

DOCUMENT:

**Best practice in 14-19 Diploma  
entry requirements**

A guide to updating web-link

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## 1. Introduction

This guide has been produced to assist higher education institutions to make clear, logical entry requirements for the 14-19 Advanced and Progression Diploma on web-link.

The entry requirements presented by your institution on the UCAS website for this qualification should be reflected in the offers you provide to Diploma applicants.

If you have any queries about the 14-19 Diploma, completing entry requirements, making offers to Diploma applicants or anything presented in this guide, please contact one of the Diploma Data Officers at UCAS:

### **Jane Gordon**

Diploma Data Officer                      [j.gordon@ucas.ac.uk](mailto:j.gordon@ucas.ac.uk)                      01242 544 820

### **Joanna Wilkins**

Diploma Tracking Data Officer [jm.wilkins@ucas.ac.uk](mailto:jm.wilkins@ucas.ac.uk)                      01242 223 725

### **Daisy Davies**

Qualifications Data Officer                      [d.davies@ucas.ac.uk](mailto:d.davies@ucas.ac.uk)                      01242 544 852

## **2. Overview of the qualification**

The 14-19 Diplomas were introduced in 2008 as part of the wider 14-19 educational reforms.

The Advanced Diploma is a two-year full-time qualification for young people aged 16 and over. It offers a unique blend of theoretical and practical learning and allows students to study in work-related settings, both real and simulated.

It has been developed with employers and universities to provide students with an in-depth understanding of the sector related to their chosen Diploma.

The table below summarises the timescale for the roll-out of the 14-19 Diplomas and indicates when entry requirements will need to be updated for each new line of learning (subject).

	<b><u>Phase 1</u></b>	<b><u>Phase 2</u></b>	<b><u>Phase 3</u></b>
<b>Lines of learning</b>	<ul style="list-style-type: none"> <li>• Creative and Media</li> <li>• IT</li> <li>• Engineering</li> <li>• Construction &amp; The Built Environment</li> <li>• Society, Health &amp; Development</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental &amp; Land-Based Studies</li> <li>• Manufacturing &amp; Product Design</li> <li>• Hospitality</li> <li>• Hair and Beauty Studies</li> <li>• Business, Administration &amp; Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Public Services</li> <li>• Travel and Tourism</li> <li>• Sport &amp; Active Leisure</li> <li>• Retail Business</li> </ul>
<b>Initial teaching date (approx)</b>	Sept 2008	Sept 2009	Sept 2010
<b>Web-link available to update ERs*</b>	Oct 2008	Oct 2009	Oct 2010
<b>Big Guide deadline (approx)**</b>	Jan/Feb 2009	Jan/Feb 2010	Jan/Feb 2011
<b>Course Search goes live***</b>	May 2009	May 2010	May 2011
<b>Application date (approx)</b>	Sept 2009	Sept 2010	Sept 2011
<b>Entry to HE date (approx)</b>	Sept 2010	Sept 2011	Sept 2012

\*All entry requirements in web-link are rolled over in October each year and are then available to be updated with entry requirements for new lines of learning.

\*\*The UCAS Big Guide goes into publication in February and entry requirements for the Diplomas will need to be completed by then. Web-link will be frozen for approximately one month at this time.

\*\*\*Course Search goes live in May with all entry requirements and students can start to apply shortly thereafter for courses running the following year. Best practice indicates that while entry requirements are indicative they should be as accurate as possible.

## 2.1 Structure of the qualification

Two group awards are incorporated into the 14-19 Diploma programme and are available to study post-16 at level 3. These are the Advanced Diploma and the Progression Diploma.

The **Advanced Diploma** is an award, comprising a number of standalone qualifications. Once achieved the Advanced Diploma is equivalent to a minimum of 3.5 A levels.

The standalone qualifications incorporated in the group award are:

- **Principal Learning**
  - Comprising units directly related to the line of learning of the Diploma
  - The number of units varies between different lines of learning
  - A qualification graded from A\* - E, and accruing Tariff points as a standalone qualification outside the group award
  - At least 50% of the learning is applied and the remainder is academic.
- **Extended Project**
  - Independently organised project undertaken by the learner, resulting in the presentation of an extended piece of writing, an artefact or performance piece
  - Also a standalone qualification, graded from A\* - E and also accruing Tariff points outside the group award.
- **Functional Skills**
  - Ungraded Level 2 qualifications in English, Maths and ICT, but achievement is compulsory
  - These are also standalone qualifications which can be achieved outside the group award, but are not awarded Tariff points.

