

DIPLOMA GUIDE

 **Access**
to Higher Education



Access to Higher Education Diploma
(Creative Industries)

Access to HE

Apprenticeships

Digital

Employability &
Enterprise

English & Maths

ESOL

Personal & Social
Development

Professional
Development

Vocational

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This qualification guide covers the following qualification:

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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 Creative Industries degree programmes. The mandatory group of units ensures that learners have a good understanding of themes relevant to Creative Industries including key topics in The Creative Media Industry. Learners can choose from a variety of optional units linked to Creative Industries.

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

9.2 Crafts, Creative Arts and Design.

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 Creative Industries including, a range of topics such as Choreograph Dance, Digital Sound and Video Capture, Graphics and Animation, News Journalism, Remixing and Reworking Music and The Design Process, ensuring that the learner is fully prepared for progression onto the relevant degrees.

1.8 Delivery Methods

Delivery methods for the Access to HE Diploma (Creative Industries) can include:

- Face to face
- Blended learning
- Online learning.

Depending on the choice of units, assessment methods could include: vlogs, academic poster, sketchbooks, report, written questions and answers, exam, worksheets, investigation, essay, project, presentation, case study, creation of scripts, articles, production diary, worksheets, promotional campaign, professional discussion, practical demonstration, reflective journal and professional development plan.

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 (Creative Industries) learners may progress to the following:

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

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 3 credits from the mandatory graded units.

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU035319	The Creative Media Industry	3	3	Academic	Report	1500 Words

Optional Units: Research Graded Academic Subject Content

Learners must achieve 6 credits from this group.

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU036625	Final Major Project for Performing Arts	3	6	Academic	Project Proposal and Rehearsal Log/Diary - with evaluation Live Performance 10 minutes. SWOT analysis or reflection	1000 words 10 minutes 500 words
QU036627	Research and Creative Development	3	6	Academic	Follow a brief and demonstrate in-depth research and creative development, portfolio evidence/sketchbook will be accompanied by a formal research project and evaluation	Sketchbook, 1000 words, a series of storyboards/portfolio presentation pages documenting the creative process

Optional Units: Graded Academic Subject Content

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU036629	3D Design and Development	3	3	Academic	Practical project and reflection	Create illustrations, create test pieces and 3D maquettes, 500 word reflection
QU035196	Choreograph Dance	3	6	Academic	Vlog Portfolio of evidence and supporting annotation	8 minutes 750 words

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU036631	Costume Design: Development	3	3	Academic	Project including evaluation of design brief, comparison of design ideas and reflection on finished design, initial designs, completed designs Portfolio presentation pages (concept, fabric/colour page, line up, progress of ideas) documenting the creative process)	Design portfolio with annotations – 500 words Evaluation - 500 words
QU035204	Developing Contemporary Dance Techniques	3	3	Academic	Video diary Reflective writing	Video diary with voiceover 500 words
QU035214	Digital Sound and Video Capture	3	6	Academic	Pre- production portfolio/documents Digital footage Blog Written assignment	1000 words annotation (clips of production and screen shots, annotated) 500 word report including reflection
QU036633	Event Management	3	6	Academic	Project	Project plan 250 words Report 1000 words Reflection 250 words and project delivery
QU036635	Exploring Different Journalistic Genres	3	3	Academic	Discussion (Presentation/Report) Article x 2 Planning documents	5 minutes 500 words x 2

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU036637	Film Editing	3	6	Academic	Project - portfolio of evidence including evidence of sharing ideas with others, editing decision list, use of a range of techniques to edit the sequences and annotations to explain processes used Report with evaluation	Portfolio of evidence 500 words annotations 750 word report including reflection based on feedback
QU036639	Graphics and Animation	3	3	Academic	Report Final animation	1000 words One and half minutes
QU036641	Interpret Designs for Sets and Props	3	6	Academic	Design specification portfolio of evidence Production of set and props - Set and props produced Recording of process in a vlog entry for each stage of the production	Annotated portfolio of evidence 500 words Set and props produced Vlog entries x 3
QU035250	Introduction to News Journalism	3	3	Academic	Portfolio of evidence including: News story Essay	250 words 1000 words
QU036643	Local News Journalism	3	6	Academic	Essay Research and development notes News story Photograph/s x 2	1000 words 1200 words 300 words x 2

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU036645	Multimedia Journalism	3	6	Academic	Portfolio of evidence consisting of: Journalistic reports Video or audio report Photographs Essay	500 words 5 minutes Photographs 750 words
QU035264	Music Performance Skills	3	6	Academic	Report Score analysis Video diary Reflective writing x 2	750 words Annotation of score Video diary with voiceover 250 words x 2
QU035266	Operating Lighting for a Live Performance	3	6	Academic	Project including video diary and recording of performance Report	Project with video diary and recording 750 words
QU035268	Performing Arts in the Community	3	6	Academic	Report participation in a community arts project Reflective diary	1000 words Work and reflective diary
QU035272	Produce Copy for Digital Media Communication	3	6	Academic	Portfolio of copy for three types of digital media communications	Digital portfolio for three different digital media communications including annotation to show accuracy checking and commentary on Development – 750 words

