

ACCESS TO HIGHER EDUCATION – BUSINESS & MANAGEMENT (ONLINE)

Thank you for choosing to study with East Sussex College Hastings

Not only do we have over 25 years' experience of delivering education and training to over 5,000 new students each year, we have built a reputation of providing quality ELearning too! This means you can still benefit from our excellent education, even if you can't fit your lifestyle or schedule around our college timetable. All our ELearning courses are accredited by established institutes and have national recognition.



Aims of the course

The Access to Higher Education (HE) Diploma is a qualification, equivalent to an A-Level, which allows learners to go on and study at University when they did not have the relevant qualifications needed to do so. Access to HE courses are available in a wide range of different subjects and are widely recognised by UK Universities.

Benefits for individuals

Have you always wanted a career in the business world, but left school without enough qualifications, this is your opportunity! By studying an Access to HE Diploma (Business and Management) online you will be able to prepare for university from the comfort of your own home.

This Access to HE Diploma is the ideal course to prepare you for studying business at a higher level. With modules on business topics such as market structures, management, marketing, macro-economics and consumer legislation, the Access to HE Diploma (Business and Management) ensures you will be ready for any business degree. You will also complete units on research and study, which will enhance your learning skills and provide you with the competencies you need for university-based study.

Upon completion of your Access to HE Diploma (Business and Management), you will possess the knowledge to pursue a career in business if you wish to. Having this diploma under your belt will prove to any employer that you're passionate about business and are committed to learning and self-development. You will also have acquired the necessary skills to attend university and take your learning further.

You will learn through the Access to HE Diploma (Business and Management) key skills (communication, critical thinking, and data analysis) which are easily transferable. The direction that an Access to HE Diploma (Business and Management) can take you to are varied, but to name just a few:

- Business Law
- Human Resource Management
- Economics

Key details about the Access to HE – Business & Management Diploma

Course Fee: £3,022

Recommended study per week: 15 hours*

Course length: 9 months

Total units: 19

*You should allow a total of around of around 15 study hours per week to complete the whole qualification, over 9 months. If you study more hours each week, you may finish the course more quickly.

Pass criteria

Units are either ungraded or graded. Each unit has Learning Outcomes and Assessment Criteria. Graded units attract either a Pass, Merit or Distinction grade. The grade descriptors that are used for marking purposes are clearly visible on the first page of the study materials for each unit and again with the assignment brief. If you need to achieve Merits or Distinctions in order to meet the entry requirements for university you will need to refer to the grade descriptors so that you know what you will need to do to achieve the higher grades.

Course Content

The course consists of 19 Units of Study.

The course covers:

- **Unit 1 (Induction Unit): Preparing for Success**
- **Unit 2: Preparing to Study**
 - Understand how study is organised and planned.
 - Understand how to apply theories of learning in relation to personal approaches to learning.
 - Understand a range of constraints upon study.
 - Understand the importance of assessment feedback.
- **Unit 3: Academic Writing Skills**
 - Be able to write with relevance in responding to an academic task.
 - Know how to interpret and discuss concepts and debates in responding to a set, academic writing task.
 - Be able to summarise for academic purposes, selecting key points, information or central ideas.
 - Understand the role of reference, allusion and paraphrase to avoid plagiarism.
- **Unit 4: Preparing a Written Assignment**
 - Understand how to use key information sources.
 - Understand why sources are acknowledged and referenced.
 - Understand a range of reading strategies.
 - Understand note-making methods.
 - Understand how to plan draft and produce a written assignment.
- **Unit 5: Business Organisations**
 - Understand the concept of a mixed economy.
 - Understand the legal and financial structure of organisations found in the public sector.
 - Understand the methods of growth available to business organisations.
 - Understand the nature and purpose of public sector organisations.
- **Unit 6: Management**
 - Understand different levels of management within a business.
 - Understand different styles of management.
 - Understand the management of change.
 - Understand the importance of information in decision making.
- **Unit 7: Market Structures**
 - Understand characteristics which affect the nature of market competition and pricing.
 - Understand Porter's 'five forces' model of market structure.
 - Understand the measurement of competition by the use of concentration ratios.
 - Understand the use of non-price competition by organisations.
- **Unit 8: Marketing**
 - Understand marketing.
 - Understand product development and the role of market research.
 - Understand the role of the marketing mix.
 - Understand marketing strategies.
- **Unit 9: Macro-Economics and the Business Environment**
 - Understand macro-economic analysis.
 - Understand the main objectives of Government economic policies.
 - Understand the main tools used by the Government to manage the economy.
 - Understand the productivity of the UK economy.

- **Unit 10: Consumer Legislation**

- Understand the legislation which regulates contracts for the supply of goods and services.
- Understand the legislation which protects the consumer in civil law.
- Understand the legislation which protects the consumer in criminal law.
- Understand the liability imposed on manufacturers by consumer legislation.

- **Unit 12: Research Topic**

- Be able to plan and carry out a primary research project on a topic relevant to your Diploma title.
- Be able to plan and write a research topic report.
- Understand, develop and apply basic research skills.

