# open awards

Changing lives through learning

Access to HE Diploma

# Film and Creative Digital Media

AIM 40011331

# Contents

| Version Control | |
|---|---|
| v1.0 | New document April 2023 |
| v2.0 | May 2024. Document rebranded. 6 graded credits added to align with revised QAA Diploma specification following minor change process. |

# About the Qualification

| | |
|---|---|
| **Title** | Open Awards Access to HE Diploma (Film, Creative and Digital Media) |
| **Qualification Accreditation Number** | AIM 40011331 |
| **Sector** | 9.2 Crafts, Creative Arts and Design |
| **Level** | Level Three |
| **Funding** | [Please click here for more information](#) |
| **Pricing Information** | [Please click here for more information](#) |
| **Review Date** | 31/07/2027 |

| | |
|---|---|
| **Purpose** | To provide higher education progression opportunities for adults who, because of social, educational or individual circumstances, may have achieved few, if any, prior qualifications. |

| | |
|---|---|
| **Available Delivery Modes** | Blended Learning |

| Total Qualification Time/Guided Learning | |
|---|---|
| Total Qualification Time (hours) | 600 |
| Guided Learning (hours) | 600 |

| Age Range and Restrictions | |
|---|---|
| Pre -16 | x |
| 16 – 18 | ✓ |
| 18+ | ✓ |
| Any other restrictions specific to the qualification(s) | None |

## Any Specified Entry Requirements

This qualification is suitable for learners aged 17+.

There are no specific entry requirements with regards to prior qualifications. However, providers must liaise with Higher Education Institutions when developing their Access to HE programme to identify any additional requirements for progression.

In most cases, we expect learners to have or being working towards GCSE English and maths at grade C/4 or above or equivalents.

## Recommended Assessment Method Summary

Assessments for Access to HE Diplomas are internally set, internally marked and externally moderated portfolio of evidence

Providers will be required to develop an assessment strategy before they begin delivery of this Diploma. This will ensure that a range of appropriate assessment methods are selected. Consideration must be given to the needs of all learners whilst also making sure that they can develop and evidence the skills, knowledge and confidence that will prepare them for the rigorous assessment regimes in higher education.

Types of evidence could include:

a) Written assignments
b) Essays
c) Reports
d) Presentations
e) Practical assessment
f) Examinations
g) Project work

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

Please see the Access to HE Provider Handbook for more information.

# Qualification Structure

## Rules of Combination

| | |
|---|---|
| **Credit Value of the Qualification:** | 60 |
| **Minimum Credits to be achieved at the Level of the Qualification:** | 45 |
| **Graded Credits** | 45 |
| **Ungraded Credits** | 15 |

| **Graded Units** | |
|---|---|
| Mandatory Academic Unit Group A – Film, Media and Culture | A minimum of 15 graded credits required. |
| Optional Academic Unit Group B – Art and Design | The remaining 15 graded credits may be selected from groups A or B-F. |
| Optional Academic Unit Group C – Business | |
| Optional Academic Unit Group D – English Language | |
| Optional Academic Unit Group E – English Literature | |
| Optional Academic Unit Group F – Digital | |
| **Ungraded Units** | |
| Optional Ungraded Unit Group A – Film, Media and Culture | |
| Optional Ungraded Unit Group B – Art and Design | |
| Optional Ungraded Unit Group C – Business | A minimum of 15 ungraded credits must be selected from ungraded groups A – E. |
| Optional Ungraded Unit Group D – English Language | |
| Optional Ungraded Unit Group E – English Literature | |

| Optional Ungraded Unit Group F – Digital | |
| --- | --- |
| Optional Ungraded Unit Group G – Developmental | |

In addition, you must ensure that at least one six (6) credit (academic graded, academic ungraded, or ungraded developmental) to be compliant with the requirements of the QAA Access to HE Diploma specification.

You can select up to a maximum of 30 credits made up of six (6) credit (academic graded, ungraded, or ungraded developmental) units.

Please note, units with the same title (ungraded and graded) are barred.

# Qualification Units

**Graded**

**Mandatory Academic Unit Group A – Film, Media and Culture**
(A minimum of 15 graded credits required.)

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| GA33FMC02 | Film Form | 3 | Level Three |
| GA33FMC06 | Genre in Film | 3 | Level Three |
| GA33FMC05 | Organisation and Control of Contemporary News Media | 3 | Level Three |
| GA36FMC07 | Practical Video Production | 6 | Level Three |
| GA33FMC01 | Television in Britain | 3 | Level Three |
| GA33FMC03 | The Sixties in the Cinema | 3 | Level Three |