- **Additional and Specialist Learning (ASL)**

- A level 3 qualification of the student's choice which is selected using ASL catalogues (see page 12)
- The most common ASL choices by Diploma applicants over the 2009/2010 application cycle were A levels, BTEC qualifications or a number of AS levels
- ASL must involve a minimum of 360 guided learning hours (GLH)
- The ASL does not have to relate to the Principal Learning and as a consequence can open up a range of further HE options
- ASL qualifications may or may not accrue Tariff points. Analysis shows that 51% of qualifications which can be considered as an ASL do not accrue Tariff points.

To achieve the Advanced Diploma, students are obliged to also demonstrate the development of personal learning and thinking skills and complete a minimum of 10 days' work experience. Students must complete all components of the group award to achieve the Advanced Diploma qualification. If students are unsuccessful in one element of the group award (eg they fail the functional skill in maths), they will receive a number of standalone qualifications, rather than the overall group award.

As the ASL can be a number of different qualifications, the Advanced Diploma achievement is expressed as two separate grades. One grade (A\*-E) is provided for the Diploma award which is calculated through the aggregation of points achieved in Principal Learning and the Extended Project. A separate grade is awarded to Additional and Specialist Learning as appropriate for the qualification eg grade A\*-E for an A level or Pass, Merit, Distinction for a BTEC etc.

The **Progression Diploma** is also a group award qualification but is slightly smaller in volume than the Advanced Diploma. Once complete the Progression Diploma is equivalent to 2.5 A levels. It comprises the following standalone qualifications:

- Principal Learning
- Extended Project

- Functional Skills in English, Maths and ICT

To achieve this award, students must also develop personal, learning and thinking skills and complete at least 10 days work experience. Students are obliged to complete all components of the group award to achieve the Progression Diploma qualification. If they are unsuccessful in one element, they will receive a number of standalone qualifications rather than the overall group award.

The Progression Diploma is awarded on a grade scale of A\* - E which is calculated through the aggregation of points achieved in Principal Learning and the Extended Project.

Institutions should be mindful, especially over the Confirmation and Clearing period, that the value and learning achieved from standalone qualifications may be suitable for entry for some undergraduate courses. For more information on the Tariff points accrued by the standalone qualifications which can also be achieved outside of the group award, please see page 15.

### 3. Effects of recent governmental changes on 14-19 Diplomas

As a result of the recent election there have been some changes made to the roll-out of the Diplomas. To the date of this paper (06/09/10) these changes are as follows:

- The Phase 4 Diplomas that were intended to be rolled out in 2011 have been withdrawn (announcement made on 07/06/10)<sup>1</sup>. Phase 4 Diplomas are:
  - Languages and International Communications
  - Humanities and Social Science
  - Science
- The plans for the Extended Diploma have ceased.  
Nick Gibb (24/06/10): “We are stopping the development of the Extended Diploma because it would be an unnecessary burden on schools and colleges, with no clear benefit for young people, who already have the flexibility to take additional qualifications alongside their Diploma”.<sup>2</sup>
- The proposal for Diploma national entitlement by 2013 has been withdrawn.  
Nick Gibb (24/06/10): “Ending it will free schools and colleges to offer the lines of learning they want and that they know will meet the needs of their students. It will allow them to specialise in certain lines if they wish, and it will make it easier for some centres to provide Diplomas”.<sup>3</sup>
- It has been confirmed that students who are currently studying, or applying for, Diplomas can continue on their courses and will still receive the necessary support.

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<sup>1</sup> <http://www.education.gov.uk/news/press-notices-new/nationalcurriculum>

<sup>2</sup> <http://www.education.gov.uk/news/press-notices-new/ng-further-freedoms-schools>

<sup>3</sup> <http://www.education.gov.uk/news/press-notices-new/ng-further-freedoms-schools>

#### **4. Future changes to web-link**

From October 2010 the entry requirements for courses running in 2011 are rolled over to courses running in 2012.

The following changes to the UCAS web-link pages for 14-19 Diplomas will also apply from October 2010:

- The Phase 3 lines of learning will be added to the Diploma subject tick list.
- A “tick all” button will be added to the lines of learning tick list.
- The acceptability field “acceptable on its own” will be removed and this information will be rolled over to “acceptable on its own or in combination” for both Progression and Advanced Diploma pages. This is to keep the acceptability fields consistent across all qualifications.
- The ASL requirements box will be removed from the Progression Diploma page and all this information will be rolled over into the “Additional Information” box.
- Changes to web-link help-text will include a Tariff point table for the Progression Diploma and further explanations on the acceptability fields.

