



**Programme Specification:**

# **Higher National Certificate in Business**

**Academic entry year: 2022-2023**

*Date of Programme Specification: October 2020*

*Date of revision of Programme Specification: September 2021*

**Precise title of the qualification:** Pearson BTEC Level 4 Higher National Certificate in Business

**Name of the awarding body:** Pearson

**Institution at which the qualification is delivered:** Morley College London

**UCAS Institution code:** M91

**UCAS Campus Code:** W (Waterloo)

**UCAS Course Code:** BUSC

### **Description of the programme**

The Level 4 Higher National Certificate in Business offers students a broad introduction to the subject area via a mandatory core of learning, while allowing for the acquisition of skills and experience through the selection of optional units across a range of occupational sectors at Level 4. This effectively builds underpinning core skills while preparing the student for subject specialisation at Level 5. Students will gain a wide range of sector knowledge tied to practical skills gained in research, self-study, directed study and workplace scenarios.

### **Mode of study:**

Teaching will be delivered online plus. Your full-time course will be a mixture of time spent in classrooms and then other time spent learning online. In-person sessions will be offered at our Waterloo centre.

### **Entry requirements**

Morley College London is committed to recruitment and admissions processes which are fair, explicit and implemented consistently across its range of provision. As such, the College aims to place their applicants on appropriate programmes with the support necessary for them to succeed. The admissions process will encompass a range of services, from the provision of information about programmes and services, through to the point of enrolment and beyond.

The College positively encourages applications from candidates from a diverse range of backgrounds, experience and ages, including those with disabilities. In line with government legislation, the College has an Equality Policy, to ensure that applicants participate in a fair and equal process for selection, regardless of sex, sexual orientation, race, ethnic origin, age, disability, religious beliefs or socio-economic background. Through implementation of these policies, the College will ensure that selection at interview is restricted to the academic ability to succeed on the course.

Applicants can apply via UCAS or via the College website. For those that apply via the College website, those applicants who go on to enrol with the College will have their details forwarded to UCAS as part of the application process. This forms part of the College's contractual obligations in using UCAS as a recruitment and marketing body. Applicants who do not go on to enrol with the College will not have their details forwarded to UCAS

Applicants will need to attend an interview with a member of the course team who can discuss the course and its requirements with the individual applicant so they can make informed decisions.

Entry is established at 48 UCAS points equivalent achieved through:

- Access to Higher Education Diploma
- A levels
- BTEC at level 3

With GCSE English grade 4 or C minimum, GCSE Maths is desirable.

We do not require you to have any formal qualifications in Business, although prior knowledge in Business is very beneficial.

**Mature students:** if you do not meet the entry requirements as outlined above, we may still consider your application based on previous employment or previous study. We appreciate that mature students may have extensive relevant experience gained through paid or unpaid work, or through other types of professional training or sector-related opportunities and this experience may be used to support an application. Please contact the Programme Lead on [Maria.Lacatus@morleycollege.ac.uk](mailto:Maria.Lacatus@morleycollege.ac.uk) to discuss.

### Learning support

Higher education students requiring additional learning support may be able to apply for [Disabled Students Allowance](#). Please follow the link for details.

### English Language Requirements

Students undertaking higher level education need to have a commensurate level of understanding of the English language so as to be able to achieve their qualification. Morley College London require higher education students to have a minimum level of 5.5 (IELTS or equivalent) with no score lower than a 5 in listening and speaking and no score lower than a 5.5 in reading and writing.

Pearson higher national qualifications also require the same level of English language equivalency:

- o Common European Framework of Reference (CEFR) level B2; or
- o Pearson Test of English Academic (PTE Academic) 42; or
- o Pearson Test of English General (PTE) Level 3; or
- o Pearson Versant English Test 58-68; or
- o International English Language Testing System (IELTS) 5.5; with both Reading and Writing elements at 5.5; or
- o Having recently completed (i.e. in the last 2 years) a formal programme of study in English at an appropriate level (such as a level 3 BTEC or 'A' level) prior to starting their Higher National

*Please note that Morley College London does not hold Tier 4 status for international students seeking approval.*

### Employability skills

Pearson Higher National business qualifications embed throughout the programme the development of key skills, attributes and strengths required by 21st century employers.

Where employability skills are referred to in this specification, this generally refers to skills in five main categories:

- **Cognitive and problem-solving skills:** critical thinking, approaching non-routine problems by applying expert and creative solutions, use of systems and digital technology, generating and communicating ideas creatively.
- **Intra-personal skills:** self-management, adaptability and resilience, self-monitoring, and self-development, self-analysis, and reflection, planning and prioritising.
- **Interpersonal skills:** effective communication and articulation of information, working collaboratively, negotiating, and influencing, self-presentation.
- **Commercial skills:** sector awareness; sales; marketing/promotion; budget management/monitoring
- **Business skills:** awareness of types of companies, company formation, invoicing, calculating fees, business management

### Programme structure

A Higher National Certificate is made up of 120 credits at level 4.

