



openawards

# HUMANITIES AND SOCIAL SCIENCES



Access to HE Diploma








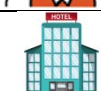
<b>Contents</b>		
1.	<a href="#">Access to HE Diploma Overview</a>	Page 3
2.	<a href="#">About the Qualification</a>	Page 4
3.	<a href="#">Qualification Structure</a>	Page 6
4.	<a href="#">How to Build your Access to HE Diploma</a>	Page 12
5.	<a href="#">Amendments to Diplomas</a>	Page 13
6.	<a href="#">Delivering this Qualification</a>	Page 15
7.	<a href="#">Appendices and Links</a>	Page 20

## The Access to Higher Education (HE) Diploma Overview

The Access to HE Diploma is regulated by the Quality Assurance Agency for HE (QAA). It is a qualification which prepares people that generally do not have traditional qualifications for study at degree level. Most Access to HE courses can be completed in one year. However, learners can also study part-time over two or more years. Diploma courses can be delivered by classroom or distance learning or a combination of the two – blended learning. The Access to HE Diploma is widely recognised by most UK universities and many actively encourage applications from Access to HE learners. Each year, around 25,000 Access to HE learners are accepted onto a degree course at a UK university to study in a wide range of subjects.

The Access to HE Diploma attracts UCAS tariff points. Learners are registered for mandatory units to the value of 60 credits at the start of their course. Open Awards Access to HE units are either 3 or 6 credits each. The combination of units in a Diploma is chosen when it is submitted for approval by the course provider. Diploma titles reflect the intended progression route or main area of study, e.g. Access to HE Diploma (Nursing), Access to HE Diploma (Humanities).

Open Awards currently offers Access to HE Diplomas in the following subject areas. If you are an Access to HE Diploma course provider and you would like to offer a Diploma from a different subject, please contact the team to discuss on 0151 494 2072 or [AHED@openawards.org.uk](mailto:AHED@openawards.org.uk)

	<b>Business and Management</b>		<b>Creative and Performing Arts</b>
	<b>Digital</b>		<b>Construction and the Built Environment</b>
	<b>Health</b>		<b>Humanities and Social Science</b>
	<b>Science and Engineering</b>		<b>Leisure, Travel and Tourism</b>

If you are a learner and would like to enquire about Access to HE Diploma courses, you can contact Open Awards at [AHED@openawards.org.uk](mailto:AHED@openawards.org.uk) or your local colleges.

## About the Qualification

<b>Subject pathway</b>	Humanities and Social Sciences
<b>Sector(s)</b>	10.1 History 10.4 Theology and Religious Studies 11.2 Sociology and Social Policy 11.3 Politics 12.1 Languages, Literature and Culture of the British Isles 13.1 Teaching and Lecturing 15.5 Law and Legal Services
<b>Level</b>	Level 3
<b>Pricing Information</b>	<a href="#">Please click here for more information</a>
<b>Review Date</b>	The date your Diploma will be reviewed will depend on when it was validated. Validity dates of Diplomas can be found on Diploma approval confirmation letters and from Open Awards. All Diplomas will be re-validated, as a minimum, every 5 years.

### Diploma Titles

Titles of Access to HE Diplomas are important as the title must reflect the intended HE destination for those learners undertaking the Diploma. The titles must conform to a QAA- prescribed format:

Access to HE Diploma (name of subject/area of study/progression route)

Examples:

- Access to HE Diploma (Engineering)
- Access to HE Diploma (Humanities)
- Access to HE Diploma (Medical Health Professions)

Open Awards has a wide range of approved Access to HE Diploma titles which should be used in the first instance. If you are unable to find a suitable title, new titles can be considered. Contact the Access to HE team on 0151 494 2072 who will be able to advise on how to do this.

## Recommended Diploma Titles

- Access to HE Diploma (Ancient History and Archaeology)
- Access to HE Diploma (Child, Adolescent and Family Studies)
- Access to HE Diploma (Education and Humanities)
- Access to HE Diploma (Education Studies)
- Access to HE Diploma (Education with English and History)
- Access to HE Diploma (Environmental Studies)
- Access to HE Diploma (Humanities)
- Access to HE Diploma (Humanities and Careers in Education)
- Access to HE Diploma (Humanities and Social Science)
- Access to HE Diploma (Humanities and Teaching)
- Access to HE Diploma (Law and Criminology)
- Access to HE Diploma (Legal Professions)
- Access to HE Diploma (Literature and History)
- Access to HE Diploma (Primary Teaching)
- Access to HE Diploma (Professions in Education)
- Access to HE Diploma (Professions in Social Work and Primary Education)
- Access to HE Diploma (Psychology)
- Access to HE Diploma (Psychology and Criminology)
- Access to HE Diploma (Public Services and Allied Professions)
- Access to HE Diploma (Social Care Professions)
- Access to HE Diploma (Sociology, Criminology with Social Work)
- Access to HE Diploma (Social and Community Work)
- Access to HE Diploma (Sociology and Criminology)
- Access to HE Diploma (Social Science)
- Access to HE Diploma (Social Studies)
- Access to HE Diploma (Social Work)
- Access to HE Diploma (Social Work and Social Studies)
- Access to HE Diploma (Social Work and Social Science)
- Access to HE Diploma (Social Work, Teaching and Social Sciences)
- Access to HE Diploma (Teaching)
- Access to HE Diploma (Teaching and Education Studies)
- Access to HE Diploma (Teacher Training)

## Qualification Structure

These are the rules which govern the combination of modules and units required to use to build your Access to HE Diploma.

