

HNC Business Distance Learning Information Pack

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Introduction

Personal Academic Tutor

You will have been interviewed by Scott Innes, Personal Academic Tutor (PAT) for the distance learning HN Business courses. If you have any queries regarding the course after your interview, contact Scott, details below:

Scott Innes: scott.innes.perth@uhi.ac.uk

It is important to note that the academic summer break runs from Friday 20 June to Monday 11 August 2025 therefore during this time responses to queries will be intermittent.

HNC Business Course

Programme Information

Programme Title:	HNC Business
Duration:	2 years part-time
Accredited by:	Scottish Qualifications Authority (SQA)
SCQF Level:	7

The HNC Business group award is a higher education level qualification, HNC is an equivalent level to year 1 of a degree programme. If you complete the 2nd year HND Business group award you can progress directly into year 3 of the BA (Hons) Business and Management qualification which is offered at UHI Perth as one of the partners of the University of the Highland and Islands (UHI).

Programme Aims

This course will provide you with the practical and theoretical skills required for a range of careers in the Business sector. It is also an excellent foundation for those wishing to enhance their existing qualifications.

Programme Content and Structure

The HNC Business group award via distance learning involves undertaking 12 credits over 2 years of study. Students can opt to study 3 additional credits in year 2 (additional costs apply). This would lead to achievement of the HNC with 15 credits which allows students to progress onto the 2nd year of the HND Business group award.

The majority of units equate to one credit but some have a 2 credit value. The table below lists the units studied in each year and optional additional units which can be undertaken to gain additional credits. Please note one credit units will be studied either in semester 1 or semester 2 whereas units worth two credits are studied over the whole academic year.

Area of Study	Unit Code	SCQF Level	Credit Value
HNC Business – Distance Learning Year 1			
Business Fundamentals and Emergent Technologies	J56C 34	7	2
IT in Business: Spreadsheets	HH83 34	7	1
Managing People and Organisations	J4DL 34	7	2
Marketing: An Introduction	F7BX 34	7	1

HNC Business – Distance Learning Year 2			
Accounting for Business: An Introduction	J56F 34	7	2
Business: Graded Unit 1	J5CS 34	7	1
Communication: Business Communication	H7TK 34	7	1
Creating a Culture of Customer Care	H1F0 34	7	1
Economic Issues: An Introduction	J462 34	7	1
HNC Business – Distance Learning Additional Credits			
Business Law: An Introduction	J56B 34	7	1
Human Resource Management: Introduction	J2FH 34	7	1
Personal Development Planning	DE3R 34	7	1

Unit Summaries

Year 1

J56C 34 Business Fundamentals and Emergent Technologies
2 Credits SCQF Level 7

This unit is designed to emphasise the vital impact that change in internal and external business environments have on the success or failure of business organisations and the overwhelming driving force that current and emerging technologies are playing in driving this. Business organisations that fail to evolve and adapt their models to the changing

environment, be it technology, or other internal and external factors will not succeed.

HH83 34 IT in Business Spreadsheets
1 Credit SCQF Level 7

This unit is designed to allow you to develop an understanding of spreadsheet design and how to use spreadsheet features and functions for practical and effective use. The unit will enable you to develop your knowledge of spreadsheets as a tool to help provide solutions to common business problems.

J4DL 34 Managing People and Organisations
2 Credits SCQF Level 7

This unit is designed to enable learners to gain an understanding of different approaches to managing an organisation in today's dynamic and complex business environment. It will introduce learners – whether intending to or working in an administrative, commercial or management role – to current management theories and practice to enable them to use these to evaluate organisational effectiveness.

F7BX 34 Marketing: An Introduction
1 Credit SCQF Level 7

This unit is designed to provide you with a knowledge and understanding of marketing and its importance in organisations. This unit is also designed to develop your understanding of the marketing mix in the context of both products and services. This is an introductory unit which can be used to underpin more specialised marketing units.

Year 2

J56F 34 Accounting for Business: An Introduction 2 Credits SCQF Level 7

This unit is designed to introduce learners to the basic tools needed to maintain a range of financial records for a business. It will provide the knowledge needed to record financial information using books of original entry and to create an income and expenditure account identifying whether the business has made a profit or loss, and a statement of financial position showing the assets, liabilities and overall financial position of the business. This unit will also introduce the techniques required for management of inventory and producing quotations and cost statements in a business context.

J5CS 34 Business Graded Unit 1 1 Credit SCQF Level 7

This graded unit is designed to provide evidence that the learner has achieved the following principal aims of the HNC Business.

