Access to HE Diploma (Public Services and Allied Professions)

AIM code: 40011690

Contents

Version Control	
v1.0	New document April 2022
v2.0	Document rebranded. Additional 6-credit units inserted into relevant modules. January 2024.

About the Qualification

Title	Open Awards Access to HE Diploma (Public Services and Allied Professions)
Learning Aim Code	AIM 40011690
Sector	1.4 Public Services
Level	Level 3
Funding	[Please click here for more information](#)
Pricing Information	[Please click here for more information](#)
Review Date	31/07/2027

Available Delivery Modes
Blended learning Classroom Distance Learning

Qualification Structure

Rules of Combination	
Credit Value of the Qualification	60
Minimum credits at the level of the qualification (Level 3)	45
Graded Credits	45
Ungraded Credits	15
Graded Units	
Mandatory Group A – Criminology	A minimum of 15 graded credits required.
Optional Group B – Law	Remaining graded units may be selected from Mandatory Group A or Optional Groups B-D
Optional Group C - Psychology	
Optional Group D - Sociology	
Ungraded Units	
Optional Group A – Criminology	15 ungraded credits to be selected from Optional Ungraded groups A-D or Ungraded group E (Developmental).
Optional Group B – Law	
Optional Group C - Psychology	
Optional Group D - Sociology	
Optional Ungraded Group E – Developmental	

Please ensure that your programme contains at least one 6-credit unit (academic graded, academic ungraded, or ungraded developmental) to be compliant with the requirements of the QAA Access to HE Diploma specification.

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

Qualification Units

Graded Units

Mandatory Unit Group A - Criminology

Unit Code	Unit Name	Credits	Level
GA33CRI01	Criminal Justice and Social Policy	3	Level Three
GA33CRI11	Criminological Practice	3	Level Three
GA33CRI08	Criminological Statistics	3	Level Three
GA33CRI05	Forensic Evidence	3	Level Three
GA33CRI14	Offender Profiling	3	Level Three
GA33CRI09	Perspectives on Policing	3	Level Three
GA33CRI02	Social Control, Discipline and Regulation	3	Level Three
GA33CRI12	Socio-biological Explanations of Crime	3	Level Three
GA33CRI07	Sociological Explanations of Crime	3	Level Three
GA33CRI13	Terrorism, the State and Civil Liberties	3	Level Three
GA33CRI04	The Criminology of Prisons	3	Level Three
GA33CRI10	The Origins of Criminology	3	Level Three
GA33CRI06	The Reliability of Evidence	3	Level Three
GA33CRI03	Theories of Crime Causation	3	Level Three

Mandatory Unit Group B - Law

Unit Code	Unit Name	Credits	Level
GA33LAW31	Contract Law	3	Level Three
GA33LAW30	Employment Law	3	Level Three
GA33LAW12	Homicide	3	Level Three
GA33LAW10	Law and Morality	3	Level Three
GA33LAW07	Law of Tort	3	Level Three
GA33LAW04	Legal Institutions in England and Wales	3	Level Three
GA33LAW19	Negligence	3	Level Three
GA33LAW01	Non-Fatal Offences Against the Person	3	Level Three
GA33LAW15	Police Powers in England and Wales	3	Level Three
GA33LAW11	Precedent, Statute and Statutory Interpretation	3	Level Three
GA33LAW13	Property Offences	3	Level Three
GA33LAW06	The Criminal Process	3	Level Three
GA33LAW03	The Jury System	3	Level Three

Unit Code	Unit Name	Credits	Level
GA33LAW14	The Legal Profession	3	Level Three
GA33LAW08	Vitiating Factors of a Contract	3	Level Three

Optional Group C - Psychology

Unit Code	Unit Name	Credits	Level
GA33PSY02	Aggression	3	Level Three
GA33PSY10	Attention	3	Level Three
GA33PSY18	Biopsychology of Stress	3	Level Three
GA33PSY19	Cognitive Development	3	Level Three
GA33PSY15	Concepts of Normality and Mental Health	3	Level Three
GA33PSY04	Early Social Development	3	Level Three
GA33PSY16	Non-Verbal Communication	3	Level Three
GA33PSY12	Perception	3	Level Three
GA33PSY03	Personality Theory	3	Level Three
GA33PSY09	Psychological Perspectives	3	Level Three
GA33PSY21	Psychological Trauma	3	Level Three
GA33PSY05	Social Influence and Independence	3	Level Three
GA33PSY23	Social Perspectives in mental health	3	Level Three
GA33PSY14	Stereotyping, Prejudice and Discrimination	3	Level Three
GA33PSY08	The Nature-Nurture Debate	3	Level Three
GA33PSY07	Transition Psychology	3	Level Three

Optional Group D - Sociology

Unit Code	Unit Name	Credits	Level
GA33SOC06	Changing Beliefs in British Society	3	Level Three
GA33PSY22	Child and Adolescent Mental Health and Wellbeing	3	Level Three
GA33SOC29	Community Change and the Environment	3	Level Three
GA33SOC14	Education and Social Inequality	3	Level Three
GA33SOC02	Exploring Social Policy	3	Level Three
GA33SOC01	Feminism and the Household	3	Level Three
GA33SOC09	History of Social Policies	3	Level Three
GA33SOC16	Introduction to Women's Studies	3	Level Three
GA33POL11	Key Traditions in Political Philosophy	3	Level Three
GA33SOC10	Learning and Gender	3	Level Three