## 5. Considerations before deciding entry requirements

*(Please see flow chart on final page for extra assistance.)*

- Decide if the Advanced Diploma (equivalent to 3.5 A levels) would be acceptable for entry onto each course.
  - Decide if the Progression Diploma (equivalent to 2.5 A levels) would be acceptable for entry onto each course.
  - Decide which lines of learning would be acceptable and if so at what grade.
  - Decide the number of Tariff points or grades required from each qualification (if applicable).
  - Decide which Additional and Specialist Learning qualifications/subjects would be required (if necessary) and at what grade. Ensure they are on the ASL catalogues. This can be done as follows.
1. View the National Database of Accredited Qualifications (NDAQ) website, where possible ASLs for each individual line of learning are listed.  
<http://www.accreditedqualifications.org.uk/index.aspx>  
 NDAQ will however be replaced with a new database called RITS (Regulatory IT System) on Monday 25 October 2010 to perform this function.
  2. Use the Diploma Validator tool on the QCDA website. This allows you to put together all of the component parts of a 14-19 Diploma to see if the amount of qualifications studied will constitute the group award. Within this you can search for specific ASLs which are available, or view all of the ASLs a student can choose for each line of learning. Go to: <http://diplomavalidator.qcda.gov.uk/>

**The Diploma Validator**

Bringing learning to life

Untitled  
0 qualifications  
ASL GLH required 360 ASL GLH selected 0  
[View programme of study](#)

Home

Help Home

**Welcome to the Diploma Validator**

The Diploma Validator helps staff in centres to check quickly and easily that a Diploma learner is on a valid programme of study.

Use this tool to check that all of the constituent qualifications for a learner's Diploma are compatible with the line of learning and level of the Diploma, and that the combination of qualifications is sufficient to produce a complete Diploma.

Using the Diploma Validator to give an early indication of an invalid programme of study will give your centre the opportunity to change the combination of qualifications a learner is studying and recover any lost time on their new course if teaching has started.

If you need help when using the Diploma Validator, please refer to the [user guide](#).

Alternatively, you can contact the QCDA helpdesk on telephone number 0300 303 3011 (lines are open Monday to Friday, 9.00am to 5.00pm), textphone on 0300 303 3011 or email [info@qcda.gov.uk](mailto:info@qcda.gov.uk).

**What would you like to do?**

**Create new programme of study**

Line of Learning

Level

**Upload previously saved programme of study**

Find the file

Your use of the Diploma Validator is subject to your agreement to the [Terms of Use](#) and the [Acceptable Use Policy](#). Please read these carefully before you start to use the Diploma Validator.

- Decide if there are any additional requirements e.g. whether a portfolio of work needs to be presented.

## 5.1. Best practice in grade entry

The full Advanced Diploma receives two separate grades: the Progression Diploma grade (graded A\*-E and U) and a separate grade for the ASL component, depending on the qualification taken. Therefore there is not one overall grade for the full Advanced Diploma.

The Progression Diploma grade is awarded by aggregating the Extended Project and Principal Learning achievements, which involves a degree of compensation between the two. It is therefore possible to achieve a particular Progression Diploma grade with a range of grades for Principal Learning and Extended Project<sup>4</sup>.

- *E.g. Progression Diploma Grade A\* can be achieved with Principal Learning Grade A\* and Extended Project Grade C or Principal Learning Grade A and Extended Project A\*.*

The screenshot shows a web browser window titled "Which Lines of Learning are acceptable for entry?". The page contains a table with columns for "Line of Learning", "Grade", and "Acceptable". A dropdown menu is open for the "Grade" column, showing options A\*, A, B, C, D, and E. The "Business, Administration & Finance" row is selected, and its "Acceptable" checkbox is checked. Below the table are "Generate" and "Close" buttons. A text box contains "Bh" and a scrollable list shows "Business, Administration & Finance.".

Line of Learning	Grade	Acceptable
Business, Administration & Finance	at grade	<input checked="" type="checkbox"/>
Construction & the Built Environment	at grade	<input type="checkbox"/>
Creative & Media	at grade	<input type="checkbox"/>
Engineering	at grade	<input type="checkbox"/>
Environmental & Land-Based Studies	at grade	<input type="checkbox"/>
Hair & Beauty Studies	at grade	<input type="checkbox"/>
Hospitality	at grade	<input type="checkbox"/>
Information Technology	at grade	<input type="checkbox"/>
Manufacturing & Product Design	at grade	<input type="checkbox"/>
Society, Health & Development	at grade	<input type="checkbox"/>

If a certain grade for the Progression Diploma is required, it can be specified in the controlled text box from the drop-down list (see screenshot above). If a

<sup>4</sup> Information and guidance for this section taken from:  
<http://www.ucas.com/documents/secure/minutes/UCASgroupawardreport.doc>

specific grade is required for the ASL component of the Advanced Diploma, it can be specified in the ASL free text box (see page 24).

