



Skills &  
Education  
Group Access



Access  
Recognised by QAA

# Access to HE Diploma (Business)

## Diploma Guide

Valid From August 2024  
Learning Aim Code: 40012797



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## Access to HE Diploma Background and Aims

The Access to Higher Education Diploma is a full Level 3 UK qualification. It is regulated by the Quality Assurance Agency for Higher Education (QAA) which licenses Access Validating Agencies (AVAs) to accredit and award the Access to Higher Education Diploma in the UK.

Access to Higher Education Diplomas enable students to acquire the knowledge and skills necessary to progress to higher education. They are key to widening participation from groups traditionally underrepresented at higher education institutions and are therefore aimed particularly, though not exclusively, at adults without traditional qualifications.

The aims of the Access to HE Diploma are to:

- prepare students who are returning to education for progression to Higher Education, further training in a related vocational or occupational area
- help students develop the skills and knowledge they need to achieve on their chosen HE course or career pathway
- familiarise students with the teaching and learning methodologies and assessment strategies found in Higher Education Institutions (HEIs)
- help students to gain confidence in their abilities, to review and monitor their own progress and to become independent students
- develop students' research, planning, analytical and evaluation skills
- enable students to make informed choices about future progression routes

## Diploma development

Skills and Education Group Access has worked with curriculum specialists and higher education colleagues to develop the Access to HE Diploma (Business). Every Diploma is validated by the AVA through a robust and rigorous peer panel process which then recommends approval to the AVA's Access to HE Committee. By taking into consideration the views of Further and Higher Education practitioners, the AVA ensures that the Diploma meets all QAA requirements and that it enables students to complete a planned, balanced and coherent programme of study, through which they have been able to acquire a subject knowledge and develop academic skills which are relevant to the intended progression route(s).

**LC 50a: This QAA recognised Access to HE Diploma is validated for delivery within the UK by a provider with a main base in the UK (including the Channel Islands and the Isle of Man) only.**

**LC 50c: Only students with a UK address (including BFO) can be registered for an Access to HE Diploma**

## Diploma and Credit Specification

The QAA Diploma and Credit Specification states that the Access to HE Diploma is a:

unitised qualification, based on units of assessment which are structured in accordance with the Access to HE unit specification

- credit-based qualification, operated in accordance with the terms of the Access to HE credit specification
- graded qualification, as determined by the Access to HE Grading Scheme.

## About this qualification

<b>AVA Diploma Access to HE Diploma</b>	<b>Main Classification (Sector Subject Area)</b>	<b>Sub- Classification</b>
(Business)	15 - Business, Administration and Law	15.3 - Business Management

**This Diploma specification is valid from: 01/08/2024**

**Diploma revalidation date: 31/07/2026**

### **Purpose of the Diploma:**

The Access to HE Diploma (Business) aims to provide students with a solid foundation in business principles and practices, preparing them for higher education and professional careers in various business sectors. This diploma develops essential knowledge, subject-specific skills, and transferable skills, enabling students to effectively navigate and contribute to the business world. Through diverse units and practical experiences, students gain a comprehensive understanding of business operations, management, and strategic planning.

Specific knowledge and skills acquisition will vary depending upon the unit choices.

### **A. Key Knowledge:**

#### **1. Business Fundamentals:**

- Understanding of finance, marketing, management, and human resources in organisations.
- Insight into the economic environment, business structures, and international trade and development.
- Knowledge of employment law, consumer law, and the formation of contracts.

#### **2. Analytical and Technical Skills:**

- Proficiency in spreadsheet modelling, numerical analysis of statistical data, and number and graphical representation.
- Familiarity with IT in organisations and using the internet for business.

- Awareness of AI in business and the safe and ethical use of generative artificial intelligence.

### **3. Strategic Planning:**

- Skills in developing a business plan and budgeting.
- Understanding marketing concepts and customer service principles.

## **B. Subject-Specific Skills:**

### **1. Management and Leadership:**

- Principles of management and leadership, focusing on effective organisation structures.
- Experience in human resources management within organisations.

### **2. Communication and Presentation:**

- Development of business communication skills and presentation skills.
- Academic writing skills tailored to business contexts.

## **C. Transferable Skills:**

### **1. Research and Analytical Skills:**

- Enhanced research skills, including researching and understanding opportunities in higher education.
- Ability to conduct projects and analyse statistical data.