Our Diploma Creator Tool (Merlin) and supportive Access to HE team will help guide you through the design process and make sure you follow the correct Rules of Combination.

Rules of Combination	
<b>Credit Value</b>	<b>60</b> credits from modules within one pathway
<b>Graded units</b>	<b>45</b> credits (at Level 3) These credits must have academic content.
<b>Ungraded units</b>	<b>15</b> credits (at Level 2 or 3) These units may have academic or developmental content.
<b>Teaching / ITT Diploma Specific Requirements</b>	Minimum of <b>15</b> credits from a national curriculum subject.
<b>Using Alternative Modules</b>	<p>You may include a choice of alternative module combinations in your Diploma where appropriate. For example for Careers in Business, you may choose to have both of the following module combinations in the same Diploma;</p> <ul style="list-style-type: none"> <li>• History, English and <b>Sociology</b></li> <li>• History, English and <b>Politics</b></li> </ul> <p>To do this you should submit your Diploma with some interchangeable modules of the same credit value. The Merlin Diploma Creator Tool will guide you through your selection.</p> <p><b>Please note:</b> If you build your Diploma in this way, Administration Staff, Assessors, Internal Verifiers and anyone else involved in the registration and award of learners must be aware of the alternative combinations of units.</p>

Each pathway contains a number of modules including units that cover specific subject areas.

Diplomas must contain a minimum of 2 and no more than 4 modules from academic subjects to ensure that the content is coherent and relevant to the intended progression routes.

## Modules and Units

### Module: Business

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
Applying Business Planning Skills	GA33BUS11	UA33BUS11	3	3
Business Accounts	GA33BUS14	UA33BUS14	3	3
Business Ethics	GA33BUS05	UA33BUS05	3	3
Business Finance Planning	GA33BUS15	UA33BUS15	3	3
Business Ideas and Start Ups	GA33BUS20	UA33BUS20	3	3
Business Law	GA33BUS17	UA33BUS17	3	3
Business Organisations	GA33BUS16	UA33BUS16	3	3
Development, Production and Distribution	GA33BUS13	UA33BUS13	3	3
Economic Models and Concepts	GA33BUS23	UA33BUS23	3	3
Economics of the European Union	GA33BUS01	UA33BUS01	3	3
Elements of Costing	GA33BUS18	UA33BUS18	3	3
Entrepreneurship	GA33BUS10	UA33BUS10	3	3
Government and Business in the UK	GA33BUS06	UA33BUS06	3	3
Income Statements and Balance Sheets	GA33BUS04	UA33BUS04	3	3
Introduction to Macroeconomics	GA33BUS24	UA33BUS24	3	3
Introduction to Marketing	GA33BUS22	UA33BUS22	3	3
Principles of Accounting	GA36BUS19	UA36BUS19	6	3
Producing and Managing a Budget	GA33BUS09	UA33BUS09	3	3

### Module: Criminology

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
Criminal Justice and Social Policy	GA33CRI01	UA33CRI01	3	3
Criminological Practice	GA33CRI11	UA33CRI11	3	3
Criminological Statistics	GA33CRI08	UA33CRI08	3	3
Forensic Evidence	GA33CRI05	UA33CRI05	3	3
Offender Profiling	GA33CRI14	UA33CRI14	3	3
Perspectives on Policing	GA33CRI09	UA33CRI09	3	3
Social Control, Discipline and Regulation	GA33CRI02	UA33CRI02	3	3
Socio-biological Explanations of Crime	GA33CRI12	UA33CRI12	3	3
Sociological Explanations of Crime	GA33CRI07	UA33CRI07	3	3
Terrorism, the State and	GA33CRI13	UA33CRI13	3	3

Civil Liberties				
The Criminology of Prisons	GA33CRI04	UA33CRI04	3	3
The Origins of Criminology	GA33CRI10	UA33CRI10	3	3
The Reliability of Evidence	GA33CRI06	UA33CRI06	3	3
Theories of Crime Causation	GA33CRI03	UA33CRI03	3	3

