Access to HE Diploma Specification & Assessment Framework

Diploma Title:

Business Information Technology

Learning Aim:	40015646
Approved:	16 May 2024
Validation dates:	01 August 2024 - 31 July 2029
Date of next review:	September 2028

Purpose and aim of the Access to HE Diploma

The Access to HE Diploma is intended to prepare people without traditional entry qualifications for degree level study at university. It may also be used by people wishing to make a career change or who have been out of formal education for a significant time to gain the knowledge, skills and confidence required for direct progression to employment or further study. The Access to HE Diploma is regulated by QAA and widely recognised as a progression route by universities across the UK.

Target Group

The Access Diploma is open to all learners but is designed to be accessible for individuals who, because of their socio-economic or personal circumstances, may not have been able to consider progression to degree level study. The Access Diploma therefore provides a second chance for individuals who, for whatever reason, were not able to take full advantage of their formal secondary education.

About the qualification

The Diploma Specification for Business Information Technology has been developed in response to requests from students wishing to undertake a more business orientated and less technical computing course. The content of this diploma covers areas identified by SEMLEP and LMI data as skills growth areas.

The progression routes[1] from this Diploma could include, but are not limited to, degrees in BIT, Business Information Systems, Business Computing, and data analysis.

Specification Rules

All LASER Diplomas are made up of 45 graded credits (sections A, B, C below) and 15 ungraded credits (section D). The policy for the LASER Access to HE Diploma Specification & Assessment Framework is available at Validated_Diploma_Specifications or by contacting the Access Office.

Section	Minimum Credits	Graded/Ungraded	Modules	Notes
A	30	Graded	Selected Computing and Business studies,	
B	9 or 15	Graded	Additional units from group A or further or selected computing, business, law, maths, psychology, sociology, or other units	Number of credits dependent on choice of graded or ungraded IAS
C	6	Graded or Ungraded	IAS Business Studies or IAS Computing	MANDATORY UNIT
D	9 or 15	Ungraded	Study Skills units or selected ungraded options from sections A and/or B	Study Skills units can be at level 2 or 3 Number of credits dependent on choice of graded or ungraded IAS

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[1] Suggested progression routes have been taken from provider feedback and HE consultation, they may be subject to change and further review and do not indicate any guarantee of progression in these fields. LASER would always recommend students ensure the diploma they wish to enrol on is appropriate for their future progression.

Unit Choices: SUBJECT GROUP A

30 graded credits to be selected from the modules listed below, these units are chosen as specific to the subject of the named Diploma and are all at level 3.

Please note: QAA regulations state - *the maximum number of credits that can be made up from 6 or 9-credit units is 30 credits. Graded and ungraded 6 and 9-credit units will count towards the maximum.* As the Independent Academic Study is a mandatory graded or ungraded unit of 6 credits (Unit Group C), this means that **no more than four other 6-credit units (24 credits)** can be registered across Unit Groups A, B and D.

Business

Credits	Title
3	Business Communication
3	Business Management Accounting
3	Business Recruitment and Retention
3	Marketing Principles and Implications for Business
3	The Nature and Context of Business

Computing

Credits	Title
3	Computer Architecture
6	Designing and Building a Multiple Page Website
3	Impact of IT Systems on Society
3	IT Business Solutions
3	IT Systems Security
3	Querying Data in a Database Application and Producing Reports
3	Setting up and populating tables in a Database Application

Unit Choices: SUBJECT GROUP B

9 or 15 graded credits (depending on choice of graded or ungraded IAS unit from Group C) to be selected from either the modules listed in Group A and/or from the additional modules offered in below, these units are related to the subject of the named Diploma or will complement learning. These units are all at level 3.

Other Business

Credits	Title
3	Branding and Self Promotion
6	Business Financial Accounting
3	Consumer Protection Law and Business Implications
3	Developing a Business Plan
3	Financial Planning in Business
3	Human Resource Management (HRM) and Trade Unions
3	Introduction to Microeconomics
3	Leadership and Management Skills
6	Managing Human Resources for Business
3	Persuasion and Change in a Business/Media Context
3	Setting Up a New Small Business
3	The Application of Law to Business

Other Computing

Credits	Title
6	Computer Networks and Data Communications
3	Creating Dynamic Responsive Websites
3	Data Representation for IT
6	Designing and Building and IT Software Solution
3	Operating Systems and System Tools
3	Programming Fundamentals
6	Systems Analysis and Design Methodology

Law

Credits	Title
3	Consumer Law
3	Contract Law
3	Employment Law
3	Tort Law

Maths

Credits	Title
3	Algebra
3	Arithmetic
3	Calculus
3	Collecting, Presenting and Using Statistics
3	General Mathematics
3	Statistics
3	The Nature and Applications of Statistics
3	Trigonometry

Psychology

Credits	Title
3	Applied Stress Management
3	Cognitive Psychology
3	Cyberpsychology
3	Introduction to Psychology
3	The Effects of Stress

Sociology

Credits	Title
3	Introduction to Sociology
3	Social Divisions
3	Social Research Methods
3	Social Stratification
3	The Sociology of the Mass Media

Other Units

Credits	Title
3	Consumer Society
3	The Communication of Culture

Independent Academic Study:

IAS: GROUP C

6 credits are achieved from the appropriate Independent Academic Study unit (IAS) for the Diploma title.

