



The Access to Higher Education Diploma Specification

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QAA Recognition Scheme for Access to Higher Education

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Preface

This specification presents the generic requirements for the achievement of the Access to Higher Education (Access to HE) Diploma (the Diploma). It also specifies the range and nature of any requirements that may be stipulated in addition to the generic requirements for the achievement of named Access to HE Diplomas.

The purpose of this specification is to ensure consistency and transparency in the academic demand and standards of the Access to HE Diploma and equity for students in the ways it can be achieved.

It is one of a set of documents that collectively make up the *QAA Recognition Scheme for Access to Higher Education* (the Recognition Scheme). The other documents include: [The Access to HE Grading Scheme¹](#) and the [AVA licensing criteria](#). Together they specify the key regulatory and quality assurance mechanisms through which standards are established and maintained in the Access to HE Diploma.

Access to HE Diplomas are developed and awarded by Access Validating Agencies (AVAs) in accordance with the requirements of the Recognition Scheme.

This specification replaces *The Access to Higher Education Diploma specification, December 2018*. It applies to all Diplomas delivered from January 2020.

Using this document

This document presents the technical specification of the Diploma and the minimum requirements for student achievement. The core detail is provided in the main body of the document; annexes expand upon this and the further information they contain is essential to the correct implementation of the specification.

Annexes are referenced as appropriate throughout. Paragraph references that provide only numbers (such as 'paragraph 13') refer to the main part of the document. Numbers for paragraphs in annexes relate to the name of the Annex (for example, paragraph B2 is found in Annex B).

To facilitate electronic reading, key terms in the main document, and in the section concerned with rules of combination, are hyperlinked to the relevant explanatory annexes and appendices that follow, or to relevant web documents.

¹ www.qaa.ac.uk/en/access-to-he/access-to-he-resources

The Access to HE Diploma

Qualification characteristics

- 1 The generic title of the qualification is the 'Access to Higher Education Diploma'. Individual named Diplomas are referred to by an award title which indicates the academic subject or area of study of the award and may also indicate the intended progression route ([Annex A](#)).
- 2 The Access to HE Diploma is:
 - a unitised qualification, based on units of assessment which are structured in accordance with the Access to HE unit specification ([Annex B](#))
 - a credit-based qualification, operated in accordance with the terms of the Access to HE credit specification ([Annex C](#))
 - a graded qualification, as determined by the Access to HE Grading Scheme
 - a level 3 qualification, regulated by the Quality Assurance Agency for Higher Education (QAA).

The specification for the achievement of the Access to HE Diploma

- 3 The generic requirements for the Access to HE Diploma are that:
 - a the total credit achievement is 60 credits
 - b of these 60 credits, 45 credits must be achieved at level 3 from graded units which are concerned with academic subject content ([Annex B](#))
 - c the remaining 15 credits must be achieved at level 2 or level 3 from units which are ungraded ([Annex B](#)).

Additional requirements for the achievement of a named Access to HE Diploma

- 4 The particular requirements for a named Diploma, including the full set of units to be available to students ([Annex B](#)) and information about how these must or may be combined, are contained in rules of combination (see below). The set of units to be used, and the specific rules of combination for each named Diploma, are approved by an [Access Validating Agency](#) (AVA).

Diplomas and units

- 5 All Diplomas are constructed from a set of units ([Annex B](#)) that have been approved by an AVA for use in that Diploma. They have a specified credit value ([Annex C](#)) and level.

Rules of combination

- 6 The ways in which units must or may be combined for the achievement of a named Diploma is specified in the [rules of combination](#) ([Annex D](#)) for that Diploma. Rules of combination are presented according to a standard format. The minimum information that must be provided is set out in Table 1.

Table 1: Requirements for the completion of rules of combination for a named Diploma

