#THE
WRD.

from the

IVORS
ACADEMY

22
23

COURSE HANDBOOK
Access to Higher Education Diploma
Creative Entrepreneurship in Music

Skills &
Education
Group

Access
to Higher Education

This student handbook contains important information. Please read it carefully. It contains signposts to further information, such as full copies of regulations and procedures which apply to you.

Part of the ethos of Access to HE is to provide significant support in the early parts of the course, leading to an increased sense of independence as your tutors prepare you for the world of Higher Education. Your tutors will support you to become an independent researcher with greater skills of autonomy that will be important for success in your future studies and career choices.

It is your responsibility to familiarise yourselves with the contents, as you cannot rely on ignorance of information contained in this handbook as grounds for appeal or complaint.

Any changes to your course content, teaching or assessment during your course will be communicated to you via your tutors.

Contents

Welcome to TheWRD from The Ivors Academy

I'm delighted to welcome you as the first cohort of students to our Access to Higher Education Diploma course in Creative Entrepreneurship in Music. We prepare you for future study at Higher Education on a variety of courses from our partners. You may decide to enter the industry directly after completing our course, and study later. Either way you'll be suitably equipped to tackle the challenges before you, as a result of your time with us.

Our system of delivery and use of tech sets us apart from other institutions. We're not so much connected to the Music Industry as we actually ARE the Music Industry. The Ivors membership list reads like a who's who of international songwriting talent from the last 60 years!

When we set up the programme, CEO Ian Mack and myself had a simple goal: to remove barriers to creativity, using three things:

1. *our expertise and experience as educators*
2. *AI supported connectivity*
3. *our Music Industry Networks*

In doing so, we wanted to play a part in levelling the playing field for entry to the creative industries, for young people from ALL backgrounds. We believe everyone has the right to play a part in Culture, and should be encouraged to play that part.

So here we are. You're here on the course, and we're working hard to support you on it. We're delighted to have you and we can't wait to get started.

Let's do this.

Howard Monk

Chief Education and Learning Officer
TheWRD from The Ivors Academy

Key Contacts

Role	Title	Email
CEO	Mr Ian Mack	ianmack@wondrmakr.com
CELO	Mr Howard Monk	howardmonk@thewrd.group
Director of Student Experience	Mr Will Cooper	willcooper@thewrd.group
Head of Admissions	Mr Zacharie Mizzi	zachariemizzi@thewrd.group
Project Manager	Ms Ana Marques	anamarques@thewrd.group

Term dates for academic year 2022-23

Cohort 1 - Sept 2022 Start

1 Year Programme Sept 2022 - Sept 2023 (Full time study)

Induction: 23 Sept - 26 Sept 2022

Term 1: 26 Sept - 04 Dec 2022

Term 2: 09 Jan - 02 Apr 2023

Term 3: 08 May - 30 Jul 2023

2 Year Programme Sept 2022 - Apr 2024 (Part time study)

Induction: 23 Sept - 26 Sept 2022

Term 1: 26 Sept - 04 Dec 2022

Term 2: 09 Jan - 02 Apr 2023

Term 3: 08 May - 30 Jul 2023

Term 4: 25 Sep - 17 Dec 2023

Term 5: 22 Jan - 14 Apr 2024

Cohort 2 - Jan 2023 Start

1 Year Programme Jan 2023 - Dec 2023 (Full time study)

Induction: 05 Jan - 08 Jan 2023

Term 1: 09 Jan - 02 Apr 2023

Term 2: 08 May - 30 Jul 2023

(Term 3: 25 Sept - 17 Dec 2023) (AY 2023-24)

2 Year Programme Jan 2023 - Aug 2024 (Part time study)

Induction: 05 Jan - 08 Jan 2023

Term 1: 09 Jan - 02 Apr 2023

Term 2: 08 May - 30 Jul 2023

(Term 3: 25 Sept - 17 Dec 2023) (AY 2023-24)

(Term 4: 22 Jan - 14 Apr 2024) (AY 2023-24)

(Term 4: 20 May - 12 Aug 2024) (AY 2023-24)

Learning Centre/Library Facilities, including VLE

Studying with TheWRD means that you get all you need as long as you have a wifi signal and a device. TheWRD uses online resources exclusively, to support students. We partner with external organisations at various times, to offer students use of facilities, discounts for services and deals at suppliers. Please see TheWRD notice boards for details.

Communication/Computing/IT Facilities and Usage Policy

Email:
You will be given a specific student email address. It is your responsibility to make sure that you check this regularly, as there may be important, time-sensitive information sent from tutors.

Slack:
TheWRD uses Slack as a premier tool for communication. Please sign up with the invitation in your welcome pack.

Instagram:
TheWRD uses occasional Instagram posts to promote content delivery and support students.

Student Support Services

Financial Advice: support@thewrd.group

Careers Information: ianmack@thewrd.group

Wellbeing Support: support@thewrd.group

Course Support: howardmonk@thewrd.group

Other Services: support@thewrd.group

Students' Rights and Responsibilities

The policies and procedures that exist at TheWRD include:

- Disability Statement
- Equal Opportunities Policy
- Grievance Procedure

- Harassment Procedure
- Health & Safety
- Safeguarding
- Mitigation and Late Submission of Work Policy

It is your responsibility to familiarise yourselves with your college's policies. Your tutor will help you find them – some may be accessed via https://studythewrd.com/about-us.

It is your responsibility to be aware of key dates in the year that may impact on your progress and success during your studies and prepare for them as best as you can to avoid missing classes or sessions, assessment deadlines or other important college calendar events. An example of this may be the timing of religious events in the year.

