

**Pearson BTEC Level 5
Higher National Diploma (HND)
in Business**



Student Guidance

Understanding your educational path choices at
LCK Academy

lckacademy.org.uk

Content



COURSES OVERVIEW	02
NATIONAL DIPLOMA (HND) IN BUSINESS	03
NATIONAL DIPLOMA (HND) IN BUSINESS	04
APPLICATION PROCESS	05
STEPS FOR ADMISSION PROCESS	06
ADMISSION CRITERIA	07
ADMISSIONS CHECKS	08
FAQ'S	09
THINGS TO REMEMBER	10
METHODS OF ASSESSMENT	11
SUPPORT SESSIONS	12
CONTACT US	13

COURSES OVERVIEW

ENTRY INTAKE

March 2025

LOCATIONS

Harrow or Brent

COURSES

Higher National Diploma (HND) in Business

TUITION FEE CAN BE FUNDED

The tuition fee for this course is £8,000 per academic year. Eligible students can apply for a Tuition Fee Loan from the Student Loans Company (SLC) to cover this cost.

You'll only begin repaying the loan when your income exceeds the repayment threshold, which is currently:

- £480 per week, or
- £2,082 per month, or
- **£24,990 per year**

Please note that interest is added to your loan from when you receive it, and repayment amounts depend on your income. For more detailed information, including how to apply and interest rates, visit the official Student Loans Company website.

This information is in line with Consumer Markets Authority (CMA) guidance for higher education institutions in England.



DAYS OF STUDY

Three (3) days a week
Monday & Tuesday (**Online**)
Saturday or Sunday (**In-Person**)

DURATION

Two (2) years

SERVICES

Admission Staff at LCK Academy are here to help you and we strongly encourage all students to contact our Admission Team for support and guidance

MODE

Blended learning :

In Person; face to face at campus & Online classes

LANGUAGE

English

Pearson BTEC Level 5 Higher National Diploma (HND) in Business

This course provides you with a wide range of transferrable business knowledge and skills you will need to succeed in any industry of your choice. Skills you will acquire include marketing, managing staff and operations, understanding accounts, conducting research, and strategic planning to support business growth.

HND in Business Course Details

Study Mode	Blended (Online & in-person)
Duration of Course	Two Years
Course Level	Level 5
Fees	£8,000 per annum
Student Finance Available	Yes, for eligible students
Partner Organisation	University of Portsmouth
Awarding Body	University of Portsmouth & Pearson



Pearson BTEC Level 5 Higher National Diploma (HND) in Business

The course also helps you develop specialist knowledge and skills in entrepreneurship and small business management. You will learn how national culture and economic factors influence entrepreneurship, and particularly the importance that small social enterprises have to the social economy. You will evaluate the personality traits and individual characteristics that predict entrepreneurial success, giving you a theoretical and practical foundation for successfully starting and running a small business.

Year 1 – Students will study eight units at Level 4, with a value of **15 credits** each = **120 credits**.

Year 2 – Students will study a further seven units (six units at **15 credits** each plus one unit at **30 credits**) = **120 credits**.

FIRST YEAR:

Semester 1

- M23163** – Marketing
- M23170** – Human Resource Management
- M23165** – Organisational Theories
- M23166** – The Business Environment

Semester 2

- M23167** – Business Law – principles
- M23172** – Purchasing and Supply chain
- M23169** – Applied Marketing
- M23164** – Business Finance

SECOND YEAR:

Semester 1

- M23173** – Data Management
- M23178** – Human Resource Development
- M23183** – Small Business Enterprise
- M23175** – Research Project (yr long)

Semester 2

- M23176** – Working with and Leading People
- M23174** – Business Strategy
- M23181** – Project Management
- M23175** – Research Project (yr long)

APPLICATION PROCESS

01. APPLICATION CHECKLIST

Students must bring the original documents in person to the campus and present them to the Admissions Officer.

Your application process will only start once you submit ALL the documents. Applicants who cannot submit the documentary evidence will have to visit the campus again when they have ALL the documents with them.

ENTRY REQUIREMENTS - UNDER 21

Students who are under 21 Students can only apply through qualification route. Students are required to bring Level 3 Qualification (Ofqual approved) or equivalent.

