



in partnership with



Student Information, Advice & Guidance

BA (Hons) Business and Management (Top-Up)

www.lckacademy.org.uk

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Intake start date	September 2026
Course duration	1 year
Course level	6
Campus	Harrow
Tuition fee cost	The tuition fee for this course is £9790 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	Tuesday in person classes from (9:30am-5pm) and Saturday (Online) OR Friday in person classes from (9:30am-5pm) 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



BA (Hons) Business and Management (Top-Up):

The BA (Hons) Business and Management (Top-Up) is a one-year Level 6 programme that converts your prior Level-5 study into a full bachelor's degree. Delivered in partnership with the University of Portsmouth, this programme provides advanced business knowledge and strategic thinking skills. You'll develop expertise in contemporary business practices, strategic management, and responsible business leadership. The programme combines theoretical frameworks with practical applications, preparing you for senior business roles across various sectors.

Core modules include:

- M35069 – Contemporary Issues in Product and Service Development
- M35610 – Developing Your Research Skills
- M35608 – Strategic Finance for Managers
- M35613 – Responsible and Sustainable Business
- M35611 – Strategic Management
- M35612 – Independent Study Project

Credits gained

Students will study six modules with a value of **20 credits** each = **120 credits**.

Career opportunities

Graduates pursue leadership roles in various business sectors including:

- Business management and operations
- Strategic planning and development
- Financial management and analysis
- Human resources management
- Marketing and business development
- Supply chain and operations management
- Entrepreneurship and business ownership
- Management consulting

Graduate Employers

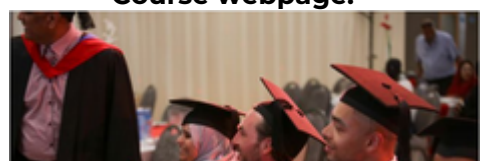
Our graduates work for leading organizations including Santander, CapGemini, NHS, Lenovo, and PwC, demonstrating the strong employability of our programme.

Total credits gained: 120

Entry requirements:

- Level 5 qualification (HND, Foundation Degree, or equivalent): 240 credits from a Level 4/5 programme (120 credits from Level 4 and 120 credits from Level 5).

Course webpage:



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

Grade	Percentage Range
First Class (1st)	70%-100%
Upper Second Class (2:1)	60%-69%
Lower Second Class (2:2)	50%-59%
Third Class Honours (3rd)	40%-49%

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 will 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.

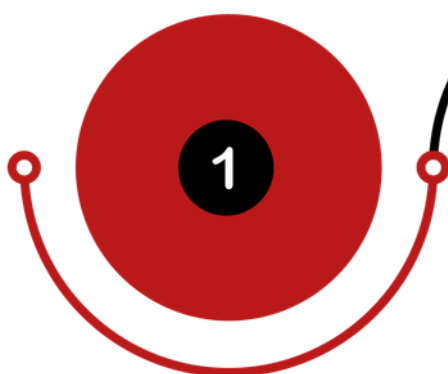
We believe that these additional support sessions will contribute significantly to your academic success. Your participation will not only enhance your writing skills but also provide you with the necessary tools to excel in your coursework.

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



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

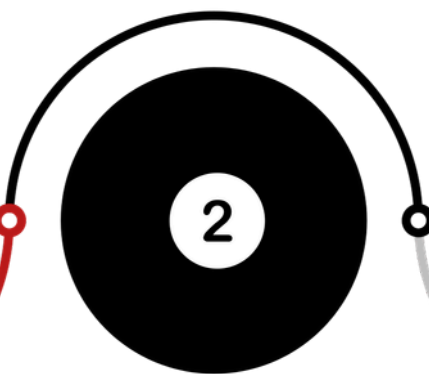
Documents must include:

- Valid Passport (for ID) Valid Share Code (for EU, ILR, Refugee/ Asylum Seeker status)
- 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.
- Proof of 240 credits from a Level 4/5 programme (120 credits from Level 4 and 120 credits from Level 5) OR
- Proof of 360 credits from a 4 year Bachelor's programme (120 credits at Level 3, 120 credits at Level 4 and 120 credits at Level 5)
- 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