### Module: Education

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
Assessment Strategies and Skills	GA33EDU10	UA33EDU10	3	3
Equal Opportunities in the School Environment	GA33EDU08	UA33EDU08	3	3
Learning Difficulties in the School Environment	GA33EDU12	UA33EDU12	3	3
Lesson Preparation Skills	GA33EDU11	UA33EDU11	3	3
National Education Policy for English Schools	GA33EDU02	UA33EDU02	3	3
Practical Teaching Skills	GA33EDU04	UA33EDU04	3	3
Promoting Attainment in Schools	GA33EDU03	UA33EDU03	3	3
Roles, Responsibilities and Relationships in Education and Training	GA33EDU14	UA33EDU14	3	3
Teaching Placement	GA33EDU13	UA33EDU13	3	3
Theories of How Children Learn	GA33EDU05	UA33EDU05	3	3

### Module: English

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
Appreciating a Play	GA33ENG01	UA33ENG01	3	3
Appreciating Poetry	GA33ENG25	UA33ENG25	3	3
Appreciation of a Novel	GA33ENG09	UA33ENG09	3	3
Aspects of World Literature	GA33ENG17	UA33ENG17	3	3
Child Language Acquisition	GA33ENG12	UA33ENG12	3	3
Children's Literature	GA33ENG22	UA33ENG22	3	3
Film Form	GA33FMC02	UA33FMC02	3	3
Genre in Film	GA33FMC06	UA33FMC06	3	3
Gothic Fiction	GA33ENG16	UA33ENG16	3	3
Literary Theories and Criticism	GA33ENG02	UA33ENG02	3	3
Persuasive Communication	GA33ENG21	UA33ENG21	3	3
Script Writing	GA36ENG05	UA36ENG05	6	3
Shakespeare	GA33ENG18	UA33ENG18	3	3
Short Stories	GA33ENG10	UA33ENG10	3	3
Sociolinguistics	GA33ENG23	UA33ENG23	3	3
Standard and Non-Standard English	GA33ENG03	UA33ENG03	3	3
The English Language Today	GA33ENG19	UA33ENG19	3	3



The Sounds of English	GA33ENG13	UA33ENG13	3	3
Values and Ideology in an American Novel	GA33ENG06	UA33ENG06	3	3
Writing Fiction	GA36ENG20	UA36ENG20	6	3
Writing for Magazines	GA33ENG14	UA33ENG14	3	3
Writing Poetry	GA33ENG04	UA33ENG04	3	3

### Module: History

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
British Foreign Policy in the 1930s	GA33HIS30	UA33HIS30	3	3
British Prehistory	GA33HIS45	UA33HIS45	3	3
Economic Change in the Interwar Period	GA33HIS39	UA33HIS39	3	3
Greece: The Classical Era (Fifth Century BCE)	GA33HIS15	UA33HIS15	3	3
Hitler's Persecution of the Jews	GA33HIS33	UA33HIS33	3	3
Hitler's Rise to Power	GA33HIS17	UA33HIS17	3	3
Introduction to the Dark Ages 476 – 1000	GA33HIS05	UA33HIS05	3	3
Introduction to the High Medieval Age in Britain 1000-12000	GA33HIS14	UA33HIS14	3	3
Key Traditions in Political Philosophy	GA33POL11	UA33POL11	3	3
Liverpool and the Atlantic Slave Trade	GA33HIS23	UA33HIS23	3	3
Medieval Britain c.1150-1450	GA33HIS01	UA33HIS01	3	3
Regional History	GA36HIS47	UA36HIS47	3	3
Rome: The Age of Augustus	GA33HIS41	UA33HIS41	3	3
Rome: The Collapse of the Republic	GA33HIS29	UA33HIS29	3	3
Rome: The Early Empire	GA33HIS04	UA33HIS04	3	3
Stalin's Rise to Power	GA33HIS08	UA33HIS08	3	3
Stalinism and Modernisation in Russia	GA33HIS42	UA33HIS42	3	3
Studying History: An Introduction	GA33HIS35	UA33HIS35	3	3
The 'Viking Age': from the Eighth to the Eleventh Century	GA33HIS43	UA33HIS43	3	3
The Ancient Near East: Third Millennium	GA33HIS10	UA33HIS10	3	3
The Arab-Israeli Conflict since 1948	GA33HIS07	UA33HIS07	3	3
The Birth of Modern Ireland	GA33HIS46	UA33HIS46	3	3
The Birth of the Modern British State	GA33HIS36	UA33HIS36	3	3
The English Reformation	GA36HIS28	UA36HIS28	6	3
The First Crusade and the Rise and Fall of the Outremer	GA33HIS21	UA33HIS21	3	3

The Impact of the Second World War on Europe	GA33HIS09	UA33HIS09	3	3
The Industrial Revolution in Britain: Nature and Scope 1760 - 1830	GA33HIS06	UA33HIS06	3	3
The Industrial Revolution in Britain: Social Consequences 1800 - 1850	GA33HIS38	UA33HIS38	3	3
The Renaissance	GA33HIS26	UA33HIS26	3	3
The Rise and Fall of the Normans in England	GA33HIS32	UA33HIS32	3	3
The Role of History in the Northern Ireland Crisis	GA33HIS25	UA33HIS25	3	3
The Russian Revolutions of 1917	GA33HIS11	UA33HIS11	3	3
The Suffragette Movement	GA33HIS34	UA33HIS34	3	3
The War of the Roses	GA33HIS44	UA33HIS44	3	3

