



Oakswood College

Empowering Through Education



ATHE Level 4 Course Summary

Diploma in Business and Management

PROMOTING EXCELLENCE • ENSURING COMPLIANCE
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE

COURSE SUMMARY DOCUMENT

ATHE Level 4 Extended Diploma in Business and Management (120 Credits) Programme:

Specification Version 1.0 – Valid from February 2023

COURSE TITLE:	<i>ATHE Level 4 Extended Diploma in Business and Management (120 Credits), Qualification Number 610/2058/8</i>
DURATION OF COURSE:	Average duration 12 months. Total Qualification Time is 1200 hours, including 480 Guided Learning Hours.
WHEN COURSE IS TAUGHT:	September, January & April intakes Teaching Blocks: September to December, January to March, April to June, July to September.
ENTRY REQUIREMENTS:	<ul style="list-style-type: none"> Designed for learners typically aged 18+. Centres should review each learner’s prior qualifications and experience to confirm they have the necessary foundations to undertake study at Level 4. For learners recently in education or training, the likely entry profile includes a GCE Advanced level profile with achievement in 2 or more subjects supported by 5 or more GCSEs at grades 4/C and above, other related Level 3 subjects such as ATHE Level 3 Diplomas, an Access to Higher Education Certificate, or equivalent international qualifications. 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. Mature learners may present a varied profile including relevant paid or unpaid work experience, responsibility, participation and/or achievement of relevant professional qualifications. Recognition of Prior Learning or RQF exemptions may apply where appropriate.
COURSE OUTLINE:	<p><i>The ATHE Level 4 Extended Diploma in Business and Management (120 credits) is designed to offer learners a broad and comprehensive experience of business and management at Level 4. It supports learners who want to deepen their academic understanding of business as a subject and develop knowledge, skills and understanding relevant to junior management roles and progression to higher education.</i></p> <p><i>The qualification builds on Level 3 learning and provides a mandatory core in The Business Environment, People in Organisations, Financial and Management Accounting Techniques for Managers, and Communication Skills for Business. Learners then complete four optional units from a range of business and management specialisms.</i></p> <p><i>Each unit is supported by an ATHE assignment requiring learners to complete focused tasks that demonstrate relevant business knowledge and skills. Learners are expected to apply concepts to named organisations, use real-world examples</i></p>

where appropriate, and develop transferable skills including research, analysis, communication, problem-solving and independent study.

Optional areas include Resource Management, The Marketing Mix, Corporate Social Responsibility, Managing a Work-based Team Project, Entrepreneurship, Customer Relationship Management, Administrative Services, Managing Information and Knowledge, Managing Operations, Managing Quality and Digital Communications.

PROGRAMME CONTENT - CORE MODULES AND ANY OPTIONAL MODULES:

(Including number of credits)

Students complete 4 mandatory and 4 optional units to achieve the qualification.

Unit Code	Unit Title	Credits	GLH	Status
Y/650/5055	Unit 1 The Business Environment	15	60	Mandatory
A/650/5056	Unit 2 People in Organisations	15	60	Mandatory
D/650/5057	Unit 3 Financial and Management Accounting Techniques for Managers	15	60	Mandatory
F/650/5058	Unit 4 Communication Skills for Business	15	60	Mandatory
H/650/5059	Unit 5 Resource Management	15	60	Optional
L/650/5060	Unit 6 The Marketing Mix	15	60	Optional
M/650/5061	Unit 7 Corporate Social Responsibility	15	60	Optional
R/650/5062	Unit 8 Managing a Work-based Team Project	15	60	Optional
T/650/5063	Unit 9 Entrepreneurship	15	60	Optional
Y/650/5064	Unit 10 Customer Relationship Management	15	60	Optional
A/650/5065	Unit 11 Administrative Services	15	60	Optional
D/650/5066	Unit 12 Managing Information and Knowledge	15	60	Optional
F/650/5067	Unit 13 Managing Operations	15	60	Optional
H/650/5068	Unit 14 Managing Quality	15	60	Optional
J/650/5069	Unit 15 Digital Communications	15	60	Optional

WORKLOAD:

(Including number of contact hours with college staff and expected hours of self-study)

The ATHE Level 4 Extended Diploma in Business and Management is a 120-credit qualification. Total Qualification Time is 1200 hours, and Total Guided Learning Hours is 480 hours.

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.



LENGTH OF THE MODULES:	<i>Each module lasts 10 weeks (equivalent to one term) covering 40 contact hours. Three modules are taught per term.</i>							
THE OVERALL METHODS OF ASSESSMENT FOR THE MODULES: (for example, exams, coursework or practical assignments)	<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 four mandatory units and four optional specialist units selected according to the rules of combination.</p>							
AWARD RECEIVED ON SUCCESSFUL COMPLETION OF THE COURSE:	<p>ATHE Level 4 Extended Diploma in Business and Management (120 Credits) Qualification Number 610/2058/8. Awarding Body: ATHE (Awards for Training and Higher Education) UK Ofqual-regulated awarding organisation</p>							
WHERE THE PROGRAMME IS TAUGHT:	<p>Programme Delivery Location and Address:</p> <p>In-person, on-campus at: 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>							
STAFF WHO ARE DELIVERING THE TEACHING:	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.							
THE FEES WHICH STUDENTS CAN EXPECT TO PAY:	Fees: £1,800. Privately paid by the student.							
REASSESSMENT FEES	<p>Reassessment Fees for Each Module: £20 Plus External Verification Fees: £200</p>							
COURSE DEPOSIT:	<i>25% of the tuition fee</i>							
ADDITIONAL PROGRAMME COSTS:	<p>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:</p> <table border="1" data-bbox="459 1825 1540 2085"> <thead> <tr> <th data-bbox="459 1825 774 1937">Cost item</th> <th data-bbox="774 1825 1125 1937">Compulsory / Optional</th> <th data-bbox="1125 1825 1540 1937">Indicative amount / range per year</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 1937 774 2085">Books and other study materials</td> <td data-bbox="774 1937 1125 2085">Optional (library provides e-access to many core texts)</td> <td data-bbox="1125 1937 1540 2085">Around £100 per year (minimum average spend</td> </tr> </tbody> </table>		Cost item	Compulsory / Optional	Indicative amount / range per year	Books and other study materials	Optional (library provides e-access to many core texts)	Around £100 per year (minimum average spend
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QUERIES:			typically advised for undergraduate books)
	Printing and photocopying	Optional (students choose how much to print)	£50 per year recommended to cover general printing and final-year project printing/binding
	Stationery and general study supplies	Optional	Approximately £30–£60 per year depending on personal preference
	Optional UK study trips and visits	Optional – only if students choose to participate	Typically, £20–£60 per UK day trip , depending on destination and activity
	IT equipment and internet access	Expected (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 from £300 upwards
	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		