Section/item	Information required
a) Diploma title (Annex A)	The title must be in the prescribed format for named Diplomas (Annex A, A1 and A2)
b) The units (Annex B) approved for use in this Diploma	<p>A list of the units approved for use in the named Diploma should be included or appended. This list must indicate for each of these units:</p> <ul style="list-style-type: none"> • whether it is concerned with academic subject content (Annex B, B5) • whether it is a graded or ungraded unit (Annex B, B6 - B11) • the credit value of the unit (3, 6 or 9) (Annex C, C2 - C4) • whether it is mandatory or optional (Annex D, D3 and D4, and see items (d) and (e) below) • the level of the unit.
c) Summary of the numbers of credits (Annex C) at specific levels which comprise the named Diploma	All Diplomas are 60 credits. Of the 60 credits, 45 must be at level 3 from graded units concerned with academic subject content, with the remaining 15 to be achieved at level 2 or level 3 from ungraded units.
d) Credit value and level of mandatory units	This section must specify the total credit value of units at level 2 (if any) and level 3 (if any) that must be achieved from units which are designated as mandatory. (For example, X credits at level 3 and Y credits at level 2 to be achieved through specified named mandatory units.)
e) Credit value and level of optional units	This section must specify the total credit value of units at level 2 (if any) and level 3 (if any) that must be achieved from units which are designated as optional. (For example, X credits at level 3 and Y credits at level 2 to be achieved through the student's choice of specified optional units.)
f) Titles of mandatory units	The units which are mandatory must be indicated on the list of units approved for this Diploma, which is included or appended. (See item (b) above.)
g) Titles of optional units	The units which are optional must be indicated on the list of units approved for this Diploma, which is included or appended. (See item (b) above.)
h) Credit value and level of credits permitted through credit transfer (Annex C, C11-C13) and the award of credit through the recognition of prior learning (Annex C, C14-C21)	<p>This section must state the requirements in relation to credit transfer and other arrangements through which students may demonstrate prior learning achievement. (For example, a maximum of X credits from Access to HE units awarded at level 2 may be transferred; a maximum of Y credits at level 3 may be exempted from the optional units on the basis of relevant prior certificated achievement; a maximum of X credits at Y level may be awarded through the accreditation of prior experiential learning.)</p> <p>Overall, the total proportion of credits awarded or exempted through either credit transfer and/or recognition of prior learning must not exceed 30 credits (that is 50% of the credits required for the achievement of the Diploma).</p>
Other requirements	Other regulatory matters which may be included here might relate to certain kinds of time restrictions (for example, at least X credits at level 3 in Y subject must have been achieved within the three years prior to the award of the named Diploma). Any excluded combinations of units should also be included here.

Other successful completion criteria

Student registration

7 Any other requirements for the achievement of the qualification must be stated separately from the rules of combination, within a statement of successful completion criteria. These might include specific requirements relating to assessment regulations, professional body or other requirements.

8 Students undertaking any Access to HE Diploma, whatever their mode of study, must be:

- a registered to a QAA-recognised Access to HE Diploma no later than six weeks (42 days) from the student start date on the course
- b registered for units to the value of 60 credits no later than 12 weeks from the start date of the Access to HE course, or before the student makes a formal application to a higher education course through UCAS or any other application process, whichever date occurs first
- c registered and certificated for units to a maximum value of 60 credits.

Credit accumulation

9 Students accumulate credit ([Annex C](#), C8-C10) towards the award of the Diploma. In general, they do this by achieving units of a particular credit value (3, 6 or 9 credits) through the process of assessment on an Access to HE course, but may also do this through the processes of credit transfer and through the recognition of prior learning.

Recognition of student achievement

10 Student achievement is recognised both through the award of credit (as identified on an achievement transcript) and the award of the qualification (as identified on a certificate), subsequent to the student having satisfied the requirements of the rules of combination of the named Diploma for which they are registered.

11 The award of the Diploma will, therefore, indicate that a student has successfully met the generic requirements for achievement of a Diploma, as well as the particular requirements of the named Diploma.

Development of Access to HE Diplomas

12 Access to HE Diplomas are developed and awarded by Access Validating Agencies licensed by QAA. As a condition of licence, AVAs are required to ensure that, as a part of the development process, subject experts from higher education are involved in advising on the appropriateness of proposed Diplomas, in order to confirm that new Diplomas provide a suitable preparation for higher education in the subject(s) or progression route(s) indicated ([Annex D](#)).

Annex A: Titles of named Diplomas

A1 Individual named Diplomas have titles which have a common format: Access to Higher Education Diploma (name of subject/area of study/progression route). Titles of Access to HE Diplomas include, for example, Access to Higher Education Diploma (Business Studies); Access to Higher Education Diploma (Health and Social Care); Access to Higher Education Diploma (Nursing); Access to Higher Education Diploma (Art and Design).

