

Student Information, Advice & Guidance

HND in Business

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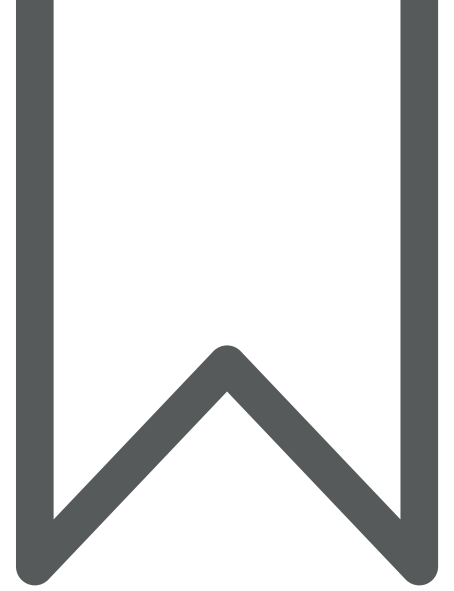
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Course Overview



Intake start date	21st September 2025
Course duration	2 years
Course level	5
Campus	Harrow Weald
Tuition fee cost	The tuition fee for this course is £8,250 per academic year. Eligible students can apply for a Tuition Fee Loan from the Student Loans Company (SLC) to cover this cost.
Student finance availability	Available for eligible students* *more information available on page 6
Mode of learning	Blended learning: a combination of online and in-person classes
Days of study	Wednesdays and Thursdays - online Sundays - in-person
Taught in language	English
Partner institution	University of Portsmouth
Awarding body	Pearson
Regulated by Office for Students (OfS)	Yes

Course Specifications



Higher National Diploma (HND) in Business:

This course provides you with a broad range of transferable business knowledge and skills that are essential for success across industries and sectors. You will develop a strong foundation in core business disciplines, gaining expertise in marketing strategies, staff leadership and operations management, financial awareness through understanding accounts, as well as research methods to support effective decision-making. Strategic planning is a key focus, enabling you to analyse business environments, identify opportunities, and implement solutions that foster sustainable growth.

Core units include:

First Year

- M – M23163 Marketing
- HRM – M23164 Human Resource Management
- OT – M23165 Organisational Theories
- BE – M23166 The Business Environment
- BLP – M23167 Business Law principles
- PSC – M23172 Purchasing and Supply chain
- AM – M23169 Applied Marketing
- BF – M23164 Business Finance

Second Year

- DM – M23173 Data Management
- HRD – M23178 Human Resource Development
- SME – M23183 Small Business Enterprise
- RP – M23175 Research Project
- WLP – M23176 Working with and Leading People
- BS – M23174 Business Strategy
- PR – M23181 Project Management
- RP – M23175 Research Project

Credits gained for year 1

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



Career opportunities

Graduates are well-prepared to start and run their own enterprises or support the growth of small and medium-sized businesses. The qualification also equips students to navigate the challenges of self-employment, spot market opportunities, and drive innovation within the SME sector.

Credits gained for year 2

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

Total credits gained: 240

Entry requirements: Level 3 qualification OR relevant work experience including English Language proficiency test

Course webpage:

<https://lckacademy.org.uk/hnd-in-business-university-of-portsmouth/>

Methods of Assessment



There are a number of methods of assessment including:

- Written Report
- Group Presentation/Group Pitching
- Individual Presentations or Pitches
- Role Plays
- Portfolios
- Write-Up
- Essay

Formative Assessment

Formative Assessment is used in all modules of the programme to assess students' progress relating to module briefs and an opportunity to offer developmental feedback, feedforward and a diagnostic response. This is typically within a group or individual review held midway throughout each module.

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 involve moderation and verification. Written feedback and clear feedforward will be provided shortly after the assessment, and there are opportunities for tutorials if you need further clarification before the start of the next module.

Grading system

The highest grade that you can achieve is a Distinction. Please be aware that you will be assessed on each learning objective under each unit, which have a varying number of learning objectives. You will be offered an overall grade for each year, as well as an overall grade for the course.

Pass:

To achieve a pass, learners must meet all assessment learning outcomes by demonstrating a solid understanding of the subject matter, applying concepts clearly and systematically with appropriate terminology, and supporting their answers with relevant examples to ensure accuracy and completeness.

Merit:

To achieve a merit, learners must go beyond basic understanding by demonstrating deeper analysis and evaluation, applying critical thinking to assess different perspectives, constructing well-structured arguments with logical reasoning and evidence, and effectively solving problems by applying relevant theories to practical scenarios.

Distinction:

To achieve a distinction, learners must showcase exceptional insight and originality in their responses, providing comprehensive analysis that integrates multiple viewpoints with advanced reasoning. They should support their arguments with high-quality research and references while demonstrating innovative application of concepts through creativity and independent thought.