- Develop knowledge and skills of core business functions to enable access to employment in entry level commercial, officer, supervisory or managerial positions in business organisations.
- Develop knowledge and skills to facilitate progression in commercial, officer or supervisory career paths.
- Foster innovation and creativity to enable learners to adapt to changes in the business environment.
- Provide a grounding in knowledge, skills and creative thinking required to start a business.

H7TK 34 Communication: Business Communication
1 Credit SCQF Level 7

This unit is designed to develop skills in analysing, summarising, evaluating, and producing complex written business information. It also develops skills in presenting and responding to complex oral business information.

H1F0 34 Creating a Culture of Customer Care
1 Credit SCQF Level 7

This unit is designed to enable you to recognise, develop and evaluate effective customer care within a work environment appropriate to your needs. This unit will be relevant to for those wishing to enhance their knowledge and understanding of a key area of importance and value in today's world of work.

J462 34 Economic Issues: An Introduction
1 Credit SCQF Level 7

This unit introduces learners to fundamental issues in economics with a particular emphasis on the business environment. Learners will consider the basic economic problem, how consumers and other economic agents address this problem, and how markets can be used to allocate resources. Learners are introduced to the operation of markets and actions that can be taken to help avoid market failure. The unit introduces the theory of National Income and the circular flow of Income model.

Additional Credits

J56B 34 Business Law: An Introduction 1 Credit SCQF Level 7

This unit is designed to introduce the learner to several aspects of law that they may encounter in a commercial environment. The unit must introduce Scottish law to the learner and differentiate the powers of Holyrood and Westminster. It explores the different legal entities of business, contract law, and key features of the laws surrounding employment and the consumer. The unit is primarily intended for learners who require a general awareness of legal matters in a business context and on successful completion is not intended to render students competent to apply the law unaided.

J2FH 34 Human Resource Management: Introduction 1 Credit SCQF Level 7

This introductory unit is intended for learners who plan to pursue an extended course of study in Human Resource Management (HRM), or who are considering a career in this discipline. It is also suitable for those learners who may wish to gain a holistic overview of how human resource management can add value to an organisation. It is designed to develop knowledge of the role of human resource management as a key function within organisations and to develop an understanding of the factors of change that have shaped and continue to influence the discipline of human resource management.

DE3R 34 Personal Development Planning 1 Credit Level 7

This unit helps candidates to take responsibility for their own learning and development. In particular it provides a framework for the development of the personal and general skills and

qualities which employers seek in the workplace, and which are increasingly recognised as underpinning success in personal life, in citizenship and in lifelong learning. The contexts of progression to employment, or from college to university, or developing Core Skills, can be used.

Distance Learning – What to Expect

All learning materials will be available in UHI's Virtual Learning Environment – Brightspace. All learning resources are provided electronically. You will work through the learning materials in a self-directed manner, following the guidance provided by your Lecturer. Lecturers will ask you to submit practice assessment tasks, often referred to as Tutor Marking Assignments (TMAs), to receive feedback in advance of undertaking assessment work.

Lecturers will provide guidance online via Brightspace and/or your student email. You will be able to contact Lecturers directly should you have any queries. Your Personal Academic Tutor will provide academic guidance and support when required.

Each credit you study will require approximately 3-5 hours of study per week. This means you **will need to set aside approximately 10-15 hours per week for your studies** during semester. There are no real-time classes for each unit so this means you can decide when to undertake your studies fitting them around your other commitments.

Assessments

Distance Learning students are responsible for finding a suitable person to act as a mentor during their studies. The mentor must hold a professional role and cannot be a relative or close friend. A key role of the mentor is to ensure the conditions of any supervised assessments are met.

If you do not allocate a suitable mentor, we may be able to offer you the opportunity to join the on-campus class to sit assessments – this would mean attending UHI Perth at the date/time the assessment is scheduled to take place.

Assessments are completed on an on-going basis throughout the course. Most of the assessments on HNC Business are completely open book (you can refer to learning resources) with students working on them in their own time and submitting by the deadline set. There are however some supervised assessments with timed conditions (usually between one to 2 hours per assessment) and these will require mentor supervision. Some are completely closed book (no reference to resources allowed) whereas others all reference to some resources.

Below is an overview of the assessments across both years of study; this will give you a good idea of the commitment required to pass the course. It will also enable you to let your mentor know how many times you will require them to supervise you.

J56C 34	Business Fundamentals and Emergent Technologies	Assessment 1 Assessment 2 Assessment 3
HH83 34	IT in Business: Spreadsheets	Assessment – Mentor required.
J4DL 34	Managing People and Organisations	Assessment
F7BX 34	Marketing: An Introduction	Assessment 1 Assessment 2

J56F 34	Accounting for Business: An Introduction	Assessment 1 – Mentor required Assessment 2 – Mentor required Assessment 3 – Mentor required
J5CS 34	Business: Graded Unit 1	Assessment – Mentor required.