A2 Where the Diploma is intended to provide progression to combined or less specific progression routes, the name must reflect this, by specifying the particular subject area(s) covered by reference to any of the major subject groupings (that is arts, humanities, sciences, social sciences) either singly (for example, Access to Higher Education Diploma (Combined Science)) or in any combination (for example, Access to Higher Education Diploma (Social Studies combined with Arts)) or by reference to discrete subjects within any one of these groupings (for example, Access to Higher Education Diploma (History and Law)).

A3 The common format for the named Diploma title must be used on the certificate of achievement which is issued to students and which carries the QAA Access to HE logo. This format must also be used in all formal communications which refer to a named Diploma, including information provided to receiving higher education providers (including Universities and Colleges Admission Service applications) about the named Diploma for which a student is registered. Access to HE Diploma titles may not include the following special characters: semi colon (;), colon (:), ampersand (&).

A4 Award titles are approved through AVA's validation processes as one element of a named Diploma.

Related AVA licensing criteria²

Related licensing criteria include, in particular:

- LC43 It monitors providers' published information about Access to HE to verify its accuracy and consistency with QAA requirements, including use of the Access to HE trademark and logo, and takes action to remedy any incidence of non-compliance.
- LC45 It issues an Access to HE Diploma certificate to all students who have been awarded the Access to HE Diploma. This certificate has a standard format that includes:
 - a the specific title of the Diploma (in the standard format for Access to HE Diploma titles, as stipulated in *The Access to Higher Education Diploma specification*) and no other title.
- LC51 The AVA's procedure and criteria for provider approval ensure that a provider makes an explicit commitment to cooperate with QAA requirements and the AVA's moderation, standardisation and monitoring procedures and that, in particular, it:
 - e will ensure that its public information about Access to HE is accurate and reliable and that any use it makes of the Access to HE logo and wordmark is consistent with QAA's guidance.

² www.qaa.ac.uk/en/access-to-he/access-to-he-resources

- LC60 The AVA publishes guidance for those involved in the development of Access to HE Diplomas, including guidance on:
- c** the AVA's guidance on Diploma titles.
- LC62 The AVA's validation process and criteria ensure that, for a Diploma to be recommended for approval:
- b** intended potential progression route(s) in higher education are clearly stated, and the subject coverage, level and structure of the content, and choice of options where they are available, are appropriate as a preparation for that/those route(s).

Annex B: Units

Unit specification

B1 A common unit specification applies to all units within the Access to HE credit framework. The unit specification provides the following information in a standard template (see Table 2):

- title
- level
- credit value
- unit code
- learning outcomes
- assessment criteria
- graded or ungraded
- grade descriptors (for level 3 graded units, see below)
- type of unit (that is, whether or not it is concerned with academic subject content).

B2 The unit template relates only to the specification of the unit. More extensive information about curriculum content and assessment methods are presented for the purposes of validation and approval of named Access to HE Diplomas and courses.

B3 For the purposes of the unit specification, the following definitions apply.

- Learning outcomes: statements of what a student may reasonably be expected to know, understand or do as the result of undertaking a process of learning. Learning outcomes are expressed in a standard linguistic form.
- Assessment criteria: descriptions of the requirements a student is expected to meet in order to demonstrate that a learning outcome has been achieved.

B4 The level of a unit is determined by reference to the level descriptors. The level of credit awarded to a student for achievement of the unit is prescribed by the level of the unit, and credit cannot be awarded at any other level. The standard of individual performance may affect the achievement of the unit or the grade awarded: it does not affect the level at which credit is awarded.

Units designated as having academic subject content

B5 For a unit to be classified as having academic subject content it must satisfy the following criteria.

- a The content of the unit, as expressed in its learning outcomes, must be drawn from the knowledge and skills of subjects that are directly related to the subject of the named Diploma(s) in which the unit will be used, as indicated by the Diploma title. This applies to the full range of Diploma subjects, including technically-orientated subjects such as multi-media, as well as subjects such as history or sociology. The unit may include skills that relate to specific forms and fields of knowledge needed for a particular named Diploma (such as maths for engineers or laboratory skills for science students). Units will not meet the academic subject content requirement if they are principally concerned with personal development, generic English or mathematics, or study skills.

