



# Oakswood College

Empowering Through Education



## ATHE Level 3 Course Summary

### *Diploma in Business*

PROMOTING EXCELLENCE • ENSURING COMPLIANCE  
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE

## COURSE SUMMARY DOCUMENT

### ATHE Level 3 Diploma in Business and Management (120 Credits) Programme:

#### Specification Version 2.0 – Valid from August 2025

<b>COURSE TITLE:</b>	<i>ATHE Level 3 Diploma in Business and Management (120 Credits), Qualification Number 610/1764/4</i>
<b>DURATION OF COURSE:</b>	Average duration 12 months. Total Qualification Time is 1200 hours, including 720 Guided Learning Hours.
<b>WHEN COURSE IS TAUGHT:</b>	September, January & April intakes Teaching Blocks: September to December, January to March, April to June, July to September.
<b>ENTRY REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Designed for learners typically aged 16+.</li> <li>• Centres should review each learner’s prior qualifications and experience to confirm they have the foundations to study at Level 3.</li> <li>• For learners recently in education or training, the likely entry profile includes 5 or more GCSEs at grades 4 and above, 5 or more GCSEs at grades C and above, other related Level 2 subjects, or equivalent international qualifications.</li> <li>• Learners must have an appropriate standard of English to access resources and complete assignments. Recommended English standards include IELTS 5.5, CEFR B2, Cambridge English Advanced 162 or above, or Pearson Test of English Academic 42–49.</li> <li>• Mature learners may present a varied profile including relevant paid or unpaid work experience, responsibility, participation, achievement of professional qualifications, Recognition of Prior Learning, or RQF exemptions where applicable.</li> </ul>
<b>COURSE OUTLINE:</b>	<p><i>The ATHE Level 3 Diploma in Business and Management (120 credits) is designed to provide learners with a broad and comprehensive introduction to business and management at Level 3. It supports learners who want to develop academic understanding of business as a subject, as well as those preparing for business-related employment, internships, apprenticeships, self-employment or progression to higher education.</i></p> <p><i>The qualification builds on the core business themes covered in the Level 3 Diploma in Business and extends them through additional mandatory study in financial controls, leadership and people management. Learners study the business environment, how organisations work, communication, teamwork, market research, financial controls, and leading and managing people. This combination enables learners to understand how different business functions connect and how managers use information, people, resources and communication to support organisational activity.</i></p>

*A key feature of the qualification is its applied and skills-based approach. Each unit is supported by an ATHE assignment based on business scenarios, requiring learners to complete focused tasks that demonstrate relevant knowledge, understanding and business skills. Learners are expected to apply concepts to named organisations, use real-world examples where appropriate, and develop their ability to research, interpret information, communicate effectively and reflect on their own skills.*

*The qualification also gives learners the opportunity to specialise through the completion of two optional units. Optional areas include Principles of Marketing and Sales, Human Resources, Organisational Strategy, Online Marketing, International Business and Project Management. These options allow learners to develop interests linked to future higher education study, career goals or workplace roles.*

**PROGRAMME CONTENT - CORE MODULES AND ANY OPTIONAL MODULES:**  
(Including number of credits)

To achieve this 120-credit qualification, learners must complete 7 mandatory modules and 2 optional modules from the below list.

Unit Code	Unit Title	Credits	GLH	Status
F/650/4815	Unit 1 Business Environment	10	60	<b>Mandatory</b>
H/650/4816	Unit 2 How Businesses and Organisations Work	10	65	<b>Mandatory</b>
J/650/4817	Unit 3 Business Communication	10	55	<b>Mandatory</b>
L/650/4819	Unit 4 Working in Teams	10	60	<b>Mandatory</b>
T/650/4820	Unit 5 Market Research	20	120	<b>Mandatory</b>
A/650/4822	Unit 6 Introduction to Financial Controls in Business	15	90	<b>Mandatory</b>
D/650/4823	Unit 7 Leading and Managing People	15	90	<b>Mandatory</b>
F/650/4824	Unit 8 Principles of Marketing and Sales	15	90	Optional
H/650/4825	Unit 9 Human Resources	15	90	Optional
J/650/4826	Unit 10 Organisational Strategy	15	90	Optional
K/650/4827	Unit 11 Online Marketing	15	90	Optional
L/650/4828	Unit 12 International Business	15	90	Optional
M/650/4829	Unit 13 Project Management	15	90	Optional