Academic Discipline

Attendance, punctuality, respecting deadlines for the completion of set work, including both graded and ungraded assessments, presenting work that is your own, and respecting rules for health and safety are matters of student discipline. You should note that failure to meet the required standards can ultimately lead to exclusion from TheWRD. The Student Code of Conduct can be found in the policy section of the website at https://studythewrd.com/about-us.

Absence

Good attendance is crucial when studying an Access to Higher Education Diploma. Missing classes and sessions will have a negative impact on your ability to keep up with studies, meet deadlines and demonstrate to your progression university that you are a suitable candidate. There is a minimum requirement on the course, to complete the sessions in order to unlock the Assessments. If you find you cannot attend classes or complete sessions, or may need to seek an extension due to extenuating circumstances, do contact your tutor. TheWRD has a policy that tutors follow and will be able to provide you with the correct guidance and support. The more notice and information you can make available to your tutor, the more they will know what support you need.

Unauthorised absence or missed deadlines are likely to impact on your success and/or progression opportunity and may ultimately result in you not achieving the Access to HE Diploma or being withdrawn from the course. If you miss an assessment deadline, without an approved extension, you will not be able to achieve higher than a Pass for an assignment. This may impact on your overall unit

grade and ultimately your ability to meet your HE offers. Always talk to your tutors about absence.

Our Mitigation and Late Submission of Work Policy can be found among the policies at https://studythewrd.com/about-us.

Student Representatives

Skills and Education Group Access, the Access Validating Agency (AVA) for your Diploma, asks all colleges to select a Student Representative for each Diploma.

If you are selected to be an Access to HE student representative, your main tasks will be to:

- Make yourself and your role known to the students that you represent
- Receive, promote and disseminate student surveys for completion by fellow students
- Proactively seek academic related views, questions and experiences of your fellow students, and represent them
- Work with provider staff to resolve any issues or questions that have been raised by your fellow students
- Disseminate updates and outcomes on issues discussed at joint meetings of staff and student representatives
- Attend student representative meetings remotely or at Skills and Education Group Access office in Wakefield
- Access to HE student representatives may also be invited to observe at Access to HE unit and Diploma validation panels.

Access to HE student representatives should not take on the personal complaints or grievances of fellow students.

To comply with Data Protection, by becoming a student representative for Access to HE, you agree that your name, address and email address will be held on a database compiled by the college, and which contains the name and email address of each student representative in that academic year.

Responsibility for Keeping Contact Details up to date

You must notify us of all changes to your contact details. Failure to do this may make it more difficult to contact you in an emergency, and may lead to delays in receiving your certificate at the end of your course. You must ensure that your TheWRD staff can contact you once your course has finished as it is important that you ensure that your results and certificates can be processed and sent to you in time for you to be able to accept any university place that is pending over the summer months. A university may not hold a place for you if results cannot be confirmed in time.

Student Feedback and Representation

Your feedback is very important to the process of running the Access to HE Diploma, and you may therefore be asked about your experiences on the course at various points, with your responses recorded in order to help develop the Access to HE Diploma at TheWRD, as well as regionally and nationally.

Higher Education Considerations

If you are considering applying for Higher Education, the following section informs you of all the necessary steps to progress your studies.

How to Apply for a Higher Education Course

Your tutors will guide you through the Higher Education (University) application process. This is an integral part of the Access to HE Diploma which should be given much thought and attention. The sooner you can start your research, and have an idea of the university and undergraduate course you are interested in, the more you can make your personal statement relevant within your Universities and Colleges Admissions Services (UCAS) application.

The team at TheWRD from the Ivors Academy have strong links to a number of HE Institutions and there will be specific online and offline open days with these, during the course.

For more information on the application process for your chosen course, please contact the university or course provider directly. The UCAS website is the best place for generalised advice on applying for a Higher Education course:

Skills and Education Group Access has created a 100 do's and Don'ts of UCAS Application. This can be found at the end of this document under the heading: Useful Skills and Education Group Access and QAA Documents.

Useful Links to help in making your next step decisions:

Finding University courses

100 Dos and Don'ts of writing a personal statement

Applying for HE student finance

Is HE for me?

Comparing Universities by statistics

Office for Students

Study Information

The Access to HE Diploma

The Access to HE Diploma requires that you achieve **60 Credits** consisting of:

45 graded credits
15 ungraded credits

Of these 60 credits, 45 credits must be achieved at Level Three from graded units concerned with academic content.

The remaining 15 credits must be achieved at Level Two (depending on what your college is offering) or Level Three, from units which are ungraded, and can be generated from either study skills or academic units. Study skills units are not graded but are very important preparation for higher education so meeting assessment deadlines for these units is crucial for success.

Students must be registered to Skills and Education Group Access (the AVA) within 42 days of your enrolment to the course and you will be registered to units within 84 days of your enrolment to the course. Your tutor will organise registration with the exams department of the college. All you need to do is ensure that your tutor has your Full Name and date of birth accurately recorded. There is a cost for changing student details later and this may be passed on to you, depending on the circumstances of the change. Any changes to student names at the end of the course may delay results being processed and could impact on you being able to accept your university place.

Study Skills are crucial to success

Although study skills (such as academic writing) are ungraded, they must be achieved in order for you to be successful in achieving your Access to HE Diploma. Study Skills and ungraded subject units are particularly important in helping you succeed not only on Access to HE but also in Higher Education. Please pay attention to these units and ensure that deadlines for the achievement of study skills and other ungraded assignments are adhered to in the same way as your graded assignments, as you have to meet all the Learning Outcomes and Assessment Criteria for these units in order to achieve the Access to HE Diploma.