- b** If the unit requires the student to select a topic for an assessed piece of work, this topic must be located within a knowledge domain relevant to the subject(s) of the named Diploma and approved by a tutor who is a subject expert.
- c** The student's work for the unit must be supported and assessed by a tutor who is an expert in the subject of the unit. In addition, for a unit or set of units concerned with a large-scale piece of work, such as a research project (for example, a 6 or 9 credit unit, or two or three units of 3 credits that form a set of units that collectively address all stages of a research project), the following criteria must also be met.
- d** The learning outcomes must relate directly to both the demonstration of the application of the required academic skills (such as research skills) and the students' engagement with and command of the relevant aspects of the knowledge domain and conventions of the academic subject within which the work is located.
- e** Assessed work for the unit must be undertaken solely for the achievement of that unit or set of units (that is, it is not 'cross-referenced' to or from the work submitted for assessment for another unit).

Graded and ungraded units

B6 Grading operates at unit level, and is applied only to those units approved by an AVA for grading within a named Diploma.

B7 Student achievement of the units which make up the 45 credits derived from graded units, will be recorded at Pass, Merit or Distinction for each unit, in accordance with the requirements of the Access to HE Grading Scheme. No other form of differentiation of student achievement is permitted.

B8 All named Diplomas must include 45 credits derived from graded level 3 units. The remaining 15 credits are derived from ungraded level 2 or level 3 units.

B9 Level 3 units which are not graded must be clearly identified as such in the validation documents and rules of combination for a named Diploma. These units may not be graded under any circumstances when used within a named Diploma specification that has included them as ungraded units.

B10 Graded level 3 units must satisfy the criteria for units of academic subject content (see above). Ungraded level 3 units may also be concerned with academic subject content.

B11 AVAs must approve the designation of units as graded or ungraded for their use within a named Diploma. Where similar content is required as a graded unit in one Diploma and an ungraded unit in another, AVAs must approve separate units, with appropriate unit specifications (that is, the graded unit will include information about grading), for this purpose.

Table 2: Unit template

Unit title	
Level	
Credit value (3, 6 or 9)	
Unit code	
Graded/ungraded	
Grade descriptors (for level 3 graded units)	
Type: Academic subject content/other	
Learning outcomes	Assessment criteria
The student should be able to:	The student can:
1	1.1 1.2 1.3 1.4
2	2.1 2.2 2.3 2.4
3	3.1 3.2 3.3 3.4 3.5
4	4.1 4.2 4.3
5	5.1 5.2

B12 The information required about a unit is mandatory, but the template itself is illustrative. In particular, the number of learning outcomes and assessment criteria are only indicative. The number of learning outcomes and assessment criteria used for a unit should be determined by the nature and complexity of the performance being described; they may also be affected by the credit value and level of the unit. However, while it is not appropriate to be prescriptive, good practice indicates that a small number of learning outcomes (only one or two) provides insufficient detail to establish a standard on which to base reliable and

valid assessment (even if there are large numbers of assessment criteria), while many learning outcomes may indicate over-specification and a consequent rigidity in assessment requirements.

Related AVA licensing criteria³

Related licensing criteria include, in particular:

- LC46 It issues students with a transcript of unit achievement that has a standard format and records achievement for all units completed.
- LC50 The AVA's procedure and criteria for provider approval ensure that a provider that is approved to deliver Access to HE Diplomas and courses has:
 - g** staff to teach who have the professional competence and skills to teach and assess necessary for the mode(s) of delivery to be used, and the level of subject expertise necessary to teach and assess the units available on the Diploma(s) it is approved to offer.
- LC59 The AVA ensures that the content and structure of Access to HE Diplomas:
 - a** meet QAA requirements.
- LC60 The AVA publishes guidance for those involved in the development of Access to HE Diplomas, including guidance on:
 - e** all relevant QAA requirements.
- LC62 The AVA's validation process and criteria ensure that, for a Diploma to be recommended for approval:
 - c** information provided about unit content, delivery and assessment methods is sufficient to ensure consistency in the required standards of achievement, whenever and wherever the Diploma is delivered.
- LC66 The composition of validation panels ensures that panel members jointly provide current, relevant experience and expertise in:
 - b** curriculum knowledge relevant to the Diploma(s) and all the units being considered.
- LC80 Revalidation of Diplomas takes account of course reviews and moderation reports, and ensures the continuing currency and appropriateness of units that are to be retained in the revalidated Diploma.
- LC82 The AVA provides mechanisms through which relevant parties (such as providers and moderators) can suggest modifications to units or Diplomas and for those suggestions to be systematically considered.
- LC83 It operates standard documented procedures for managing modifications to units and Diplomas.
- LC87 When minor modifications are considered (including modifications to units included in more than one Diploma), the AVA confirms that affected Diplomas will continue to comply with the AVA's validation criteria before approving the modification.