### **2. Technical Proficiency:**

- Competence in using spreadsheet software and performing numerical analysis.
- Skills in IT applications relevant to business.

### **3. Critical Thinking and Problem Solving:**

- Analytical thinking for evaluating business scenarios and making strategic decisions.
- Reflective practice to assess and improve business strategies.

## Intended Progression Routes

**LC 61a and 61b: Access to HE Diplomas are intended to provide a preparation for study in UK higher education, but the award of a Diploma does not provide guaranteed entry to UK higher education programmes.**

The following progression routes were agreed at the point of validation as being appropriate choices for students who achieve the Access to HE Diploma (Business), subject to the course entry requirements and application process.

- Business Management
- International Business Studies
- Business Studies
- Marketing
- Business
- Events Management
- Accounting and Finance.

**It is essential that providers delivering this Diploma consult receiving HEIs themselves to ensure that suitable and relevant progression opportunities are sound. Evidence of HEI consultation and progression possibilities will be identified in the provider's Programme Submission Document.**

## Access to HE Diploma provider assessment strategy advice

QAA states that the Access to HE Diploma provides '*HE progression opportunities for adults who, because of social, educational or individual circumstances may have achieved few, if any, prior qualifications*'. They also state that, '*Students who are awarded the Diploma will have completed a planned, balanced and coherent programme of study, through which they have been able to acquire subject knowledge and develop academic skills which are relevant to the intended progression route(s)*'. Therefore all approved providers need to develop diploma assessment strategies which outline what assessment activities the students will undertake, how they will be used and why they have been chosen in order to achieve the learning aims:

1. **What** is the aim of the diploma assessment strategy?
2. **How** will it be achieved?
3. **Why** has this approach been chosen?

### **Assessment design:**

Access to HE Diplomas should be assessed using innovative and contemporaneous methods, tailored to prepare students studying at Level 3 for study at Higher Education. Assessment design should be holistic, ensuring students can demonstrate attained knowledge, skills and behaviours in and across units and assessments should reflect those likely to be encountered on Higher Education courses in the same field of study. Specific assessment guidance should be provided for each unit to ensure consistency and fairness across all student achievements.

In addition, providers must ensure that assessment methods are chosen which afford students opportunities to demonstrate the requirements of the three Grading Standards; Knowledge and Understanding, Subject Specific Skills and Transferable Skills.

Assessment design should comply with the requirements of the QAA Grading Scheme (2024) and also be aligned to the principles of assessment: Validity, Authenticity, Reliability, Currency and Sufficiency (VARCS).

### **Assessment guidance specific to this diploma:**

In addition to the above, tutors may also want to consider the use of verbal assignments, similar to a Viva Voce which do not rely on written evidence. Another consideration is the use of time constrained assignments. Allowing student time to write up notes then put the assignment together during a timed session.

### **LC 50g: Tutor/Assessor qualifications and experience specifically required for delivery and assessment of this diploma:**

Generally, and as a minimum, it is expected that provider staff teaching on the Diploma have the required professional competence and skills necessary for the mode(s) of delivery to be used, and the level of subject expertise necessary to teach and assess the units available on the Diploma.

## Rules of Combination

Where options are available within a single set of rules of combination, which allow alternative requirements for the achievement of a named Diploma, the alternatives permitted by the options are consistent, in terms of academic challenge and demand, and will require equivalent standards for achievement, whenever and wherever it is delivered.

<b>Access to HE Diploma (Business)</b>	
Credit Value of the Diploma:	<b>60</b>
Students must achieve all the units within the Diploma.	
<p>All Diplomas are 60 credits, irrespective of the place, subject or mode of study. Of the 60 credits 45 must be from graded units concerned with academic subject content, with the remaining 15 credits to be achieved from ungraded units.</p> <p>In addition, all students must study a minimum of <b>ten 3 credit units</b> and at least <b>one 9 or 6 credit unit</b>, which may or may not be graded.</p>	
Students can achieve up to a maximum of 30 credits at Level 3 through credit transfer and the award of credit through the recognition of prior learning.	
<p>Students undertaking any Access to HE Diploma, whatever their mode of study, must be:</p> <ul style="list-style-type: none"> <li>a) registered and certificated for units to a maximum value of 60 credits</li> <li>b) registered for units to the value of 60 credits no later than 84 days from the start date of their Access to HE course, or before the student makes a formal application to a higher education course through UCAS or any other application process, whichever date occurs first.</li> </ul>	



## Appendix 1 - Units of Assessment – Access to HE Diploma (Business)

For every unit included in the table, further information, is included in the Unit Specification, including learning outcomes and assessment criteria. All units must be set out using the AVA standard format.