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU036647	Radio and Podcast Production	3	6	Academic	Production diary Recording Report with reflective evaluation	Annotated production diary 15 minutes recording 750 words
QU035274	Radio Journalism	3	6	Academic	Production diary Scripted news bulletin Recording	Annotated production diary Draft and final script showing source for stories 10 minute recording
QU035278	Remixing and Reworking Music	3	3	Academic	Presentation Creation of remix	10 minutes Annotated production diary 500 words
QU035300	Script Writing	3	3	Academic	Original script Presentation with a copy of the presentation and speaker notes	10 pages 5 minutes
QU035302	Self Promotion and Contracts	3	3	Academic	Report Promotional material	750 words Promotional materials – digital or paper based.
QU035310	Sound Effect Techniques	3	3	Academic	Presentation Creation of sound effects	10 minutes Annotated production diary 500 words
QU035312	Source Costumes, Materials and Equipment for a Performance	3	3	Academic	Report	1500 words

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU035314	Stage Management	3	6	Academic	Report timeline Observation of practice	1500 words 500 words
QU036649	Studio Recording Techniques	3	6	Academic	A detailed recording plan, including microphone choice and placement, room layout and cabling, which feeds into the set-up and implementation of an audio multitrack recording Reflection	Recording plan and recording – 5 minutes (minimum 3 tracks) 1000 words
QU035112	The Design Process	3	6	Academic	Reflective journal developing design concepts to design solution	Portfolio of evidence 1500 words
QU035337	Using Context to Adapt Performance	3	3	Academic	Report Presentation with supporting evidence	750 words 10 minutes and supporting evidence
QU035341	Video Pre-Production	3	6	Academic	Demonstrate comprehensive understanding of pre-production processes through portfolio evidence showing creative inspiration, process, and chronology Individual presentation with supporting material	1000 words and portfolio of evidence 10 minutes with 500 words speaker notes
QU035146	Visual Studies	3	6	Academic	Series of mood boards, reflective journal	1500 words including self-evaluation

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
QU036651	Writing for Magazines	3	3	Academic	Interview research and planning notes and interview transcript Magazine article created using interview Essay including evaluation of own article	300 words 800 words 1000 words

Mandatory Units: Ungraded

Learners must achieve 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
QU035351	Academic Reading Skills	3	3	Other	Exam	1.5 hours closed book
QU034692	Academic Writing Skills	3	3	Other	Notes from a range of sources Essay plan Essay	300 words 200 words 1000 words
QU035353	Craft Tools, Equipment, Materials and Techniques	3	3	Other	Portfolio of evidence	Portfolio of evidence with 500 words
QU034702	Developing Professional Attributes	3	3	Other	SWOT analysis Professional development plan Essay	200 words 300 words 1000 words
QU035162	Introduction to 3D	3	3	Other	Storyboard/portfolio presentation pages	Portfolio presentation pages (concept, fabric/colour page, line up, progress of ideas) documenting the creative process.
QU034706	Mathematics - Calculations	3	3	Other	Exam	2 hours closed book
QU034712	Presentation Skills	3	3	Other	Notes from a range of sources Presentation Presentation lecture notes and handouts	300 words 200 words 1000 words

Unit Code	Unit Title	Level	Credits	Content	Assessment Methods	Assessment Volume
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
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
QU035363	Speaking and Listening Skills	3	3	Other	Individual presentation Supporting notes Self-reflection	15 minutes 500 words 200 words
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
QU035365	Study Skills for the Creative Arts	3	3	Other	Portfolio of evidence	1500 words equivalent

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
QU036448	Work Experience and Professional Development	3	3	Other	Reflective journal	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-assurance/standards-and-requirements/ahed-specification)

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

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

5.4 Assessment

Recommended assessment methods for each unit within a Diploma are identified in section 3.2 Rules of Combination. To provide greater flexibility for 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:	The Creative Media Industry		
Unit Code:	QU035319		
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 creative media industry.	1.1. Analyse different types of jobs available in different creative media sectors.
	1.2. Explain the education and training requirements and experience needed for chosen career path.
2. Understand different types of organisations in a creative media sector.	2.1. Explain the services provided by different types of organisations in the chosen creative media sector.
	2.2. Analyse how creative media supports non-creative industry sectors.
3. Understand how the chosen creative media sector is financed and funded.	3.1. Explain different private and public methods of funding and financing available for creative and/or performing arts productions.
	3.2. Explain key costs and expenditure for a creative or performing arts production.

Indicative Content:

LO1: Learners should focus on up to three sectors for this learning outcome.

Optional Units: Research Graded Academic Subject Content

Access to HE Diploma Unit

Title:	Final Major Project for Performing Arts		
Unit Code:	QU036625		
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. Be able to plan a final major performing arts project.	1.1. Create a Project Proposal.
	1.2. Maintain a record of project progress through all stages of research, development and completion.
2. Be able to conduct research.	2.1. Carry out research from primary and secondary sources to support the project.
	2.2. Analyse and evaluate research findings.
3. Be able to develop ideas.	3.1. Develop and record own ideas, referencing key sources of research.
4. Be able to prepare for a performance.	4.1. Develop ideas for a performance.
	4.2. Work safely with regard to the environment, equipment and hazardous materials.
5. Be able to present a live performance.	5.1. Present a live performance.
6. Be able to evaluate the performing arts project.	6.1. Evaluate the performance in relation to aims and research.
	6.2. Identify recommendations for the future.

