



Student Information, Advice & Guidance

HND in Business

www.lckacademy.org.uk

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Intake start date	September 2026
Course duration	2 years
Course level	5
Campus	Harrow
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. No additional fees will be charged for the course.
Student finance availability	Available for eligible students* ** *Subject to eligibility checks through SFE & LCKA ** more information available on page 6
Mode of learning	Full time
Days of study	Group A on Monday 9:30-5pm (face to face) and Saturday online. OR Group B on Tuesday and Wednesday evenings in person and Saturday online)
Taught in language	English
Partner institution	UoP (University of Portsmouth)
Awarding body	UoP
Regulated by Office for Students (OfS)	Yes <i>This course is offered under a franchised position regulated by OfS, through UoP</i>
Learning Equipment and Technology Requirements	As part of the course is delivered online, students are recommended to have access to a suitable learning technology device with an integrated microphone and camera, preferably a laptop. A reliable and sufficiently strong Wi-Fi/internet connection is also required to enable students to participate in live online sessions and access Moodle, where course materials, resources and learning activities will be provided.

Course Specifications



This Higher National Diploma in Business is awarded by the University of Portsmouth and delivered at LCK Academy under their collaborative provision arrangement. The programme provides a comprehensive foundation in how modern organisations operate, with a strong emphasis on entrepreneurship and small business management.

You'll develop transferable skills across marketing, people and operations management, accounting and finance fundamentals, business research, and strategic planning for growth. The curriculum examines how national culture and economic context shape entrepreneurship and explores personal characteristics and situational factors linked to entrepreneurial success.

Core modules include:

First Year

- M34867 – Marketing
- M34874 – Human Resource Management
- M34869 – Organisational Theories
- M34870 – The Business Environment
- M34871 – Business Law: Principles
- M34872 – Purchasing and Supply Chain
- TBC – Managing Business Projects
- M34868 – Business Finance

Second Year

- M34875 – Data Management
- M34876 – Human Resource Development
- M34877 – Small Business Enterprise
- M34880 – Research Project (year-long)
- M34881 – Working with and Leading People
- M34882 – Business Strategy
- TBC – Event Management
- M34880 – Research Project (continues)

Credits gained for year 1

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



Career opportunities

Graduates of this programme pursue diverse careers in business and management, including:

- Business development and management roles
- Marketing and sales management
- Financial planning and analysis
- Human resource management
- Operations and project management
- Entrepreneurship and small business ownership
- Strategic business planning
- Management consulting

The programme also provides a pathway to further study, including top-up options to BA (Hons) Business Management at the University of Portsmouth.

Credits gained for year 2

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

Total credits gained: 240

Entry requirements: Level 3 qualification through Ofqual-approved awarding bodies or equivalent. Those entering through the mature student route can enter through work experience.

Course webpage:

<https://www.lckacademy.org.uk/courses/business-hnd-uop>

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

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.

Please visit the website mentioned above for more information and check here to see who qualifies.

You can apply directly by visiting Student Finance England website.

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. It is important that you understand the financial commitment you are making and understand the repayment terms as it is a loan you are undertaking.

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.

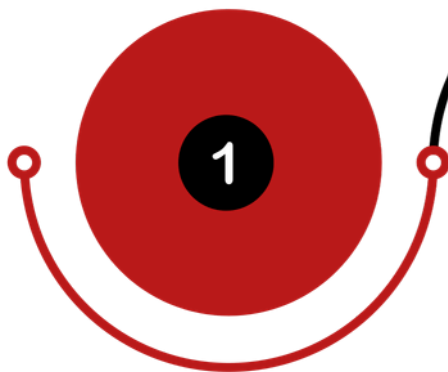
We believe that these additional support sessions will contribute significantly to your academic success. Your participation will not only enhance your writing skills but also provide you with the necessary tools to excel in your coursework.

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, ILR, Refugee/ Asylum Seeker status).
- Level 3 qualification (Ofqual approved) or equivalent.
- Valid proof of address - council tax bill (dated within last 3 months). Please note that your term time address must be within 55 miles of your chosen campus - exceptions can be put forward to the committee for approval.
- Employment reference and contract (verifiable) (if applicable.)
- P60s for the last two years (if applicable) Tax returns and invoices (if applicable).
- CV and Personal statement

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 cross-check all information provided for every application.

The factors that the Admissions Officer will consider are:

- Intention to study
- Valid immigration status
- Potential background and other concerns
- Student Finance history

Tips for students:



- Be clear, concise, and truthful Provide factual information Do not exaggerate or overcommit
- Do not feel pressured into a decision
- Ensure that you declare any Student Finance history and be prepared to share your student finance history . The Admissions Team will ask you for evidence which you will have to demonstrate by sharing screenshots from your SFE account

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:

- Provide Level 2 or Level 3 equivalent qualification from UK or your home country.
- Work experience showing minimum 2 years experience (relevant to your course).