### Module: Law

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
Contract Law	GA33LAW31	UA33LAW31	3	3
Employment Law	GA33LAW30	UA33LAW30	3	3
Homicide	GA33LAW12	UA33LAW12	3	3
Law and Morality	GA33LAW10	UA33LAW10	3	3
Law of Tort	GA33LAW07	UA33LAW07	3	3
Legal Institutions in England and Wales	GA33LAW04	UA33LAW04	3	3
Negligence	GA33LAW19	UA33LAW19	3	3
Non-Fatal Offences Against the Person	GA33LAW01	UA33LAW01	3	3
Police Powers in England and Wales	GA33LAW15	UA33LAW15	3	3
Precedent, Statute and Statutory Interpretation	GA33LAW11	UA33LAW11	3	3
Property Offences	GA33LAW13	UA33LAW13	3	3
The Criminal Process	GA33LAW06	UA33LAW06	3	3
The Jury System	GA33LAW03	UA33LAW03	3	3
The Legal Profession	GA33LAW14	UA33LAW14	3	3
Vitiating Factors of a Contract	GA33LAW08	UA33LAW08	3	3

### Module: Management

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
Business Management Structures	GA33MAN14	UA33MAN14	3	3
Effective Meetings	GA33MAN02	UA33MAN02	3	3
Industrial Relations	GA33MAN13	UA33MAN13	3	3
Management Accounting	GA33MAN04	UA33MAN04	3	3
Management Styles	GA33MAN07	UA33MAN07	3	3
Managing Change	GA33MAN09	UA33MAN09	3	3

Managing Conflict in the Workplace	GA33MAN01	UA33MAN01	3	3
Motivating Staff	GA33MAN12	UA33MAN12	3	3
Recruitment and Selection	GA33MAN03	UA33MAN03	3	3
The Management Cycle	GA33MAN08	UA33MAN08	3	3
Training and Development	GA33MAN05	UA33MAN05	3	3

### Module: Politics

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
Key Traditions in Political Philosophy	GA33POL11	UA33POL11	3	3
Politics and Society	GA33POL01	UA33POL01	3	3
Post World War II British Prime Ministers	GA33POL07	UA33POL07	3	3
The Balance of Power and the Politics of Security	GA33POL05	UA33POL05	3	3
The Birth of Modern Ireland	GA33HIS46	UA33HIS46	3	3
The Cold War in World Politics	GA33POL09	UA33POL09	3	3
The Politics of Violence and Resistance	GA33POL02	UA33POL02	3	3
The Post War Consensus and the Role of Ideology in Modern Britain	GA33POL03	UA33POL03	3	3
The Rise of the West in World Politics	GA33POL10	UA33POL10	3	3

### Module: Psychology

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
Aggression	GA33PSY02	UA33PSY02	3	3
Attention	GA33PSY10	UA33PSY10	3	3
Biopsychology of Stress	GA33PSY18	UA33PSY18	3	3
Cognitive Development	GA33PSY19	UA33PSY19	3	3
Concepts of Normality and Mental Health	GA33PSY15	UA33PSY15	3	3
Early Social Development	GA33PSY04	UA33PSY04	3	3
Interpersonal Relationships	GA33PSY20	UA33PSY20	3	3
Memory	GA33PSY11	UA33PSY11	3	3
Non-Verbal Communication	GA33PSY16	UA33PSY16	3	3
Perception	GA33PSY12	UA33PSY12	3	3
Personality Theory	GA33PSY03	UA33PSY03	3	3
Psychological Perspectives	GA33PSY09	UA33PSY09	3	3
Social Influence and Independence	GA33PSY05	UA33PSY05	3	3
Stereotyping, Prejudice and Discrimination	GA33PSY14	UA33PSY14	3	3
The Nature-Nurture Debate	GA33PSY08	UA33PSY08	3	3
Theories of Pain	GA33PSY17	UA33PSY17	3	3
Transition Psychology	GA33PSY07	UA33PSY07	3	3

**Module: Social Work**

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
Anti-oppressive Practice in Social Work	GA33SOW01	UA33SOW01	3	3
Safeguarding Children and Social Work	GA33SOW06	UA33SOW06	3	3
Social Work and Adults with Learning Disabilities	GA33SOW08	UA33SOW08	3	3
Social Work and Elderly People	GA33SOW07	UA33SOW07	3	3
Social Work and Mental Health	GA33SOW04	UA33SOW04	3	3
Social Work in Practice	GA33SOW02	UA33SOW02	3	3