Access to HE Diploma Unit

Title:	Research and Creative Development		
Unit Code:	QU036627		
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 the purpose and types of research within creative media.	1.1. Explain the purpose of research in the creative media industries.
	1.2. Describe different types of research.
	1.3. Explain how research supports the development of creative concepts and production planning.
2. Be able to plan and carry out research for a creative media project.	2.1. Plan research using appropriate methods and resources.
	2.2. Gather information from a range of sources, recording data accurately.
	2.3. Assess the reliability, validity, and relevance of research sources.
3. Be able to analyse and apply research findings to inform creative ideas.	3.1. Analyse research findings to identify trends, themes, and opportunities.
	3.2. Apply research findings to inform and justify the development of creative ideas.
	3.3. Demonstrate how research influences creative choices within media work.
4. Be able to develop and present creative ideas through experimentation.	4.1. Explore and experiment with a range of creative approaches, media, and techniques.
	4.2. Develop creative ideas using visual, written, or digital methods.
	4.3. Present creative concepts effectively to communicate ideas to others.
5. Be able to evaluate research and creative development processes.	5.1. Reflect on the effectiveness of research methods used.

	5.2. Evaluate how research has informed and shaped creative outcomes.
	5.3. Identify areas for improvement in personal research and creative development practice.

Access to HE Diploma Unit

Title:	Visual Research for Creative Industries		
Unit Code:	QU035345		
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. Know how to research and collate visual information on specific themes.	1.1.	Record and analyse information through a variety of media around identified themes.
	1.2.	Analyse material from primary and secondary sources and their use in extending and developing own work.
	1.3.	Discuss ethical considerations and copyright when using sources.
2. Be able to identify ideas and subjects for development.	2.1.	Analyse personal responses to ideas and subjects and define how they could be developed
	2.2.	Use a relevant medium to develop ideas in response to a variety of research
3. Know how to review relevance of researched material in own work.	3.1.	Evaluate researched material, interpret ideas and synthesis in own work

Optional Units: Graded Academic Subject Content

Access to HE Diploma Unit

Title:	3D Design and Development		
Unit Code:	QU036629		
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 4 learning outcomes.

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

Access to HE Diploma Unit

Title:	Choreograph Dance		
Unit Code:	QU035196		
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 principles of choreography.		1.1.	Explain how dances are created through choreography for different purposes.
		1.2.	Evaluate a range of devices used when developing choreography.
2. Be able to create dance for a specific event.		2.1.	Choreograph two different styles of dance to meet specific requirements.
		2.2.	Evaluate how available space can be used to maximised when choreographing dance.
3. Be able to make dance for performance.		3.1.	Adapt and develop choreography to make dance for self and/or others.
		3.2.	Make dance, showing development of the performance.

Access to HE Diploma Unit

Title:	Costume Design: Development		
Unit Code:	QU036631		
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 the requirements of a costume design brief.		1.1.	Analyse the requirements of a costume design brief.
		1.2.	Select appropriate resources to meet a design brief.
2. Be able to develop initial costume design ideas.		2.1.	Research ideas using primary and secondary sources.
		2.2.	Develop costume design ideas using traditional and digital methods. Select ideas for further development identifying style variations.
3. Be able to propose a finished costume design using traditional and digital methods.		3.1.	Select and produce a costume design for production.
		3.2.	Produce a technical costume design proposal using both traditional and digital methods, detailing style, fabric choices, and costings.
		3.3.	Review own work in response to the brief, identifying strengths and areas for development.

Access to HE Diploma Unit

Title:	Developing Contemporary Dance Techniques		
Unit Code:	QU035204		
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 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1. Understand contemporary dance techniques.		1.1.	Describe a range of movements used in contemporary dance routines.
		1.2.	Explain dance elements used in contemporary dance classes.
2. Be able to demonstrate physical and interpretative in a contemporary dance routine.		2.1.	Demonstrate a range of movements when performing dance routines.
		2.2.	Apply interpretative skills when performing dance routines.
3. Be able to absorb and reproduce sequences of movement in a contemporary dance routine.		3.1.	Reproduce sequences of movement when performing dance routines.
		3.2.	Demonstrate movement memory in longer dance phrases when performing dance routine.
4. Be able to evaluate technical progress in a contemporary dance routine.		4.1.	Evaluate own and others' dance performance.
		4.2.	Identify areas to develop following self and peer review.
		4.3.	Set SMART targets for improvement.

Access to HE Diploma Unit

Title:	Digital Sound and Video Capture		
Unit Code:	QU035214		
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 plan a production in response to a brief.		1.1. Create a storyboard detailing frame content and narrative.
		1.2. Create a plan for shooting footage including equipment, locations, props, actors, contingency and risk assessment.
2. Be able to capture video footage.		2.1. Control exposure, aperture, and focus to create specific photographic effects.
		2.2. Maintain and create adequate lighting in a range of situations.
		2.3. Utilise different shots and angles in order to achieve specific effects.
3. Know how to edit footage and include sound.		3.1. Edit raw footage that includes sound to enhance meaning and fluency.
		3.2. Explain how sound and images create meaning in moving image sequences, within own work.
4. Be able to review success of own work.		4.1. Evaluate own work, recommending improvements for future practice.

