



Oakswood College

Empowering Through Education



ATHE Level 5 Course Summary

Diploma in Business and Management

PROMOTING EXCELLENCE • ENSURING COMPLIANCE
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE

COURSE SUMMARY DOCUMENT

ATHE Level 5 Extended Diploma in Business and Management (120 Credits) Programme

Specification Version 2.0 – Valid from August 2025

COURSE TITLE:	<i>ATHE Level 5 Extended Diploma in Business and Management (120 Credits), Qualification Number 610/2292/5</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 foundations to study at Level 5. • For learners recently in education or training, the likely entry profile includes prior study in business, management or related subjects at Level 4 or above; a Level 4 qualification such as the ATHE Level 4 Extended Diploma in Business and Management or Pearson HNC; an apprenticeship achievement at Level 4 in a business, management or related technical area; or other 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, achievement of professional qualifications, Recognition of Prior Learning, or RQF exemptions where applicable.
COURSE OUTLINE:	<p><i>The ATHE Level 5 Extended Diploma in Business and Management (120 credits) is designed to provide learners with a broad, practical and applied understanding of business and management at Level 5. The programme builds on Level 4 study or relevant professional experience and develops the knowledge required to operate effectively in modern organisations.</i></p> <p><i>Learners study core areas including global business, people management, finance and business research. These mandatory units support the development of managerial judgement, analytical thinking, communication, problem-solving and evidence-based decision-making skills.</i></p> <p><i>The programme also includes optional specialist units that allow learners to focus on areas such as marketing, sustainability, entrepreneurship, business law, operations, strategic decision-making, organisational change, auditing and</i></p>

ethics. This enables learners to tailor the qualification to their career aims, current workplace responsibilities or intended progression route.

Learning is delivered through structured teaching, guided learning, directed reading, case studies, independent research and assignment preparation. Learners are encouraged to apply theories and models to real organisations, evaluate business scenarios and present reasoned recommendations supported by appropriate evidence.

Assessment is assignment-based and requires learners to demonstrate achievement of the relevant learning outcomes and assessment criteria. Tasks may include written reports, research activities, business analysis, presentations and reflective work, depending on the unit requirements.

On successful completion, learners may progress to further higher-level study, including Level 6 business or management qualifications, or use the qualification to support progression into supervisory, operational or junior/middle management roles.

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

To achieve the ATHE Level 5 Extended Diploma in Business and Management, learners must achieve a total of 120 credits. This includes 60 mandatory credits from the four mandatory units and a further 60 credits from optional units, in line with the qualification rules of combination.

Unit Code	Unit Title	Credits	GL H	Status
K/650/6249	Unit 1 Business Organisations in a Global Context	15	60	Mandatory
R/650/6250	Unit 2 People Management	15	60	Mandatory
T/650/6251	Unit 3 Finance for Managers	15	60	Mandatory
Y/650/6252	Unit 4 Research Project	15	60	Mandatory
A/650/6253	Unit 5 Managing Communication	15	60	Optional
D/650/6254	Unit 6 Marketing Principles and Practice	15	60	Optional
F/650/6255	Unit 7 Manage Sustainability in an Organisation	15	60	Optional
H/650/6256	Unit 8 Small Business Enterprise	15	60	Optional
J/650/6257	Unit 9 Planning a New Business Venture	15	60	Optional
K/650/6258	Unit 10 Business Law	15	60	Optional
L/650/6259	Unit 11 Operations Management	15	60	Optional
T/650/6260	Unit 12 Information for Strategic Decision-Making	15	60	Optional

	Y/650/626 1	Unit 13 Organisational Analysis and Change	15	60	Optional
	A/650/626 2	Unit 14 Financial Systems and Auditing	15	60	Optional
	D/650/626 3	Unit 15 Business Ethics	15	60	Optional
WORKLOAD: (Including number of contact hours with college staff and expected hours of self-study)	<p>The ATHE Level 5 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.</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>				
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. Learners must achieve four mandatory units plus four optional units in line with the rules of combination.</p>				
AWARD RECEIVED ON SUCCESSFUL COMPLETION OF THE COURSE:	<p>ATHE Level 5 Extended 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>				
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:	<p>Fees: £1,800. Privately paid by the student.</p>				



REASSESSMENT FEES	Reassessment Fees for Each Module: £20 Plus External Verification Fees: £200																		
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"> <thead> <tr> <th style="background-color: #003366; color: white;">Cost item</th> <th style="background-color: #003366; color: white;">Compulsory / Optional</th> <th style="background-color: #003366; color: white;">Indicative amount / range per year</th> </tr> </thead> <tbody> <tr> <td>Books and other study materials</td> <td>Optional (library provides e-access to many core texts)</td> <td>Around £100 per year (minimum average spend typically advised for undergraduate books)</td> </tr> <tr> <td>Printing and photocopying</td> <td>Optional (students choose how much to print)</td> <td>£50 per year recommended to cover general printing and final-year project printing/binding</td> </tr> <tr> <td>Stationery and general study supplies</td> <td>Optional</td> <td>Approximately £30–£60 per year depending on personal preference</td> </tr> <tr> <td>Optional UK study trips and visits</td> <td>Optional – only if students choose to participate</td> <td>Typically, £20–£60 per UK day trip, depending on destination and activity</td> </tr> <tr> <td>IT equipment and internet access</td> <td>Expected (students must be able to access online resources and VLE)</td> <td>Highly variable; many students use an existing laptop. Where a new device is needed, a basic study-ready laptop typically costs from £300 upwards</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 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
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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																		