02. CREDIBILITY CHECKS



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

03. ELIGIBILITY CHECKS

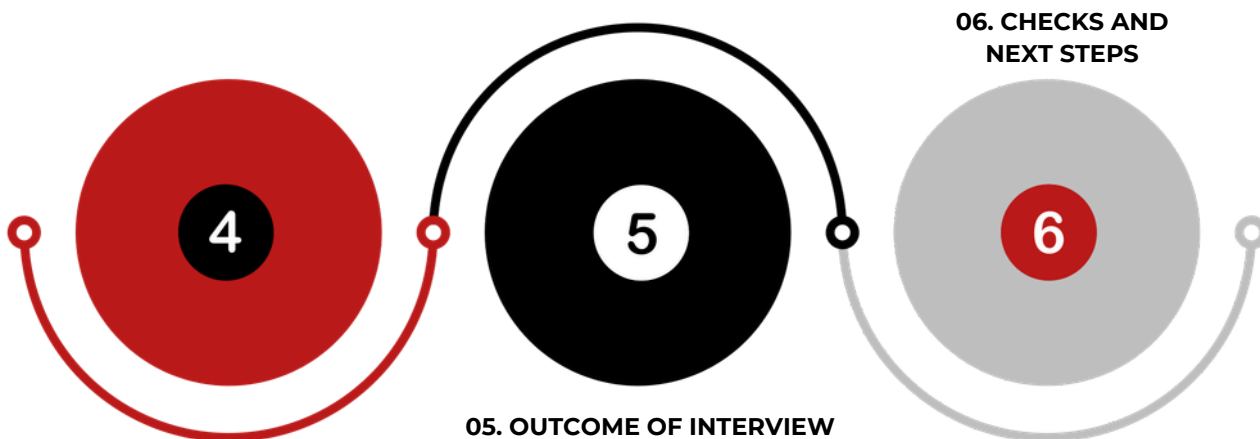


Applicants must apply through qualification route only:

- Relevant Level 5 qualification (HND, Foundation degree or equivalent) -120 credits
- Proof of 240 credits from a Level 4/5 programme (120 credits from Level 4 and 120 credits from Level 5) OR
- 240 credits from years 1 and 2 of a relevant BA/BSc programme
- 360 credits from a 4 year Bachelor's programme (120 credits at Level 3, 120 credits at Level 4 and 120 credits at Level 5)
- Level 5 qualification must be Relevant business, management, or related subject area
- Minimum grade requirements as specified by the University of Portsmouth
- International qualifications will be considered on individual merit.

Application Process

04. APPLICATION/INTERVIEW



Successful academic interview to assess intent and suitability for course

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 all documentation to Partner College or University for review and check the documents against the information provided through interview, personal statement, CV, work documents and qualifications.

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.

FAQ's



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 OST

Harrow (Hub)

LCK Academy

The Bridge

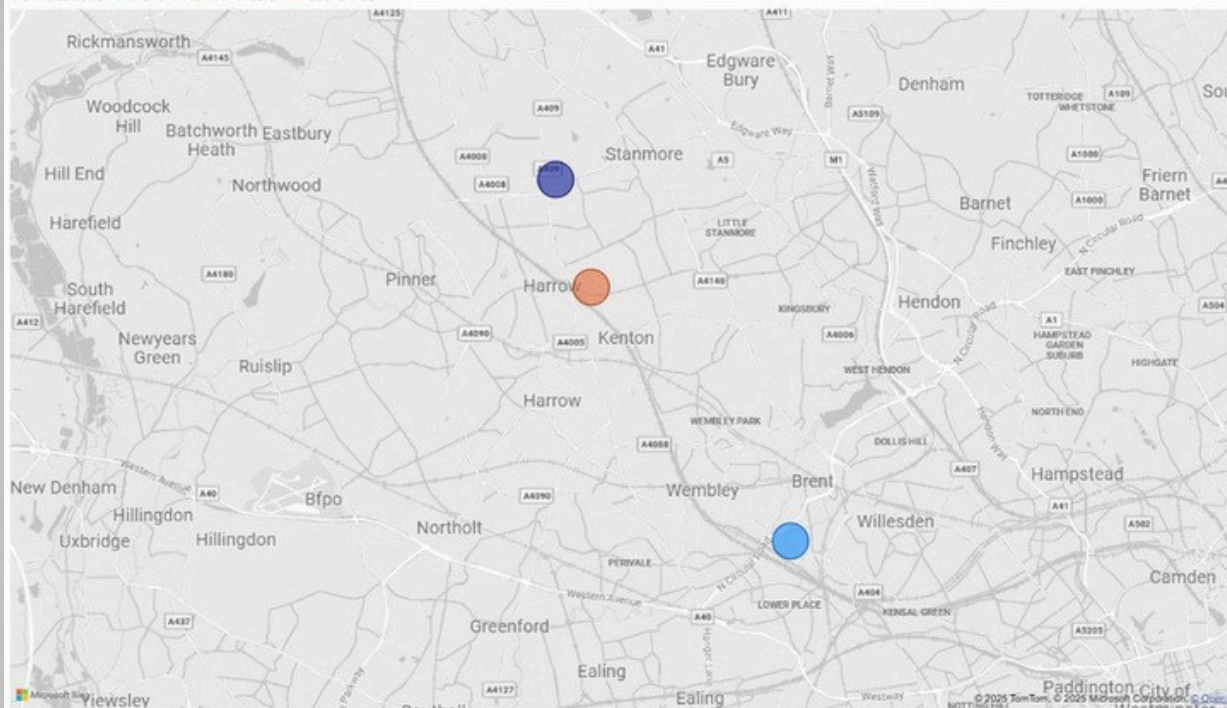
Christchurch Avenue

London

HA3 5BD



Our locations ● Brent ● Harrow Weald ● Head Office



+44 7368971605



admissions@lckacademy.org.uk



www.lckacademy.org.uk



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Christchurch Avenue,

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