

Qualification Handbook

Last Updated: Monday, 12 June 2023 by: Next Gates Education

Higher National Diploma in Business

Pathway: Human Resource Management

About the Qualification

Higher National Diploma in Business is a level 5 accredited programme in the UK and internationally recognized. It has 15 courses and is equivalent to the first two years of a degree. With one additional year of study at a university it can become a BA Honours Degree. The diploma has transferable credits of a minimum of 240.

This qualification is categorized as a 'Specialized' pathway in Human Resource Management, which prompts students to dedicate themselves to this specific professional discipline. Students will build a profound understanding of the principles of human resource management and will learn to apply these principles in diverse human capital scenarios. They will learn how to discern the suitability of various strategies for addressing human resource challenges, will be primed to perform effectively in their specialized field, and will garner the qualities necessary for employment in situations necessitating the exercise of personal responsibility, people-focused decision-making, and proactive leadership.

Learning Courses

Based on the courses covered under this qualification, students should be able to:

- Comprehend different business environments and their impacts on business operations.
- Grasp the key concepts of marketing processes and develop effective strategies.
- Understand and apply fundamental accounting principles.
- Develop skills to lead and manage teams effectively.
- Understand key HR concepts and their application in the workplace.
- Develop capabilities to plan, execute, and evaluate business projects.
- Understand the process of turning innovative ideas into profitable ventures.
- Grasp the dynamics of behaviour within an organization.
- Acquire problem-solving, critical thinking, and research skills.
- Understand how to plan and allocate resources and talent effectively.
- Learn how to manage and improve relationships between employees and the organization.
- Understand the strategic role of HR in achieving organizational objectives.
- Understand and implement effective business strategies.
- Develop the ability to create and manage e-commerce strategies.

Learning Courses

Year	Term	No.	Course Title	Level	Credits
1	1	1	Business and the Business Environment	4	15
		2	Marketing Processes and Planning	4	15
		3	Accounting Principles	4	15
		4	Leadership and Management	4	15
	2	5	Human Resource Management	4	15
		6	Managing a Successful Business Project	4	15
		7	Recording Financial Transactions	4	15
		8	Innovation and Commercialisation	4	15
2	3	9	Organizational Behaviour	5	15
		10	Research Project	5	30
		11	Resource and Talent Planning (Specialist)	5	15
	4	12	Employee Relations (Specialist)	5	15
		13	Strategic Human Resource Management (Specialist)	5	15
		14	Business Strategy	5	15
		15	E-Commerce & Strategy	5	15

Career Prospects

Once students have achieved the Higher National Diploma, they can develop their careers in the business sector by:

- entering employment
- continuing existing employment
- linking with the appropriate professional body
- committing to continuing professional development, or
- going to university.

Recognition in Sweden

The qualification is recognized and validated in Sweden. It is equivalent to Higher Vocational Education Diploma (Yrkeshögskoleexamen) under post-secondary education (Eftergymnasial yrkesutbildning).

Progression to University

The Level 5 Higher National Diploma is recognized by Higher Education providers as meeting the admission requirements to many relevant business-related courses.

Many universities around the world allow advanced entry onto the second or third year of a degree program. Although formal agreements exist with more than 300 universities, students must keep in mind that university admission standards may vary over time. Therefore, it is always prudent for students to confirm the specific course entry requirements before submitting their application.

Entry Requirements & Admissions

For students who have recently been in education, the entry profile is likely to include the following:

- Students must be 18 years or over.
- A Level 3 qualification in business or any international equivalent.
- English language efficiency at Common European Framework of Reference (CEFR) level B2 or IELTS 5.5 or equivalent.

Duration

The Higher National Diploma is made up of 240 credits. It is usually studied full time over two year, or part time over four years. The total qualification time is 2,400 hours of which 960 are guided learning hours. The registration will be valid for 24 months, but students have the opportunity to complete the diploma in less time.

Registration Process

- Students should fill in an application and provide us with correct information about themselves.
- A proof of identity must be submitted with the application.
- Students should also submit a scan of their recent education certificate and evidence to English level.
- After approval, students can make payments and start the educational journey.

Assessment

Evaluation will be conducted through practical assignments rather than conventional examinations. Student will be allocated sufficient time to complete one or two assignments for each course. They can receive formative feedback during their learning journey to help them understand their progress. Upon the assignment's submission, instructors will validate the work and give the final grade along with summative feedback. Students may have one opportunity to resubmit their work if they didn't pass. However, their grade will be capped at pass after the second attempt.

Each successfully completed course will be graded as a Pass (P), Merit (M) or Distinction (D).

- A Pass is awarded for the achievement of all outcomes against the specified assessment criteria.
- Merit and Distinction grades are awarded for higher level achievement.

Course Delivery & Support

The certification can be acquired through various delivery modes, including in-person classes, online learning, a blended approach, or through mentored self-study. In the context of online and mentored self-study, the courses are facilitated via an Online Social Learning Platform named "NG Education".

The study materials provided encompass self-directed reading texts, engaging activities and case studies, interactive quizzes, and assignments, all of which are accessible online.

Mentors are also available online on the Social Learning Platform, ready to provide guidance and assistance to students throughout the course. Students are encouraged to pose questions and engage in discussions using various communication channels such as chat, forums, discussion sections, or direct contact with instructors.

Accreditation



The qualification is managed and delivered by Next Gates, a certified partner and approved centre by Pearson. On successful completion, graduates will be awarded a certificate from one of the UK's largest awarding bodies.

Pearson is regulated by Ofqual (England), SQA Accreditation (Scotland), CCEA Accreditation (Northern Ireland) and Qualifications Wales (Wales).

Study Fees

Students willing to study the Higher National Certificate should pay a **registration fee** first, then they pay for the courses listed under the diploma. The registration fee is valid for two years and if students couldn't finish their study on time, they can pay an extension fee and extend it for an additional year.

Total fee for the diploma under mentored self-study delivery mode is: **5,850 USD**

* The price may vary depending on the method of delivery and the course subject.

* The price doesn't include VAT.

More Details



For more details, you can visit our website <https://nextgates.com> or send us your enquiry directly to this email: info@nextgates.com.