Access to HE Diploma Unit

Title:	Event Management		
Unit Code:	QU036633		
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 how to plan an event for a given target audience.		1.1.	Justify the choice of an event for a given target audience.
		1.2.	Devise an action plan for the event.
		1.3.	Evaluate the effectiveness of the action plan.
2. Understand the team qualities needed to effectively deliver the event.		2.1.	Analyse the personal skills and qualities needed within a team.
3. Understand the impact of effective promotion on the success of an event.		3.1.	Evaluate methods that could be used to promote the event.
		3.2.	Select a method of promotion and justify the choice.
4. Be able to manage an event.		4.1.	Plan, promote and deliver the event.
5. Be able to evaluate the management of an event.		5.1.	Evaluate the effectiveness of the planning and delivery of the event.

Indicative Content:

AC1.2: To include resources required, SMART targets and deadlines.

Access to HE Diploma Unit

Title:	Exploring Different Journalistic Genres		
Unit Code:	QU036635		
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 importance of writing within set parameters.		1.1. Explain the importance of writing to a deadline and set word count.
		1.2. Explain the importance of writing in a style appropriate for a publication.
2. Be able to plan and draft journalistic articles.		2.1. Plan and draft two pieces of journalistic writing that will form articles for publishing.
3. Be able to carry out research and extract quotations from relevant subjects to produce a short article.		3.1. Select and re-present relevant material from at least two acknowledged sources.
		3.2. Identify the main points and arguments from the source material.
		3.3. Write an article, using quotations to illustrate the piece, citing sources, in a given style.

Indicative Content:

AC 2.1: Could include for example music/theatre, travel, business/finance, lifestyle.

Access to HE Diploma Unit

Title:	Film Editing		
Unit Code:	QU036637		
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 techniques and applications used in editing for film and television.	1.1.	Explain types and purposes of editing for film and television.
	1.2.	Explain the functions of editing for film and television.
	1.3.	Explain the stages of editing.
2. Be able to create a digitally edited sequence for a specific purpose.	2.1.	Explain the intended effect of the application of editing on the narrative, audience or meaning.
	2.2.	Apply editing techniques to create video sequences with continuity, meaning and narrative.
	2.3.	Produce a final edited sequence that meets the intended purpose.
3. Be able to review own work.	3.1.	Evaluate the appropriateness of the tools, techniques and conventions used.
	3.2.	Analyse how effectively the final edited sequence meets the intended purpose.

Access to HE Diploma Unit

Title:	Graphics and Animation		
Unit Code:	QU036639		
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 nature of a graphics package.	1.1. Discuss the differences between bit-map and vector images.
	1.2. Compare the typical characteristics of a simple graphics package and a powerful graphics package.
2. Understand the use of a graphics package in a variety of contexts.	2.1. Describe appropriate uses and limitations of a range of graphics packages.
	2.2. Discuss a range of graphics file formats used to optimise file characteristics.
3. Be able to use the main features of graphics packages to create graphics objects and animation.	3.1. Select suitable dimensions and backgrounds for graphical solutions.
	3.2. Use a range of toolbox components and menu options to create, amend and group complex graphics objects.
	3.3. Create a moving image sequence of at least six frames to produce an animation film.

Access to HE Diploma Unit

Title:	Interpret Designs for Sets and Props		
Unit Code:	QU036641		
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 how to plan for the provision of sets and props.	1.1. Explain the stages involved in the production of sets and props.
	1.2. Evaluate benefits and limitations of different realisation methods, equipment and technology.
	1.3. Explain the importance of having clear and complete information in relation to production requirements.
2. Understand factors that impact the provision of sets and props.	2.1. Explain the legal, financial, time and environmental factors to be considered on the provision of sets and props.
3. Be able to produce set and prop requirements to meet production requirements.	3.1. Develop a design specification for scenic components and props in line with requirements.
	3.2. Produce set and prop designs in line with requirements.
	3.3. Apply special effects to enhance the provision of sets and props.

Access to HE Diploma Unit

Title:	Introduction to News Journalism		
Unit Code:	QU035250		
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 4 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the importance of layout in news journalism.	1.1. Critically compare layout across news multi-platforms.
2. Be able to use the essential formula for new writing.	2.1. Apply the essential formula effectively in researching and writing news stories.
3. Know how to distinguish between fact, opinion and agenda.	3.1. Analyse opinion and agenda in specific articles.
	3.2. Analyse the balance of fact and opinion in specific articles.
	3.3. Express facts and opinions appropriately in the production of a news article.
4. Understand the different approaches in tabloid-style and broadsheet-style text found in different platforms.	4.1. Explain the differences between tabloid-style and broadsheet-style text.

Indicative Content:

AC 2.1: To cover how the essential formula is used to construct bias. Essential formula: who, where, why, what, when and how.