³ www.qaa.ac.uk/en/access-to-he/access-to-he-resources

- LC94 The strategy covers all aspects of assessment design and practice, including:
- a** unit design
 - c** assessment design at unit level.
- LC95 The AVA ensures that assessment design:
- c** provides opportunities, appropriate to the mode of study, for students to achieve the learning outcomes and assessment criteria of the unit.
- LC97 The AVA's operation of moderation ensures that consistent assessment standards are applied in all instances where Access to HE Diplomas or common units are delivered on more than one course or more than one occasion.
- LC98 The standardisation procedure provides opportunities for tutors, internal moderators and external moderators to share, discuss and, where necessary, recalibrate their expectations relating to the standards of work expected by:
- b** the learning outcomes and assessment criteria of the specific units that they work with.
- LC100 The AVA ensures that the assessment demand and assessment outcomes of units in cognate subjects within different Diplomas is subject to standardisation to ensure the consistency and reliability of decisions relating to student performance.
- LC112 The AVA operates standard documented procedures for the award of Access to HE Diplomas that are consistent with QAA requirements. These include:
- c** procedures to ensure that students on Access to HE courses are awarded credit and, where appropriate, grades for all units achieved and an Access to HE Diploma if the specified units have been achieved.

Annex C: Credit

Credit and units

C1 Credit is an award made to a student in recognition of the quality assured achievement of a unit. Within the Access to HE credit framework, the following principles apply:

- credits are only awarded for the achievement of all the learning outcomes of a unit
- students cannot be awarded a proportion of the credits specified for the successful achievement of a unit for the achievement of some but not all of a unit's learning outcomes
- half credits cannot be awarded
- the credit value of a unit is a constant attribute of a unit, whether or not it is graded.

C2 The credit value of a unit indicates the number of credits that may be awarded to a student for the successful achievement of all the learning outcomes of that unit. The determination of the credit value of a unit is a matter of professional judgement for AVAs, exercised within their validation processes. These judgements are made on the basis of 'notional learning hours', where one credit represents those learning achievements that can be demonstrated in 10 notional learning hours. The concept of 'notional learning hours' therefore takes into account all learning which may be relevant to the achievement of the learning outcomes, including directed and private study, practical and project work, assignments and assessment time.

C3 Once credit value has been ascribed to a unit, it remains constant, irrespective of the time it may take an individual student to achieve the learning outcomes, and irrespective of the teaching time involved in supporting the achievement of the learning outcomes.

C4 Each unit has a credit value of 3, 6 or 9 credits. Units of any other size are not permitted.

Credit and grading

C5 The award of credit for the achievement of a graded unit results from the achievement of the learning outcomes of the unit (that is, on the achievement of a standard denoted as Pass within the Access to HE Grading Scheme). It is not permitted to require student achievement at a standard higher than Pass for the award of credit. Additional credit cannot be awarded to reflect a standard higher than Pass that has been achieved by a student.

Credit and level

C6 The Access to HE Diploma is a level 3 qualification. For the purposes of this specification, the definition of the characteristics of achievement at level 3 as currently defined in Section E of Ofqual's General Conditions of Recognition (level requirements (including level descriptors)), serve as the key reference point.⁴

C7 The Access to HE Diploma is awarded on the basis of achievement that may include achievement of some credits at level 2, as well as credits at level 3. The level of a unit determines the level at which credit is awarded (see paragraph B4).

⁴www.gov.uk/guidance/ofqual-handbook/section-e-design-and-development-of-qualifications

Credit accumulation

C8 Students accumulate credit towards the award of a named Diploma. If a student does not achieve all the credit requirements for the award of a named Diploma, the credits that have been achieved are awarded through the same AVA processes as those used for the award of credit for the full Diploma.

C9 The assessment strategy for a Diploma must not preclude the possibility of a student achieving units (and therefore awarded credit) on an individual (that is, unit-by-unit) basis.