ONLY ORIGINAL DOCUMENTS ARE ACCEPTED


- ✓ VALID PASSPORT AND BRP CARD VALID SHARE CODE (GENERAL) FOR EU STUDENTS
- ✓ LAST 3 MONTHS UTILITY BILL, COUNCIL TAX OR BANK STATEMENTS
- ✓ AN EMPLOYMENT REFERENCE WHICH IS VERIFIABLE
- ✓ LEVEL 3 QUALIFICATION (RECOGNISED BY OFQUAL)
- ✓ QUALIFICATION EQUIVALENT TO UK LEVEL 3 FROM YOUR HOME COUNTRY
- ✓ CEFR LEVEL B2 IN ALL 4 COMPONENTS OF THE ACADEMIC INTERVIEW PROCESS (LISTENING, READING, WRITING AND SPEAKING)

01. ENTRY REQUIREMENTS - OVER 21


Students who are over 21 years are treated as Mature students. They can apply through Qualification route & provide Level 3 Qualification (Ofqual approved) or equivalent. In absence of qualifications they can apply through their work experience route. In such cases we will require 3 months payslips, Employment contract and Employment reference for Employed applicants. Those who are Self employed will have to provide 3 months invoices, 2 year Tax returns and a letter from their Accountant, Supplier or client.

WHAT DOES THE CREDIBILITY CHECKS CONSIST OF?

- It includes checking your immigration status.
- It will help the admissions officer to check and judge your intention to study.
- It will help the admissions officer to collect information related to your background and identify concerns, if any.



- Be clear & concise
- Be truthful
- Share & provide factual information



- Do not exaggerate
- Do not over commit
- Do not feel pressured into making a decision

05. VERIFICATION CHECKS

While the outcome of your application is pending; the Admissions Officer will:

- Submit your Qualification through a third party verification agency to verify your Qualification.
- Contact your employer to verify your employment references and any documents you have submitted as part of your application.

Please note that the Admissions Officer will wait for the outcome of the verification checks conducted, and until such time, your application will remain pending for an outcome.

02. CREDIBILITY CHECKS


On submission of ALL mandatory documents required, the Admissions Officer will start your application process. The process can take up to 30-45 minutes and includes a credibility interview with the Admissions Officer.

03. ACADEMIC CHECK

Successful candidates, based on the credibility check conducted, will be taken to a supervised room where they will take the academic test under an exam environment.

04. ACADEMIC INTERVIEW

Following the test, candidates will be booked to undertake an academic interview with the academic team.