Access to HE Diploma Unit

Title:	Local News Journalism		
Unit Code:	QU036643		
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 how to source stories and pictures for a local newspaper, news website or broadcast.	1.1.	Explain ways in which new stories can be sources for a local newspaper, news website or broadcast.
2.	Understand how to develop a network of contacts and the importance of establishing professional working relationships with a range of key contacts.	2.1.	Explain and implement a network of contacts.
		2.2.	Explain and evaluate the importance to a new journalist of professional working relationship with a range of key contacts.
3.	Be able to source and write an original, 'new' news story and accompanying pictures for a local newspaper or news website.	3.1.	Source an original news story for a local newspaper or news website, outlining the ideas and process followed.
		3.2.	Source appropriate accompanying pictures for own story.
		3.3.	Write an original news story for a local newspaper and website, following news writing conventions and writing to length.
4.	Understand the newsworthiness of own news story and its likely readership/audience.	4.1.	Explain and evaluate the newsworthiness of own news story.
		4.2.	Analyse own news story to identify its likely readership/audience.
5.	Understand how to 'follow up' news story with possible further reports and/or features for a local newspaper or news website.	5.1.	Produce a list of potential follow-up suggestions for own news story.
		5.2.	Explain how these could be approached to produce further reports and/or features for a local newspaper or news website.

Indicative Content:

AC3.2: The learner can source pictures - these do not have to be their own photographs.

AC3.3: Consider the different audiences that these two outputs would have.

Access to HE Diploma Unit

Title:	Multimedia Journalism		
Unit Code:	QU036645		
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.	Be able to produce a news article suitable for newspaper print.	1.1.	Construct a news article for a newspaper from facts, using news writing conventions applicable in print.
2.	Be able to produce own photograph/s to accompany own news article.	2.1.	Produce own photographs for own newspaper news story.
		2.2.	Analyse and select own photographs to accompany own news story for newspaper use.
3.	Understand how to adapt own news article for online publication.	3.1.	Adapt own news story for online publication, using online news conventions.
4.	Understand how to produce a mobile phone video or audio recording/radio report to accompany own news story online.	4.1.	Produce short mobile phone video or audio recording/radio report for online publication with own news story.
5.	Understand how news and materials are adapted for use across different multimedia platforms.	5.1.	Analyse the differences in news writing conventions across print and online platforms.
		5.2.	Critically examine, using specific examples, where and how different types of photographs, videos and audio reports are used across different multimedia platforms.

Access to HE Diploma Unit

Title:	Music Performance Skills		
Unit Code:	QU035264		
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 how to prepare for musical performance.		1.1. Explain the importance of warming up before a musical performance.
		1.2. Explain how the instrument is constructed.
		1.3. Describe the components of a score in preparation for a performance.
2. Know how to rehearse for a performance.		2.1. Conduct warm-up techniques and technical exercises to prepare for a solo or ensemble performance.
		2.2. Devise a practice routine for a solo and ensemble performance.
3. Be able to perform music in front of an audience.		3.1. Perform music to an audience as a solo artist and as part of an ensemble.
		3.2. Reflect and review on own performance, making suggestions for improvement.

Indicative Content:
LO1: Musical performance can be vocal or instrumental.
AC 2.1: E.g; if the instrument is the human voice, what is the anatomy?
LO3: Must include evidence of a solo and ensemble performance.

Access to HE Diploma Unit

Title:	Operating Lighting for a Live Performance		
Unit Code:	QU035266		
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. Know lighting requirements for a live performance.		1.1.	Explain the regulations and requirements when working with electrical equipment and operating lighting for a live performance.
		1.2.	Select the equipment needed to produce, record and amend plot and cue lists, justifying choices.
2. Be able to prepare equipment and carry out all pre-show checks following industry practices.		2.1.	Prepare selected equipment for a live performance.
		2.2.	Carry out pre-show checks to ensure equipment is safe and working correctly.
		2.3.	Communicate with others to ensure lighting equipment is connected and focused.
3. Be able to operate equipment during a live performance following industry practices.		3.1.	Operate equipment to prompt and cue to ensure the agreed position, effect or state is achieved.
		3.2.	Communicate with others during the performance and respond promptly to any changes.
		3.3.	Check and monitor equipment throughout a live performance to ensure safety.
4. Understand how to report or resolve issues or problems during a live performance.		4.1.	Identify problems that may occur during a live performance and suggest how to minimise any impact.
		4.2.	Explain the reporting procedures for faults during a live performance.

	4.3. Explain emergency procedures for lighting during a live performance.
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Access to HE Diploma Unit

Title:	Performing Arts in the Community		
Unit Code:	QU035268		
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. Understand the range and nature of arts in the community.	1.1. Explain the purpose of a range of community arts projects.
	1.2. Analyse the range and nature of community arts projects with examples.
2. Understand the skills needed to run a community arts project.	2.1. Analyse the skills required to run a community arts project.
	2.2. Analyse constraints on running a community arts project.
3. Understand the roles and responsibilities within a community arts project.	3.1. Explain the role of stakeholders and external organisations when running a community arts project.
	3.2. Analyse different administrative and creative roles and responsibilities within a community arts project.
4. Be able to undertake and review own role when setting up or running a community arts project.	4.1. Undertake a creative or administrative role for a community-based arts project.
	4.2. Review and reflect on own performance, making suggestions for improvement.

Access to HE Diploma Unit

Title:	Produce copy for Digital Media Communication		
Unit Code:	QU035272		
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 how digital media channels affect how copy is produced.		1.1. Explain how online content management systems affect copy production.
2. Be able to produce copy for different types of digital communication.		2.1. Write copy to meet the requirements of a brief using a style that is fit for purpose.
		2.2. Produce copy to accompany non-text media content, including optimised hyperlinks.
		2.3. Create metadata for copy.
		2.4. Embed metadata for different types of digital media communication.
3. Be able to review copy for digital media communication.		3.1. Review copy content to ensure accuracy, validity and reliability.
		3.2. Review copy against any legal and ethical considerations.