**Optional Academic Unit Group B – Art and Design**

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| GA33ART12 | 3D Processes and Media | 3 | Level Three |
| GA33ART03 | Application of Drawing | 3 | Level Three |
| GA36ART11 | Art and Design Project | 6 | Level Three |
| GA33ART17 | Computer Imaging for Art and Design | 3 | Level Three |
| GA36ART05 | Drawing for Art and Design | 6 | Level Three |
| GA36ART04 | Extended Study in the Visual Arts | 6 | Level Three |
| GA36ART13 | Figure Studies | 6 | Level Three |
| GA33ART01 | Fine Art Skills Development | 3 | Level Three |
| GA33ART09 | Graphics Skills Development | 3 | Level Three |
| GA33ART08 | Introduction to Ceramics | 3 | Level Three |
| GA33ART14 | Introduction to Drawing and Painting | 3 | Level Three |
| GA33ART02 | Introduction to Life Drawing | 3 | Level Three |
| GA33ART15 | Introduction to Photography | 3 | Level Three |
| GA33ART16 | Introduction to Visual Research for Art and Design | 3 | Level Three |
| GA33ART07 | Materials Exploration: Sculpture | 3 | Level Three |
| GA36ART06 | Painting - Extended | 6 | Level Three |
| GA33ART10 | Relief Printmaking | 3 | Level Three |

**Optional Academic Unit Group C – Business**

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| GA33BUS11 | Applying Business Planning Skills | 3 | Level Three |
| GA33BUS14 | Business Accounts | 3 | Level Three |
| GA36BUS26 | Business Contract Law | 6 | Level Three |
| GA33BUS05 | Business Ethics | 3 | Level Three |
| GA33BUS15 | Business Finance Planning | 3 | Level Three |
| GA33BUS20 | Business Ideas and Start Ups | 3 | Level Three |
| GA33BUS17 | Business Law | 3 | Level Three |
| GA33BUS16 | Business Organisations | 3 | Level Three |
| GA33BUS13 | Development, Production and Distribution | 3 | Level Three |
| GA33BUS23 | Economic Models and Concepts | 3 | Level Three |
| GA33BUS01 | Economics of the European Union | 3 | Level Three |
| GA33BUS18 | Elements of Costing | 3 | Level Three |
| GA33BUS10 | Entrepreneurship | 3 | Level Three |
| GA33BUS06 | Government and Business in the UK | 3 | Level Three |
| GA36BUS28 | Human Resource Management | 6 | Level Three |
| GA33BUS04 | Income Statements and Balance Sheets | 3 | Level Three |
| GA33BUS24 | Introduction to Macroeconomics | 3 | Level Three |
| GA33BUS22 | Introduction to Marketing | 3 | Level Three |
| GA36BUS19 | Principles of Accounting | 6 | Level Three |
| GA33BUS09 | Producing and Managing a Budget | 3 | Level Three |

**Optional Academic Unit Group D – English Language**

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| GA33ENG12 | Child Language Acquisition | 3 | Level Three |
| GA33ENG21 | Persuasive Communication | 3 | Level Three |
| GA36ENG05 | Script Writing | 6 | Level Three |
| GA33ENG19 | The English Language Today | 3 | Level Three |
| GA33ENG13 | The Sounds of English | 3 | Level Three |
| GA36ENG20 | Writing Fiction | 6 | Level Three |
| GA33ENG14 | Writing for Magazines | 3 | Level Three |
| GA33ENG04 | Writing Poetry | 3 | Level Three |

**Optional Academic Unit Group E – English Literature**

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| GA33ENG01 | Appreciating a Play | 3 | Level Three |
| GA33ENG25 | Appreciating Poetry | 3 | Level Three |
| GA33ENG09 | Appreciation of a Novel | 3 | Level Three |
| GA33ENG17 | Aspects of World Literature | 3 | Level Three |
| GA33ENG16 | Gothic Fiction | 3 | Level Three |
| GA33ENG02 | Literary Theories and Criticism | 3 | Level Three |
| GA36ENG05 | Script Writing | 6 | Level Three |
| GA33ENG18 | Shakespeare | 3 | Level Three |
| GA33ENG10 | Short Stories | 3 | Level Three |
| GA33ENG06 | Values and Ideology in an American Novel | 3 | Level Three |
| GA33ENG14 | Writing for Magazines | 3 | Level Three |

**Optional Academic Unit Group F – Digital**

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| GA33COM14 | Digital Graphics | 3 | Level Three |
| GA33COM16 | Interactive Media Industry | 3 | Level Three |
| GA33COM18 | Stop Motion Animation | 3 | Level Three |
| GA33COM19 | Web Animation | 3 | Level Three |
| GA33COM11 | Website Design and Development | 3 | Level Three |

## Ungraded Units

A minimum of 15 graded credits required from ungraded units (academic or developmental).

