

HND 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.

HN Business Course

Programme Information

Programme Title:	HND Business
Duration:	2 years part-time (4 years including HNC)
Accredited by:	Scottish Qualifications Authority (SQA)
SCQF Level:	8

The HND Business group award is a higher education level qualification with the second year being equivalent to year 2 of a degree programme. If you achieve the HND Business group award you can progress onto 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 qualification for those wishing to enhance their existing qualifications.

Programme Content and Structure

The HND Business Group Award is based on the achievement of 30 credits. The first 15 credits must already have been achieved as part of HNC Business studies before progressing onto the following HND Business credits. Having studied 15 HNC credits, to achieve HND Business, distance learning students will undertake 15 credits over two years of study.

Several of the units equate to one credit whilst others have a two-credit value. The table below lists the units studied in each year. 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
HND Business year 2 – distance learning year 1			
Business Contractual Relationships	F84N 34	7	1
Developing the Individual within a Team	F870 34	7	1
Digital Marketing Communications: An Introduction	FK93 34	7	1
Economics: Micro and Macro Theory and Application	J58G 35	8	1
Economics: The World Economy	J578 35	8	1
Human Resource Management: Core Activities	H2W8 34	7	2

HND Business year 2 – distance learning year 2			
Business: Graded Unit 2	J5CT 35	8	2
Managing Business Culture and Strategy	J56D 35	8	2
Preparing Financial Forecasts	J577 35	8	1
Project Management: Strategy, Decision Making and Risk	J56E 35	8	2
Research Skills	J1NC 34	7	1

Unit Summaries

Year 1

F84N 34 Business Contractual Relationships **1 Credit SCQF Level 7**

This unit is designed to develop your knowledge of the law as it applies within the business environment. The unit will examine consumer legislation, the law in employment and the Law of Obligations as it relates to the contractual relationships between the business, their customers and their employees.

F870 34 Developing the Individual within a Team **1 Credit SCQF Level 7**

This unit is designed to enable the candidate to demonstrate the knowledge and skills required to participate effectively in team projects. This Unit would be suitable for anyone wishing to develop the skills required for effective team membership and participation.

FK93 34 Digital Marketing Communications: **An Introduction** **1 Credit SCQF Level 7**

This unit is designed to provide candidates with an introductory understanding of the role of digital media in contemporary marketing communications. The unit explores current techniques and provides the candidate with the opportunity to develop practical skills through the use of a social networking tool.

J58G 35 Economics: Micro and Macro Theory and Application
1 Credit SCQF Level 8

This unit is designed to build on learners' knowledge of the microeconomic and macroeconomic environment. The unit exposes them to microeconomic and macroeconomic applications of theory. The unit allows the introduction of current issues in economics including mainstream and non-mainstream theories, and their application. The unit provides an opportunity for learners to assess and evaluate macroeconomic issues and related policy.

J576 35 Economics: The World Economy
1 Credit SCQF Level 8

This unit is designed to build further on learners' knowledge of the microeconomic and macroeconomic environment by introducing them to the world economy. The unit introduces learners to key features of the global economic environment, including consideration of the basic elements of international trade theory, international payments, institutions of the world economy, economies undergoing change and multinational enterprises. The unit provides an opportunity for learners to analyse and evaluate these issues and concepts while utilising their research skills.

H2W8 34 Human Resource Management: Core Activities
2 Credits SCQF Level 7

This unit is designed to provide you with the knowledge and skills of core human resource management activities within the workplace. Topics for study include: recruitment and selection, managing individual performance, planning for training and development, grievance and disciplinary procedures and methods of motivation.

Year 2

J5CT 35 Business: Graded Unit 2 **2 Credits SCQF Level 8**

This unit is designed to provide evidence that the learner has:

- Developed greater range and depth of knowledge of core and specialist business functions from a managerial and strategic perspective.
- Further developed research, critical thinking, management and organisational skills.
- Developed skills in analysis and evaluation of business issues and the ability to interpret and express them in an integrated and holistic manner.
- Developed knowledge and application of business law at an introductory level.
- Enabled progression to intermediate/advanced level commercial, supervisory or managerial positions in business organisations.
- Developed knowledge of business and economic issues in an international context.

J56D 35 Managing Business Culture and Strategy **2 Credits SCQF Level 8**

This unit is designed to enhance learners' understanding of business strategy and how it can be developed and managed within the culture of an organisation. It highlights the dynamic nature of the business environment and the role that business strategy and organisational culture can play in improving the long-term performance of an organisation.

J577 35 Preparing Financial Forecasts
1 Credit SCQF Level 8

This unit is designed to enable learners to develop an understanding of the use of management accounting information within a business organisation. It provides learners with the skills required to prepare basic management accounting reports. In addition, the unit will also enable learners to learn the financial techniques used for making decisions in relation to budgeting, control and investment decision making.

J56E 35 Project Management: Strategy, Decision
2 Credits Making and Risk
SCQF Level 8

This unit is designed to develop learners' understanding of the process of project management in the workplace. It aims to develop a theoretical understanding with a practical underpinning. Learners will be required to consider the importance of information in order to make strategic decisions while assessing risks and their relative impact. Learners will interpret data, apply project management theories and demonstrate a level of competency with project management software. Learners are also required to create their own project plan.

J1NC 34 Research Skills
1 credit Level 7

The unit is designed to develop skills in investigating, analysing, evaluating and presenting complex information from a variety of primary and secondary sources. The assessment element for this unit will be evidenced in the Graded Unit 2 research project.

Higher Education

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 15-20 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.

F84N 34	Business Contractual Relationships	Assessment 1 – Mentor required Assessment 2 – Mentor required Assessment 3
F870 34	Developing the Individual within a Team	Assessment 1 Assessment 2 Assessment 3
FK93 34	Digital Marketing Communications: An Introduction	Assessment 1 Assessment 2
J58G 35	Economics: Micro and Macro Theory and Application	Assessment 1 Assessment 2 Assessment 3
J578 35	Economics: The World Economy	Assessment 1 Assessment 2 Assessment 3
H2W8 34	Human Resource Management: Core Activities	Assessment 1 Assessment 2 Assessment 3 Assessment 4 Assessment 5

J5CT 35	Business: Graded Unit 2	Assessment 1 Assessment 2 Assessment 3
J56D 35	Managing Business Culture and Strategy	Assessment 1 Assessment 2
J577 35	Preparing Financial Forecasts	Assessment 1 – Mentor required Assessment 2 – Mentor required Assessment 3 – Mentor required
J56E 35	Project Management: Strategy, Decision Making and Risk	Assessment 1 Assessment 2 Assessment 3
J1NC 34	Research Skills	Assessed via Graded Unit 2 submissions

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 HND 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