Student Finance



Course fees are subject to change. Please see information below on how Student Finance can help you fund your course. To find out if you are eligible, please seek information and guidance on: <https://www.gov.uk/student-finance/who-qualifies>

What is Student Finance?

Student Finance in the UK is a government service that helps students pay for university or college. It can provide loans to cover tuition fees and maintenance to help with living costs like rent, food, and travel. You can apply online through Student Finance England. The money is paid directly to your college or university for tuition fees, and the maintenance loan goes into your bank account. You don't start paying it back until you've finished your course and are earning over a certain amount. How much you repay depends on how much you earn, not how much you borrowed.

Repayment

You'll only begin repaying the loan when your income exceeds the repayment threshold, which you can find here: <https://www.gov.uk/repaying-your-student-loan/what-you-pay>

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.

For official guidance on how to apply, please see the Student Finance England page: <https://www.gov.uk/guidance/student-finance-england-how-to-guide>

Support Sessions



We offer complementary sessions 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 Skills and Tutorials	Sunday	6:30 PM-8:00 PM
Academic Skills and Tutorials	Tuesday	6:30 PM-8:00 PM
Drop in Sessions with Personal Tutor	Tuesday	10:00 AM-4:00PM
Drop in Sessions with Personal Tutor	Friday	6:00 PM-8:00PM

Key features of 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 maximise 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.

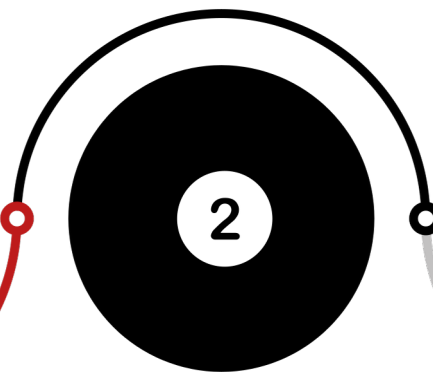
Application Process



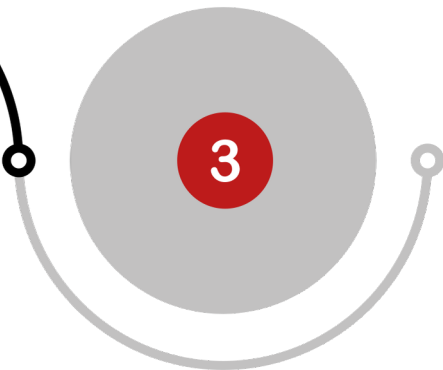
01. DOCUMENT CHECKLIST



02. CREDIBILITY CHECKS



03. ELIGIBILITY CHECKS



The applicant must submit ALL required original documents in person. Application will only begin once all documents are submitted.

Documents must include:

- Valid Passport (for ID)
- Valid Share Code (for EU students)
- Level 3 qualification (Ofqual approved) or equivalent (if applicable)
- Valid proof of address - council tax letter (dated within last 3 months)
- Employment reference and contract (verifiable) (if applicable)
- P60s for the last two years (if applicable)
- Tax returns and invoices (if applicable)

Contact details must also be provided at the time of application. This includes:

- Current address (cross-checked against proof of address)
- Current mobile phone number
- Current email address

The Admissions Officer will verify all documents submitted for every application.

The Admissions Officer will:

- Judge intention to study
- Check immigration status
- Assess background and potential concerns

Credibility checks:

The Admissions Officer will thoroughly check the intent of the applicant and make a judgement as to whether they are suitable.



Tips for students:

- Be clear, concise, and truthful
- Provide factual information
- Do not exaggerate or overcommit
- Do not feel pressured into a decision

Under 21s entry requirements:

- Must apply through qualification route only
- Must provide a Level 3 Qualification (Ofqual approved) or equivalent

Over 21s (mature students) entry requirements:

Can apply via:

- Qualification route: Provide Level 3 qualification (Ofqual approved) or equivalent
- Work experience route (if no qualification)

Regardless of which route the applicant is applying through, relevant documentation is required and will be verified.

If you are applying through the work experience route, you must provide:

Employed:

- 2 years of P60s
- Employment contract
- Employment reference

Self-employed:

- 3 months invoices
- 2 years Tax returns
- Letter from Accountant/Supplier/Client

Application Process



04. APPLICATION INTERVIEW



Applicants will take a supervised academic writing and reading test, followed by an interview with a member of the academic team. Candidates are required pass all elements of the interview to be eligible for the course.

HND admission requirements:

- CEFR Level B2 in all four components:
 1. Listening
 2. Reading
 3. Writing
 4. Speaking

Exemptions: Students from majority English-speaking countries, or those with suitable qualifications (e.g. GCSEs grade C/4 or above or recent IELTS score of 5.5), are not required to take the English test.

Top-up admission requirements:

- Level 5 qualification (Ofqual approved) or equivalent.

Note: You may be asked to complete an additional English language test depending on partner university requirements.