## Optional Ungraded Unit Group A – Film, Media and Culture

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| UA33FMC02 | Film Form | 3 | Level Three |
| UA33FMC06 | Genre in Film | 3 | Level Three |
| UA33FMC05 | Organisation and Control of Contemporary News Media | 3 | Level Three |
| UA36FMC07 | Practical Video Production | 6 | Level Three |
| UA33FMC01 | Television in Britain | 3 | Level Three |
| UA33FMC03 | The Sixties in the Cinema | 3 | Level Three |

## Optional Ungraded Unit Group B – Art and Design

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| UA33ART12 | 3D Processes and Media | 3 | Level Three |
| UA33ART03 | Application of Drawing | 3 | Level Three |
| UA36ART11 | Art and Design Project | 6 | Level Three |
| UA33ART17 | Computer Imaging for Art and Design | 3 | Level Three |
| UA36ART05 | Drawing for Art and Design | 6 | Level Three |
| UA36ART04 | Extended Study in the Visual Arts | 6 | Level Three |
| UA36ART13 | Figure Studies | 6 | Level Three |
| UA33ART01 | Fine Art Skills Development | 3 | Level Three |
| UA33ART09 | Graphics Skills Development | 3 | Level Three |
| UA33ART08 | Introduction to Ceramics | 3 | Level Three |
| UA33ART14 | Introduction to Drawing and Painting | 3 | Level Three |
| UA33ART02 | Introduction to Life Drawing | 3 | Level Three |
| UA33ART15 | Introduction to Photography | 3 | Level Three |
| UA33ART16 | Introduction to Visual Research for Art and Design | 3 | Level Three |
| UA33ART07 | Materials Exploration: Sculpture | 3 | Level Three |
| UA36ART06 | Painting - Extended | 6 | Level Three |
| UA33ART10 | Relief Printmaking | 3 | Level Three |

**Optional Ungraded Unit Group C – Business**

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| UA33BUS11 | Applying Business Planning Skills | 3 | Level Three |
| UA33BUS14 | Business Accounts | 3 | Level Three |
| UA33BUS05 | Business Ethics | 3 | Level Three |
| UA33BUS15 | Business Finance Planning | 3 | Level Three |
| UA33BUS20 | Business Ideas and Start Ups | 3 | Level Three |
| UA33BUS17 | Business Law | 3 | Level Three |
| UA33BUS16 | Business Organisations | 3 | Level Three |
| UA33BUS13 | Development, Production and Distribution | 3 | Level Three |
| UA33BUS23 | Economic Models and Concepts | 3 | Level Three |
| UA33BUS01 | Economics of the European Union | 3 | Level Three |
| UA33BUS18 | Elements of Costing | 3 | Level Three |
| UA33BUS10 | Entrepreneurship | 3 | Level Three |
| UA33BUS06 | Government and Business in the UK | 3 | Level Three |
| UA33BUS04 | Income Statements and Balance Sheets | 3 | Level Three |
| UA33BUS24 | Introduction to Macroeconomics | 3 | Level Three |
| UA33BUS22 | Introduction to Marketing | 3 | Level Three |
| UA36BUS19 | Principles of Accounting | 6 | Level Three |
| UA33BUS09 | Producing and Managing a Budget | 3 | Level Three |

**Optional Ungraded Unit Group D – English Language**

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| UA33ENG12 | Child Language Acquisition | 3 | Level Three |
| UA33ENG21 | Persuasive Communication | 3 | Level Three |
| UA36ENG05 | Script Writing | 6 | Level Three |
| UA33ENG19 | The English Language Today | 3 | Level Three |
| UA33ENG13 | The Sounds of English | 3 | Level Three |
| UA36ENG20 | Writing Fiction | 6 | Level Three |
| UA33ENG14 | Writing for Magazines | 3 | Level Three |
| UA33ENG04 | Writing Poetry | 3 | Level Three |

**Optional Ungraded Unit Group E – English Literature**

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| UA33ENG01 | Appreciating a Play | 3 | Level Three |
| UA33ENG25 | Appreciating Poetry | 3 | Level Three |
| UA33ENG09 | Appreciation of a Novel | 3 | Level Three |
| UA33ENG17 | Aspects of World Literature | 3 | Level Three |
| UA33ENG16 | Gothic Fiction | 3 | Level Three |
| UA33ENG02 | Literary Theories and Criticism | 3 | Level Three |
| UA36ENG05 | Script Writing | 6 | Level Three |
| UA33ENG18 | Shakespeare | 3 | Level Three |
| UA33ENG10 | Short Stories | 3 | Level Three |
| UA33ENG06 | Values and Ideology in an American Novel | 3 | Level Three |
| UA33ENG14 | Writing for Magazines | 3 | Level Three |