Units are usually 15 credits (or multiples thereof) for Higher Nationals. The Total Qualification Time (TQT) is an estimate of the total amount of time expected to complete the qualification. This includes guided learning, directed learning, and assessment. Each 15 credit unit equates to approximately 150 hours which includes 60 hours of guided learning. As a student you can expect:

TQT for HNC = 1,200 hours

Including Total Guided Learning = 480 hours

That leaves 90 hours per unit of self-study, directed study, and assessment time per 15 credit unit.

### Unit structure

Type of unit (core, specialist, optional)	Unit number	Unit title	Credit value	Level
Core	1	Business and the Business Environment	15	4
Core	2	Marketing Processes and Planning	15	4
Core	3	Human Resource Management	15	4
Core	4	Leadership and Management	15	4
Core	5	Accounting Principles	15	4
Core	6	Managing a Successful Business Project (Pearson-set)	15	4
Optional	8	Innovation and Commercialisation	15	4
Optional	9	Entrepreneurial Ventures	15	4

### Learning and teaching

To give students maximum choice, we have adapted our curriculum to offer an Online Plus format of learning where the majority of teaching is delivered online with around 20% of in centre delivery. The Online Plus delivery model provides ample opportunities to engage with course material while developing vital transferable skills for online working. Our digital teaching and learning resources incorporate Microsoft Office 365, Microsoft Teams and Moodle. Moodle is a learning

platform designed to provide learners with a single robust, secure, and integrated system to create personalised learning environments.

The course will involve a range of teaching methods, including lectures, group discussions and tutorials. Learning is achieved through completion of written coursework, individual and group presentations, and role-plays. Your progress towards achieving the learning outcomes will be reviewed throughout the course. At the start of the course you will have an opportunity to discuss these with your tutor and set your own personal targets, linked to the learning outcomes and future goals i.e.: progression to another course.

Performance on the course will be measured using formative and summative assessment. Formative assessment is ongoing, flexible and will help you identify your strengths and weaknesses. Formative assessment will also provide information to the department about the areas you are struggling with so that sufficient support can be put in place. Summative assessment is formal, structured and will be used to evaluate your performance at the end of each unit. Summative assessment is where students are provided with the assignment grades contributing towards the overall unit grade.

### **Resources**

Students will have access to HN Online, housing pre-made units and courseware that blends Pearson textbook content with videos, practice, and assessment. Students are also encouraged to use the college library. Morley College has its own library and learning centre which is free for all students to use. The library and learning centre are located on the first floor. Take a [virtual tour](#). The Library offers: books, periodicals, newspapers, music scores, music and audio compact discs, DVDs. Morley College has a number of online resources to support students' learning. The College's OpenAthens portal gives free access to online resources, including: Arts on Film Archive, British Library Sound Archive, ebooks, via Dawsonera, JISC Mediahub, Oxford Art online, Oxford Music online, ProQuest Vogue, The Oxford History of Western Music.

### **Programme outcomes**

Graduates successfully completing the Higher National Certificate will be able to demonstrate a sound knowledge of the basic concepts of business. They will be able to communicate accurately and appropriately and they will have the qualities needed for employment that requires some degree of personal responsibility. They will have developed a range of transferable skills to ensure effective team working, independent initiatives, organisational competence and problem-solving strategies. They will be adaptable and flexible in their approach to business, show resilience under pressure, and meet challenging targets within a given resource.

### **Progression opportunities**

On successful completion of the Higher National Certificate, students may apply to study for a Level 5 Higher National Diploma. As well as developing your knowledge and academic ability, the HNC is viewed by employers as a vocational course, as it prepares you for careers in the workplace. On successful completion of the Level 5 Higher National Diploma, students can develop their careers in the business sector through:

- Entering employment
- Continuing existing employment

- Linking with the appropriate Professional Body
- Committing to Continuing Professional Development (CPD)
- Progressing to university.

The Level 5 Higher National Diploma is recognised by Higher Education providers as meeting admission requirements to many relevant business-related courses, for example:

- BSc (Hons) in Business and Management
- BA and BSc (Hons) in Business Studies
- BSc (Hons) in International Management

### **Quality assurance and methods of improving quality**

The College assures that it is meeting its standards by a variety of methods. Each curriculum team has to internally verify its assessments and assessment decisions to ensure that assessment and marking is fair.

Each of the courses are assessed externally via an External Examiner appointed by the Awarding Body (Pearson).

The College has its own Quality and Standards Office and a Learning and Teaching Office, both of these function to support the delivery of courses across the College.

We hold termly Programme Management Boards which enable students to consult with the course delivery team on how their course is running. We have opportunities for students to become representatives of their student cohort and join these Board meetings. We also run surveys across the year to understand how students feel about their place in the College itself and how they are progressing on their course. We use students' feedback to help shape the course in-year (if timing permits) or for future cohorts.