Access to HE Diploma Unit

Title:	Radio and Podcast Production		
Unit Code:	QU036647		
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. Understand key concepts relating to radio and podcast production within studio operations.	1.1. Explain roles, responsibilities and hierarchies of studio production teams for radio and podcasts.
	1.2. Explain the importance of good studio discipline.
2. Be able to work in radio or podcasts as part of a team following industry practices.	2.1. Work responsibly and collaboratively with others to share feedback and ideas.
	2.2. Operate industry standard equipment and software competently and safely.
3. Know how to edit and process audio material.	3.1. Identify the purpose, editorial intent, artistic effect, and target audience for audio material in response to a specific brief.
	3.2. Carry out time-based editing operations to create an audio outcome in response to a specific brief.
4. Be able to reflect on own work.	4.1. Evaluate the technical and aesthetic effectiveness of own work, suggesting areas for further development.

Indicative Content:

AC3.2: Either a vox pop, magazine, documentary, or discussion programme.

Access to HE Diploma Unit

Title:	Radio Journalism		
Unit Code:	QU035274		
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 characteristics of radio news programmes and bulletins.	1.1. Describe the structure of radio news programmes and bulletins.
	1.2. Analyse the language, sentence structure and tone of radio news bulletins used for different audiences.
2. Be able to plan a news bulletin.	2.1. Source and gather news material.
	2.2. Select and edit material for a target audience, justifying choices.
	2.3. Organise and order news items according to accepted news structures, justifying choices.
3. Be able to produce a news bulletin.	3.1. Script a news bulletin for a specific audience.
	3.2. Record a news bulletin that accurately reflects the script.
	3.3. Apply post-production editing techniques to enhance a news bulletin.

Access to HE Diploma Unit

Title:	Remixing and Reworking Music		
Unit Code:	QU035278		
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 a variety of remixing techniques.		1.1.	Explain audio and MIDI sequencing techniques used for remixing and reworking music.
		1.2.	Analyse the characteristics of a successful remix.
2. Be able to develop remixing styles and production techniques to rework music.		2.1.	Create different remixing styles.
		2.2.	Use production techniques to remix and rework music.
3. Be able to produce a remix using audio and MIDI sequencing techniques.		3.1.	Plan and prepare for a remix to meet requirements.
		3.2.	Use sequencing techniques to rework music and produce a remix.
		3.3.	Review remix making suggestions for further development.

Access to HE Diploma Unit

Title:	Script Writing		
Unit Code:	QU035300		
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 conventions, techniques and formats in scriptwriting.		1.1. Explain the use of conventions, techniques and formats to create an original script.	
		1.2. Analyse the use of drama techniques within a script.	
2. Be able to use conventions, techniques and formats to create an original script.		2.1. Apply conventions, techniques and formats to create an original script.	
		2.2. Analyse own work in relation to the techniques and conventions used.	
3. Understand the creative process of script writing.		3.1. Discuss the creative process of script writing in relation to own work.	
		3.2. Present the creative process of script writing in relation to own work.	

Indicative Content:

AC 1.2: For example, character construction, dialogue, narrative structure, pace and rhythm.

Access to HE Diploma Unit

Title:	Self Promotion and Contracts		
Unit Code:	QU035302		
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 identify relevant services within the industry.		1.1.	Identify relevant business contacts within the industry.
		1.2.	Identify relevant networks and organisations to support own freelance activity.
2. Know how to promote own skills and services.		2.1.	Use a range of strategies and tools to enhance own professional reputation and promote own services.
3. Understand how to manage own contracts.		3.1.	Explain key features of contracts and how they meet legal and industry requirements.
		3.2.	Explain the process for agreeing own fee rates, schedule and other expenses.
		3.3.	Explain how to negotiate contracts to meet legal and industry requirements.

Access to HE Diploma Unit

Title:	Sound Effect Techniques		
Unit Code:	QU035310		
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 key features of sound effects production.	1.1.	Describe different types of sound effects used in a production.
2.	Understand the key features of sound effects production.	2.1.	Explain how sound effects can be used to enhance a creative production, using examples.
		2.2.	Explain methods available to produce a range of sound effects.
3.	Know how to produce sound effects.	3.1.	Justify sounds required for a creative production.
		3.2.	Evaluate methods available to obtain the required effects.
		3.3.	Create sound effects using a range of methods.
		3.4.	Evaluate the sounds to ensure they meet the requirements of the creative production.

Access to HE Diploma Unit

Title:	Source Costumes, Materials and Equipment for a Performance		
Unit Code:	QU035312		
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 production requirements and constraints for sourcing a range of costumes, materials and equipment for a production.	1.1. Analyse the range and types of costumes, materials and equipment for a production, considering the quantity and quality required.
	1.2. Evaluate constraints when sourcing costumes, materials and equipment for a production.
2. Be able to identify different suppliers and sources for costumes, materials and equipment for a production.	2.1. Identify different suppliers for costumes, materials and equipment for a production.
	2.2. Identify different sources for costumes, materials and equipment for a production.
3. Be able to plan how to source and acquire costumes, materials and equipment for a production.	3.1. Produce a detailed costume specification breakdown to agreed timescales and in line with requirements.
	3.2. Source suppliers considering sourcing constraints, justifying choices.
	3.3. Source costumes, materials and equipment for a production, justifying choices.

