

Business - Level 3 Access to Higher Education Diploma

If you would like to study Business at university but left school without the qualifications you need, then this Access to HE course could be for you. Each year, over 20,000 Access to HE students apply for a degree course at a UK university; if you go on to complete a relevant degree at university, your Advanced Learner Loan will be written off by Student Finance England.

This course will help you get the qualifications you need to study business studies, or a related course, at university.

You will learn study skills such as note-taking, essay writing, reading and research, preparation for exams and oral presentation.

You will also have a personal tutor who will support you during the year and who will advise you on your applications to higher education institutions.

WHAT WILL I STUDY?

Topics covered can include:

Study Skills

- Essay Writing
- Finding & Reading Information
- Report Writing
- Speaking and Listening
- Writing Standard English

Marketing

- Marketing Principles for Business
- Planning Market Research
- Marketing Strategy

Finance and Accounting

- Double Entry Accounts

Start Date: 2 September 2025

Duration: 1 Year

Attendance: Full Time

Center: Westminster Center

<https://www.capitalccg.ac.uk/course/pdf/11112/>

- Book Keeping
- Sole Trader Final Accounts
- Final Accounts

Mathematics/ IT for Business

- Data Analysis and Descriptive Statistics
- Spreadsheets

Business and Management

- Business Organisations and Structure
- Business Communication
- The Human Resources Function
- Management & Leadership

WHAT WILL I NEED?

You will need:

- To be aged 19 or older
- GCSE English and Maths at grade 4 or above (or A*-C); however, you will be considered for the course if you have one GCSE at grade A*-C in Maths or English with the offer of GCSE classes in addition to the course

All applicants must have an interview to confirm that the course is suitable for them.

HOW WILL I BE ASSESSED?

This course is assessed through coursework assignments, tests and examinations throughout the course, which are set and marked by your teachers and externally moderated by OCN London.

Assessment is continuous over the whole year and is based on a number of set pieces of work such as essays, projects, presentations and tests.

WHAT WILL IT COST?

ADULTS - ACCESS TO HIGHER EDUCATION

If you will be aged 19 to 23 prior to the start date of your course, and do not already have a full Level 3 qualification, you may be eligible for a Level 3 entitlement, in which case your study with us will be free. Otherwise, you will have to pay the fees yourself or apply for an [Advanced Learner Loan](#).

Please see [here](#) for the documents you will need to show us.

Some courses will have other associated costs, such as for specialist materials and trips. Many of our students are eligible for financial support, see [here](#) for details.

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If you are aged 19-24 and this is your first Level 3 course, you may be eligible for free tuition.

If you are 24 years or older you will need to apply for an Advanced Learner Loan. Student Finance England will 'write off' any outstanding Advanced Learner Loan balances you owe for an Access to HE course once you complete a higher education course. This means you do not have to repay it if you complete your University degree course.

WHAT CAN I DO AFTER?

Once you have completed your Access to HE course, you can progress to a Higher Education degree at a university or college.

You should check requirements for specific degree courses - different Higher Education institutions may have different entry requirements for similar courses.

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