If you do not meet your set deadline for ungraded and study skills units, your Access to HE Diploma award may be at risk, and this may impact on your progression into HE.

If you miss a deadline for any unit without approval for an extension, it is likely that you will not meet the Learning Outcomes for the unit(s) and this may have an impact on your overall success of the Diploma. You must be able to meet the Learning Outcomes of a unit in order to achieve the unit and be eligible to achieve a grade for graded units.

Graded Academic Units

The grades available for graded units are: **Pass, Merit and Distinction.**

A grade is awarded for every graded Level Three unit that you complete successfully as part of an Access to HE Diploma.

There is **no overall** or composite grade for the Access to HE Diploma – you will have the results of each individual unit on your UCAS application.

All units have a value of 3, 6 or 9 credits. Each credit is equivalent to 10 hours of learning; the Access to HE Diploma is equivalent to 600 hours of learning. A qualification at Level Three (Access to HE Diploma) is likely to be around 50% of face-to-face contact time with a tutor, either in the classroom or remote. This may include tutorial time and seminars if your tutor includes them in your timetable.

The number of grades you will be awarded depends on the number of graded Level Three units required for the particular Access to HE Diploma. This number can vary because, although all Diplomas contain 45 credits from graded Level Three units, these units can have a value of 3, 6 or 9 credits. So, for example, some Diplomas have a small number of 9 credit units, while others have a larger number of 3 credit units. The number of separate grades awarded is therefore a consequence of the structure of the Diploma and not a reflection of the student's standard of performance.

The standard of performance required for a 'Pass' is the minimum required to meet the specified assessment criteria for the learning outcomes of a graded unit. Merit and Distinction grades indicate higher levels of performance. Tutor feedback on graded units will reflect the level of performance that you have met for that unit. Ungraded units will be assessed as 'Achieved'.

Unit Learning Outcomes

A learning outcome is a clear statement about what you will be able to know, do or understand for the award of credit for any given unit.

Unit Assessment Criteria

The assessment criteria define more precisely what you need to do to demonstrate the achievement of each learning outcome.

If you don't achieve all the Learning Outcomes for a unit, you cannot be awarded credit for that unit and in the case of a graded unit, it will not be eligible for grading until all Learning Outcomes have been met. If you do not meet the Learning Outcome on your first submission, or if you miss an assessment deadline, you will be required to re-submit the missing work to another scheduled deadline.

Grade Descriptors

There are seven grade descriptors used in Access to HE:

1. **Understanding of the subject**
2. **Application of Knowledge**
3. **Application of Skills**
4. **Use of Information**
5. **Communication and Presentation**
6. **Autonomy/Independence**
7. **Quality.**

The particular grade descriptors being applied are identified on each unit and in each assignment brief for that unit. Grade Descriptor 7 is used for every unit and most assignments. When your tutor is marking your work, they will provide an indication of the level that you are working at against the grade descriptors that have been attached to that assignment. You do not receive a grade for each assignment, just for the unit. Your tutor will explain how a grade is agreed for a unit where there is more than one assignment.

Individual Programme Specification

Individual timetables may vary dependent on your chosen course, tutor group, and any additional classes you may be taking. Please refer to the timetable you are given for days, times and locations of your classes.

These are the units that you will be studying on your Access to HE course.

Unit Id	Title	Credits	Graded	Ungraded
SU1	Music, Technology, Culture	6	6	
SU2	Personal Development	6	6	
SU3	Creative Project	6	6	
SU4	Releasing Music Landscape	6	6	
SU5	Live Music, Festivals and Touring	6	6	
SU6	Digital Media and Communication	6	6	
SU7	How The Music Industry Works	6	6	
SU8	Entrepreneurship	3	3	
NA	Study Skills - Critical Reading	2		2
NA	Study Skills - Critical Writing	2		2
NA	Study Skills - Critical Listening	2		2
NA	Study Skills - Small Business Accounts	2		2
NA	Study Skills - Presentation Skills	2		2

All students must be registered within 42 days of enrolment onto the course – this is a requirement by the Quality Assurance Agency (QAA), which is the Skills and Education Group Access Regulator. Students must then be registered to units within 84 days of enrolment to the course. Only under **extenuating circumstances** can units be changed e.g. tutor absence or change of requirements of your chosen university course. A request must be submitted to Skills and Education Group Access, and approval given before any change can be implemented. There is a fee for this request that your college may pass on to you.

Assessment Presentation and Procedures

The College's regulations/codes of practice relating to assessment can be accessed by visiting the policies here: https://studythewrd.com/about-us.

You should take your time to read these documents as they contain vital information that will assist you in your studies.

Presentation of Assessments

Written assignments (case studies, essays, reports etc) should be produced in Font Arial size 11 with 1.5 or double line spacing. Page numbers should be placed in the footer and the total word count excluding the reference list and bibliography clearly indicated at the end of an assignment.

It is important that on the front of the assignment you attach a covering page identifying your student number (or name), programme of study, unit title, assignment title and unit tutor. All required fields should be completed. There may be up to a hundred other students on your course and it is your responsibility to ensure that your hard work and research is not misplaced or lost. Always save a copy of your work for your own purposes.

The College's standard cover sheet can be located on Moodle and is shared in the Assessment Support section on Slack.

Assessed work needs to be submitted before the published deadline and submitted via the methods (Moodle, Turnitin) discussed in various Assessment Workshops.

Unfair Means – Plagiarism and Cheating

Please find TheWRD policy on Plagiarism and Cheating in the Student Code of Conduct Policy at https://studythewrd.com/about-us.