**Optional Ungraded Unit Group F – Digital**

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| UA33COM14 | Digital Graphics | 3 | Level Three |
| UA33COM16 | Interactive Media Industry | 3 | Level Three |
| UA33COM18 | Stop Motion Animation | 3 | Level Three |
| UA33COM19 | Web Animation | 3 | Level Three |
| UA33COM11 | Website Design and Development | 3 | Level Three |

**Optional Ungraded Unit Group G – Developmental**

| Unit Reference Number | Unit Name | Credits | Level |
|---|---|---|---|
| UD33DEV23 | Communication: Academic Essay Writing | 3 | Level Three |
| UD36DEV35 | Communication: Critical Thinking in Academic Writing | 6 | Level Three |
| UD33DEV29 | Communication: Portfolio of Writing Exercises | 3 | Level Three |
| UD33DEV25 | Communication: Presentation Skills | 3 | Level Three |
| UD23DEV21 | Communication: Punctuation and Grammar Skills | 3 | Level Two |
| UD23DEV20 | Communication: Reading Strategies | 3 | Level Two |

| UD33DEV24 | Communication: Report Writing | 3 | Level Three |
|---|---|---|---|
| UD23DEV19 | Communication: Speaking and Listening Skills | 3 | Level Two |
| UD23DEV22 | Communication: Writing for Meaning | 3 | Level Two |
| UD33DEV10 | ICT: Advance Use of ICT | 3 | Level Three |
| UD33DEV15 | ICT: Advanced Word Processing | 3 | Level Three |
| UD23DEV09 | ICT: Using ICT | 3 | Level Two |
| UD26DEV24 | ICT: Using ICT and Word Processing | 6 | Level Three |
| UD23DEV11 | ICT: Using Presentation Software | 3 | Level Two |
| UD23DEV13 | ICT: Using Spreadsheets | 3 | Level Two |
| UD23DEV14 | ICT: Word Processing | 3 | Level Two |
| UD33DEV27 | Personal Development: Applying for HE | 3 | Level Three |
| UD33DEV28 | Personal Development: Setting Targets and Reflective Practice | 3 | Level Three |
| UD33DEV26 | Personal Development: Study Skills | 3 | Level Three |
| UD33DEV32 | Professional Behaviours | 3 | Level Three |
| UD33DEV30 | Research: Practical Research for Psychology | 3 | Level Three |
| UD33DEV31 | Science: Biological Practical Skills | 3 | Level Three |
| UD23DEV06 | Science: Introduction to Biology | 3 | Level Two |
| UD23DEV08 | Science: Introduction to Chemistry | 3 | Level Two |
| UD36DEV37 | Study Skills: Academic Skills for Access to HE | 6 | Level Three |
| UD36DEV38 | Study Skills: Access Research Project | 6 | Level Three |
| UD36DEV36 | Study Skills: Research Skills and Using Information | 6 | Level Three |
| UD33DEV17 | Study Skills: Using Research Skills | 3 | Level Three |

# Delivering this Qualification

## Becoming a Provider

To deliver this qualification you must be a recognised Open Awards Provider. For more information, head to our website or contact the team on 0151 494 2072.

## How to Deliver

If you are approved to deliver Access to HE Diplomas with Open Awards, you can apply deliver this Diploma by completing a Merlin Form and submitting via the Open Awards portal. For more information, see the Provider Handbook, or contact the team on 0151 494 2072 or customerservices@openawards.org.uk.

If you are not already an approved Access to HE provider, please contact the team on enquiries@openawards.org.uk to discuss the approval process.

## 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 the Portal. More information can be found in our Access to HE Provider Handbook.

# Quality Assurance and Standardisation

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

## Provider Staff Requirements

It is expected that providers 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.

Providers 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. For graded units, a grade can only be determined upon completion of all unit learning outcomes.

There are three Grading Standards which must be applied equally to all units and all assessments within graded academic units. The three grading standards are:

1. Knowledge and Understanding
2. Subject Specific Skills
3. Transferable Skills

For more information on grading, please see the Provider Handbook or visit the QAA website [here](#).

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.

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

## 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 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.

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

## Training and Support

Open Awards offers a variety of training and support to Providers. Our online training and support is free of charge and can be accessed on the following link ehttps://oalearn.org.uk/shop. An everlasting coupon (PLUC code) will be issued to each Provider to gain free access to these resources.

## 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 found on [the Portal](#).

# Appendices and Links

The following documents can be viewed on the Open Awards website:

1. Provider Handbook
2. Enquiries and Appeals Policy and Procedures
3. Complaints Policy
4. Equality and Diversity Policy
5. Invoicing Policy
6. Privacy Policy
7. Reasonable Adjustments and Special Considerations Policy and Procedures

Additional supporting documents can be viewed in the Open Awards Portal.

**Open Awards**

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