C10 Units for which credit has been awarded must be achieved within the five years prior to the award of the related named Diploma. After five years, any credit that has been achieved is no longer automatically eligible for accumulation towards that Diploma. Credit awarded for one or more units achieved more than five years prior to the award of the related named Diploma could, however, be legitimately included in the 60 credits for which that Diploma is awarded if they satisfy the requirements for the recognition of prior learning (RPL) (see paragraphs C14-C19). More detailed, or more limited, requirements about the period over which credit can be accumulated are sometimes made in individual cases; this may be appropriate for particular named Diplomas or particular units (for example, to ensure currency in certain subject areas or for entry to certain programmes of professional training). Specific requirements for individual cases are considered and confirmed through AVAs' Diploma and course validation processes.

Credit transfer

C11 AVAs may recognise credits awarded by other AVAs, provided these have been awarded in accordance with the terms of the Access to HE credit framework.

C12 The process of credit transfer is governed by appropriate protocols established by AVAs. These protocols specify the processes by which AVAs confirm both the nature and volume of the credit that has been awarded to a student at the point of transfer from the originating AVA, and the relevance of the achievement to which that credit relates to the receiving named Diploma. The receiving AVA is responsible for the final award of the qualification.

C13 If a student transfers from one named Diploma to another (either within or between AVAs), credit already achieved may be transferred where this is derived from units that are acceptable within the rules of combination for the named Diploma to which the student is transferring, subject to the maximum of 50% of the units of any Diploma being achieved through this mechanism and/or through RPL. In determining the relevance of credit to be transferred, AVAs should consider whether the skills, knowledge and behaviours acquired correspond to or complement the content of the receiving Diploma.

Recognition of prior learning (RPL)

C14 Students can gain exemption from, or credit for, a limited number of units of a named Diploma through RPL.

C15 No more than 50% of the credits required for any named Diploma may be awarded through RPL (see also paragraph C13). The limit for any named Diploma (which might be lower than 50% in some instances) is stipulated within the rules of combination of that Diploma.

C16 Within the Access to HE credit framework, the concepts and operation of RPL are commonly defined (as below) and must be consistently applied.

C17 Recognition of prior learning (RPL) is the generic term for processes used to recognise learning achieved outside the formal course of learning designed to support student achievement of a named Diploma. It includes recognition of both experiential and certificated learning.

C18 Accreditation of prior certificated learning is the process through which previously assessed and certificated learning is recognised as demonstrating achievement equivalent to that required to achieve one or more units of a named Diploma. As the previous learning has already been certificated, no credit is awarded, but students are exempted from the achievement of credit to a value judged by an AVA to be equivalent.

C19 Accreditation of prior experiential learning is the process by which non-certificated learning achieved in a range of learning contexts is recognised as demonstrating learning equivalent to that needed to achieve one or more of the units required for the award of a named Diploma. In this process, a student presents evidence from previous experience, which is then assessed against the learning outcomes of the unit(s) being claimed. If the evidence satisfies the requirements of the learning outcomes and assessment criteria of the unit, the unit is achieved, and the student awarded the associated credit. Units achieved in this way are not graded.

C20 AVAs must have procedures for the management of RPL. RPL can only be awarded by an AVA as the result of a formal process specified by the AVA which involves a claim with evidence being made by a student on an individual basis.

C21 Further advice on the application of a range of principles in relation to this practice can be found in QAA's [Guidelines on the accreditation of prior learning](#) (September 2004).

Related AVA licensing criteria⁵

LC37 It systematically records and retains accurate records of its award of grades, credits and Diplomas, which will allow it to:

a monitor provision across the AVA and over time.

LC50 The AVA's procedure and criteria for provider approval ensure that a provider that is approved to deliver Access to HE Diplomas, and courses has:

m procedures and criteria for the recognition of prior learning that meet the AVA's requirements.

LC60e The AVA publishes guidance for those involved in the development of Access to HE Diplomas, including guidance on:

e all relevant QAA requirements.

LC78 If a Diploma is to be withdrawn at or before the end of its validation period, providers are informed of the final date on which new starters may be enrolled, allowing reasonable time for registered students to complete the course or transfer to another appropriate course, and arrangements are made for transfer of credit, if appropriate.