- **Unit 13: Quality Management**

- Understand the importance of quality to a business.
- Understand quality systems.
- Understand a range of reading strategies.
- Understand quality auditing.
- Understand how to respond to quality issues.

- **Unit 14: Business & the Environment**

- Understand the structure and operations of the national economy.
- Understand the competitive environment in which businesses operate and how businesses respond.
- Understand different types of business organisations.
- Understand the different types of business objectives.
- Understand key concepts in business strategy formulation.

- **Unit 15: Business and Employment Law**

- Understand the different types of business organisations and the process of information.
- Understand the legal relationships arising from business operations and activities.

- **Unit 16: Resource Allocation**

- Understand the central economic problem of scarcity arising from infinite wants and finite resources.
- Understand how demand is influenced by not only price but also changes in taste and fashion.
- Understand the meaning and nature of market failure.
- Understand the concepts of externalities, public goods, merit and demerit goods.

- **Unit 17: Study Skills Portfolio**

- **Unit 18: Operations Management**

- Be able to assess efficiency in a given business.
- Understand what is meant by lean production.
- Understand, develop and apply basic research skills.

- **Unit 19: Business Planning**

- Understand the need for risk management.
- Be able to carry out risk analysis.
- Be able to create financial projections.
- Be able to create and review a business plan.

Assessment Method

The Access to HE Diploma (Business and Management) is a nationally recognised QAA endorsed qualification. You will need to achieve a total of 60 credits to qualify and progress your studies. Of those 60, 45 of these credits will come from graded units on academic content, whilst the remaining 15 will be taken from ungraded units on study skills.

The assessment method for this course is via a Virtual Learning Environment (VLE).

Study time

Study time includes:

- working through the interactive content
- completing the assignments for each unit
- reading assessor feedback and reviewing course material or other resources as directed
- resubmitting your assignment where requested

Entry requirements

Learners must have a GCSE in maths and English (or an equivalent) grade A* - C or Level 4 - 8 (or equivalent) and aspire to study a healthcare related degree at university.

Access to Higher Education Diplomas are widely accepted as an alternative to 'A Levels' for University admission. The programmes have a track record of success in helping students to gain admission to University.

Learners should, however, be aware that Universities each apply their own admissions criteria, and these vary broadly depending on the reputation and popularity of the university and of the degree programme that relates to your area of interest.

These 'variable' admission criteria may include but are not limited to:

- Achievement of a certain amount of Access to HE Diploma units at Merit or above.
- Successful completion of a face-to-face interview at the University
- Successful completion of literacy and numeracy assessments by the University.
- Completion of specific unpaid 'work experience' or a previous 'job role'.
- Prior attainment of GCSE English and/or Maths Science – Or equivalents, such as Functional/Key Skills at Level 2, NVQ Certificate in a related subject at Level 2 etc.

It is vitally important that each student investigates the entry requirements of a range of universities that they could practically attend to determine if the diploma and unit choices within meet each set of entry requirements.

Students should complete this exercise as early as possible so that they can plan for which establishment they will be applying to, and start to work towards it.

Whilst we have the fullest confidence that the Access to Higher Education Diplomas are compliant and perfectly sufficient to form part of a University application, East Sussex College will not be able to accept any liability for the inability of any Access to Higher Education learner to secure an offer from a Higher Education establishment due to the 'variables' involved.

How do I know if this is the right course for me?

East Sussex College Hastings offer a 14-day Induction Period for this course which enables you to assess whether both the course and the online mode of study is suitable for you. It also allows the College to assess your suitability, in particular whether you can produce work to meet the standards set by Open College Network West Midlands, the awarding body.

How does the Induction Period work?

The induction is conducted online so you do not have to travel to our campus. During the week you will receive your login details to the VLE and a welcome phone call from your assessor to discuss how to attempt the induction unit.

You will be sent a deadline/due date by e-mail which allows you two weeks to submit answers to the induction assessment.

If you do not meet the pass criteria for the induction assessment after the maximum number of submissions, you won't be enrolled onto the course and you won't have any fee liability. You will not

incur any fees during the induction period, or have any outstanding loans to re-pay.

Enrolment onto the qualification will take place once you have passed the induction assessment and have funding in place for the course fees.

If you take out an Advanced Learner Loan to cover your fees, then this will be activated 14 days from the course start date.

If you wish to withdraw, you may cancel your enrolment by notifying the Administration Team in writing (by e-mail) prior to day 14 and you will owe nothing. After 14 days, you will owe the full course fee plus an administration charge, in line with the Tuition Fee Policy.

System requirements

Processor:	1 gigahertz (GHz), 2GB RAM	Compatibility:	Windows, Mac
Operating Systems:	Windows 7, 8 or 10 Mac OS	Browsers:	Internet Explorer 8 or above, Google Chrome, Safari 6 or above Mozilla Firefox

Contact information

If you have any questions, after reading the course summary, please contact the ELearning Team. Our office opening times are:

Monday – Thursday
8.30am – 5.00pm

Friday
8.30am – 4.30pm

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