Please allow the Academy time to communicate the outcome of your application as we may require external verification. It may be that you receive the provisional outcome of your application on the day of your interview, in which case, you must be prepared to complete any following stages of your application.

You are required to complete your Student Finance application in your own time. It is your responsibility to ensure that Student Finance applications are completed in a timely manner to allow enough time for Student Finance England to process your application in time before the course start date.

If you require any guidance or information, please see: <https://www.gov.uk/guidance/student-finance-england-how-to-guide>

Unsuccessful applications:

If your application is unsuccessful, we may refer you to a more suitable course or offer you complementary support sessions and defer you to the next intake.

The Admissions Officer will:

- Submit your documentation for third-party verification
- Contact employers to verify work references and documents

The outcome of your application will be pending until we receive confirmation of verification of your documentation. Please note that verification may take several days or weeks so it is important to apply as early as possible. If you are successful in your application, you will receive either a conditional offer from LCKA or an unconditional offer from its partner. It is your responsibility to complete your registration and enrolment following this. *In serious cases of deliberate fraud or non-disclosure, the Academy reserves the right to permanently exclude the applicant or student if, after the completion of an investigation, it is found that there has been a deliberate attempt to use fraudulent and/or misleading information or relevant information was withheld in order to obtain a place on one of the Academy's courses.*

FAQ's



I have applied for the programme and submitted all my documents and completed the test and interview process. How long will take to find out if I am accepted or not?

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. This 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.



My application has been rejected. How do I appeal against a decision?

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 can submit complaints or appeals via the Academy's complaints email address: complaints@lckacademy.org.uk.



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

All applicants who are approved and issued an offer by the Academy or it's partner 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.

Contact Us



Campus Locations

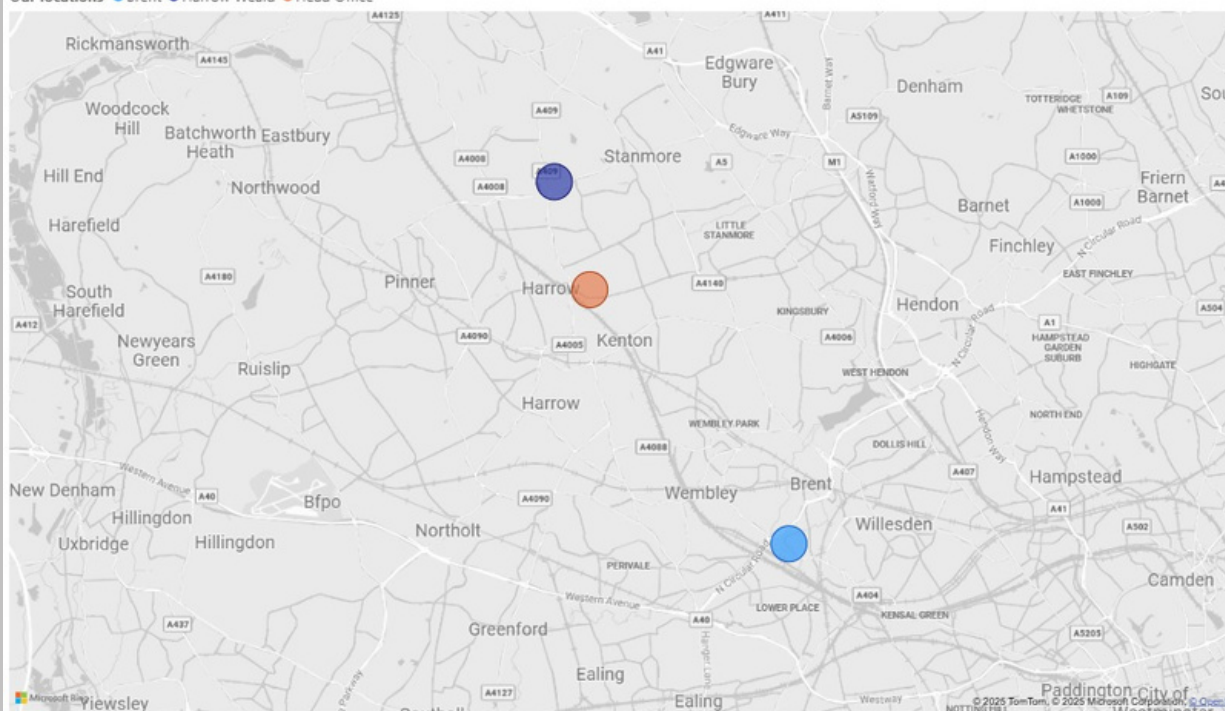
**Harrow College,
Harrow Weald Campus,**
Brookshill,
Harrow ,
HA3 6RR



**Brent Start Hillside
Adult and Community
Learning Centre 1**
Twybridge Way, Brent,
NW10 0ST



Our locations ● Brent ● Harrow Weald ● Head Office



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