⁵ www.qaa.ac.uk/en/access-to-he/access-to-he-resources

- LC90 In considering a request by a provider to transfer its Access to HE provision to another AVA,⁶ the AVA to which it has requested to transfer ensures, before the transfer is agreed, that:
- d** implications for students registered on the course(s) at the point of transfer have been considered and appropriate arrangements made relating to any records of assessment and achievement
 - e** the ability of the receiving AVA to support the continuing study and achievement of students part way through a course(s) has been thoroughly investigated and arrangements for continuation that meet the needs of students are confirmed.
- LC99 The AVA ensures that consistent standards are applied in assessment, so that equivalent student achievement and performance is reflected in consistent recommendations for credits and grades.
- LC112 The AVA operates standard documented procedures for the award of Access to HE Diplomas that are consistent with QAA requirements. These include:
- c** procedures to ensure that students on Access to HE courses are awarded credit and, where appropriate, grades for all units achieved and an Access to HE Diploma if the specified units have been achieved.

⁶ AVAs must take into consideration any Intellectual Property rights that may have been assigned to Access to HE Diplomas when making decisions about Diploma transfers

Annex D: Rules of combination

D1 While this specification sets out, at a generic level, the minimum amount (in terms of credit value) of certain types of content that must be included within any Diploma, the detail of the content of a named Diploma is contained within the set of units approved for that Diploma by an AVA. How these units are to be used in relation to each other is defined in the rules of combination of that Diploma.

D2 All Diplomas must contain 15 credits derived from either level 2 or ungraded level 3 units. The decision about the volume of credit to be achieved at either of these levels to make up these 15 credits within a named Diploma should be informed by the requirements of the intended progression route(s) of that Diploma.

D3 Rules of combination are an essential component of all Access to HE Diplomas. They operate at the level of student requirements and achievement. They must specify all the units that will be made available to students studying for a named Diploma. In order to be awarded the Diploma, students must achieve:

- a those units that are designated as mandatory, and
- b those units that they have chosen from the units that are designated as optional.

D4 All Diplomas contain mandatory units and may also contain optional units. Any choices available to students within the rules of combination of any named Diploma must be such that all students are ensured of the opportunity to achieve the generic requirement of 45 credits at level 3 from graded units concerned with academic subject content.

D5 All units listed for use for a named Diploma must be classified in each of the following ways for the purposes of the rules of combination of that Diploma:

level two	or	level three
graded	or	ungraded
academic subject content	or	other content
mandatory	or	optional

D6 The set of units and rules of combination approved for any named Diploma must be such that collectively they constitute the foundation for a clearly structured and coherent programme of study for students, with a range and balance of content that ensures students are prepared for successful study in higher education.

Related AVA licensing criteria⁷

LC59 The AVA ensures that the content and structure of Access to HE Diplomas:

- b are informed by people with the relevant educational expertise, including from people in higher education in the associated subject area
- c provide students with a planned and coherent programme of study.

⁷ www.qaa.ac.uk/en/access-to-he/access-to-he-resources

LC60 The AVA publishes guidance for those involved in the development of Access to HE Diplomas, including guidance on:

e all relevant QAA requirements.

LC62 The AVA's validation process and criteria ensure that, for a Diploma to be recommended for approval:

a it complies with QAA requirements

b intended potential progression route(s) in higher education are clearly stated, and the subject coverage, level and structure of the content, and choice of options where they are available, are appropriate as a preparation for that/those route(s)

c information provided about unit content, delivery and assessment methods is sufficient to ensure consistency in the required standards of achievement, whenever and wherever the Diploma is delivered.

LC89 The AVA has a transparent and documented procedure for managing requests for Diploma/course transfers, which is consistently applied and meets QAA requirements.

LC92 The AVA has a documented strategy for moderation and standardisation that sets out its approach to ensuring the consistency and comparability of the standards of student achievement.

Version number	Date issued	Author	Update information
V1.0		J Farmer	
V2.0	December 2018	J Mizon	Licensing criteria references updated to align with revised 2016 licensing criteria revisions
V3.0	January 2020	A Karadia	<p>Annex A, A3 updated to prohibit the use of special characters in Diploma titles</p> <p>A3 '...Access to HE Diploma titles may not include the following special characters: semi colon (;), colon (:), ampersand (&)'</p> <p>Annex C, C6 updated to align to the level descriptors used by Ofqual regulated qualifications</p> <p>'C6 ... For the purposes of this specification the definition of the characteristics of achievement at level 3 as currently defined in Section E of Ofqual's General Conditions of Recognition (level requirements, including level descriptors), serve as the key reference point.'</p>

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