

Qualification Handbook

Last Updated: Saturday, 10 June 2023 by: Next Gates Education

Qualification Title

Higher National Certificate in Business

Pathway: General

About the Qualification

Higher National Certificate in Business is a level 4 accredited certificate in the UK and internationally recognized. It includes eight courses and equivalent to a preparation year before starting a degree at a university. The certificate has 120 transferable credits and lay the foundations of learning by providing a broad introduction to business and different business functions. This develops and strengthens core skills while preparing the student for specialist subjects at Level 5 or to enter employment with the qualities necessary for job roles that require some personal responsibility.

Students will gain a wide range of business knowledge tied to practical skills gained through research, independent study, directed study and workplace scenarios. They are involved in activities that help them to develop vocational behaviours and transferable skills such as communication, teamwork, research and analysis, which are highly valued in higher education and the workplace.

Learning Objectives

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.

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

Career Prospects

Once students have achieved the Higher National Certificate, 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 4 Higher National Certificate 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 Certificate is made up of 120 credits. It is usually studied full time over one year, or part time over two years. The total qualification time is 1,200 hours of which 480 are guided learning hours. The registration will be valid for 12 months, but a student may complete the certificate 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: **3,300 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.