This unit is at level 3 and can be offered as graded or ungraded (but not both) within a centre's Rules of Combination.

Independent Academic Study	
Credits	**Title**
6	Independent Academic Study (Business Studies) or Independent Academic Study (Computing)

Ungraded Units: GROUP D

15 or 9 ungraded credits (depending on choice of graded or ungraded IAS unit from Group C) are selected from the modules listed in Group D. These units are generally at level 3 but some study skills units may be available at level 2.

Applied Study Skills

Level	Credits	Title
3	3	Academic Communication Skills
3	3	Critical Thinking
3	3	Data Analysis using IT
3	3	Essential Digital Skills for Students
3	3	Giving a Presentation to an Audience
3	3	Note Taking and Note Making
3	3	Preparing for and Taking Written Exams
2 or 3	3	Skills for Study: Essay Writing
2 or 3	3	Skills for Study: Research
2 or 3	3	Skills for Study: Writing
2 or 3	3	Using ICT for Study

Personal Reflection & Development

Level	Credits	Title
3	3	Citizenship: Rights and Responsibilities for UK Professions
3	3	Cultural Diversity and Professional Practice
3	3	Mental Health and Self-Care Whilst Studying
3	3	Personal Organisation and Time Management
3	3	Reviewing and Planning for the Future

General English

Level	Credits	Title
2	3	English Language Skills
3	3	Studying Literature
3	3	Communication – Reading and Writing
3	3	Communication – Speaking and Listening

General Maths

Level	Credits	Title
2	3	Understanding Maths
3	3	Application of Number - Calculation
3	3	Application of Number – Data Interpretation
3	6	Introductory Mathematics for HE

Ungraded Academic Subject Content (all at level 3)

Units cannot be included within a centre's Rules of Combination as both graded and ungraded, but centres can choose to offer some academic subject units as ungraded versions. These must be identified as part of the course approval and will apply to all cohorts on this diploma title within a centre. If a centre wishes to include other units in Groups A or B as ungraded content, this will need to be requested for consideration by the AVA, giving valid reasons for inclusion, as part of course approval.

Credits	Title
Ungraded Business	
3	Business Communication
3	Business Management Accounting
3	The Nature and Context of Business
Ungraded Law	
3	Consumer Law
3	Contract Law
Ungraded Computing	
3	Computer Architecture
3	Impact of IT Systems on Society
3	IT Business Solutions
3	Operating Systems and System Tools
Ungraded Maths	
3	Algebra
3	Arithmetic
3	Calculus
3	Collecting, Presenting and Using Statistics
3	General Mathematics
3	Statistics
3	The Nature and Applications of Statistics
3	Trigonometry
Ungraded Psychology	
3	Cognitive Psychology
3	Introduction to Psychology
Ungraded Sociology	
3	Introduction to Sociology
3	Social Research Methods

Diploma Assessment Framework

All LASER validated Access to HE programmes must include a **Diploma Assessment Plan** as a part of their validation/revalidation process and the plans will be required to be updated and available for review as part of the yearly External Quality Assurance cycle. In identifying assessment models, practitioners should also give due consideration to the requirements of the LASER Guidance on the Use of AI to ensure the veracity of assessments as measures of student achievement.

The policy for the LASER Access to HE Diploma Specification & Assessment Framework is available via Validated_Diploma_Specifications or by contacting the Access Office.

Required Assessment Models:

Assessment Model[2]	Suggested Weighted Frequency of Use	Comments
Examination	High / Moderate / Low	*Required by LASER Examination Policy and identified as a commonly used assessment model within HE.* The LASER Examination Policy requires all LASER validated Diploma Titles to contain at least **three** opportunities for students to experience appropriate forms of 'summative' examination which contribute to the final assessment and grade of the unit. Unless there is a compelling reason, **no diploma should contain more than six examinations**. The full policy can be viewed here: Access_Policies.
Data analysis	High / Moderate / Low	*Essential in a business context and will inform reports.*
Report	High / Moderate / Low	*Essential in a business context.*
Presentation	High / Moderate / Low	*Skills required in business e.g. presentations to different stakeholders.*
Project	High / Moderate / Low	*Often required in a business context.*

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[2] Definitions of the meanings of given **Assessment Models** are contained within Annex One of the LASER Access to HE Diploma Specification & Assessment Framework.

Recommended Assessment Models:

Recommended Assessment Model	Possible Weighting	Comments
Case study	Strongly Recommended / Recommended / <mark>Suggested</mark>	*Useful when studying organisations.*
Essay	Strongly Recommended / <mark>Recommended</mark> / Suggested	*Can be used for title-related units.*
Extended essay	Strongly Recommended / Recommended / <mark>Suggested</mark>	*As above.*
Reflective log	Strongly Recommended / <mark>Recommended</mark> / Suggested	*Useful for title-specific and title-related units.*
Literature review	Strongly Recommended / <mark>Recommended</mark> / Suggested	*As above.*
Web page development	Strongly Recommended / Recommended / <mark>Suggested</mark>	*A very useful business skill.*