GA33SOC05	Poverty in Contemporary Britain	3	Level Three
GA33SOC08	Race in British Society	3	Level Three
GA33SOC28	Regeneration and the City	3	Level Three
GA33PSY23	Social Perspectives in mental health	3	Level Three
GA33SOC03	Social Stratification and Inequality	3	Level Three
GA33SOC15	Sociological Theory	3	Level Three
GA33SOC04	Sociology of the Family in Modern Britain	3	Level Three

Ungraded Units

Optional Ungraded Unit Group A - Criminology

Unit Code	Unit Name	Credits	Level
UA33CRI01	Criminal Justice and Social Policy	3	Level Three
UA33CRI11	Criminological Practice	3	Level Three
UA33CRI08	Criminological Statistics	3	Level Three
UA33CRI05	Forensic Evidence	3	Level Three
UA33CRI14	Offender Profiling	3	Level Three
UA33CRI09	Perspectives on Policing	3	Level Three
UA33CRI02	Social Control, Discipline and Regulation	3	Level Three
UA33CRI12	Socio-biological Explanations of Crime	3	Level Three
UA33CRI07	Sociological Explanations of Crime	3	Level Three
UA33CRI13	Terrorism, the State and Civil Liberties	3	Level Three
UA33CRI04	The Criminology of Prisons	3	Level Three
UA33CRI10	The Origins of Criminology	3	Level Three
UA33CRI06	The Reliability of Evidence	3	Level Three
UA33CRI03	Theories of Crime Causation	3	Level Three

Optional Ungraded Unit Group B - Law

Unit Code	Unit Name	Credits	Level
UA33LAW31	Contract Law	3	Level Three
UA33LAW30	Employment Law	3	Level Three
UA33LAW12	Homicide	3	Level Three
UA33LAW10	Law and Morality	3	Level Three
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UA33LAW03	The Jury System	3	Level Three
UA33LAW14	The Legal Profession	3	Level Three
UA33LAW08	Vitiating Factors of a Contract	3	Level Three

Optional Ungraded Unit Group C - Psychology

Unit Code	Unit Name	Credits	Level
UA33PSY02	Aggression	3	Level Three
UA33PSY10	Attention	3	Level Three
UA33PSY18	Biopsychology of Stress	3	Level Three
UA33PSY19	Cognitive Development	3	Level Three
UA33PSY15	Concepts of Normality and Mental Health	3	Level Three
UA33PSY04	Early Social Development	3	Level Three
UA33PSY16	Non-Verbal Communication	3	Level Three
UA33PSY12	Perception	3	Level Three
UA33PSY03	Personality Theory	3	Level Three
UA33PSY09	Psychological Perspectives	3	Level Three
UA33PSY21	Psychological Trauma	3	Level Three
UA33PSY05	Social Influence and Independence	3	Level Three
UA33PSY23	Social Perspectives in mental health	3	Level Three
UA33PSY14	Stereotyping, Prejudice and Discrimination	3	Level Three
UA33PSY08	The Nature-Nurture Debate	3	Level Three
UA33PSY07	Transition Psychology	3	Level Three

Optional Ungraded Unit Group D - Sociology

Unit Code	Unit Name	Credits	Level
GA33SOC06	Changing Beliefs in British Society	3	Level Three
GA33PSY22	Child and Adolescent Mental Health and Wellbeing	3	Level Three
GA33SOC29	Community Change and the Environment	3	Level Three
GA33SOC14	Education and Social Inequality	3	Level Three
GA33SOC02	Exploring Social Policy	3	Level Three

GA33SOC01	Feminism and the Household	3	Level Three
GA33SOC09	History of Social Policies	3	Level Three
GA33SOC16	Introduction to Women's Studies	3	Level Three
GA33POL11	Key Traditions in Political Philosophy	3	Level Three
GA33SOC10	Learning and Gender	3	Level Three
GA33SOC05	Poverty in Contemporary Britain	3	Level Three
GA33SOC08	Race in British Society	3	Level Three
GA33SOC28	Regeneration and the City	3	Level Three
GA33PSY23	Social Perspectives in mental health	3	Level Three
GA33SOC03	Social Stratification and Inequality	3	Level Three
GA33SOC15	Sociological Theory	3	Level Three
GA33SOC04	Sociology of the Family in Modern Britain	3	Level Three

Optional Ungraded Unit Group F - Developmental

Unit Code	Unit Name	Credits	Level
UD33DEV23	Communication: Academic Essay Writing	3	Level Three
UD36DEV35	Communication: Critical Thinking in Academic Writing (coming 01.09.24)	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 (coming 01.09.24)	6	Level Two
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
UD23DEV07	Science: Introduction to Physics	3	Level Two
UD36DEV37	Study Skills: Academic Skills for Access to HE (coming 01.09.24)	6	Level Three
UD36DEV38	Study Skills: Access Research Project (coming 01.09.24)	6	Level Three
UD33DEV18	Study Skills: Critical Analysis	3	Level Three
UD33DEV16	Study Skills: Developing Research Skills	3	Level Three
UD36DEV36	Study Skills: Research Skills and Using Information (coming 01.09.24)	6	Level Three
UD33DEV17	Study Skills: Using Research Skills	3	Level Three
UD23DEV02	Use of Number: Data Handling and Probability	3	Level Two
UD23DEV03	Use of Number: Maths Project	3	Level Two
UD23DEV04	Use of Number: Measure and Shape	3	Level Two
UD23DEV01	Use of Number: Numbers and Algebra	3	Level Two

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.

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 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. 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.

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 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.](#)

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.
https://openawards.org.uk/centres/policies-and-procedures/

Appendices and Links

Appendix Name
[Provider Handbook](#)
[Enquiries, Complaints and Appeals Policy](#)
[Equality and Diversity Policy](#)
[Invoicing Policy](#)
[Privacy Policy](#)

Open Awards
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