Plagiarism Statement (including academic integrity signature)

When you submit any piece of work for assessment you are required to attach a cover sheet which contains a declaration, which you must sign, that this is your own work. Your work will not be accepted unless the declaration has been signed. It is your responsibility to ensure that you have understood the guidance you have been given about referencing – and therefore how not to commit plagiarism. If you have any doubts you must seek advice from your tutor. You must not re-use any work that

you have already submitted within another piece of work. If you require further guidance around the meaning of and acts of Plagiarism, you must speak with your tutor. This may all be new to you, so it is better to ask than to find you have plagiarised without realising.

What constitutes plagiarism or cheating?

If you submit an assignment that contains work that is not your own, without indicating this to the marker (acknowledging your sources), you are committing 'plagiarism' and this is an offence. This might occur in an assignment when:

- Using a choice phrase or sentence that you have come across
- Copying word-for-word directly from a text
- Paraphrasing the words from a text very closely
- Using text downloaded from the internet
- Borrowing statistics or assembled facts from another person or source
- Copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources
- Copying from the notes or essays of a fellow student
- Copying from your own notes, on a text, tutorial, video or lecture that contain direct quotations.

Although you are encouraged to show the results of your reading by referring to, and quoting from works on your subject, copying from such sources without acknowledgement is deemed to be plagiarism and will not be accepted by the college. This means that you must make it clear which words and ideas are yours and which have come from elsewhere, through the use of quotation marks as well as in-text citations. Such poor academic practice may occur due to inexperience.

Tutors are experienced in their subject and within academic writing styles. Where plagiarised material is included in assignments, tutors are likely to notice the shifts in style and may be aware of the source. Seek their advice on this early on in your study. The temptation to plagiarise may arise from lack of self-confidence, from a lack of understanding, or where you may have run out of research time. It is your responsibility to become fully aware of the aims of the assessment and about what is required of you.

Assignments provide a vehicle for assessing your performance during a unit and contribute to your overall unit result. However, they also assist you in understanding your subject and aid your learning. When you attempt to use the ideas and terms of the module independently you learn more thoroughly and develop your own writing style.

You are likely to perform better in examinations if you have learned how to write your own answers to questions in assignments. By submitting work that is not your own you are denying yourself the benefit of this valuable learning strategy. Copying the work of others would be counterproductive to your goal of understanding, and to your sense of real achievement.

You are encouraged to collaborate with others in studying, but remember that you must submit work independent of any other student in a study group or research team, unless collaboration is explicitly required in a particular assignment. Therefore, you will be asked to acknowledge a statement to confirm that all assessment work you have submitted is your own and that you have not cheated.

Examples of plagiarism may include:

- submitting work that has been done by someone else
- persistent borrowing of other people's work without citation
- copying answers from social networking sites
- paying for work from other sources and submitting it as your own.

It is intellectually dishonest to cheat and thus give one student an unfair advantage over others. Passing on your assignments to others, with the knowledge that another student may plagiarise the assignment will also lead to a penalty. There are lots of resources available to help you avoid a penalty for plagiarism. Many Universities provide online resources and guidelines to help you avoid the pitfalls of plagiarism. You can also find college guidance in the various policies at https://studythewrd.com/about-us.

As an example, The Open University 2017. *Plagiarism Policy*. [ONLINE] can be found here [Accessed 13 September 2021].

Assignment Submission

You must make a robust attempt in any assignment by the deadline supplied. Skills and Education Group Access expects that *'A student must make a robust attempt in any assignment by the deadline supplied. If the assessor considers that the student has not attempted to address all or most of the assessment criteria in an assignment, then any evidence presented by the student does not represent a submission made in Good Faith.*
Therefore, the student will be deemed to have missed the deadline and the grading process applied to any subsequent attempt will result in capping the grade or grade indicators at a Pass'.

If the assessor considers that you have not attempted to address all or most of the assessment criteria in an assignment, then any evidence presented does not represent a submission made in good faith. Therefore, you will be deemed to have missed the deadline and the grading process applied to any further attempt will result in capping the grade or grade indicators at a Pass.

Referencing

TheWRD uses the **Harvard Referencing System**.

When you use other people's work, you should always indicate where you encountered it. There are systematic ways of doing this, collectively known as 'referencing'.

Referencing is the best defence against accusations of plagiarism. The basic principle that you should acknowledge your sources underpins higher education, and it will be an integral part of your undergraduate experience. Amongst other reasons, it is respectful to the original author of any work, and would also be something that you would expect of other people if you have work published. Ask your tutor and library staff for more information on learning how to reference your work.

Marking and Grading

Drafts // Formative submissions

Formative assessment for learning is common at TheWRD. As such you will be expected to submit work at various intervals, in order to receive feedback and improve your learning. In the absence of formative submissions, your tutor may give you the opportunity to submit a draft of your assignment. The following key points must be addressed in this case:

- You must adhere to the deadline for the presentation of drafts
- Draft opportunities are not appropriate for time-constrained assessments or recommended in the final term/semester of a Diploma course
- You should retain any draft of formative work for scrutiny by Skills and Education Group Access external moderators.

Submissions

This word is used to describe the act of presenting the response to an assignment to the assessor; it should be used only for the presentation of completed work and not to draft work. You must meet the deadlines set for submissions, or present an application (and evidence) for mitigating circumstances to your tutor.

Any requests for extensions without grade deduction, should be made in plenty of time so that it can be processed by the college internal system (known as applying for mitigation). Do be aware that an extension may not be granted, particularly if you have made multiple requests within the year. A tutor must be assured that you are well prepared for study at higher levels. Meeting deadlines is part of that preparation.

You may hear the following terms used when tutors talk about assessment and marking:

>   **Summative marking** refers to the contribution of that evidence to overall assessment of the unit.

