

Access to HE Diploma Specification & Assessment Framework

Diploma Title: Business Studies

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|-----------------------------|-------------------------------|
| Learning Aim: | 40015658 |
| 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 Studies enables centres to choose from a variety of units within the business module, this can be supplemented with suitable complementary subjects.

The progression routes¹ from this Diploma could include, but are not limited to, degrees in business studies, marketing, human resource management, event management, finance, accounting, business administration, computing, management, business and law, etc

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 | Business studies, or selected computing, law, maths, | Minimum 24 credits to be taken from business studies |
| B | 9 or 15 | Graded | Additional units from group A or selected psychology, sociology, or other units | Number of credits dependent on choice of graded or ungraded IAS |
| C | 6 | Graded or Ungraded | IAS Business Studies | 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 |

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 (minimum 24 credits)

| Credits | Title |
|---------|--|
| 3 | Branding and Self Promotion |
| 3 | Business Communication |
| 6 | Business Financial Accounting |
| 3 | Business Management Accounting |
| 3 | Business Recruitment and Retention |
| 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 |
| 6 | Managing Human Resources for Business |
| 3 | Marketing Principles and Implications 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 |
| 3 | The Nature and Context of Business |

Computing

| Credits | Title |
|---------|---|
| 3 | Applied Digital Forensics |
| 3 | Computer Architecture |
| 6 | Computer Networks and Data Communications |
| 3 | Creating Dynamic Responsive Websites |
| 3 | Data Representation for IT |
| 6 | Designing and Building a Multiple Page Website |
| 6 | Designing and Building and IT Software Solution |
| 3 | Developing Programming Projects (<i>title and credits tbc</i>) |
| 6 | Human Computer Interaction (HCI) Ideals and User Experience (UX) |
| 3 | Impact of IT Systems on Society |
| 6 | Implementation of Programming Projects (<i>title and credits tbc</i>) |
| 6 | Introduction to Programming |
| 3 | IT Business Solutions |
| 3 | IT Systems Security |
| 3 | Operating Systems and System Tools |
| 3 | Programming Fundamentals |
| 3 | Querying Data in a Database Application and Producing Reports |
| 3 | Setting up and populating tables in a Database Application |
| 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 |

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.

| 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) |

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) | |
|---|---|
| <i>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.</i> | |
| 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 | <p><i>Required by LASER Examination Policy and identified as a commonly used assessment model within HE.</i></p> <p>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.</p> |
| Data analysis | High / Moderate / Low | <i>Essential in a business context and will inform reports.</i> |
| Report | High / Moderate / Low | <i>Essential in a business context.</i> |
| Presentation | High / Moderate / Low | <i>Skills required in business e.g. presentations to different stakeholders.</i> |
| Project | High / Moderate / Low | <i>Often required in a business context.</i> |

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 / Suggested | <i>Useful when studying organisations.</i> |
| Essay | Strongly Recommended / Recommended / Suggested | <i>Can be used for title-related units.</i> |
| Extended essay | Strongly Recommended / Recommended / Suggested | <i>As above.</i> |
| Reflective log | Strongly Recommended / Recommended / Suggested | <i>Useful for title-specific and title-related units.</i> |
| Literature review | Strongly Recommended / Recommended / Suggested | <i>As above.</i> |
| Web page development | Strongly Recommended / Recommended / Suggested | <i>A very useful business skill.</i> |