**Module: Sociology**

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
Access to Health Care in Modern Britain	GA33HEA05	UA33HEA05	3	3
Changing Beliefs in British Society	GA33SOC06	UA33SOC06	3	3
Community Change and the Environment	GA33SOC29	UA33SOC29	3	3
Delivery of Health Care in the UK	GA33HEA02	UA33HEA02	3	3
Education and Social Inequality	GA33SOC14	UA33SOC14	3	3
Ethical Issues in Health	GA33HEA01	UA33HEA01	3	3
Exploring Social Policy	GA33SOC02	UA33SOC02	3	3
Feminism and the Household	GA33SOC01	UA33SOC01	3	3
Gender and Health Care Roles in Modern Britain	GA33HEA04	UA33HEA04	3	3
Health Promotion	GA33HEA06	UA33HEA06	3	3
History of Social Policies	GA33SOC09	UA33SOC09	3	3
Introduction to Women's Studies	GA33SOC16	UA33SOC16	3	3
Key Traditions in Political Philosophy	GA33POL11	UA33POL11	3	3
Learning and Gender	GA33SOC10	UA33SOC10	3	3
Organisation and Control of Contemporary News Media	GA33FMC05	UA33FMC05	3	3
Poverty in Contemporary Britain	GA33SOC05	UA33SOC05	3	3
Public Health	GA33HEA08	UA33HEA08	3	3
Race in British Society	GA33SOC08	UA33SOC08	3	3
Regeneration and the City	GA33SOC28	UA33SOC28	3	3
Sexual Health in the UK	GA33HEA03	UA33HEA03	3	3
Social Roles in the Caring Professions	GA33HEA07	UA33HEA07	3	3
Social Stratification and Inequality	GA33SOC03	UA33SOC03	3	3

Sociological Theory	GA33SOC15	UA33SOC15	3	3
Sociology of the Environment	GA33SOC27	UA33SOC27	3	3
Sociology of the Family in Modern Britain	GA33SOC04	UA33SOC04	3	3
Television in Britain	GA33FMC01	UA33FMC01	3	3
The Nature-Nurture Debate	GA33PSY08	UA33PSY08	3	3
The Sixties in the Cinema	GA33FMC03	UA33FMC03	3	3
Women and Paid Work	GA33SOC07	UA33SOC07	3	3
Work and Leisure	GA33SOC12	UA33SOC12	3	3

### Module: Theology and Religious Studies

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
An Introduction to Christianity	GA33TRS01	UA33TRS01	6	3
Diversity and Religion in India	GA33TRS04	UA33TRS06	6	3
Introduction to Theology with Religious Studies	GA33TRS03	UA33TRS03	3	3
The Origins and Growth of Islam	GA36TRS07	UA36TRS07	6	3

### Module: Developmental

Unit Name	Unit Reference Number (Graded)	Unit Reference Number (Ungraded)	Credit Value	Level
Communication: Academic Essay Writing	N/A	UD33DEV23	3	3
Communication: Portfolio of Writing Exercises	N/A	UD33DEV29	3	3
Communication: Presentation Skills	N/A	UD33DEV25	3	3
Communication: Punctuation and Grammar Skills	N/A	UD23DEV21	2	3
Communication: Reading Strategies	N/A	UD23DEV20	2	3
Communication: Report Writing	N/A	UD33DEV24	3	3
Communication: Speaking and Listening Skills	N/A	UD23DEV19	2	3
Communication: Writing for Meaning	N/A	UD23DEV22	2	3
ICT: Advance Use of ICT	N/A	UD33DEV10	3	3
ICT: Advanced Word Processing	N/A	UD33DEV15	3	3
ICT: Using ICT	N/A	UD23DEV09	2	3
ICT: Using Presentation Software	N/A	UD23DEV11	2	3
ICT: Using Spreadsheets	N/A	UD23DEV13	2	3
ICT: Word Processing	N/A	UD23DEV14	2	3
Personal Development: Applying for HE	N/A	UD33DEV27	3	3
Personal Development:	N/A	UD33DEV28	3	3

Setting Targets and Reflective Practice				
Personal Development: Study Skills	N/A	UD33DEV26	3	3
Professional Behaviours	N/A	UD33DEV32	3	3
Research: Practical Research for Psychology	N/A	UD33DEV30	3	3
Science: Biological Practical Skills	N/A	UD33DEV31	3	3
Science: Introduction to Biology	N/A	UD23DEV06	2	3
Science: Introduction to Chemistry	N/A	UD23DEV08	2	3
Science: Introduction to Physics	N/A	UD23DEV07	2	3
Study Skills: Critical Analysis	N/A	UD33DEV18	3	3
Study Skills: Developing Research Skills	N/A	UD33DEV16	3	3
Study Skills: Using Research Skills	N/A	UD33DEV17	3	3
Use of Number: Data Handling and Probability	N/A	UD23DEV02	2	3
Use of Number: Maths Project	N/A	UD23DEV03	2	3
Use of Number: Measure and Shape	N/A	UD23DEV04	2	3
Use of Number: Numbers and Algebra	N/A	UD23DEV01	2	3

## How to Build Your Access to HE Diploma with Open Awards

Open Awards allow providers to design bespoke Diplomas so long as the rules of combination can be met and the Diploma content is appropriate for the planned progression route. We provide a Diploma Creator Tool (also known as 'Merlin') which ensures that you are providing the right information.