>   **Formative marking** designed to provide you with feedback and guidance on your progress.

Over or under length Assessments and Penalties

An allowance of 10% over or under any word count is accepted.
All written assessments are given a tariff (word count). Word counts usually exclude (unless otherwise stated) footnotes, reference lists, bibliographies, diagrams, appendices and other similar features. You should not be tempted to submit an assessment that you know to be incomplete or well under the word count in the expectation that it may buy you extra time. If your first submission requires a resubmission, your tutor will only give you feedback on work required to meet the Learning Outcome.

Penalties for Late or Non Submission of Work

Please refer to TheWRD Mitigation Policy at https://studythewrd.com/about-us.
Assessment submission deadlines must be taken seriously! Late submissions that do not meet the Learning Outcome means that the unit has not been achieved and the only opportunity to achieve that unit is through the resubmission or referral process. Your tutor will provide you with guidance on these processes and will also

make a note of the frequency of resubmission you need as this may be considered to be a support issue. Referral requests must be made to Skills and Education Group Access and you should be aware that your tutor is not obliged to support any request for a referral that you make to Skills and Education Group Access.

Work submitted past the deadline which does meet the Learning Outcomes will still be marked up until a week after the submission date but the grade will be capped at a pass. This may affect your overall grade for the module. Please note, due to online submission records that late work will be recorded the second the deadline has passed. You should always allow plenty of time to submit, we recommend that you submit the working day before any work is due in order to leave time if you have any issues.

Mitigating Circumstances

Please refer to TheWRD Mitigation Policy at https://studythewrd.com/about-us.

You will be aware of your responsibility to hand in assignments, before or by the deadline given in the task brief. It is a QAA requirement that the submission deadline will be specified in your assignment brief and any re-submission deadlines should be given to you in writing.

Extensions to Submission Deadlines

If you do not submit your coursework by the specified deadline, without having a confirmed agreement for an extension, then your assignment can only be awarded a Pass (therefore no merit or distinction grading).

Occasionally there may be short-term problems, where, for valid reasons, you are unable to submit coursework by the deadline date. If you consider that, due to such "Exceptional Reasons" or "Mitigating Circumstances", that you are unable to submit your completed coursework by the deadline date, you need to submit a written request for an extension to the tutor concerned, which must be agreed and authenticated before a new deadline is given.

Please note that for some forms of coursework assessment (such as laboratory reports, examinations/time-constrained assignments/tests, presentations, and group-work), due to the nature of the assessment, it may not be possible for an extension to be given.   You will be informed where this is the case.

Examples of circumstances might normally would be accepted:

A significant event before the deadline, and for which you should normally be able to provide independent documentary evidence to support your request, e.g:

- Exceptional family emergency
- A crisis affecting your ability to work properly
- Exceptional stressful life events (home-schooling due to the pandemic, extra work shifts as a front-line worker, homelessness, burglary, assault; relationship break-up)
- Unusual work pressures if you are a part-time student provided that your employer provides a letter of explanation
- Sudden illness during the week prior to the deadline; it would be useful if you could provide independent medical evidence (HE would expect that sort of evidence)
- An emergency event on the evening before/morning of the submission (e.g. if you fell and had to attend hospital).

It is normally expected that in all cases you will provide independent documentary evidence to support your request. If you do not provide independent documentary evidence, it may be impossible for staff, who consider exceptional extensions, to give an extension.

Examples of Unacceptable Reasons:

Examples of circumstances that would not normally be accepted include the following (NB this is not an exhaustive list):

- IT and printing problems at home or organisation
- Not being able to get hold of books/resources
- Childcare and other routine family/carer commitments
- Because English is not your first language
- Coughs, colds, minor chest infections, other minor illness
- House moving or house sale
- Coursework deadline dates set close together
- Planned GP, dentist or other health appointments
- Pressures of employment in which students are engaged
- The timing of the circumstances cited would not have adversely affected the submission of your work.

However, please check with your tutor if any of the above may be used for mitigating circumstances during your Access to HE course.

Examples of evidence that normally would be expected in support of your claim:

- Sudden, short-term illness: medical note, letter or certificate from GP, hospital consultant, university medical centre, dentist, or health practitioner such as physiotherapist or osteopath, self-certification declaration, for short illness (1 – 5 days' duration), within university procedures, hospital appointment cards (showing name/dates), prescription or medicine labelling (showing name/dates)
- Theft or burglary: crime report and number
- Exceptional work commitments: letter from employer
- Unforeseen transport difficulties which could not have been avoided: letter from transport company
- Personal or domestic problems: letter from college counsellor, student union
- Criminal investigation or proceedings, litigation, other legal matters: solicitor's letter.

What to do if you are unable to meet extensions already granted or you are unable to meet new deadlines for returned work (i.e. Learning Outcome not met):

If you believe that you would not be able to meet an extended deadline or deadlines for returned work, due to problems that are over and above the normal difficulties experienced in life, which have prevented you from submitting your work, you should consider whether you ought to submit Exceptional Mitigating Circumstances to the Final Awards Board which is normally held at the end of your Access to HE course.

Extensions

Extensions may be allowed as long as the following criteria are adhered to:
- The tutor has received a formal request with mitigating circumstances before the deadline
- Evidence of all extensions agreed and rejected are available for the external moderator for scrutiny
- The tutor team monitors the occurrences of extension requests, for the emergence of patterns.

Monitoring of Exceptional Extension Requests

The tutor will keep records of mitigating circumstances requests and your feedback sheets will show whether you frequently request deadline extensions. These records

may be used by your tutor and the Final Awards Board in making judgements about deadlines if you make future requests and referrals to the Board.

