

# Specification for Business Based Diplomas



Thank you for enquiring about our Access to Higher Education Diplomas in Business based subjects. Please see the detail below.

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Unit of Study	Unit Value	How to achieve and comments
<b>Communication: Essay Writing Skills</b>	3	This is an ungraded unit so you can only achieve by meeting the assessment criteria. You are not able to get a merit or distinction. You will build your evidence for this unit within your essay writing assignments from you main curriculum area. The full assignment details are available in the Google Education Suite within the classroom called 'Developmental Ungraded Units.' You will be sent an invite to join this classroom when you begin your diploma.
<b>Communication: Presentation Skills</b>	3	This is an ungraded unit so the same applies as for essay writing skills. You will do at least one presentation on your diploma and this is done via zoom in front of your tutor. You will be offered this as an assessment method within at least one of your curriculum units. The full details of this unit and assignment guidance is in the classroom called 'Developmental Ungraded Units.' You will be sent an invite to join this classroom when you begin your diploma.
<b>Personal Development: Professional Behaviours</b>	3	This is an ungraded unit so the same applies as for essay writing skills. You will complete this unit as part of your initial assessment before you enrol onto our diplomas. The full details of this unit and assignment guidance is in the classroom called 'Developmental Ungraded Units.'
<b>Personal Development: Applying to Higher Education</b>	3	This is an ungraded unit so the same applies as for essay writing skills. You will complete this unit at the same time as you apply for university via UCAS. The full details of this unit and assignment guidance is in the classroom called 'Developmental Ungraded Units.' You will be sent an invite to join this classroom when you begin your diploma.
<b>Business Organisations</b>	3	This is the first curriculum based unit of study that you do and it provides a basis for you to develop your understanding of the different types of businesses that you might find. It is an ungraded unit which means you get to research within an area of your curriculum without any pressure to achieve a grade.
<b>Sustainability in Business</b>	3	<p>This is the first graded unit on your diploma which means you can achieve either a pass, merit or distinction. We recommend that you have a tutorial with your tutor regarding this so that they can guide you through the grading system and maximise your opportunities to achieve the best you can.</p> <p>This unit looks at what sustainability means to business; how the UK and EU legislate sustainability and how businesses manage environmental issues.</p>
<b>Business Ethics</b>	3	This unit is graded meaning you can achieve either a pass, merit

		<p>or distinction for your assignment.</p> <p>This unit focusses on ethical issues facing business in the UK. It discusses of employment, legislation and unethical behaviours. You will explore policies on whistle blowing and social media and discuss ethics in accountancy practice, corporate espionage and harassment and discrimination.</p>
<b>Business Law</b>	3	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>This unit develops understanding of the legal framework under which businesses have to operate. It explores trade union activity and the relationship between businesses and their workforce.</p>
<b>Leadership and Management</b>	3	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>This unit encourages a discussion around the difference between leaders and management and evaluates different management styles. It also explores how managers and leaders can increase productivity and effective teamwork.</p>
<b>Managing Change</b>	3	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>This unit explores the key stages of change management and seeks to identify factors that can lead to failure within organisations. It embraces case studies in which to evaluate this.</p>
<b>Economic Models and Concepts</b>	3	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>This unit encourages understanding of stakeholders in the economy and concepts such as supply &amp; demand, and elastic and inelastic demands.</p>
<b>Business Finance Planning</b>	3	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>This unit encourages understanding of the need for appropriate business financial planning and evaluates issues such as break even and cash flow.</p>
<b>Producing and Managing a Budget</b>	3	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>This unit develops understanding of the key principles of drawing up a budget and identifying how financial planning is used to manage businesses in terms of initial set and their wider relationships.</p>
<b>Elements of Costing</b>	3	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>The focus of this unit is on understanding the principles of cost accounting and the related record keeping. It will also explore</p>

		labour costs and payments and the difference between actual and budgeted costs and income.
<b>Business Accounts</b>	3	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>This unit will encourage you to explore, examine and evaluate the importance of business accounting and develop an understanding of the nature and uses of accounting records.</p>
<b>Business Contract Law</b>	6	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>Within this unit you will explore contract formation, the different types of contractual terms using case law and analyse the role of misrepresentation in contract information. You will also develop understanding of ways in which contracts can be discharged.</p>
<b>Development Production and Distribution</b>	3	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>This unit will discuss and explore the importance for businesses to recognise their product development cycle and understand the factors that influence manufacturing decisions and quality and stock control.</p>
<b>Government and Business in the UK</b>	3	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>The main aim of this unit is to explore the historical relationship between government and business. An exploration of the role of the Department of Business, Innovation and Skills will be part of your study as will a grasp of both the long and short terms effects of governmental policy on business.</p>
<b>Introduction to Marketing</b>	3	<p>This unit is graded meaning you can achieve either a pass, merit or distinction for your assignment.</p> <p>This unit will explore the main principles and functioning of marketing in business. It will incorporate concepts such as the marketing mix and market segmentation.</p>

## Progression Information

From the above diplomas you might expect to apply for undergraduate programmes in the

following areas:

- Business Development
- Business Administration
- Business Studies
- Business and Law
- Business and Finance
- Accountancy
- Industrial Relations
- Management Studies

Students from the above diploma have been successful in gaining places at the following universities:

University of Lincoln

University of Brighton

Queen Mary University of London

University of Gloucestershire

University of Lancaster

University of Westminster

University of Bristol

Middlesex University

University of Liverpool

The Open University

University of Buckingham

## [Progression beyond your degree](#)

You can expect to progress into many different careers beyond a degree in business based curriculum areas. For example, you might want to set up your own business in a chosen area of expertise, you may want to teach the subject. However, you may also go into:

**Accountancy** – that of as assistant accountant which could lead to you taking extra exams and qualifying as an accountant. You might pursue a career as a financial controller, taking on and managing the finances of projects.

**Recruitment and HR** – you could specialise in business recruitment; manage recruitment and selection with an human resources department; you might be focussed on continuous personal development (CPD) within an HR department or focussing on packages of support for employees.

**Consultancy** – this may be an option for you, that is you become a consultant with specialisms in change management or conflict resolution. You could also specialise in data analysis.

**Advertising and Marketing** – the field of business development might capture your imagination and growing an organisation to its full potential would be rewarding and exciting; you might have an interest in events management or within marketing and project managing.

**IT** – specialisms in IT analysis might excite you or you might become a network manager.

**Finance** – the potential of working as a stockbroker or within city finance might tempt you.

## Testimonials of Learners

These testimonials are taken from learners who have completed a business based diploma with us.

*“Overall, I have thoroughly enjoyed completing my Access to HE course and looked forward to receiving each new unit. Likewise, feedback from Nell was super useful and encouraged further thinking and research where relevant (via the Google Docs notation). Likewise, Sam was amazing (and very patient!!!) when sorting out my UCAS application. She made sure it was sent off timely, completed to the best of my ability, and that I had chosen my courses and universities carefully (via guidance in the Applying to HE unit). Thank you both immensely!” **Kyle***

*“I have thoroughly enjoyed my Business and Management Access to HE course with Enable and cannot recommend it enough. The variety of topics covered was good and provided a nice foundation in preparation for university. For example, calculating business accounts (and preparing them for a hypothetical business) and investigating the legalisations faced by businesses in the UK. Of the units I struggled with, support from Nell was great and cushioned how hard I found them.” **Amber***

*“The Access course has enabled me to get back into the area that I enjoyed an internship in before and you did not think that you would be able to pick this up again. I really enjoyed the course especially the marketing module. I received a lot of support as I had a lot going on at the start and I felt that support was accessible.” **Jordann***

### **“Overview of my Journey**

*I can't lie, it was super hard! However, balancing a full-time job, alongside completing this course, as so many others taking this course will, was one of the best decisions I have made. It was given me an opportunity to 're-do' my a-levels and prove my capability to myself and Universities. At the beginning I would never have imagined in my wildest dreams I would achieve 144 UCAS points, Which has now demonstrated to me my own capabilities and potential.” **Josh***

## **Your Next Steps to Joining Us**

You will have been sent **two** things following your initial enquiry

1. **An application form** – please return to [samantha@returntolearningonline.com](mailto:samantha@returntolearningonline.com) as soon as possible. This does not commit you to the course but gives our administration office a chance to start your files and related paperwork. It also registers your interest. Should you decide not to join your application form will be held in a vaulted file for 3 years and then destroyed. Your data is not at risk.
2. **And option to book in for a tutorial** – this is an informal chat that enables us to discuss your chosen diploma with you and respond to any questions you may have. There is no pressure to make a decision following this tutorial as joining a life changing programme, such as this, is a big step. We know that and will give you as much time as you need to make the right decision for you. If you did not get the link, here it is <https://calendly.com/samantha-410returntolearning/progress-reviews>

After your tutorial you may decide to progress onto the next stage, which is:

1. **Completing an Initial Assessment** – this is not a test, or a pass or fail scenario but it does allow you to see how you might work remotely and online. The assessment is based around a unit on all diplomas, that of Professional Behaviours. It consists of seven tasks on the topic area of communication with some activities aimed at supporting managing your studies and mental health. If you complete this initial assessment and decide not to join us that is not a problem. However, if you do want to enrol, this is what will come next.
2. You will be sent a **Next Steps email** – this email will give you a step by step guide of what happens next and includes:
  - a) Payment plans and proposals
  - b) Starting your university application via UCAS
  - c) An invite to your first curriculum unit's remote learning space
  - d) An introduction to your Curriculum Tutor – this will prompt them to get in touch to help and support you in your academic journey with us
  - e) An invitation to an Induction via Zoom – these normally take place in the evening and enable us to take you through some of the key aspects of your diploma now you have decided to join us.

Please do not hesitate to contact **Sam** on [samantha@returntolearningonline.com](mailto:samantha@returntolearningonline.com) or 07875710049 should you have any further questions.

We look forward to hearing from you and helping you achieve your dream of going to university. *The Access Curriculum Teaching Team*