3.2. Identify areas for improvement in speaking and listening activities.</p>

Access to HE Diploma Unit

Title:	Computer Data Protection		
Unit Code:	QU034700		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
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 analyse the application of current UK legislation relating to the use and protection of data.		1.1.	Explain the purpose of legislation related to data protection.
		1.2.	Explain current legislation relating to the use and protection of data when using computers.
2. Understand the need for control of data to ensure that it is accurate and secure.		2.1.	Explain 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.
3. Be able to analyse how data protection legislation is applied in different contexts.		3.1.	Analyse examples of the application of current data protection legislation in: a) a work context b) a study context.

Access to HE Diploma Unit

Title:	Developing Professional Attributes		
Unit Code:	QU034702		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
Assessment Details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1. Be able to evaluate differences 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 a 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. Be able to analyse 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. Be able to analyse 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:	Inclusivity and Disability		
Unit Code:	QU034704		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
Assessment Details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1. Understand definitions of disability and everyday use of terminology related to disability.		1.1. Summarise definitions of disability and everyday use of terminology related to disability.	
		1.2. Compare medical and social models of disability.	
2. Be able to evaluate theoretical approaches and assumptions that underpin definitions of disability.		2.1. Evaluate the theoretical approaches and assumptions that underpin definitions of disability.	
3. Understand features of disability according to social class, gender, age and ethnicity.		3.1. Explain features of disability according to social class, gender, age and ethnicity.	
4. Understand legislation designed to support those with disability.		4.1. Summarise legislation related to disability.	

Access to HE Diploma Unit

Title:	Mathematics - Calculations		
Unit Code:	QU034706		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
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 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: <ul style="list-style-type: none"> 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.
2. Be able to explain the methods of calculations and processes used.	2.1. Summarise the method of calculation and the processes used.
	2.2. Explain the importance of carrying out processes in a suitable order to a degree of accuracy appropriate to the task.
3. Know how to use estimation and check results.	3.1. Use procedures including estimation to check results.
	3.2. Evaluate the effects of accumulating errors in calculations.
	3.3. Explain the upper and lower bounds of accuracy for given results.

Access to HE Diploma Unit

Title:	Optimising Examination Performance		
Unit Code:	QU034708		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
Assessment Details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to effectively prepare for an examination.	1.1. Produce an effective and realistic preparation plan.
	1.2. Identify priorities in the preparation plan.
	1.3. Reflect on the plan's effectiveness to identify future improvements.
2. Be able to complete competent answers, which demonstrate subject knowledge.	2.1. Follow all instructions accurately to complete the correct number and combination of questions.
	2.2. Include the salient aspects in answers, with the accuracy and detail required by the subject.
	2.3. Show in answers an in-depth understanding of the arguments/problems, as required by the subject.
	2.4. Apply knowledge or learning coherently in support of arguments and/or to resolve problems.
3. Know how to minimise common examination pitfalls.	3.1. Identify common pitfalls in examination performance.
	3.2. Evaluate potential strategies to avoid examination pitfalls.
4. Know how to minimise stress to enhance examination performance.	4.1. Recognise own stressors.
	4.2. Develop strategies to minimise own stressors.

Access to HE Diploma Unit

Title:	Presentation Skills		
Unit Code:	QU034712		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
Assessment Details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1. Know how to develop and plan a structured presentation.		1.1.	Plan a timed presentation.
		1.2.	Develop the structure for a presentation.
2. Know how to conduct research for a presentation from a range of different sources.		2.1.	Identify topic and aims of research.
		2.2.	Select relevant resources from different sources.
		2.3.	Select information pertinent to the topic.
3. Be able 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.	Use audio-visual aids effectively relevant to the topic.
		3.3.	Use eye contact and body language suitable for the audience.
		3.4.	Respond effectively to questions and challenges.
4. Be able to evaluate own skills and performance.		4.1.	Evaluate own presentation analysing strengths and areas to develop.
		4.2.	Evaluate own delivery of the presentation.
		4.3.	Evaluate strategies for improvement.

Access to HE Diploma Unit

Title:	Presenting Information Using ICT		
Unit Code:	QU034714		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
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 analyse ways of using ICT to present information.		1.1. Find and analyse examples of information presented through ICT.
		1.2. Explain which forms of presentation suit different types of information.
		1.3. Analyse examples of information presented with clear layout and style.
		1.4. Explain the importance of copyright when presenting information.
2. Be able to use a range of ICT software applications to present information.		2.1. Present text information for a given purpose using a variety of features in word processing software.
		2.2. Present information for a given purpose using a variety of features in spreadsheet software.
		2.3. Present information for a given purpose using a variety of features in presentation software.
3. Be able to integrate ICT software to present information.		3.1. Plan how to present integrated information using a range of ICT formats.
		3.2. Present information to meet a specific brief.
		3.3. Save information in a structured format so it can be found easily and justify choice.