For further advice or guidance you are advised to contact your personal tutor.

Extensions allowed following the Final Awards Board may be subject to an admin fee charged by the Skills and Education Group Access and this charge may be passed on to you.

Resubmissions

If your work does not meet the Learning Outcome for the assignment, then you will be given appropriate feedback and an opportunity for resubmission of the work with a further deadline. If the work is submitted to the agreed deadline and meets the assessment criteria for the assignment, the grading process is implemented where appropriate to a graded unit and you can be awarded any of the range of grading indicators (P, M, D) as appropriate.

If your resubmitted work does not meet the agreed deadline for submission but meets the Learning Outcome, all grade indicators for the assignment are capped at 'Pass'. If resubmitted work does not meet the Learning Outcome, then you will not achieve that unit. Your tutor will advise you about the opportunity to make a Referral to Skills and Education Group Access in year, or to the Final Awards Board at the end of the year.

Referrals

If your *resubmitted* work does not meet the Learning Outcome, you will be advised about the opportunity for an application for on-course referral (or second resubmission opportunity) in line with Skills and Education Group Access Policy. You should be aware that your tutor does not have to support your request if they feel that you have not made a robust attempt at the assessment task(s). Your tutor will keep in mind equity for other students so that they are not disadvantaged, or you are advantaged, by receiving a third opportunity at an assessment for a unit.

You may only make such an application for up to a maximum of **15 credits**. The following conditions apply:

- Skills and Education Group Access (as the AVA) has the final decision as to the granting of a referral request

- The opportunity for referral is not to be used as a strategy for gaining an advantage over other students
- Your tutor supports the request for a referral
- Any opportunity for a referral will be set against a **new assessment** activity and deadline that must be met
- An application for referral does not automatically result in approval for a second resubmission. Grading indicators for any work presented through the referral process that leads to achievement of assessment criteria will be capped at 'Pass'.

Applying for a Referral

Your tutors will discuss with you the best way for you to progress, and whether an application for referral is appropriate.

The decision on whether to allow a further opportunity to submit one or more assignments at this stage of the course is made by an external moderator (as delegated by Skills and Education Group Access) on the basis of evidence presented, which will include:

- A brief outline of special extenuating circumstances
- A copy of the assignment involved in the referral
- Your profile of achievement up to the point of referral, which must indicate any achievements resulting from a resubmission, late submissions or extensions to the set deadline
- A supporting statement from your tutor.

If you wish to appeal the external moderator's decision, your tutor will provide you with the appropriate paperwork.

Your provider will be invoiced by Skills and Education Group Access in respect of this additional work and the cost may be passed on to you.

Academic Appeals

Please refer to TheWRD Complaints and Appeals Policy at
https://studythewrd.com/about-us.

Skills and Education Group Access will only respond to a student's appeal when the provider/college's appeal process (detailed above) has been exhausted.

Presenting your Work and Building a 'Portfolio'

You MUST present a completed portfolio (physical or virtual) of evidence to cover 60 credits of learning, or however many credits you have achieved. **While this is your responsibility,** TheWRD team will support you in creating this portfolio in line with the requirements of HE Institutions.

If in a physical form, the front page of your portfolio should be the Student Record of Grading and Final Credit Achievement which will be given to you by your tutor. It is you and your tutor's responsibility to sign this form to verify the accuracy of the recommendation for your award of credit.

This document must include:

- Your Name
- Diploma Title
- Course Tutor Name
- The list of units you have achieved, including grades and any other recommendations (e.g. Recognition of Prior Learning (RPL), or credit transfer) for award of credits
- Your signature and your tutor signature confirming assessed units and grades.

The next page should contain a unit index showing the order of evidence for each unit or where it can be found, followed by the body of evidence with the following documents:

- The unit
- The assignments the tutor has set for that unit
- The work undertaken to answer the assignments including academic integrity signature
- The feedback from the tutor for each assignment, with the grade clearly indicated
- Any draft or extra work needed to be undertaken to complete the assignment.

All class notes, practice, and handouts must be kept separately from your submitted work, and may be required for scrutiny during moderation.

You must ensure the portfolio meets this standard or it will not be eligible for moderation.

Electronic Portfolio

Colleges are increasingly using an online platform to provide resources, issue assessments, mark and quality assure your learning. With the advent of COVID -19, all moderation took place online and remotely. This approach is likely to continue in some way during your course. Your tutor will guide you in the way that your online/electronic portfolio will be managed so that all work required to be sampled by the internal and external moderator is easily accessed. You must ensure that all electronic folders are complete and that you have back-up copies of your assignments.

Final Awards Boards

All Access to HE Diploma courses are required to hold a formal Final Awards Board. It is chaired by a member of senior management from the college. The Final Awards Board is normally held in late June or early July (for September starts) and will normally take place immediately or shortly after the final moderation visit. This is to ensure that:

i. results can be processed and uploaded to UCAS well before A-level results day in mid-August
ii. certificates can be printed and forwarded to providers for onward transmission to students.

All Access to HE Final Awards Boards will be conducted in accordance with Skills and Education Group Access official policy.

All credits and grades are <u>provisional</u> until agreed by:

- **the External Moderation processes**
- **the Final Awards Board**
- **Skills and Education Group Access Awards team.**

In preparation for the Awards Board, you must check and confirm a copy of your Recommendation for Award of Credits to assure the accuracy of the achievement outcomes before the Final Awards Board. If this document is not signed by the student, the Diploma may not be awarded.

A lengthy process is involved if any grade is requested to be amended following the Final Awards Board and will incur an administration fee, and in the event of a grade amendment, an additional fee for the issue of a replacement certificate. Please

ensure you know what your results will be at the end of your course and speak with your tutor if you have any doubt over them.