An indication of required grades for the Progression Diploma and its components would provide extremely useful information to advisers and students alike. Where the grade for Principal Learning or Extended Project is important to an HEI, it is advised that those grades be specified or a phrase such as the following used: 'All components must be achieved with at least Grade E'. This can be specified within the free text box under the Line of Learning controlled text box<sup>5</sup>.

If indicating both grades and Tariff points within the entry requirements please make sure that these correspond to each other.

- *E.g. If asking for the Progression Diploma at grade B as the minimum requirement, ensure that the minimum Tariff requirement is stated as 250.*
- *E.g. If Progression Diploma is not accepted and the Advanced Diploma is accepted at grade B with an A level for ASL at grade C, the minimum Tariff points required should be 330 (250+80).*

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<sup>5</sup> Information and guidance for this section taken from:  
<http://www.ucas.com/documents/secure/minutes/UCASgroupawardreport.doc>

## 6. Best practice in Tariff entry

The full Advanced Diploma consists of two separate grades and therefore normally two separate amounts of Tariff points: The Progression Diploma grade/Tariff (graded A\*-E and U) and a separate grade/Tariff for the ASL component, depending on the qualification taken.

The Progression Diploma is worth 2.5 A levels and is given Tariff points accordingly. The Tariff is awarded through a process of aggregation of the Extended Project and Principal Learning achievements (see all grades and points achievable for each standalone qualification in table below), which involves a degree of compensation between the two. It is therefore possible to achieve a particular Progression Diploma Tariff with a range of points for Principal Learning and Extended Project.

- Eg Progression Diploma with 350 points (grade A\*) can be achieved with Principal Learning with 210 points (grade A\*) and Extended Project with 40 points (grade C); or Principal Learning with 180 points (grade A) and Extended Project with 70 points (grade A\*).

Principal Learning		Extended Project		Progression Diploma	
Grade	Tariff	Grade	Tariff	Grade	Tariff
A*	210	A*	70	A*	350
A	180	A	60	A	300
B	150	B	50	B	250
C	120	C	40	C	200
D	90	D	30	D	150
E	60	E	20	E	100

[http://www.ucas.com/students/ucas\\_tariff/factsheet/adip](http://www.ucas.com/students/ucas_tariff/factsheet/adip)

The overall Tariff for the full Advanced Diploma is calculated by adding together the Progression Diploma points and the ASL points (if applicable).

**Please bear in mind that 51% of ASL qualifications do not accrue Tariff points and therefore some students will only have the equivalent of a Progression Diploma in points.**

The table below shows an example of the types of Tariff combinations that are achievable for an Advanced Diploma (i.e. when combining the Progression Diploma grade with an ASL grade). This example uses A levels.

			Principal and Generic Learning combined grade (Progression Diploma)					
			E	D	C	B	A	A*
UCAS Tariff points A- Levels			100	150	200	250	300	350
		E	40	140	190	240	290	340
Additional and Specialist Learning grade	D	60	160	210	260	310	360	410
	C	80	180	230	280	330	380	430
	B	100	200	250	300	350	400	450
	A	120	220	270	320	370	420	470
	A*	140	240	290	340	390	440	490

- Eg If a student gets a grade B for the Diploma and a grade A for the A level they take as an ASL they will get a total of 370 points (250 + 120) for the full Advanced Diploma.

The diagram below shows the web-link page for Diploma Tariff entry requirements. Please enter minimum to maximum tariff requirement left to right, or just minimum Tariff required in the left box. Remember to “save changes” after updating each section of entry requirements.

[Main Menu](#) --> [Entry Req Select Course](#) --> [Entry Req Course List](#) --> [Entry Req Menu](#)

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**N400 MA/Acc Accountancy**

**14-19 Diplomas**

[Review details of this course](#)           

**Tariff Score**

**Range of points in conditional offers** (max 3 characters each)

-  ←

              

Some institutions may have a Tariff point threshold for entry which is lower than the lowest achievable Diploma Tariff point score ie 100 points. However, to preserve the integrity of the award, it is recommended that the lowest Tariff score offer made to an applicant taking the full Advanced Diploma programme be the lowest achievable ie 100 points<sup>6</sup> and therefore entry requirements should also adhere to this.

In a few circumstances an institution may require achievement of only a specific component of the Diploma. For example, the institution may consider the Principal Learning alone to be a sufficient volume of learning for the purposes of progression to HE. In this case this requirement could then be entered as the lowest score<sup>7</sup>.

An indication of required grades or Tariff points for the full Diploma and its components would provide extremely useful information to advisers and applicants alike. If indicating both grades and Tariff points within the entry requirements please make sure that these correspond to each other.

