

Diploma Supplement



Centre for Qualifications and Ceremonies

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Our statement of service can be found at www.open.ac.uk/our-student-policies

1 Information regarding the holder of the qualification	
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
2 Information identifying the qualification	
2.1 Name of qualification and (if applicable) title conferred Certificate of Higher Education in Business and Management	2.2 Main fields of study for the qualification Business studies and Management studies
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	
3 Information on the level of the qualification	
3.1 Level of qualification Level 4 Qualification date 31 December 2017	3.2 Official length of the programme For this qualification, all credit must be obtained within 7 years
3.3 Access requirements There is no academic entry requirement.	
4 Information on the contents and mode of study	
4.1 Mode of study: Distance Learning	
4.2 Programme requirements Certificate of Higher Education in Business Management Students completing this qualification develop knowledge of business disciplines, enabling clear understanding of the key management functions in business. From an organisational perspective, students will understand processes, structures, cultures, environments and markets and how these inform management practices. From an individual perspective, students will gain an understanding of concepts and analytical approaches. Students will develop relevant and practical business and professional skills that will enhance employability. Students will also develop skills in work-based learning that they will be able to apply directly to their work.	



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

7 Certification of the supplement

Institution/awarding body

7.1 Date
 31 October 2017

7.3 Capacity
 University Secretary

7.2 Signature

Keith Zimmerman

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 has been 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 in which 120 credits are equivalent to a full-time academic year. This system is compatible with credit accumulation and transfer schemes commonly operated by Higher Education institutions in England and Northern Ireland, with the Credit and Qualifications Framework Wales (CQFW) and with the Scottish Credit and Qualifications Framework (SCQF). The workload rating of each module is also given in terms of the European Credit Transfer and Accumulation 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

The study recorded in this supplement is taught by an integrated process involving material specifically prepared for each module in written, audio and visual media, regular assignments, set books, and in most cases voluntary attendance at local tutorial sessions. Some modules require attendance at a residential school.

Student performance

Student performance on each module is measured in a series of continuous assessment assignments that are either tutor-marked or computer-marked to standards set down by the relevant Module Result Panel, and in an examinable component, which is usually a three-hour, unseen, written examination, but might consist of a project or dissertation. The final result for each module depends on the performance in each component and on the overall weighted average. The Module Result Panel for each module includes at least one external examiner whose role includes helping to ensure comparability of academic standards with other degree-awarding bodies in the UK.