Getting your Results – e-certificate

Once your Access to HE Diploma results have been agreed at a Final Awards Board, approved results are submitted to Skills and Education Group Access. A series of checks are made before your results are uploaded to our portal – DC Web. At the same time Skills and Education Group Access will upload all results to UCAS so that your results can be viewed by your receiving University.

You will be provided with registration and login details for DC Web. Once you have set up an account, you can access any results you hold with Skills and Education Group Access going forward. This will be helpful as you will be able to print certificates or share them with a potential university or employer.

Getting your printed certificate

As well as your electronic certificate, you will receive a printed certificate that you can keep for future reference. Once printed, certificates and unit transcripts are checked and sent securely to your college to be forwarded to you. Certificates are usually sent within 3-4 days of verification, but may take longer during the peak summer period.

You must ensure that your college has your up-to-date address before you leave at the end of the course. Students may move house in-year and their certificate will be posted to their old address. Your certificate is valuable and Skills and Education Group Access has a regulatory requirement to know that certificates have been issued to students correctly. There is a cost to re-printing certificates and the college is likely to pass this on to you.

Skills and Education Group Access is required to transmit Access to HE Diploma results to UCAS.

Although your results will be shared, this does not replace the need for you to contact the university personally to confirm your results. It is a good idea to build up a relationship with an admissions tutor during your application to your chosen university so that once you have your results, you can share them with the department in advance of them receiving confirmation from UCAS. The sooner your university knows your results, the quicker they can confirm your university place.

Skills and Education Group Access is happy to confirm your results to a university admissions team. You just need to contact the Access to HE team with a direct university email address and your own so that you can be copied into a results confirmation email.

> **If you have any general queries about your course or results, please contact your college as Skills and Education Group Access will only deal directly with students in exceptional circumstances**

The Access to HE Diploma and the UCAS Tariff system

Access to HE student results have been included within the UCAS Tariff since 2017. The Tariff uses the qualifications' size and grades to calculate the total Tariff points. Qualifications are allocated a size band of 1 to 4, based on their guided learning hours.

The Access to HE Diploma is treated as equivalent in size to 3 A Levels for calculation purposes. For example, 45 Access to HE credits at Distinction are considered as equivalent to 3 A grades at A Level. 45 Access to HE credits at Pass are considered as equivalent to 3 E grades at A Level. The table below gives examples of Access to HE grade combinations and the equivalent UCAS points.

Grade credit profile: number of credits at each grade			Tariff points	A Level Tariff point examples
Distinction	Merit	Pass		
45	0	0	144	AAA
30	15	0	128	ABB
15	30	0	112	BBC
0	45	0	96	CCC
15	15	15	96	CCC
0	15	30	64	DDE (or two grade C A-levels)
0	0	45	48	EEE (or a single A grade A-level)

More information about the UCAS Tariff and a useful tariff calculator can be found on the UCAS website located here.

Concerns and Complaints by Students

Please refer to TheWRD Complaints and Appeals Policy at
https://studythewrd.com/about-us.

Your course is validated and certificated by Skills and Education Group Access, an Access Validating Agency that is regulated by the Quality Assurance Agency.

Skills and Education Group Access will only respond to your complaint when the college's complaint process (detailed above) has been exhausted.

Useful Skills and Education Group Access and QAA documents

100 Dos and Don'ts of UCAS Application

Quality Assurance Agency (the regulator for Access to HE)

For information related to COVID − 19 and Access to HE − Student Information

Share your Journey with Skills and Education Group Access to promote Access to HE to potential students

We are sure that your time on Access to HE will be life-changing and inspiring for you, your family and your future.

If you would like to share your experiences on Access to HE and how it has opened doors of opportunity for you, do contact Skills and Education Group Access at accesstohe@skillsedugroup.co.uk who will be delighted to share your case study in promotional and website material.

Appendix - 100 Dos and Don'ts of Personal Statement Writing

DO

- Look at the websites and prospectuses of universities and colleges you are applying for and see if they say anything about writing personal statements.

- Check university and college prospectuses, websites and entry profiles to check the criteria and qualities that they want their students to demonstrate and make sure you show them in your statement.

- Make sure you do your research about entry requirements - you can't afford to waste an application.

- Remember the aims of a personal statement. You need to show the admissions tutor why you should be accepted on your chosen course at your chosen university.

- Organise your statement so that it is structured and coherent.

- Make sure you have a good start and a good ending. A good start will interest the reader and encourage them to read the statement properly rather than just scanning it. A good ending will mean the reader remembers what you wrote.

- Make sure that your academic profile complements your choice of course.

- Write an original personal statement - admissions tutors want an insight into the character of the person who has written it.

- Show that you are aware of the demands of the course, including the need for travel or working unusual hours, where relevant.

- Show that you are familiar with topical or significant issues within your subject.

- Link your interests and hobbies to the skills required by the course.

- Make a case for why the university should choose you over other applicants.

- Make your experience relevant to your choice of course.

- Show that you understand the pressures of the course and are still committed to it.

- Make sure you show absolute commitment to a particular course.

- Show that you are dedicated to this course and have researched it well.

- Mention relevant HE open days, summer schools, lectures you have attended while researching your choices.

- Use examples to convince the reader that you are conscientious, determined, hardworking and unlikely to drop out.

- Draw upon the knowledge, experience and skills that you have developed during your previous studies or employment.

- Remember you only have a limited amount of space, so everything you write should count.

- Explain why you want to return to study and why you decided to change career if your degree will result in a career change.

- Say how your experiences have shaped your decision to apply for the course you have chosen.