Building your Access to HE Diploma is as easy as 1, 2, 3...



**Selecting a Diploma Title:** Firstly, consider what degree course(s) and career pathway(s) you would like to prepare your learners for and select a Diploma title that reflects this.



**Choosing Content to Satisfy Rules of Combination:** Secondly, build your Diploma by choosing modules and units from our bank according to the Rules of Combination set out above. When deciding upon the content, consideration should be given to the requirements of the Higher Education Institutions (HEIs) to which your learners are most likely to progress.



**Submitting your Proposal:** Thirdly, submit your proposal to us for review. We will consult with a range of stakeholders, such as HEIs themselves, other providers and moderators who will ensure that the content meets the intended purpose.

Submit your proposed Diploma for validation via the Open Awards secure portal. The team will check it through and seek stakeholder approval through a validation panel. The Diploma will then be presented to the Open Awards Access to HE Committee and Board of Trustees for final approval. You will be formally notified of the approval outcome including a date for commencement of delivery. This will be the date you requested on your Merlin.

**Important:** Once a named Diploma has been approved, the title and the units attached to the Diploma are fixed. Any changes required to a Diploma should be made according to the guidance below.

It is the provider's responsibility to ensure that learners are taught and assessed on the correct units. **If a learner has been taught and assessed for different units to those approved in the Diploma, they will not achieve the Diploma qualification.**

## Amendments to Diplomas

Once your Access to HE Diploma has been approved by the Open Awards Board of Trustees it can only be amended through a formal change process. This section explains how this process works and gives an indication of the timescales involved.

Depending on the size and scope of the change you propose to your Diploma, it will be classified as either a minor or major change. The classification will determine the process that the change must follow to be approved.

The following table shows how we categorise these changes and the subsequent actions required.

Change Type	Change Description	Action Required
Minor Change	A change of up to 15 credits selected from existing modules within a validated Diploma as long as Open Awards consider that the change will not detract from the coherence of the Diploma, its suitability for the stated progression route, and the rules of combination are still met.	Minor Change Form to be completed and submitted through the Secure Portal.
Minor Change	Change to Diploma title using an existing Open Awards' approved title that aligns to the content and rationale of the Diploma.	
Minor Change	Addition of an alternative module to an existing validated Diploma, as long as this has the same credit value as the original module, and the alternative module is comparable in demand to its alternative. It must also align to the content and rationale of the Diploma.	
Major Change	A change to an existing approved Diploma involving 16 credits or more.	To be classed as a new Diploma. Diploma Creator Tool (Merlin) to be completed and submitted through the Secure Portal.
Major Change	A replacement of one or more modules by another from the same pathway.	

Other requested changes may also be considered and we will use our discretion as to the process to be followed to approve any change. Please refer to [Provider Handbook](#) for further information.



## Diploma Revalidation

Once approved, your Diploma will be given a review date, normally 5 years from the Diploma Validation date. At this point, your Diploma will need to be revalidated. Revalidation follows a similar process as initial development and ensures that the content remains relevant and appropriate to the intended progression route.

## Requesting New Units

If you cannot find the unit content you are looking for you may propose the content for a new unit. The unit will be considered by a panel of subject specialists from other Access providers, Higher Education Institution contacts and moderators before being submitted to the Open Awards Access to HE Committee and Board of Trustees for approval. Once approved, you will be able to include the unit in your Diploma from the start of the next academic year by requesting the change according to the guidance provided in the [Access to HE Provider Handbook](#). Please make sure that the replacement units do not affect the Rules of Combination for the Diploma e.g. only replace a graded unit with another graded unit, only replace Level 3 unit with another Level 3 unit.

## Requesting New Modules and Pathways

We welcome business cases for the proposal of new modules and pathways, which can be submitted via [AHED@openawards.org.uk](mailto:AHED@openawards.org.uk). As changes to the programme structure may impact on some or all users of the Diploma, we will ensure that all relevant stakeholders are involved in the consultation process before any change is agreed and implemented. Changes should not be implemented in your Diplomas until you have written confirmation that the changes have been approved and you have requested the change to or a new Diploma.

All Open Awards Access to HE units are valid for a maximum period of 5 years following approval by the Access to HE Committee and Board of Trustees. Open Awards conduct reviews of a selection of units across the academic year to ensure that they remain fit for purpose.

Providers are invited to comment on the suitability of units as part of the review process before they are taken to panel for renewal.

## Delivering this Qualification

### Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, [click here](#) or contact the team on 0151 494 2072.