Access to HE Diploma Unit

Title:	Problem Solving in the Workplace		
Unit Code:	QU034716		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
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. Explain 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 Behaviours		
Unit Code:	QU034718		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
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 analyse 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.	Explain 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:	QU034720		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
Assessment Details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand 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.	Be able to analyse 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.	Be able to explore 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.
		4.2.	Analyse the types of support available from different sources.

Access to HE Diploma Unit

Title:	References and Reliability of Sources		
Unit Code:	QU034722		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
Assessment Details:	Refer to Assessment Grid		

This unit has 3 learning outcomes.

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

Access to HE Diploma Unit

Title:	Spreadsheets		
Unit Code:	QU034726		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
Assessment Details:	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. Be able 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. Be able to use spreadsheet functions.	5.1. Develop a spreadsheet solution using a range of mathematical functions.
6. Be able to use 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:	Statistics		
Unit Code:	QU034728		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
Assessment Details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA
The learner will:		The learner can:
1. Be able to illustrate statistical data.		1.1. Construct a cumulative frequency curve.
		1.2. Construct a histogram.
2. Know how to perform statistical calculations.		2.1. Calculate the median from a cumulative frequency curve.
		2.2. Calculate the lower quartile from a cumulative frequency curve.
		2.3. Calculate the upper quartile from a cumulative frequency curve.
		2.4. Using a histogram calculate the median.
		2.5. Using a histogram calculate the mode.
3. Be able to perform calculations using grouped data.		3.1. Calculate the mean.
		3.2. Calculate the variance.
		3.3. Calculate the standard deviation.
4. Be able to perform correlation calculations.		4.1. Calculate the product-moment coefficient.
		4.2. Calculate the rank correlation coefficient.

Access to HE Diploma Unit

Title:	Study Skills for Higher Education		
Unit Code:	QU034730		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
Assessment Details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1. Be able to manage and organise own study time.		1.1.	Produce a personal schedule of study to accommodate own time constraints.
		1.2.	Devise a strategy for prioritising and organising coursework to meet deadlines.
2. Know how to prepare for exams effectively.		2.1.	Prepare a revision timetable for exams.
		2.2.	Evaluate strategies to support effective revision based on own learning preferences.
3. Be able to retrieve information from reliable sources.		3.1.	Retrieve information from a range of reliable written sources using a range of reading skills.
		3.2.	Scan source material, evaluating information to create accurate and detailed notes to suit purpose.
		3.3.	Demonstrate the use of a recognised referencing system for retrieved information.
4. Be able to present information using a range of approaches.		4.1.	Present information using different formats for academic purposes.

Access to HE Diploma Unit

Title:	Sustainability Project		
Unit Code:	QU034732		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
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 a project to promote sustainability within a specific sector.	1.1. Identify a project to promote sustainability within a chosen sector, justifying choice.
	1.2. Produce a project plan for own project including: <ul style="list-style-type: none"> • Aims and objectives • Ethical considerations • Timescales • 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 aims and objectives.

Access to HE Diploma Unit

Title:	The Fundamentals of Environmental Sustainability		
Unit Code:	QU034734		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
Assessment Details:	Refer to Assessment Grid		

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1. Understand the importance of sustainability within a specific sector.		1.1.	Explain what is meant by sustainability.
		1.2.	Explain the importance of supporting environmental sustainability within a chosen sector.
2. Know how environmental sustainability can be supported within the chosen sector.		2.1.	Describe environmental issues relevant to a chosen sector.
		2.2.	Describe the impact of the chosen sector on the environment.
		2.3.	Explain how these environmental issues could be minimised within a chosen sector.
		2.4.	Analyse factors to consider when working towards environmental sustainability in a chosen sector.
3. Know how the 3 Rs of sustainability can be applied within the chosen sector.		3.1.	Explain the 3 Rs of sustainability.
		3.2.	Analyse ways that a chosen sector can implement the 3 Rs of sustainability.
4. Understand the importance of waste management within the chosen sector.		4.1.	Explain the importance of having a waste management strategy within a chosen sector.
		4.2.	Explain environmental hazards or risks that could be caused by poor waste management within a chosen sector.

Access to HE Diploma Unit

Title:	Writing Reports		
Unit Code:	QU034736		
Unit Level:	Level 3	Credit Value:	3
Grading Type:	Ungraded		
Academic Subject Content/Other:	Other		
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 the report title to determine 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.
5. Be able to use the conventions for acknowledging sources.	5.1. Acknowledge the work of other authors both during the report and in a list of references.
	5.2. Use recognised approaches for acknowledging sources.

7. What to do next

For existing Providers, please contact your named Development Manager.

For organisations not yet registered as a Gateway Qualifications Provider, please contact:

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

8. Gateway Qualifications

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