- Say what particularly interests you about your chosen subject.

- Mention your social, sports or leisure activities as well as your academic interests. Tutors like to know that you know how to relax.

- Mention any relevant transferable skills gained in work or voluntary experiences.

- Mention your career plans for when you graduate from university and make sure you show that you've done your research.

- Provide evidence that you have a genuine and long-standing interest in your chosen subject/career path.

- Highlight relevant activities you have taken part in, lectures you have attended, authors you have read or significant events that engendered your interest.

- Personalise your application and emphasise elements of your personal development that admissions tutors will want to hear about.

- Provide evidence that you have read or expanded your experience beyond the academic curriculum.

- Mention how you like to learn. Some courses offer high levels of tutor contact whereas others use a lot of problem-based learning.

- Take care to emphasise your enthusiasm for those subjects which have most relevance to your chosen subject.

- Let your personality shine through.

- Mention specific aspects of the courses that interest you.

- Mention experiences which led to the decision to take this subject.

- Mention where you hope a degree in this subject will lead you.

- Mention experiences that show you are a reliable and responsible person.

- Think about exactly why you want to take this subject. Even if you are totally sure that this is the course for you, you still need to get this idea across to the admissions tutors.

- Look at example personal statements to identify what kind of structure/ language works well.

- Use language which makes you sound enthusiastic about your course.

- Be positive and interesting.

- Read through what you've written slowly and try to read it from someone else's point of view.

- Make sure it's easy to read and not confusing.

- Make sure you've said everything that you want to say.

- Create a list of your ideas before attempting to write the real thing.

- Expect to produce several drafts before being totally happy with your statement.

- Make sure your personal statement supports your desire to study your chosen degree.

- Make sure that you show sufficient understanding, relevance or knowledge of the course you are applying for.

- Show evidence that you have good communication skills.

- Make sure you demonstrate sufficient knowledge and interest in the subject in your personal statement.

- Demonstrate your ability to cope with the demands of the course.

- Show that you can work under pressure.

- Mention any support issues which may affect your study.

- Convince the reader that you will be able to adjust to your new environment at university.

- Ask people you trust for their feedback on your personal statement.

- Read the statement aloud to yourself to check that you sound like an inspiring, motivated candidate.

- Remember that different departments will be able to see what other courses you may have applied for at the same university so make your choices coherent.

DON'T

- Appear indecisive. Convince the reader that you are very clear about your chosen route and don't hedge your bets.

- Use clichés like 'I've always been fascinated by the human body/ the miracle of childbirth/ the wonders of the natural world etc…

- Mention universities or colleges by name.

- Use vague generalities such as "I learned many valuable lessons about the importance of teamwork." Give examples and apply them to your intended course.

- Start every sentence with "I ".

- Mention that TV dramas or reality programmes sparked off your interest in a subject.

- Talk about things that are not relevant. If you think that you are starting to, take a break and come back to your statement when you feel more focused.

- Make factual errors - getting the name of authors, books, or places wrong indicates that you have not taken time or care.

- Waste space by repeating what is elsewhere on your application.

- Copy or closely imitate a personal statement that you have read elsewhere.

- Say you've chosen a particular subject because you've always been good at it.

- Write an essay about someone who has inspired you to take a particular path.

- Write in text language or jargon – write in full and complete sentences.

- Use big words for the sake of using them, as in "Although I did a plethora of activities in college, my assiduous efforts enabled me to succeed". Keep your style clear and simple.

- Risk coming across as pompous by dwelling too much on your awards and achievements.

- Write about your failures/weaknesses without showing how you overcame them.

- Feel that you need to use elaborate language - the focus of your writing may be lost.

- Let your positive self-presentation tip over into immodesty.

- Exaggerate - you may get caught out at interview when asked to elaborate on an interesting story.

- Rely on a spellchecker as it will not pick up everything - proof read as many times as possible.

- Leave it to the last minute - your statement will seem rushed and important information could be left out.

- Expect to be able to write your personal statement whilst watching TV or surfing the internet.
- Use gimmicks to try to show the readers that you are original. The personal statement is not the time to write a haiku.

- Make careless mistakes. You need to show you're serious about your application.

- Ramble or fill the space with irrelevant information.

- Under-sell yourself.

- Include lots of quotations - the admissions tutor is interested in what you think, not what somebody else thinks.

- Talk about how you prefer one university over another - remember that your personal statement is seen by each of the institutions you apply to.

- Lie, you may be asked to provide evidence of your stated achievements.

- Be reticent about promoting yourself and your achievements effectively and confidently.

- Try to be funny or make jokes in your statement. They might not share your sense of humour and this is a formal document.

- Use vocabulary you are not comfortable with.

- Use two sentences where one will do.

- Waste words - the sentence with fewer words, is often the more effective and elegant one.

- State that you are enthusiastic or committed without offering supporting evidence that can be linked to the course.

- Write your autobiography - your statement should be future-oriented, not past-oriented.

- Repeat things already on your UCAS form.

- Say you are going to do something before you come to university, like pass your driving test or do some voluntary work.

- Write a list of all your hobbies and interests without explaining why you enjoy them.

- Include hobbies and interests which do not involve some element of personal development.

- Take any extreme political viewpoints - your personal statement shouldn't become a position paper on controversial issues such as the death penalty, abortion, war, etc.

- Get on a soapbox and preach to the reader - while expressing your values and opinions is fine, avoid coming across as fanatical or extreme.

- Apply late – a hurried statement is more likely to contain grammatical and spelling errors and be less well researched.

- Check your punctuation and grammar before submitting your statement.

Find out more at all University websites. [Here](#) is York University's page as an example.