- Eg If asking for the Progression Diploma at grade B as the minimum requirement, ensure that the minimum Tariff requirement is stated as 250.
- Eg If Progression Diploma is not accepted and the Advanced Diploma is accepted at grade B with an A level for ASL at grade C, the minimum Tariff points required should be 330 (250+80).

As these entry requirements should reflect the types of offers that are made to Diploma students, please see the UCAS Best practice guide “Making offers to 14-19 Diploma applicants”.

<sup>6</sup> Information and guidance from: <http://www.ucas.com/documents/secure/minutes/UCASgroupawardreport.doc>

<sup>7</sup> Information and guidance from: <http://www.ucas.com/documents/secure/minutes/UCASgroupawardreport.doc>

If the Tariff for the Advanced Diploma is lower than that required for the Progression Diploma, please put this score as the minimum and make sure you stipulate the higher scores required for the Progression Diploma within the Progression Diploma web-link entry requirement page.

## 6.1. Summary

- Tariff points should generally correspond to what is actually achievable within the qualification (although it is at the institution's discretion if they would like the Tariff to be the same as other qualifications, in order to be consistent).
- If entering an overall Tariff in the boxes provided on web-link, points should be entered minimum to maximum, left to right.
- If fewer points are required for the Advanced Diploma than the Progression Diploma, the minimum Tariff should correspond to the Advanced Diploma and the higher points required for the Progression Diploma should be stipulated in the Progression Diploma web-link pages.
- It is recommended that the lowest Tariff score entered should never be below the lowest achievable for the full Progression Diploma ie 100 points.
- In a few circumstances an institution may **only** require achievement of a specific component of the Diploma (eg 60 points from Extended Project). In this case this requirement could then be entered as the lowest score.
- Where the grade for Principal Learning or Extended Project is important to an HEI, it is advised that those grades/points be specified within the entry requirements.
- If indicating both grades and Tariff points within the entry requirements please make sure that these correspond to each other (eg if a B is entered for the Progression Diploma, this is 250 points).

## 6.2. Good examples of Tariff entry

A) Minimum Tariff = 260 (Grade C in line of learning/Progression Diploma + ASL requirement.<sup>8</sup>) = 200 + 60

### 14-19 Diplomas [\(Edit 14-19 Diploma Overall Tariff Score\)](#)

Overall Tariff score required for a Diploma	260
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14-19 Diploma qualification details						
	Acceptability	Which Lines of Learning/Points/Grades are accepted for entry (controlled text)	Which Lines of Learning/Points/Grades are accepted for entry (free text)	Which ASL Subjects/Points/Grades are required for entry	Additional requirements for entry	Other Information
<a href="#">Progression Diploma</a>	Not accepted					
<a href="#">Advanced Diploma</a>	Acceptable on its own	Business, Administration & Finance at grade C.		Relevant A level with 60 tariff points.		

B) Minimum Tariff= 300 (Grade A Progression Diploma or Grade C Advanced Diploma + ASL requirement.<sup>9</sup>) = 200+100

### 14-19 Diplomas [\(Edit 14-19 Diploma Overall Tariff Score\)](#)

Overall Tariff score required for a Diploma	300
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14-19 Diploma qualification details						
	Acceptability	Which Lines of Learning/Points/Grades are accepted for entry (controlled text)	Which Lines of Learning/Points/Grades are accepted for entry (free text)	Which ASL Subjects/Points/Grades are required for entry	Additional requirements for entry	Other Information
<a href="#">Progression Diploma</a>	Acceptable on its own	Business, Administration & Finance at grade A. Manufacturing & Product Design at grade A.				
<a href="#">Advanced Diploma</a>	Acceptable on its own	Business, Administration & Finance at grade C. Manufacturing & Product Design at grade C.		Level 3 qualification with 100 tariff points.		

<sup>8</sup> Please see table on page 16 for further information.

<sup>9</sup> Please see table on page 16 for further information.

## 7. Best practice in acceptability

The diagram below shows the web-link entry requirements page, where Diploma acceptability information can be entered. (*Select acceptability based upon minimum requirements. Tick off the lines of learning accepted in the controlled text box and specify a grade if required. Enter any further information related to the lines of learning in the free text box underneath.*)

The screenshot shows the UCAS web-link interface for entering entry requirements. At the top, there are navigation buttons: MAIN MENU, HELP!, and EXIT. The UCAS logo is on the right. The page title is '2010' and the breadcrumb trail is 'Main Menu --> Entry Req Select Course --> Entry Req Course List --> Entry Req Menu'. The course details are 'N400 MA/Acc Accountancy' and '14-19 Diploma qualification details Advanced Diploma'. There are buttons for 'Review details of this course', 'Save changes', 'Previous subsection', and 'Next subsection'. The 'Acceptability' dropdown menu is open, showing options: 'Acceptable on its own', 'Acceptable on its own or in combination', 'Acceptable only when combined with other qualifications', and 'Not accepted'. Below this is a 'Controlled Text' field with a list of disciplines: Business, Administration & Finance at grade D, Construction & the Built Environment, Creative & Media, Engineering, Environmental & Land-Based Studies, Hair & Beauty Studies, Hospitality, Information Technology, Manufacturing & Product Design, Society, Health & Well-being, and Sport. The 'Big Guide Code' field contains 'Refer'. The 'Free Text' field contains 'Obtain a Grade D in relevant discipline.' and shows '211 characters remaining'.