Access to HE Diploma Unit

Title:	Stage Management		
Unit Code:	QU035314		
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 role and responsibilities of a stage manager during the production process.		1.1.	Explain the role and responsibilities of a stage manager when planning a production.
		1.2.	Explain how key processes in the production process are managed by a stage manager.
2. Understand how to implement safe working practices throughout the production process.		2.1.	Explain key legislation that is relevant to managing a production.
		2.2.	Evaluate methods of implementing Health and Safety before, during and after a performance.
3. Be able to undertake the responsibilities of a stage manager during a performance.		3.1.	Demonstrate stage management skills used in small or large scale productions.
		3.2.	Monitor Health and Safety during productions, acting on the identification of any concerns.

Indicative Content:

AC3.1: Either a minimum of two small productions or two parts of a larger production.

Access to HE Diploma Unit

Title:	Studio Recording Techniques		
Unit Code:	QU036649		
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. Understand equipment and processes used in a multi-track studio recording.		1.1. Explain the concept of multi-track recording.
		1.2. Explain the purpose of a monitoring mix.
		1.3. Explain the general parameters of a sound studio and studio recording equipment.
2. Be able to prepare and implement a multitrack recording session.		2.1. Plan a multi-track recording session, considering the resources required.
		2.2. Plan and manage the setup of a recording studio in line with industry and safe working practices.
3. Be able to carry out recording techniques and processes for a multitrack recording.		3.1. Set up equipment to produce a multitrack recording, showing a clear understanding of the techniques and processes involved.
		3.2. Use a monitoring mix to meet the needs of artists.
4. Be able to review the planning and processes for a multi-track recording.		4.1. Analyse how the planning and recording process has impacted on the multi-track recording, identifying solutions to problems.

Access to HE Diploma Unit

Title:	The Design Process		
Unit Code:	QU035112		
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 stages of the design process.	1.1.	Explain and illustrate the stages of the design process.
2.	Know how to apply appropriate techniques to solve a design related problem in response to a project brief.	2.1.	Apply appropriate techniques in the development of a design project.
		2.2.	Produce a range of design concepts in response to the project brief.
		2.3.	Develop and justify one concept to form a design solution.
3.	Be able to evaluate a design solution in response to a project brief.	3.1.	Evaluate the solution in response to the project brief.
		3.2.	Recommend improvements to future practice.

Access to HE Diploma Unit

Title:	Using Context to Adapt Performance		
Unit Code:	QU035337		
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 context of applying background context to a performance.	1.1.	Explain the importance of the background context of performance material, in relation to historical, social, political and cultural contexts.
2.	Understand the context of performance material.	2.1.	Explain how changing the context of performance material can affect the interpretation, using examples.
3.	Be able to contextualise performance material for a contemporary audience.	3.1.	Select performance material and analyse its contextual background.
		3.2.	Present ideas for how the selected performance material can be interpreted and contextualised for a contemporary audience.

Access to HE Diploma Unit

Title:	Video Pre-Production		
Unit Code:	QU035341		
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. Be able to develop ideas for a video production.		1.1.	Demonstrate conceptual and design ideas relevant to own video production.
		1.2.	Produce a programme brief for a video production.
		1.3.	Evaluate the pragmatics of the programme brief.
2. Be able to use visual and contextual research for video production.		2.1.	Identify visual and contextual research sources to support own video production, justifying choices.
		2.2.	Carry out visual and contextual research for own video production.
3. Be able to present a plan for a video production.		3.1.	Present ideas for own video production.
		3.2.	Produce a pre-production portfolio for a video production taking into account legal and Health and Safety requirements.

Indicative Content:

LO2: Visual Research - Collecting and analysing images, video clips, storyboards, lighting examples, camera angles, colour palettes, and other visual materials. **Contextual Research** - Researching background information related to the project — such as genre conventions, target audience, historical or cultural context, themes, and industry practice.

Access to HE Diploma Unit

Title:	Visual Studies		
Unit Code:	QU035146		
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. Understand and apply the formal elements of visual language in a practical context.	1.1. Explain the formal elements of visual language using illustrated examples.
	1.2. Explore the use of formal elements in own work.
2. Be able to use colour theory and apply to own work.	2.1. Demonstrate how to mix, match and grade colours to explore basic rules of colour and colour interaction.
	2.2. Experiment with conventional and non-conventional colour combinations.
	2.3. Analyse and record the results of the colour experimentation.
3. Be able to explore a range of media to develop design ideas.	3.1. Experiment with a wide range of media to develop design ideas.
	3.2. Select and justify ideas for the creation of an appropriate outcome.
4. Be able to use visual studies techniques to create an appropriate outcome.	4.1. Develop a visually fluent body of work which shows the development of ideas to create an outcome.
	4.2. Work safely in the studio environment, with regard to all Health and Safety procedures, including the handling of equipment and hazardous materials.
5. Be able to display own work.	5.1. Select work for display, justifying choices.
	5.2. Plan how to safely display work, justifying approaches to be used.
	5.3. Display work in an appropriate format.
6. Be able to critically evaluate own work.	6.1. Reflect on own work, using feedback from others.
	6.2. Recommend improvements to future practice of own work.

