

# Diploma Supplement



## Qualifications Centre

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Our statement of service can be found at [www.open.ac.uk/our-student-policies](http://www.open.ac.uk/our-student-policies)

<b>1 Information regarding the holder of the qualification</b>	
1.1 Surname Jervis	1.2 First names Jason
1.3 Date of birth 15 March 1981	1.4 Student identifier: C2908749 HESA ID: 1210013690825
<b>2 Information identifying the qualification</b>	
2.1 Name of qualification and (if applicable) title conferred  Professional Certificate in Accounting	2.2 Main fields of study for the qualification Accounting
2.3 Name and status of awarding institution The Open University. Chartered university.	2.4 Name and status of institution (if different from 2.3) administering studies
2.5 Language(s) of instruction/examination: English	
<b>3 Information on the level of the qualification</b>	
3.1 Level of qualification Level 5  Qualification date 31 October 2019	3.2 Official length of the programme For this qualification, all credit must be obtained within 4 years
3.3 Access requirements There is no academic entry requirement.	
<b>4 Information on the contents and mode of study</b>	
4.1 Mode of study: Distance Learning	
4.2 Programme requirements <b>Professional Certificate in Accounting</b> Graduates will have gained knowledge and understanding of financial and management accounting and the role of accounting in business organisations. This includes learning how to prepare accounts and how to use accounting information for decision-making, planning and control. Graduates also cover issues of business law, corporate governance and ethics as they relate to accounting and management. The qualification is accredited by a range of professional bodies and prepares holders for professional training.	

#### 4.3 Programme details

**Completed modules, subordinate qualifications, and credit transfer which comprise the above qualification**

<b>Year</b>	<b>Module</b>	<b>Title</b>	<b>Level</b>	<b>Credits</b>	<b>ECTS</b>	<b>Result</b>
2018	B291	Financial accounting	5	30.0	15.00	Distinction
2019	B292	Management accounting	5	30.0	15.00	Grade 3 Pass

Total of credits counted towards this qualification: **60.0**

4.4 Grading scheme

Assessment is divided between two components, continuous assessment and an end of module assessment (EMA). Marks are given on a one hundred point scale. The table below shows the marks which must be achieved to guarantee a particular grade of pass.

Continuous assessment	EMA	Graded undergraduate	Graded postgraduate	Ungraded
85	85	Distinction	Distinction	Pass
70	70	Pass Grade 2	Merit (*)	Pass
55	55	Pass Grade 3	Pass	Pass
40	40	Pass Grade 4	Pass	Pass

Module Result Panels have limited discretion to set these thresholds slightly lower.

\* Where the merit grade is approved.

4.5 Overall classification of the qualification

**5 Information on the function of the qualification**

5.1 Access to further study

5.2 Professional status (if applicable)

**6 Additional Information**

6.1 Additional Information

6.2 Further information sources  
[www.open.ac.uk](http://www.open.ac.uk)

**7 Certification of the supplement**

Institution/awarding body

7.1 Date  
 29 October 2019

7.3 Capacity  
 University Secretary

7.2 Signature



Jonathan Nicholls

## Understanding this supplement

### \* Credit transfer

The qualification includes an award of transferred credit made in recognition of the successful completion of study at another institution. This has been assessed in accordance with approved policies and procedures and deemed to be at an appropriate academic level and duration.

### \*\* Subordinate qualification

Another completed Open University qualification has been counted in the qualification. The details of the content of that other qualification are given in the Diploma Supplement or other transcript for it.

### \*\*\* Collaborative credit

This study has been undertaken at another UK higher education institution under one of a number of approved schemes of academic collaboration. These are designed to enable OU students to undertake study in subject areas not offered by the Open University and count them towards an OU qualification.

### Credit points and levels

The University uses a credit system, where 120 credits is equivalent to a full-time academic year. This system is compatible with credit accumulation and transfer schemes in most Higher Education institutions in England, Wales and Northern Ireland, and with the Scottish Credit and Qualifications Framework (SCQF) in Scotland. The workload rating of each module is also given in terms of the European Credit Transfer System (ECTS). The academic level associated with each module is given in accordance with levels approved in the relevant Qualifications Frameworks as follows:

Open University module level	Qualifications Frameworks for England and Northern Ireland, and Wales	Scottish Credit and Qualifications Framework
First	4	7
Second	5	8 and 9
Third	6	10
Masters	7	11
Doctoral	8	12

### Total amount of credit

The total figure shows all the credit that has been counted towards this qualification, including any credit transfer, credit in a subordinate qualification, and credit from study on an approved collaborative scheme.

### Method of teaching

Modules are taught by an integrated process using material in written, audio and visual media formats which could include set books. Students normally have a tutor and there may be local or online tutorial sessions, but attendance is voluntary. On some modules, students might also have to attend a residential school.

### Student performance

Student performance is normally assessed through a series of assignments that are either marked by the tutor or by computer, to standards set by the Module Result Panel. For most modules, there's also either a written exam or a piece of written work like a project or dissertation. The final module result depends on the performance in the assessed tasks.

Student results for each module are decided by the Module Result Panel (MRP), on behalf of the University Senate. Each MRP is made up of a Chair and internal examiners. The standards adopted by the MRP are scrutinised and approved by an external examiner in line with QAA guidelines. QAA is the quality management arm of the Government's funding body for higher education (HE). External examiners are senior academics from outside the University, usually from another university or institute of higher education.