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

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

Employed:

- P60s last 2 yrs from HMRC
- Employment contract
- Employment reference (relevant to your course)

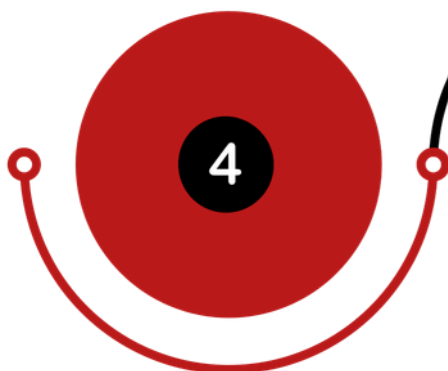
Self- employed:

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

Application Process



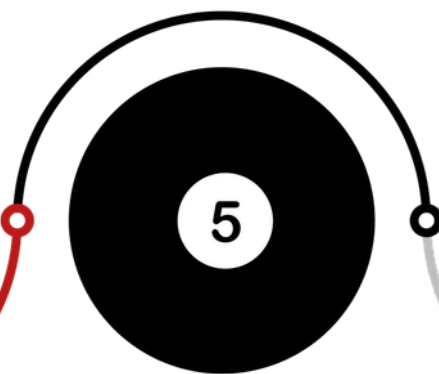
04. APPLICATION INTERVIEW



06. CHECKS AND NEXT STEPS



05. OUTCOME OF INTERVIEW



Applicants will undergo an interview with a member of the academic team. Candidates are required pass the interview to be eligible for the course.

- 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.

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.

Application process:

- Follow these steps to start your journey with LCK Academy
- Contact LCK Academy for initial guidance.
- Complete the application form and return it with the required documents.
- Attend an academic interview with LCK Academy covering:
 - Reasons for choosing the course and your academic and career goals.
 - Previous education and relevant qualifications.
 - Relevant employment or work experience, where applicable.
 - Understanding of the course and commitment required.
 - Preparedness and ability to meet the academic requirements.
- LCK Academy will advise if you need additional qualifications, work experience, or English language lessons before applying to the University of Portsmouth.
- Successful completion of the LCK Academy process does not guarantee admission to the University.
- LCK Academy will provide a link to submit your application to the University.
- Submit your documents through the University Portal and respond to any further requests within the given timeframe.
- You may be invited to an interview with a University tutor to discuss your application and reasons for choosing the course. If successful, the University of Portsmouth will send you an offer through its system.

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.

FAQ's



I have applied for the programme with Level 3 qualification. Am I required to show work documents?

No, you are not required to show work documents; you meet one of the core entry requirement.



I have a Level 2 equivalent from my country, will that be considered towards my application?

You will be required to show 2 years of relevant work history in addition to your qualification (Level 2 equivalent).

Do I need to make any other applications apart from the one I do at LCK Academy?

IF you pass the interview process and meet the entry requirements of the program at LCK Academy you will be required to make an application to University of Portsmouth?

Our admission team will go through the process with you and guide you on the areas and sections of the UOP application you will need to complete and the information and documents you need to have on hand to complete it accurately.

Contact Us



Campus Locations

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



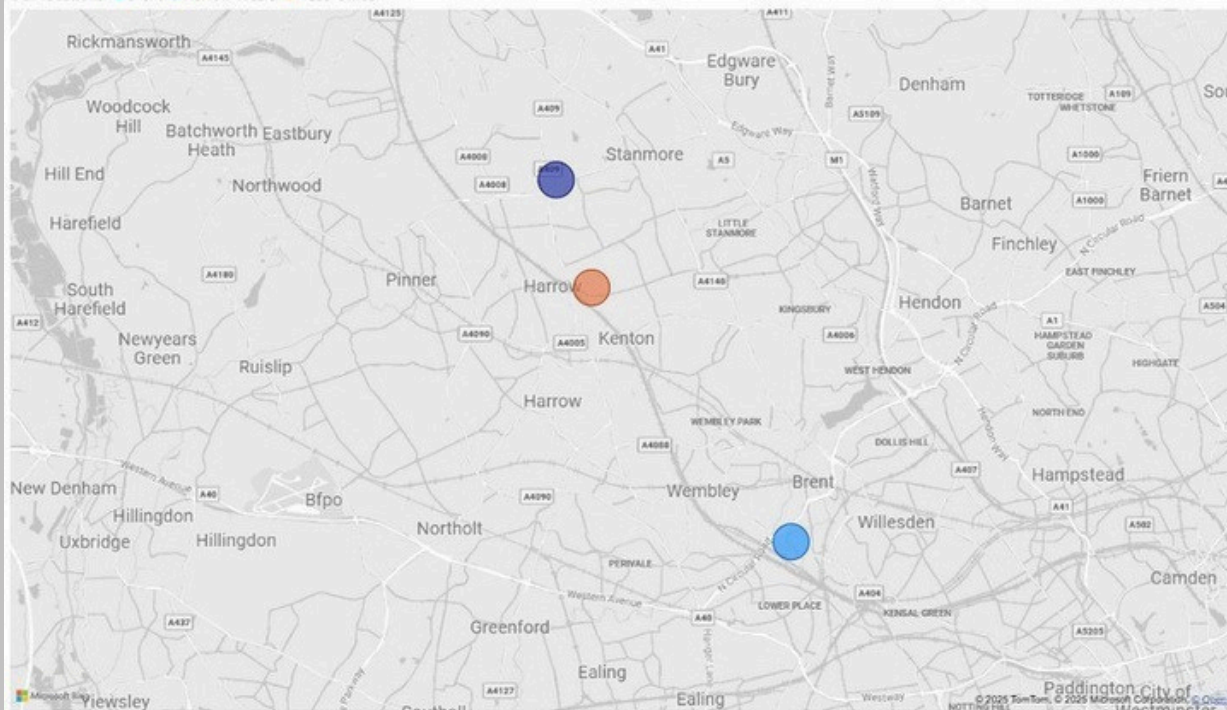
**Brent Start Hillside
Adult and Community
Learning Centre**
1 Twybridge Way,
Brent, NW10 0ST



LCK Academy,
Christchurch Avenue,
Harrow,
HA3 5BD



Our locations ● Brent ● Harrow Weald ● Head Office



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