MAIN MENU HELP! EXIT

web-link  
UCAS

2010 Main Menu --> Entry Req Select Course --> Entry Req Course List --> Entry Req Menu

N400 MA/Acc Accountancy

14-19 Diploma qualification details Advanced Diploma

[Review details of this course](#) Save changes Previous subsection Next subsection

Acceptability

Acceptable on its own

Acceptable on its own or in combination

Acceptable only when combined with other qualifications

Not accepted

Which Lines of Learning/Points/Grades are acceptable for entry (250 characters max)

Controlled Text (click on the button below to edit these fields)

Business, Administration & Finance at grade D, Construction & the Built Environment, Creative & Media, Engineering, Environmental & Land-Based Studies, Hair & Beauty Studies, Hospitality, Information Technology, Manufacturing & Product Design, Society, Health & Well-being, Sport

Big Guide Code:

Refer Edit controlled text

Free Text (250 characters max)

Obtain a Grade D in relevant discipline.

211 characters remaining

## 7.1. Progression Diploma

- **Acceptable on its own**

All applicable lines of learning are acceptable as a stand alone qualification (this **excludes** ASL). Use if 2.5 A levels required. *(This option will be removed from October 2010 and the information will be rolled over to “acceptable on its own or in combination”).*

- **Acceptable only when combined**

If 2.5 A levels do not meet requirements, the Progression Diploma could be acceptable in combination. Additional requirements to the Progression Diploma should be specified eg a specific BTEC module which is too small to be classed as an ASL.

NB: The majority of students with just a Progression Diploma will not have another qualification alongside this. However there may be certain circumstances where some may have an extra qualification, so please make decisions accordingly. When choosing this option please bear in mind that:

- If possible the additional qualification required should be specified in the “additional requirements” box.
- The extra qualification must be level three<sup>10</sup>. If for example only specific GCSEs are required in addition to the Progression Diploma it would be “acceptable on its own or in combination” and the GCSEs required should be entered under “additional requirements”.
- When specifying the extra qualification required ensure that this does not constitute an ASL, because in this case the student will have an Advanced Diploma rather than the Progression Diploma. However, remember that this extra qualification may have been barred from the ASL catalogue because the content overlaps with Diploma Principal Learning.
- If a Progression Diploma student has another qualification alongside their Diploma, this may not have been studied at the same time as the Diploma.

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<sup>10</sup> Level 3 qualifications recognise the ability to gain, and where relevant apply, a range of knowledge, skills and understanding. Learning at this level involves obtaining detailed knowledge and skills. It is appropriate for people wishing to go to university, working independently or in some areas, supervising and training others in their field of work. (Level Indicator, National Qualifications Framework)

- **Acceptable on its own or in combination**

Used when all lines of learning are acceptable as a stand alone qualification (**excluding** ASL), or when some lines of learning are acceptable as a stand alone qualification and others are acceptable only in combination with additional qualifications. Please specify which lines of learning are acceptable in which way in the free text box underneath the tick list.

- **Not accepted**

When the equivalent to 2.5 A levels would not be suitable for entry.

## 7.2. Advanced Diploma

- **Acceptable on its own**

All applicable lines of learning are acceptable as a stand alone qualification (this **includes** ASL- potentially one A level which HEIs can specify in the ASL box, see page 24). Use if 3.5 A levels required. *(This option will be removed from October 2010 and the information will be rolled over to “acceptable on its own or in combination”.)*

- **Acceptable only in combination**

Advanced Diploma (**including** one ASL) is only acceptable when combined with other qualifications eg one A level taken as ASL does not fulfil requirements for a course specifying two specific A levels.

- **Acceptable on its own or in combination**

When all lines of learning are acceptable as a standalone qualification (**including** ASL), or when some lines of learning are acceptable as a standalone qualification and others are acceptable only in combination with additional qualifications. Please specify which lines of learning are acceptable in which way in the free text box underneath the tick list.

- **Not accepted**

When the equivalent of 3.5 A levels would not be suitable for entry.

### **7.3. Free text box**

Use the free text box for anything related to a line of learning which does not fit in the controlled text area, eg Tariff points required by Principal Learning and Extended Project or to specify if certain lines of learning are acceptable only when combined.