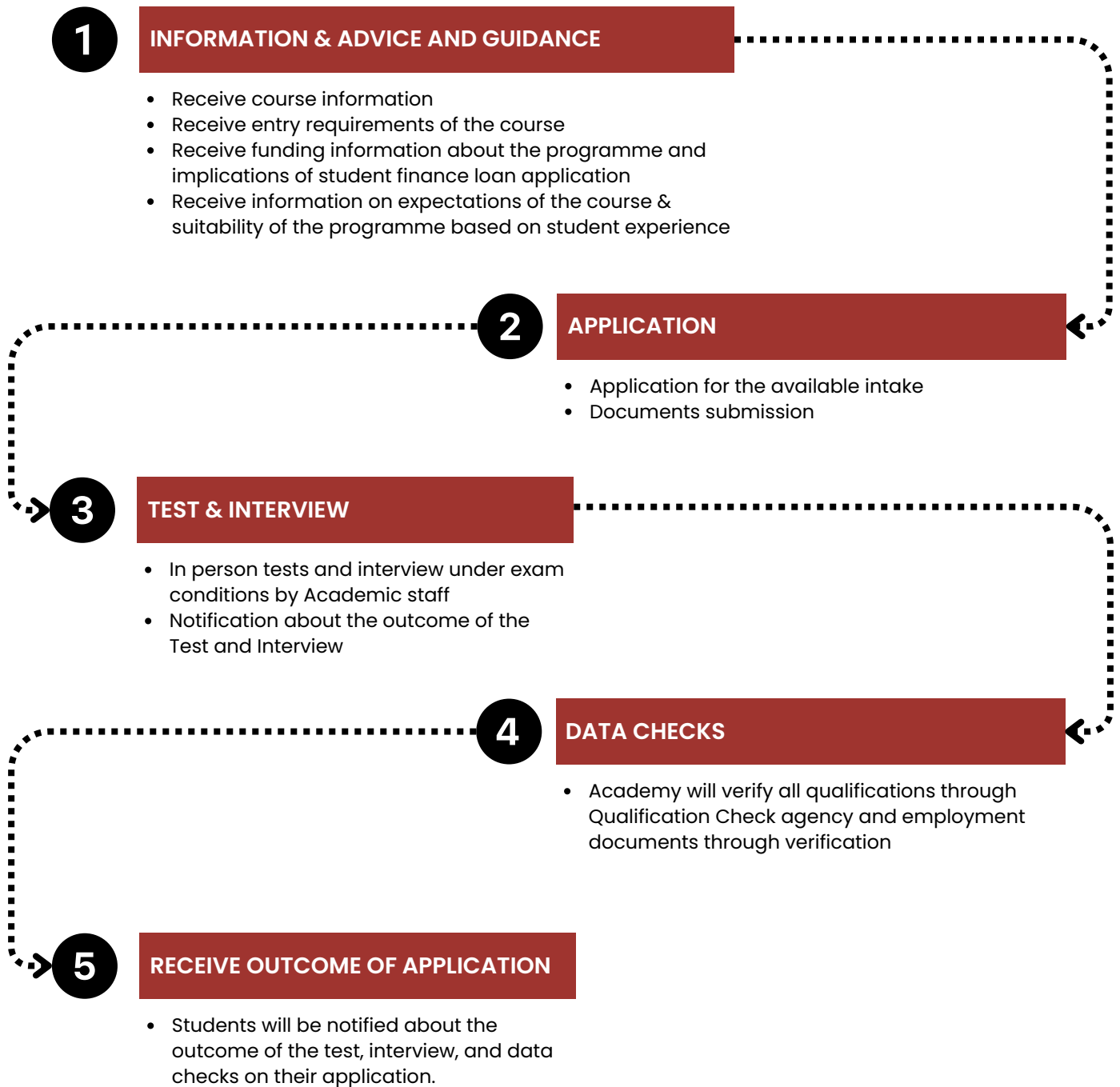


- Be confident
- Be honest
- Give as much information as possible about yourself
- Share your education background, work experience
- Identify the skills you have and how your work experience has enriched your life



- Do not exaggerate
- Do not over commit
- Do not provide misleading information or be dishonest
- Do not use deceitful means

STEPS FOR ADMISSION PROCESS



1

PROVISIONAL ACCEPTANCE

If the student is successful in all the steps from 1 to 5, they will move to the last stage.

Submission to University of Portsmouth

At this stage, the Academy will submit all the documents to University of Portsmouth for approval.

Student finance application

At this stage student will complete student finance application

UCAS/ Partner application

At this stage student will complete UCAS/Partner application

2

UNSUCCESSFUL

If the student is unsuccessful, they will have to reapply for the next intake or be signed posted to other suitable programmes of study

ADMISSION CRITERIA

LCK ACADEMY: ENTRY REQUIREMENTS

- A minimum of 48–56 UCAS points, including at least one A Level (grades A–E), a BTEC Level 3 Certificate or Diploma, or an Access to Higher Education Certificate from an accredited institution. Equivalent qualifications such as the International Baccalaureate may also be accepted, with LCK Academy referring to the NARIC database to assess equivalency.
- Alternatively, candidates with two or more years of relevant work experience at a managerial, supervisory, or administrative level may be considered. This experience must be substantiated through a personal statement, a work experience form, a successful interview, and employment references that verify the role and duration of employment.
- Additionally, candidates must hold GCSE English and Mathematics at grade C or above (or equivalent), or grade 4 or above (or equivalent).



ADMISSIONS CHECKS

How will these checks be conducted?

1

PERSONAL DETAILS CHECKS

- Date of Birth (DOB)
- First Name and Last Name
- Mobile number
- Email address
- Nationality and Ethnicity
- Gender
- Title
- Marital status

2

CAMPUS CHOICE

- Students must be placed in the campus as per the admissions policy.
- Proof of address must be checked for any potential forgery by asking the student to provide additional documents such as a Utility bill or Council tax bill.

3

QUALIFICATION VERIFICATION

- Qualifications submitted by students will be verified.
- Students must be notified of this at the time of admission.

4

EMPLOYMENT VERIFICATION

- Employment documents submitted by students will be verified by emailing employers copies of the documents to verify the authenticity.
- Students must be notified of this at the time of admission.

5

IMMIGRATION STATUS CHECKS

- Share code must be verified by Staff
- Students photograph on application form must match with their photo in passport and immigration status documents.
- Name on application and immigration status should match as per the passport.



Co-operate with the Admissions officer while the checks are being conducted.

Give all the information that the Admissions officer needs in order to submit your file for verification.

Be **Patient**.



Do not **threaten** the Admissions officer.

Do not **pressurise** the Admissions officer.

Question

I have applied for the programme.
I have submitted all my documents and completed the test and interview process.
Please can you tell me how much time it will take to find out if I am accepted or not?

Answer

All applicants apply for the programme and have to complete the due process as listed in the guide. The Academy will complete the verification checks which are part of the admission process. These checks involve external agencies as we are dependant on their response in order to determine the outcome. We cannot comment on the timeframe as these checks can take time. This is outside our control and hence we request you to be patient and cooperate with the Admissions staff while those checks are ongoing.

