



# LEVEL 4 DIPLOMA IN ACCOUNTING AND BUSINESS

# Name of the Programme:

**LEVEL 4 DIPLOMA IN ACCOUNTING AND BUSINESS**

## Key Information / Regulatory Information

Qualification Title	OTHM Level 4 Diploma in Accounting and Business
Ofqual Ref. No.	603/3805/2
Regulation Start Date	27-june-2022
Operational Start Date	27 june 2022
Duration	1 Year
Total Credit Value	120 Credits
Total Qualification Time (TQT)	1200 Hours
Guided Learning Hours (GLH)	480 Hours
Sector Subject Area (SSA)	15.1 Accounting and finance
Overall Grading Type	Pass / Fail
Assessment Methods	Coursework
Language of Assessment	English

## About the programme

- Accounting and finance are at the very heart of business operations. From banking to manufacturing, from huge service industries to micro businesses, the ability to manage, plan and account for money is still the ultimate measure of business success and the key driver of growth.



- Many accountants occupy key managerial positions in business, yet few are qualified managers. In the increasingly complex modern business environment, there is a high demand for skilled professionals who can work flexibly in teams across business boundaries.
- The objective of the OTHM Level 4 Diploma in Accounting and Business qualification is to provide learners with an understanding of accounting and business in the broader business context, and to provide them with the practical, industry-focused skills to manage business finances, budgets and cash flow effectively, and to play a key role in business growth.
- Learner will build the knowledge and skills required for a career in a wide range of businesses, where accounting and business literacy are key skills for managers at all levels.

## Further studies and Career Support

- Successful completion of this qualification will enable learners to progress into or within employment and/or continue their study towards a relevant L5 OTHM diplomas.

## Our careers team can offer

- specialist advice on choosing a career path
- support with finding work experience, internships and graduate jobs feedback
- on CVs, cover letters and application forms interview coaching

## Career Opportunities and Job Opportunities

Entrepreneurs, self-employed and other lower management jobs (Assistant Manager/Supervisor etc.) in accounting, business and allied sectors

## Programme Structure and What You will Learn in it.

The OTHM Level 4 Diploma in Accounting and Business consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours

Unit Ref. No.	Mandatory Units	Credit	GLH	TQT
R/617/3292	The Accountant's Environment	20	80	200
L/617/3291	Quantitative Methods	20	80	200
J/617/3290	Financial Accounting	20	80	200
R/617/3289	Management Accounting	20	80	200
L/617/3288	Management Concepts and Practice	20	80	200
J/617/3287	Business Economics	20	80	200

## Mode of Delivery and study hours of the Programme

- Face to face
- Blended
- Online

\*The programme will be delivered in **three terms** spread over a year.

\*Duration of each term will be **10-14 weeks**

\*Each term will have two modules (**40 credits**)

\* In face to face or blended mode of study, the programme will be delivered through lectures tutorials, seminars, workshops for **6-8hrs/week** and, tutor guided and independent learning between **20-25 hours/week**

# Teaching and learning-Resources and Facilities

- The college aims to provide a career relevant, motivating and challenging educational experience to our learners by continuous stakeholder engagement, research, scholarship, professional practice and enhancing our resources and capabilities.
- Strategic approaches to student development and achievement shall entail involvement from different staff and departments (academic departments and professional services, such as libraries, careers and employability specialists and technology enabled learning (VLE). You will have formative feedback throughout the module, with peer evaluation forming an important activity, giving you an opportunity to reflect upon feedback prior to submission. VLE is used for access to resources, discussion boards, conferencing and assignment feedback.
- The College aims to offer a range of undergraduate and postgraduate Programmes/ courses to the UK and international market. The college offer the Programmes / courses using three modes: purely online, blended and purely face to face delivery programs.
- The blended and face to face delivery will consists of pre-recorded lecture, synchronous/asynchronous lectures, workshops, group activities, seminars, case studies, simulations, Tutorials, tutor-guided independent learning workshops, project supervision and student independent learning and webinars etc.

## Assessment-

### **The modules are assessed using combination of essays, reports, coursework, presentation group tasks, online test and reflection report etc.**

- All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.
- To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor.
- Specific assessment guidance and relevant marking criteria for each unit are made available in the Assignment Brief document. Assessments take place through a mix of coursework, reports, presentations and projects. Technology Enhanced Learning (TEL) is embedded throughout the course with tools such as VLE ( eLearning Portal ) and electronic reading lists that will guide your preparation for seminars and independent research.

## Entry Requirements-Who are we looking for

### **\*(For non-UK students coming to student in the UK-visit our page for international students)**

For entry onto the OTHM Level 4 Diploma in Accounting and Business qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 3 diploma or equivalent recognised qualification Learner must be 18 years or older at the beginning of the course
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)

**English requirements:** If a learner is not from a majority English-speaking country must provide evidence of English language competency. For more information visit English Language Expectations page in this website.

## Our Graduate characteristics

- Develop PRIDE, The PRIDE is acronym stands for: Proactiveness, Risk taking, Innovative, Developing ideas to reality and Enterprising.
- Be able to analyse and apply their disciplinary knowledge to complex problems in their discipline and its professional or industrial practice in order to identify appropriate solutions which are sustainable and justifiable.

- Demonstrate knowledge, abilities, the attitudes and skills to engage and work constructively and sensitively in multi-cultural environments and teams and have an awareness of ethical considerations.
- Be able to think independently, understand and justify their own opinions, and will recognize the need to challenge their thinking, and the thinking of others
- Value respect, equality, curiosity, innovation, diversity, collaboration, independence in decision and critical analysis. Be
- able to communicate effectively to diverse audiences utilising a range of formats and media
- Solve a range of subject specific problems using fundamental concepts and practices of the discipline and applying a balanced judgement.
- Combine all of the above to support their future employability and long-term career prospects

## **CMA Statement**

The Programme is delivered at Graduate College England Ltd (GCE Ltd.) – a UK higher education provider and is accredited by OTHM, UK. All programmes at the GCE Ltd. are delivered by the staff approved by the GCE Ltd. You are enrolled as a GCE Ltd. student and your final qualification will be awarded by OTHM, UK.

## **Disclaimer**

The information provided within this [conditional offer] is accurate at the time of distribution and GCE Ltd. and Awarding body (OTHM, UK) will use all reasonable efforts to deliver the programmes as described. GCE Ltd. and Awarding body (OTHM, UK) reserve the right to withdraw or change the programme included in this offer at any time. These changes will only be made as a result of UK legal compliance, minimum student number requirements, or for course validation reasons and applicants will be contacted by the GCE Ltd. and Awarding body (OTHM, UK) in the instance of these changes occurring.

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