## 8. Best practice in further requirements

*After stipulating the Tariff (if necessary), the lines of learning accepted and the acceptability fields, please fill in the following boxes on web-link. Remember to “save changes” after updating each section of entry requirements.*

**Which ASL Subjects/Points/Grades are required for entry (1000 characters max)**

1000 characters remaining

**Additional requirements for entry (1000 characters max)**

1000 characters remaining

**Other Information (1000 characters max)**

1000 characters remaining

[Section menu](#) [Save changes](#) [Undo changes](#) [Previous subsection](#) [Next subsection](#)

### 8.1 ASL box

*(For Advanced Diploma only)*

- Leave blank for Progression Diploma web-link pages (*this box will be removed from October 2010 and any information present will be rolled over to the “additional information” box*).
- Ensure that the specified qualification is available on the ASL catalogue.

- If no specific ASL is required please enter 'No specification'.
- If ASL needs to be a specific qualification please enter eg 'A level biology'.
- If ASL needs to be a specific qualification but not in a specific subject please enter eg 'Any A level' or words to that effect which are applicable.
- If ASL does not need to be a specific qualification, but you require a specific grade, please enter eg "A level grade A or equivalent grade required".
- Enter grade or Tariff score for ASL if required, ensuring this corresponds to other Tariff points entered. *Eg If Progression Diploma is not accepted and the Advanced Diploma is accepted at grade B with an A level for ASL at grade C, the minimum Tariff points required should be 330 (250+80).*
- **Please bear in mind that 51% of ASL qualifications do not accrue Tariff points and therefore some students will only have the equivalent of a Progression Diploma in points.**

## 8.2 Additional requirements box

- Enter additional qualifications if required **in addition** to the minimum ASL for the Advanced Diploma.
- Make use of this box especially if you have stated the Progression or Advanced diploma is only "acceptable in combination".
- Additional prerequisites can also be entered into this box eg music qualifications or specific GCSEs required.
- Include other prerequisites for entry eg interview required, portfolio of work required.

## 8.3 Other information box

- Use this box for any other relevant information applicable to applicants eg contact details.
- Any information that does not easily fit into Additional requirements

## 9. UCAS style

- Ensure spelling is correct and words are written in full eg English rather than Eng.
- Subjects should begin with a capital letter e.g. Biology.
- A level should be written with a capital A and a small l and no hyphen (**not** A-Level or A' level etc).
- The word 'grade' should be written with a small 'g'.
- Grade letters eg A, B, C should be written in capital letters.
- Full stops should be included at the end of sentences.
- Numbers under 10 should be written in full e.g.: 'one' 'two' etc.
- Tariff is always written with a capital first letter, as are Distinction, Merit and Pass.
- Advanced Diploma and Progression Diploma are always written with capital letters.

## 10. Good examples of entry requirements

A)

### 14-19 Diplomas ([Edit 14-19 Diploma Overall Tariff Score](#))

Overall Tariff score required for a Diploma	200 - 300
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14-19 Diploma qualification details						
	Acceptability	Which Lines of Learning/Points/Grades are accepted for entry (controlled text)	Which Lines of Learning/Points/Grades are accepted for entry (free text)	Which ASL Subjects/Points/Grades are required for entry	Additional requirements for entry	Other Information
<a href="#">Progression Diploma</a>	Acceptable on its own	Business, Administration & Finance. Construction & the Built Environment. Creative & Media. Engineering. Environmental & Land-Based Studies. Hair & Beauty Studies. Hospitality. Information Technology. Manufacturing & Product Design. Society, Health & Development.	All specified lines of learning are acceptable with the relevant UCAS tariff points.			
<a href="#">Advanced Diploma</a>	Acceptable on its own	Business, Administration & Finance. Construction & the Built Environment. Creative & Media. Engineering. Environmental & Land-Based Studies. Hair & Beauty Studies. Hospitality. Information Technology. Manufacturing & Product Design. Society, Health & Development.	All specified lines of learning are acceptable with the relevant UCAS tariff points.	No Specification;		

- A viable Tariff score is entered in the overall Tariff box.
- Acceptability is clearly stated and corresponds to all additional information added.
- All relevant lines of learning have been ticked off the list.
- No grades are specified but it is clear how many points must be achieved from each lines of learning.
- It is clearly stated that there is no specific ASL required for entry.