H7TK 34	Communication: Business Communication	Assessment 1 Assessment 2 Assessment 3
H1F0 34	Creating a Culture of Customer Care	Assessment 1 Assessment 2
J462 34	Economic Issues: An Introduction	Assessment – Mentor required

Expectations of Our Distance Learning Students

While studying with us we expect students to take a mature attitude towards their studies. This includes:

- Meeting all deadlines for assessment work.
- Taking responsibility for your studies.
- Being self-motivated to undertake the required learning.
- Being an independent learner.
- A positive attitude towards your studies.
- Using your initiative when required.

Preparation for Your Studies

UHI have produced some resources which can be used to help you prepare for studying, you may wish to access these before commencing your studies in September:

<https://induction.uhi.ac.uk>. These resources include further information about UHI's VLE – Brightspace.

Please note further guidance and support will be provided during Induction to ensure you are ready to commence your studies. This guidance will be specifically related to the course and the units you will study.

Recommended Reading

Essential and Recommended Texts

There are no recommended essential texts for this programme. However, the lecturer for each unit may recommend specific articles, books and websites that may be of interest.

Any articles or texts recommended are often accessible to UHI students at no cost in the form of an e-book via the UHI electronic resources.

Dates to Note

Semester 1

August	Monday 25-Friday 29	Induction for all FE and HE Courses
September	Monday 1	Commencement of Semester 1 – All Courses Start
October	Monday 13-Friday 17	Autumn Recess
December/ January	Monday 22-Friday 2	Christmas/New Year Recess – Students and Staff
January	Friday 16	Semester 1 Finish – HN Courses

Semester 2

January	Monday 19	Commencement of Semester 2
February	Thursday 12-Friday 13	Academic Staff Fixed Holidays
April	Monday 6-Friday 17	Easter Recess
May	Friday 29	Semester 2 Finish – HN Courses

What Next?

Offer of a Place

If you meet the entry requirements for the course, you will receive an offer via email from Nicola McAulay who is the Distance Learning Administrator. This **offer should be accepted within 7 days** by emailing distance.learning.perth@uhi.ac.uk

An email with further information and a sponsor form will be emailed to you during the first half of summer this form will let us know how you expect to fund the course. The form should be completed and sent back to distance.learning.perth@uhi.ac.uk as soon as possible.

If you do not meet the entry requirements yet but are expected to meet these in advance of the course commencing, you will be offered a conditional place subject to you meeting the requirement(s) set.

Alternative Options

If you do not meet the entry requirements or decide studying the HNC via distance learning is not right for you, then guidance can be provided as to alternative study options.

Support Service Available

If you need any support prior to starting your studies with us the following services are available, go to the Student Services webpage for further information:

<https://www.perth.uhi.ac.uk/student-services/>

Additional Support for Learning

We can help to arrange appropriate support for you if you have a medical condition, disability or learning difficulty that could affect your studies. Our Additional Support Team offers a confidential service covering:

- Informal interviews to discuss your support needs.
- Setting up a Personal Learning Support Plan (PLSP) to facilitate individual support measures for you.
- Reviewing support measures with you on an on-going basis during your studies.
- Advice on applying for Disabled Students' Allowance.

We have experience in supporting students affected by, for example dyslexia, visual impairment, hearing impairment, physical disability, autistic spectrum disorders and mental health difficulties.

If you would like to access support during your studies, please contact us as soon as possible and we will be happy to discuss this with you.

Contact: additional.support.perth@uhi.ac.uk

Student Fees and Funding

This following information is correct at the time of printing but may be subject to change.

Part Time Fee Grant

This scheme is run by the Student Awards Agency for Scotland (SAAS) and provides assistance towards the cost of part-time tuition fees for anyone aged 16 and over, living in Scotland, earning under £25,000 per year. To be eligible to apply for this funding, applicants must be studying a part-time Higher education course such as a Higher National Certificate (HNC). They also must be studying between 30 and 119 SCQF points which means at least 4 HN credits per year.

Further information including how to apply can be found here: www.saas.gov.uk/part_time/ug/index.htm

Self-Funding

If you are paying for your own fees for each year of your study, you can either pay this in full or we can arrange a payment plan.

The Student Funding Team can help you with general funding advice, as well as providing assistance with your funding application.

Contact: studentfunding.perth@uhi.ac.uk