### Already Recognised? How to Deliver

If you are already a recognised Open Awards centre but you haven't delivered Access to HE before, please contact the team on 0151 494 2072 or [AHED@openawards.org.uk](mailto:AHED@openawards.org.uk) to discuss your curriculum with the team.

### Registering Learners

Access to HE learners should be **registered within 6 weeks** of the learner's individual start date or before the learner's official (usually UCAS) application deadline via the Open Awards [Secure Portal](#). Please make sure that learners are registered with the correct details and on the correct Diploma. If learners are registered incorrectly, there will be an administration charge to rectify errors. Learners can be added onto existing course runs but are subject to the 6-week registration deadline.

Amendments or late registrations may be requested up to 26 weeks from the learner's start date but are only considered in extenuating circumstances and on an individual basis. These requests may result in further investigations by Open Awards and control measures may be applied.

Learner registration data can be submitted using the provided 'LRF (Access to HE)' template or via a report generated from your own MIS system. The data provided must be in accordance with the **Access to the HE Data Specification** document which is available via the secure portal.

You will need to register your learners via the Open Awards portal. More information can be found in our [Access to HE Provider Handbook](#).

### Assessment and Quality Assurance

Delivery of this qualification must be done so in accordance with QAA regulatory guidelines and in line with Open Awards' quality assurance processes. Please see our [Access to HE Provider Handbook](#) for more information.

#### **Centre Staff Requirements**

It is expected that centres will have occupationally competent staff with relevant sector experience for their role in the delivery of the units/qualifications being offered.

For the delivery and assessment of this qualification, it is expected that staff have a qualification at the level higher than the qualification in a related academic subject and have up-to-date working knowledge and experience of best practice in assessment and quality assurance.

Centres are responsible for ensuring that their staff are occupationally competent

and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

### **Assessment**

Each Access to HE Diploma must be supported by assessment plans to ensure that students are able to demonstrate the skills, knowledge and confidence that will prepare them for the rigorous assessment regimes in higher education.

Tutors must develop plans which show how they intend to assess each unit and the Diploma as a whole. These plans must be internally moderated. The assessment plan should cover the whole Diploma and include:

- Number of assignments
- Type and range of assessments
- How tasks will allow for differentiation
- An assessment strategy for the whole Diploma
- A schedule of delivery and assessment/ scheme of work
- Consideration as to whether the strategy prepares learners for Higher Education

In order to achieve the Diploma, learners must meet all Learning Outcomes and associated Assessment Criteria in all units approved in the Diploma specification.

Each Assessment Criterion must be assessed only once. All grade descriptors assigned to a unit by Open Awards (as indicated in the unit content document) must be included in the assessment of assignment(s) for that unit. Descriptors that have not been formally assigned to the unit must not be used. A single grade descriptor may be included more than once where more than one assignment is used to measure achievement for a single unit. Grade Descriptor 7 must be used for all assignments.

A variety of assessment methods should be used which will allow learners the opportunity to develop experience and skills required for HE study. At least one unit from each module should be assessed using a formal and controlled assessment method e.g. examinations.

Where a unit is assessed by more than one assignment, the assessment strategy must clearly state which graded descriptors will be considered for each assignment and how you will apply a single grade for the unit.

Assessment practices must reflect the Equality and Diversity Policy of Open Awards. Reasonable adjustments may be required for individual learners to enable them to undertake assessments fairly. Please see our Reasonable Adjustments and Special Considerations Policy for more information.

### **Preparing Assignments**

One of the many benefits of an Open Awards Access to HE Diploma is that tutors design the assignments for their own provision to suit the context of delivery and to make the most of the variety of assessments methods available in individual circumstances. Please see our [Access to HE Provider Handbook](#) for more information.

### **Drafts, Submissions and Re-submissions**

It is a requirement that you publish procedures for the formal submission of work for assessment in your course handbook. These procedures must be the same for all the Access Diplomas that you are approved to deliver.

Your procedures must conform to QAA requirements as set out in the [Grading Scheme Handbook](#) (Sections C and E).

Please see our [Access to HE Provider Handbook](#) for more information.

### **Recording Results**

Once a learner's assignment(s) for a unit have been assessed and an overall grade given for the unit, the grade should be recorded on the Open Awards Markbook via the Secure Portal.

Results for a course run must be entered by a single portal account holder. This may be the Access to HE Administrator or by another nominated contact. Portal accounts must not be shared or logged on multiple times simultaneously as this can lead to duplicated results.

Please see our [Access to HE Provider Handbook](#) for more information.

## Verification and Standardisation

### Internal Verification

Internal verification is a process by which the provider systematically samples and evaluates its assessment practices and decisions, and acts on the findings to ensure consistency and fairness. The main purpose is to improve and standardise practice in the assessment of learners.

The Access to HE Coordinator must take responsibility for internal verification of all Access to HE Diplomas at your organisation and we will expect that you have the appropriate levels of resources to implement these processes.