B)

14-19 Diplomas (Edit 14-19 Diploma Overall Tariff Score)

Overall Tariff score required for a Diploma	100
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14-19 Diploma qualification details						
	Acceptability	Which Lines of Learning/Points/Grades are accepted for entry (controlled text)	Which Lines of Learning/Points/Grades are accepted for entry (free text)	Which ASL Subjects/Points/Grades are required for entry	Additional requirements for entry	Other Information
<a href="#">Progression Diploma</a>	Acceptable on its own or in combination	Business, Administration & Finance. Construction & the Built Environment. Creative & Media. Engineering. Environmental & Land-Based Studies. Hair & Beauty Studies. Hospitality. Information Technology. Manufacturing & Product Design. Society, Health & Development.	Creative and Media will be accepted on its own. All other lines of learning will require another qualification in a relevant subject.		GCSE English and Maths at Grade C or above. Interview with portfolio also required.	
<a href="#">Advanced Diploma</a>	Acceptable on its own or in combination	Business, Administration & Finance. Construction & the Built Environment. Creative & Media. Engineering. Environmental & Land-Based Studies. Hair & Beauty Studies. Hospitality. Information Technology. Manufacturing & Product Design. Society, Health & Development.		Creative and Media will be accepted on its own. All other lines of learning will require an ASL qualification in a relevant subject.	GCSE English and Maths at Grade C or above. Interview with portfolio also required.	

- Minimum Tariff entered is viable for the minimum requirement of Creative and Media Progression Diploma being acceptable on its own.
- It is stated which lines of learning must be in combination and the other qualification required.
- It is clear which ASL qualifications are required with which lines of learning.
- GCSEs and further entry requirements are added in the additional requirement box.

C)

## 14-19 Diplomas (Edit 14-19 Diploma Overall Tariff Score)

Overall Tariff score required for a Diploma	140
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14-19 Diploma qualification details						
	Acceptability	Which Lines of Learning/Points/Grades are accepted for entry (controlled text)	Which Lines of Learning/Points/Grades are accepted for entry (free text)	Which ASL Subjects/Points/Grades are required for entry	Additional requirements for entry	Other Information
Progression Diploma	Acceptable on its own or in combination	Business, Administration & Finance at grade D. Construction & the Built Environment at grade D. Creative & Media at grade D. Engineering at grade D. Environmental & Land-Based Studies at grade D. Hair & Beauty Studies at grade D. Hospitality at grade D. Information Technology at grade D. Manufacturing & Product Design at grade D. Society, Health & Development at grade D.				
Advanced Diploma	Acceptable on its own or in combination	Business, Administration & Finance at grade E. Construction & the Built Environment at grade E. Creative & Media at grade E. Engineering at grade E. Environmental & Land-Based Studies at grade E. Hair & Beauty Studies at grade E. Hospitality at grade E. Information Technology at grade E. Manufacturing & Product Design at grade E. Society, Health & Development at grade E.		No specification, but a qualification preferably in a related subject area at grade E.		

- The minimum Tariff entered relates to the minimum score required (ie Advanced Diploma grade E + ASL grade E if A level (= 100+40) =140 points).
- The grade required for the Progression Diploma has been entered (grade D = 150 points).
- All accepted lines of learning have been specified with their grade.
- The acceptability relates to the rest of the information added.
- Further information on the ASL required has been entered along with a grade.

D)

14-19 Diplomas (Edit 14-19 Diploma Overall Tariff Score)

Overall Tariff score required for a Diploma	
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14-19 Diploma qualification details						
	Acceptability	Which Lines of Learning/Points/Grades are accepted for entry (controlled text)	Which Lines of Learning/Points/Grades are accepted for entry (free text)	Which ASL Subjects/Points/Grades are required for entry	Additional requirements for entry	Other Information
<a href="#">Progression Diploma</a>	Acceptable only when combined with other qualifications	Business, Administration & Finance at grade D. Construction & the Built Environment at grade D. Creative & Media at grade D. Engineering at grade D. Environmental & Land-Based Studies at grade D. Hair & Beauty Studies at grade D. Hospitality at grade D. Information Technology at grade D. Manufacturing & Product Design at grade D. Society, Health & Development at grade D.			BTEC module in Construction	
<a href="#">Advanced Diploma</a>	Acceptable on its own or in combination	Business, Administration & Finance at grade E. Construction & the Built Environment at grade E. Creative & Media at grade E. Engineering at grade E. Environmental & Land-Based Studies at grade E. Hair & Beauty Studies at grade E. Hospitality at grade E. Information Technology at grade E. Manufacturing & Product Design at grade E. Society, Health & Development at grade E.		ASL must relate to construction.		

- Acceptability stated is explained by the further information added for the Progression Diploma.
- The extra qualification required with a Progression Diploma is specified and cannot be an ASL so will not constitute an Advanced Diploma.
- No Tariff entered, but grades are specified for all lines of learning.
- ASL required for Advanced Diploma is specified.

# 11. Flow chart to assist with making entry requirement decisions

