open awards

Changing lives through learning

Access to HE Diploma

Film and Creative Digital Media

AIM: *40011331*

Qualification Guide

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Version Control	
v1.0	New document April 2023
v2.0	Document rebranded. 6 graded credits added to align with revised QAA Diploma specification following minor change process. May 2024
v3.0	Update to qualification guide to note barred unit combinations. – October 2025.
v3.1	Updated to include new units – August 2026

About the Qualification

Title	Access to HE Diploma (Film and Creative 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	Classroom-based Learning Blended Learning Distance 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 16+.

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 30 graded credits may be selected from Unit Groups A-F.
Optional Academic Unit Group C – Business	
Optional Academic Unit Group D – Computing	
Optional Academic Unit Group E – English Language	
Optional Academic Unit Group F – English Literature	
Ungraded Units	
Optional Ungraded Unit Group A – Film, Media and Culture	15 ungraded credits to be selected from Optional Ungraded groups A-F or Ungraded group G (Developmental).
Optional Ungraded Unit Group B – Art and Design	
Optional Ungraded Unit Group C – Business	
Optional Ungraded Unit Group D – Computing	
Optional Ungraded Unit Group E – English Language	

Optional Ungraded Unit Group F – English Literature	
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.

Barred Combinations of Units

Where content between units overlaps, and where units have the same title (ungraded and graded), this would represent a barred unit combination.

Information on units that are barred within this qualification can be found in the table below (these units are also denoted with an asterisk * on the full qualification unit listing).

* The following units reflect barred unit combinations within this Diploma and must **not** be delivered together on the same course.
Developmental
Academic Reading and Note Making Skills – barred against **Communication: Reading Strategies**; **Personal Development: Study Skills**
Communication: Critical Thinking in Academic Writing – barred against **Study Skills: Critical Analysis**; **Communication: Academic Essay Writing**
ICT: Using ICT and Word Processing – barred against **ICT: Using ICT**; **ICT Word Processing**
Study Skills: Research Skills and Using Information – barred against **Study Skills: Developing Research Skills; Study Skills: Using Research Skills**

Qualification Units

Graded

Mandatory Academic Unit Group A – Film, Media and Culture

(A minimum of 15 graded credits required).

Unit Code	Unit Name	Credits	Level
GA36REA01	Academic Research Project	6	Level Three
GA33FMC07	Documentary Film	3	Level Three
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
GA33FMC08	Reading the Media	3	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 Code	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 Code	Unit Name	Credits	Level
GA33BUS11	Applying Business Planning Skills	3	Level Three
GA33BUS14	Business Accounts	3	Level Three
GA36BUS27	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
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
GA36BUS31	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
GA33BUS22	Introduction to Marketing	3	Level Three
GA33MAN15	Leadership and Management	3	Level Three
GA33MAN04	Management Accounting	3	Level Three
GA36BUS19	Principles of Accounting	6	Level Three
GA33BUS09	Producing and Managing a Budget	3	Level Three
GA33BUS07	Sustainability in Business	3	Level Three

Optional Academic Unit Group D – Computing

Unit Code	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

Optional Academic Unit Group E – English Language

Unit Code	Unit Name	Credits	Level
GA33ENG12	Child Language Acquisition	3	Level Three
GA36ENG28	Content Creation	6	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 F – English Literature

Unit Code	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
GA36ENG28	Comparing Short Stories	6	Level Three
GA36ENG29	Exploring Women's Literature Through a Postcolonial Lens	6	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

Ungraded

Optional Ungraded Group A – Film, Media and Culture

Unit Code	Unit Name	Credits	Level
UA33FMC07	Documentary Film	3	Level Three
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
UA33FMC08	Reading the Media	3	Level Three
UA33FMC01	Television in Britain	3	Level Three
UA33FMC03	The Sixties in the Cinema	3	Level Three

Optional Ungraded Group B – Art and Design

Unit Code	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 Group C – Business

Unit Code	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
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
UA33BUS22	Introduction to Marketing	3	Level Three
UA33MAN15	Leadership and Management	3	Level Three
UA33MAN04	Management Accounting	3	Level Three
UA36BUS19	Principles of Accounting	6	Level Three
UA33BUS09	Producing and Managing a Budget	3	Level Three
UA33BUS07	Sustainability in Business	3	Level Three

Optional Ungraded Group D – Computing

Unit Code	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 Group E – English Language

Unit Code	Unit Name	Credits	Level
UA33ENG12	Child Language Acquisition	3	Level Three
UA36ENG28	Content Creation	6	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 Group F – English Literature

Unit Code	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
UA36ENG28	Comparing Short Stories	6	Level Three
UA36ENG29	Exploring Women's Literature Through a Postcolonial Lens	6	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 Group G – Developmental

Unit Code	Unit Name	Credits	Level
UD33DEV39	Academic Reading and Note-Making Skills*	3	Level Three
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 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
UD33DEV34	Safeguarding	3	Level Two
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	6	Level Three
UD36DEV38	Study Skills: Access Research Project	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*	6	Level Three

UD33DEV17	Study Skills: Using Research Skills*	3	Level Three
UA33DEV35	The Prevent Duty	3	Level Two
UD23DEV02	Use of Number: Data Handling and Probability	3	Level Two
UD23DEV03	Use of Number: Maths Project	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 Programme Approval Form and submitting via the Programme Approval workflow event on the Open Awards portal. For more information, see the Programme Approval Guidance document, 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 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.

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.

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