### Grading Standards (Applied to all graded units)

<b>1</b>	<b>Knowledge and Understanding</b>
<b>2</b>	<b>Subject Specific Skills</b>
<b>3</b>	<b>Transferable Skills</b>

**There are no mandatory units. Students must study a minimum of TEN, 3 credit units and at least ONE 6 or 9 credit unit up to a maximum of 30 credits.**

### Optional Units

**Graded Units. Choose 45 Credits from:**

<b>Unit Title</b>	<b>New Unit ID</b>	<b>New National Code</b>	<b>Level</b>	<b>CV</b>
Developing a Business Plan	YHS858	AE4/3/AA/01G	Three	6
Finance for Business	YHS860	AA4/3/AA/01G	Three	6
Human Resources in Organisations	YHS861	AJ2/3/AA/01G	Three	6
Principles of Management	YHS866	AB1/3/AA/01G	Three	6
Principles of Marketing	YHS867	BA1/3/AA/01G	Three	6
The Economic Environment	YHS868	EB1/3/AA/02G	Three	6
Spreadsheet Modelling	YHS889	CP3/3/AA/01G	Three	6
Employment Law	YHS960	EC1/3/AA/01G	Three	6
Business Structures	YHS855	AA3/3/AA/01G	Three	3
Communications (Business)	YHS856	AF3/3/AA/01G	Three	3
Customer Service	YHS857	BA3/3/AA/01G	Three	3
International Trade and Development	YHS862	AA1/3/AA/01G	Three	3
Marketing Concepts	YHS863	BA1/3/AA/02G	Three	3
Organisation Structures	YHS864	AA3/3/AA/02G	Three	3
Principles of Leadership	YHS865	AF5/3/AA/01G	Three	3
Using the Internet for Business	YHS869	CK8/3/AA/01G	Three	3
IT in Organisations	YHS885	CY2/3/AA/01G	Three	3
Consumer Law	YHS959	EC7/3/AA/01G	Three	3
The Formation of a Contract	YHS970	EC7/3/AA/03G	Three	3

Budgeting	YHT085	AK3/3/AA/01G	Three	3
AI in Business	YHT084	CK5/3/AA/02G	Three	3

**Ungraded Units. Choose 15 credits from:**

Unit Title	New Unit ID	New National Code	Level	CV
Communication Skills	YHT054	KA1/3/AA/01U	Three	6
Marketing Concepts	YHS859	BA1/3/AA/01U	Three	3
The Safe and Ethical Use of Generative Artificial Intelligence	YHT073	CK5/3/AA/01U	Three	3
Academic Writing Skills	YHT071	HC7/3/AA/01U	Three	3
Number and Graphical Representation	YHS978	RB1/2/AA/01U	Two	3
Numerical Analysis of Statistical Data	YHS979	RB7/3/AA/01U	Three	3
Presentation Skills	YHT063	HC7/3/AA/09U	Three	3
Research Skills	YHT065	HC7/3/AA/08U	Three	3
Researching and Understanding Opportunities in Higher Education	YHT067	HC7/3/AA/04U	Three	3
Reading and Note Making	YHT064	HC7/3/AA/02U	Three	3
Research Skills: Project	YHT066	HC7/3/AA/11U	Three	6

**Inclusion and Exclusion rules of combination**

Barred Unit 1	National Code	CV	Barred Unit 2	National Code	CV
Marketing Concepts	BA1/3/AA/02G	3	Marketing Concepts	BA1/3/AA/01U	3
Marketing Concepts	BA1/3/AA/02G	3	Principles of Marketing	BA1/3/AA/01G	6
Principles of Marketing	BA1/3/AA/01G	6	Marketing Concepts	BA1/3/AA/01U	3
Research Skills	HC7/3/AA/08U	3	Research Skills: Project	HC7/3/AA/11U	6