Verification activities must include:

- Pre-delivery verification
- Verification of achievement

### Internal Standardisation

Standardisation is a vital component of any robust quality assurance system and as a condition of provider approval all Open Awards Access to HE providers agree to participate in standardisation activities.

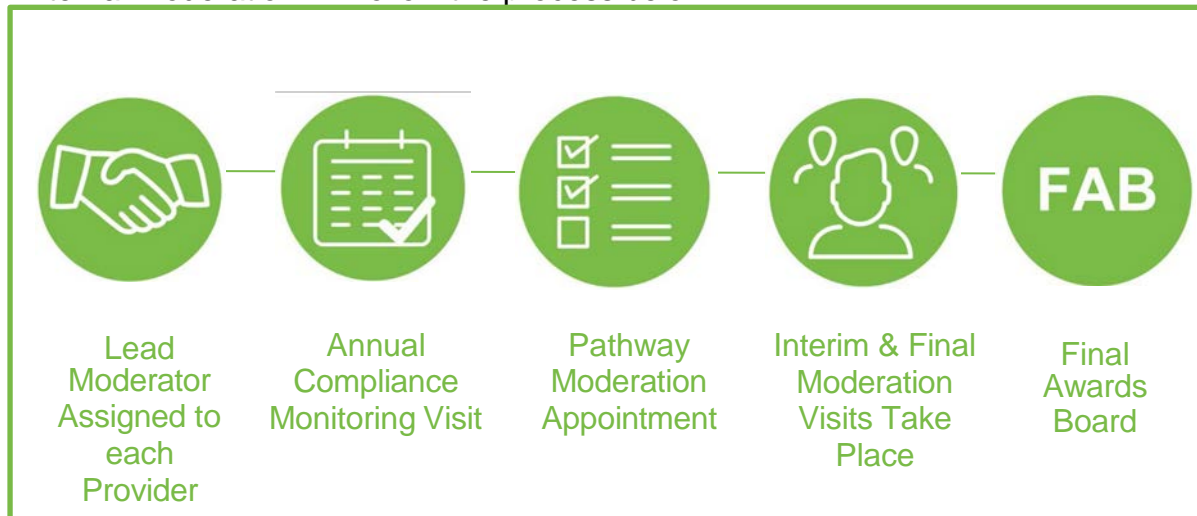
Where more than one tutor / assessor makes assessment decisions and recommendations for the award of credit to learners on the same Diploma or similar courses it is essential that internal verification processes include the standardisation of their practice.

Open Awards expect providers to plan and undertake standardisation of internally-set tasks and the outcomes of internal assessment **at least twice a year**.

Please see our [Access to HE Provider Handbook](#) for more information on verification and standardisation activities required.

## External Moderation

External moderation will follow the process below:



For more information on each of these processes, please see the [Access to HE Provider Handbook](#).

### **External Standardisation**

Standardisation is a vital component of any robust quality assurance system and as a condition of provider approval all Open Awards Access to HE providers agree to participate in standardisation activities, both internally and externally.

Open Awards runs a series of standardisation activities that are accessible to all Access to HE providers.

Open Awards runs live standardisation events for each pathway to allow practitioners to peer review and learn from each other through networking. We are aware that some staff may wish to participate in standardisation activities but will be unable to attend events at the Open Awards office.

We also offer online standardisation activities. You will be provided with access to an online repository of standardisation activities, training and opportunities to share best practices.

## Recognition of Prior Learning and Achievement (RPL)

Learners presenting evidence of accredited prior learning on non-Access courses can apply for exemption for credit on relevant Level 2 and Level 3 units where appropriate.

Learners who have achieved Access to HE Diploma credits (either from Open Awards or another AVA) may wish to claim credit towards an Open Awards Diploma. Credit transfer is dependent on the content of the unit/s from which those credits were gained matching the content of the unit/s for which they wish to claim.

For more information, please see our Recognition of Prior Learning Policy.

## Appendices and Links

Appendix Name
<a href="#">Open Awards Provider Handbook</a>
<a href="#">QAA Access to HE Diploma Specification 2013</a>
<a href="#">QAA Grading Scheme Handbook</a>
<a href="#">Enquiries, Complaints and Appeals Policy</a>
<a href="#">Equality and Diversity Policy</a>
<a href="#">Invoicing Policy</a>
<a href="#">Plagiarism Policy</a>
<a href="#">Privacy Policy</a>

© Copyright Open Awards 2019.

All rights reserved. Permission is granted to reproduce for personal and educational use only. Commercial copying, hiring or lending is prohibited.

Open Awards  
17 De Havilland Drive,  
Estuary Commerce Park  
Speke  
Liverpool  
L24 8N

**0151 494 2072**

[info@openawards.org.uk](mailto:info@openawards.org.uk) | [www.openawards.org.uk](http://www.openawards.org.uk) | [@openawards](#)