Access to HE Diploma Unit

Title:	Writing for Magazines		
Unit Code:	QU036651		
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 variety of audiences targeted, genres and styles used in magazines.	1.1. Critically compare the contents, illustrations and adverts in a range of magazines to determine their target audience, genre and style.
2. Be able to use research skills to plan and prepare for an interview for a magazine article.	2.1. Use appropriate sources to research a given subject effectively.
	2.2. Prepare open-ended, relevant questions based on research.
	2.3. Apply interview and research techniques effectively.
3. Understand how to research, plan, and write a magazine article incorporating an interview.	3.1. Plan an article which is suitable for a specific magazine.
	3.2. Develop, write and evaluate an article for a specific magazine.

Indicative Content:

AC 1.1: This should include both physical and online magazines.

AC 3.2: Magazine must be a real publication, either online or physical.

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

Title:	Academic Reading Skills		
Unit Code:	QU035351		
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 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. Be able to 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. Be able to 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:	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:	Craft Tools, Equipment, Materials and Techniques		
Unit Code:	QU035353		
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 tools, equipment, materials and techniques for craft production.	1.1.	Evaluate the visual qualities and physical properties of materials for a craft project.
	1.2.	Assess the suitability and safety requirements of tools, equipment, materials and techniques for a craft project.
2. Be able to select tools, equipment, materials and techniques for craft production.	2.1.	Select tools, equipment, materials and techniques for a craft project, justifying choices.
3. Know how to apply tools, equipment, materials and techniques.	3.1.	Apply tools, equipment, materials and techniques in the development of a craft project.

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:	Introduction to 3D		
Unit Code:	QU035162		
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 develop ideas in 2D and 3D.	1.1.	Evaluate a range of sources and apply a variety of materials and methods.
2.	Be able to demonstrate competence in a range of media and techniques in 3D.	2.1.	Use appropriate formats for investigations that provide evidence of problem solving.
3.	Be able to explore a wide range of research and experimentation selecting appropriate sources and construction techniques.	3.1.	Make use of 3D media and processes, explaining a choice of materials and construction techniques.
4.	Be able to identify influences, historical and contemporary, on own practice.	4.1.	Undertake sketchbook research using both primary and secondary resources, reflecting a critical understanding of media and materials and including a record of exhibitions.

Access to HE Diploma Unit

Title:	Mathematics - Calculations		
Unit Code:	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: 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:	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:	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:	Speaking and Listening Skills		
Unit Code:	QU035363		
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 speak to an audience.	1.1. Speak clearly and confidently in a way which suits the situation.
	1.2. Vary tone and register appropriate to audience size and composition.
	1.3. Maintain eye contact to monitor response from audience.
	1.4. Use suitable audio-visual aids sensitively, giving time for audience to absorb audio-visual material before speaking again.
2. Be able to listen with understanding.	2.1. Listen for and analyse main points of information from presentations on a range of topics.
	2.2. Respond affirmatively to the contributions of others in discussion.
3. Be able to respond to questions.	3.1. Speak at some length in response to open or evaluate questions.
4. Be able to engage in discussion.	4.1. Participate actively in discussion.
	4.2. Challenge opposing views constructively.
	4.3. Support own opinions with evidence.
5. Be able to identify strengths and weaknesses of oral presentation.	5.1. Assess the strengths and weaknesses of own oral presentation.
	5.2. Analyse strategies for improvement.

Indicative Content:

AC 3.1: For example, this could be in a job interview, appraisal, tutorial, or following an oral presentation.

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:	Study Skills for the Creative Arts		
Unit Code:	QU035365		
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 research for a creative arts project.	1.1.	Demonstrate understanding of the use of primary and secondary information.
	1.2.	Research a topic making use of primary and/or secondary data.
	1.3.	Select information for a specific topic, justifying choices.
2. Be able to develop a sketchbook of inspiration and ideas.	2.1.	Develop an organised sketchbook.
	2.2.	Use a sketchbook to collate ideas on a specific topic.
	2.3.	Use a sketchbook to express personal and original ideas, as a basis for final outcomes.
3. Know how to identify influences on own work.	3.1.	Research the work of other related artists.
	3.2.	Evaluate how this may impact on own work.

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: • Aims and objectives • Timescales • Ethical considerations • 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:	Work Experience and Professional Development		
Unit Code:	QU036448		
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:
4. Understand the benefits of work experience within relevant sector.	4.1. Outline the key benefits of work experience.
	4.2. Explain how work experience can enhance employability and career progression.
5. Understand own tasks and responsibilities within the work setting.	5.1. Summarise own key responsibilities within the work setting.
	5.2. Develop a detailed rationale for prioritising own tasks in terms of importance.
	5.3. Identify the key policies and legislation that apply at the work placement in relation to your roles and responsibilities.
	5.4. Explain the safeguarding process at the work placement.
6. Be able to reflect on own practice and from this develop a personal and professional development plan.	6.1. Explain the importance of self-reflection and awareness in personal and professional growth.
	6.2. Summarise strengths and areas for development in personal and professional practice.
	6.3. Develop a personal and professional development plan.

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

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 they are delivered in classroom, at work, in the community or through distance learning.

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