Question

My Application has been rejected.
I wish to appeal against the decision.

Answer

If an applicant is not accepted into the Academy, they may also want to file an appeal against the admissions decision. All complaints/appeals regarding admissions from prospective applicants seeking admission to the Academy will be subject to the three-stage process outlined in the Academy's Complaints and Appeals Policy.

Applicants may submit admissions complaints or appeals in person, verbally to a staff member, or via the Academy's dedicated complaints page using the following link: [Complaint form](#).

Question

My student finance is approved; but my application is rejected; so what will happen now?

Answer

All applicants who are approved and issued an offer by the Academy through UCAS will be confirmed by the Academy after 14 days of starting the classes. Your attendance will also be tracked once you start classes. Applications which are rejected by Admissions will have their Student finance cancelled. Students who are not accepted will have to contact SFE and cancel their application otherwise the Academy will notify SFE about their non-registration as they were not approved by the Academy.

THINGS TO REMEMBER

1

Only LCK Academy can submit your application and supporting documents to University of Portsmouth for approval.

2

University of Portsmouth has the final approval of your application.

3

Students should review and read all the guidance available and visit the Academy's website and understand the requirements of the programme.

4

Students can cancel their application up to the Enrolment Stage. Once passed the Enrolment Stage they have 14 days to cancel (Cooling Period).

5

Students have the right to complain and appeal during their application process by emailing info@lckacademy.org.uk.



METHODS OF ASSESSMENT

There are a number of methods of assessment.



Your assignment(s) may have combinations of different assessment methodologies:

- **Written Report**
- **Group Presentation/Group Discussions**
- **Individual Presentations or Discussions**
- **Role Plays**
- **Portfolios**
- **Write-Up**
- **Essay**

Formative Assessment is used in all modules of the programme to assess students progress relating to module briefs and an opportunity to offer feedback, feedforward and a diagnostic response. This is typically within a group or individual review held midway throughout each module. For latter modules in level six, there are more formative assessment points.

Summative assessment

Summative Assessment is held in the latter stages of each module and is the definitive assessment point where each assessment requirement is assessed. All Assessments involves moderation and verification. Written or oral feedback and clear feedforward will be provided shortly after the assessment and there are opportunities for tutorials if you need further classification before the start of the next module.

SUPPORT SESSIONS

Additional Support Sessions for Academic Writing and Subject-Specific Assistance

These sessions aim to provide you with valuable insights, strategies, and guidance to improve your overall writing proficiency.

In addition to focusing on academic writing, our drop-in sessions are designed to offer support across various subjects. Our dedicated team will be available to assist you with any specific challenges you may be facing in your coursework. Whether you require clarification on complex topics, assistance with assignment approaches, or feedback on your assessments, we are here to help you navigate through your academic journey.

Type of Class	Online Session Day	Time
Academic Skill/Tutorials	Thursday	6:30 PM-8:00 PM
Academic Skills/ Tutorials	Tuesday	6:30 PM-8:00 PM
Drop in Sessions/ Personal Tutor	Tuesday & Thursday	10:00 AM-4:00PM
IT Skills Class	Friday	6:30 PM-8:00PM

Key Features of the Support Sessions

- No appointment necessary – simply drop in online during session times when you need assistance.
- Engage in one-on-one discussions with our experienced tutors.
- Collaborate with peers and share insights during group sessions.

Academic Writing Skills Enhancement :

- Receive guidance on structuring essays and research papers.
- Learn techniques for effective thesis statements and argument development.
- Gain insights into proper citation and referencing.

Subject-Specific Assistance :

- Clarify doubts and concepts related to specific subjects.
- Discuss approaches to tackle challenging assignments.
- Receive feedback on assessments to help you work towards achieving higher grades.


We believe that these additional support sessions will contribute significantly to your academic success. Your participation will not only enhance your writing skills but also provide you with the necessary tools to excel in your coursework.

We encourage you to take advantage of these sessions to maximize your academic potential. If you have any specific topics or questions you would like us to address during the sessions, please feel free to share them with us in advance.

We look forward to assisting you in your academic journey and helping you achieve your goals.



Our Contact

 +44 7368971605

 info@lckacademy.org.uk

 www.lckacademy.org.uk



OUR CAMPUS LOCATIONS

Harrow College, (Harrow Weald Campus)

Brookshill,
Harrow,
HA3 6RR



Brent Start Hillside Adult and Community Learning Centre

1 Twybridge Way,
Brent,
NW10 OST