<p><b>WORKLOAD:</b> (Including number of contact hours with college staff and expected hours of self-study)</p>	<p>The ATHE Level 3 Diploma in Business and Management is a 120-credit qualification. Total Qualification Time is 1200 hours, and Total Guided Learning Hours is 720 hours.</p> <p>The specification explains that TQT includes Guided Learning Hours plus additional non-supervised learning such as preparation, private study, research, work-based learning and assessment activity. It does not provide a weekly contact-hours model.</p>
<p><b>LENGTH OF THE MODULES:</b></p>	<p><i>Each module lasts 10 weeks (equivalent to one term) covering 40 contact hours. Three modules are taught per term.</i></p>
<p><b>THE OVERALL METHODS OF ASSESSMENT FOR THE MODULES:</b> (for example, exams, coursework or practical assignments)</p>	<p>Assessment for each unit is based on achievement of the Learning Outcomes at the standards set by the Assessment Criteria. Learners may achieve Pass, Merit, Distinction or Fail for each unit.</p> <p>Assessment is completed through submission of internally assessed learner work which may also include a PowerPoint presentation where required.</p> <p>Oakwood College uses ATHE provided assignment briefs for each unit, including extension activities for higher grades. The qualification includes mandatory business, finance, leadership and management units, plus two optional specialist units selected according to the rules of combination.</p>
<p><b>AWARD RECEIVED ON SUCCESSFUL COMPLETION OF THE COURSE:</b></p>	<p>ATHE Level 3 Diploma in Business and Management (120 Credits) Qualification Number 610/1764/4. Awarding Body: ATHE (Awards for Training and Higher Education) UK Ofqual-regulated awarding organisation</p>
<p><b>WHERE THE PROGRAMME IS TAUGHT:</b></p>	<p><b>Programme Delivery Location and Address:</b></p> <p><b>In-person, on-campus at:</b> Oakwood College Tricorn House 7th Floor 51–53 Hagley Road Birmingham B16 8TP</p> <p>Modes of delivery may include full-time, blended learning or distance learning.</p>
<p><b>STAFF WHO ARE DELIVERING THE TEACHING:</b></p>	<p>Teaching is delivered by a team of academics with expertise in business management, international business, marketing, finance, operations and human resource management, many of whom have significant professional and consultancy experience in industry.</p>
<p><b>THE FEES WHICH STUDENTS CAN EXPECT TO PAY:</b></p>	<p>Fees: £1,500. Privately paid by the student.</p>
<p><b>REASSESSMENT FEES</b></p>	<p>Reassessment Fees for Each Module: £20 Plus External Verification Fees: £200</p>
<p><b>COURSE DEPOSIT:</b></p>	<p><i>25% of the tuition fee</i></p>



**ADDITIONAL  
PROGRAMME COSTS:**

These are costs in addition to tuition fees that students may have to pay to complete the course. The figures provided here are indicative estimates of additional costs:

Cost item	Compulsory / Optional	Indicative amount / range per year
Books and other study materials	<b>Optional</b> (library provides e-access to many core texts)	Around <b>£100 per year</b> (minimum average spend typically advised for undergraduate books)
Printing and photocopying	<b>Optional</b> (students choose how much to print)	<b>£50 per year</b> recommended to cover general printing and final-year project printing/binding
Stationery and general study supplies	<b>Optional</b>	Approximately <b>£30–£60 per year</b> depending on personal preference
Optional UK study trips and visits	<b>Optional</b> – only if students choose to participate	Typically, <b>£20–£60 per UK day trip</b> , depending on destination and activity
IT equipment and internet access	<b>Expected</b> (students must be able to access online resources and VLE)	Highly variable; many students use an existing laptop. Where a new device is needed, a basic study-ready laptop typically costs <b>from £300 upwards</b>

**QUERIES:**

If you have any questions about this Course Summary Document or the course in general, please contact our Academics team on:

[academicsupport@oakwoodgroup.co.uk](mailto:academicsupport@oakwoodgroup.co.uk)